Southern Regional Technical College

Radiologic Technology Program

Moultrie Campus

Master Plan of Education

2026-2027

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Contents

Introduction

Welcome to the Radiography Program at the Moultrie Campus of Southern Regional Technical College! We are excited to have you here and are committed to supporting your professional growth in the field of radiography. Our goal is to help you succeed in every way possible. Remember, your success will be directly tied to the effort you dedicate to your studies.

This Master Plan of Education is designed to guide you through the program and help you achieve your goals. It provides essential program guidelines and procedures specific to radiography students. These guidelines are intended to complement the policies outlined in the Southern Regional Technical College Catalog, which you should also keep as a key reference during your time in the program.

We recommend keeping this manual and the college catalog accessible throughout your studies. Any updates to the procedures will be provided to you in writing, and you can add them to this manual as needed. We wish you all the best as you begin your journey in radiography!

Joint Review Committee on Education in Radiologic Technology (JRCERT)

Southern Regional Technical College's Radiologic Technology Program located on the Moultrie campus is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

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

The program was evaluated according to the **Standards for an Accredited Educational Program in Radiography (2021)**. The program documents compliance with all relevant Standards; therefore, the JRCERT awards:

MAINTENANCE OF ACCREDITATION FOR A PERIOD OF EIGHT YEARS.

The next site visit is tentatively scheduled for the Second Quarter of 2026.

The program must maintain accurate reporting data and is evaluated periodically by the JRCERT for compliance. We are pleased to follow the comprehensive standards set forth by the JRCERT and it is your right to know these standards and report any allegations of non-compliance to the JRCERT. Located within this Radiologic Technology Master Plan of Education you will find the most up-to-date program outcomes and reports. In addition any JRCERT accredited program information may also be obtained by visiting the JRCERT's Website at (https://www.jrcert.org/)

Below you will find the reporting allegations excerpt retrieved from the JRCERT's website.

Reporting Allegations

The Joint Review Committee on Education in Radiologic Technology (JRCERT) is committed to addressing allegations of non-compliance with its accreditation standards. However, please note that the JRCERT does not act as an advocate for individual students. Investigations into allegations focus solely on the program's compliance with accreditation standards and do not have an impact on the status of any individual student.

The JRCERT takes all allegations of non-compliance seriously and ensures appropriate follow-up. Before initiating an investigation, the JRCERT requires assurance that the complainant has fully pursued the program's or institution's internal due process, including any final appeals. If you have completed the internal process and wish to file a formal complaint, you must submit an allegation reporting form. Your complaint must reference the specific accreditation standards or objectives you believe the program has violated. For more information, including the Standards for an Accredited Program in Radiologic Sciences, please refer to the Accreditation Information menu on the JRCERT website.

Southern Regional Technical College Mission Statement

Southern Regional Technical College, a unit of the Technical College System of Georgia, is a public two-year college that provides access to learner-centered high-quality services; academic and occupational credit courses; associate degree, diploma, and technical certificate of credit programs; continuing education opportunities; business and industry training; and adult education programs. Through traditional and distance delivery methods at multiple instructional sites, the College supports workforce development serving primarily the citizens of Colquitt, Decatur, Early, Grady, Miller, Mitchell, Seminole, Thomas, Tift, Turner, and Worth counties.

Vision

Southern Regional Technical College will meet the evolving needs of tomorrow's workforce by providing engaging and cost-effective educational opportunities, preparing learners for success, and promoting seamless, lifelong learning. Southern Regional Technical College will provide state-of-the-art, well-maintained, and safe facilities to further support an optimal student-learning environment.

Values

At Southern Regional Technical College, we value honesty, integrity, and excellence. We are committed to the success of our students by providing high-quality programs, services, and facilities along with professional and caring faculty and staff. We hold ourselves accountable to our students, employees, and community by honoring our commitments and striving to provide the highest quality education.

College Goals

- Deliver accessible quality credit courses and programs that serve the intellectual and career needs of the individual and the business and industry of our seven-county service area.
- Provide comprehensive programs, services, activities and recruitment initiatives to promote student success.
- Promote high school initiatives and opportunities throughout the service delivery area and provide college-wide student retention and graduation strategies.
- Recruit, hire, train, and retain qualified faculty and staff.
- Maintain financial stability and a fiscal environment, which promotes growth through responsible planning and

management of resources.
- Advance technology and infrastructure to support teaching, learning, and administrative functions.
- Promote Economic Development in our service delivery region by providing quality training that meets the needs of business and industry and continuing education programs that enhance the lives of individuals.
- Ensure a culture of accountability and continuous improvement through a research-based system of assessment, planning, and budgeting to achieve expected outcomes.
- Strengthen public perception and develop mutually beneficial community partnerships from business and industry, public-sector sources, private foundations, and individuals

College Accreditation Status

Southern Regional Technical College is accredited by the Southern Association of Colleges and Schools, Commission on Colleges to award Associate Degrees, Diplomas, and Technical Certificates of Credit. Contact The Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Southern Regional Technical College.

The Commission is to be contacted only if there is evidence that appears to support significant non-compliance of the College with a requirement or standard. Inquiries such as admission requirements, financial aid, educational programs, etc., should be addressed to Southern Regional Technical College, ADDRESS, Phone:

Refer to the Program Accreditation section of the Catalog/Student Handbook for program accreditation status.

Radiology Technology Program Objectives

1. Provide current curriculum, instructional materials, and equipment (in accordance with available funding), which teach knowledge, skills, and attitudes, appropriate to industry needs.
2. Provide educational facilities, which foster learning and provide safe, healthy environments available and accessible to all students who can benefit from the program.
3. Provide academic instruction which supports effective learning within the program and which enhances professional performance on the job.
4. Provide employability skills, which foster work attitudes and work habits that will enable graduates of the program to perform as good employees.
5. Nurture the desire for learning so that graduates will pursue their own continuing education as a lifelong endeavor.
6. Provide an educational atmosphere, which promotes a positive self-image and a sense of personal well-being.
7. Provide education that fosters the development of good safety habits.
8. Provide admissions, educational, and placement services without regard to race, color, national origin, religion, sex, age, handicapping condition, academic disadvantage, or economic disadvantage.
9. Provide information to the public regarding the program that will facilitate recruitment and enrollment of students.
10. Promote good public relations via contacts and regular communications with business, industry, and the public sector.
11. Promote faculty and student rapport and communications to enhance student success in the program.

Radiologic Technology Program Mission Statement and Program Goals

Program Mission

The Mission of the Southern Regional Technical College Radiology Program is to provide a comprehensive didactic and clinical education, which will prepare graduates with the entry-level skills necessary to seek employment as a radiographer and receive an associate's degree at the end of the program.

The program has established 3 goals to demonstrate that we are adhering to our mission statement. Each of the goals is broken down by individual Student Learning Outcomes and demonstrate each student's individual progression throughout the program.

Assessment Plan

Students will demonstrate clinical competence.			
Goal 1	Expected Outcome	Assessment Tool	Assigned Course
SLO 1.1: Students will demonstrate appropriate positioning skills during the Supine Abdomen examination on the first attempt.	80% of students will demonstrate appropriate positioning skills during the Supine Abdomen lab examination on the first attempt.	Student performance on the RADT 1030 Supine Abdomen positioning lab exam. Positioning Lab Form Section 1 – Patient Positioning.	RADT 1030
	90% of students will demonstrate appropriate positioning skills during Supine Abdomen competency evaluation on the first attempt.	Student performance on the RADT 1320 ARRT Competency Sheet Section 3 for the Supine Abdomen.	RADT 1320
SLO 1.2: Students will demonstrate appropriate positioning skills during the Lumbar Spine examination on the first attempt.	80% of students will demonstrate appropriate positioning skills during the Lumbar Spine imaging lab examination on the first attempt.	Student performance on the RADT 1060 Lumbar Spine positioning lab exam. Positioning Lab Form Section 1- Patient Positioning.	RADT 1060
	90% of students will demonstrate appropriate positioning skills during Lumbar spine competency evaluation on the first attempt.	Student performance on the RADT 2340 ARRT Competency Sheet Section 3.	RADT 2340
Students will communicate effectively.			
Goal 1	Expected Outcome	Assessment Tool	Assigned Course
SLO 2.1: Students will demonstrate proper communication skills during a multimedia presentation.	80% of students will demonstrate proper communication skills during a multimedia presentation on Radiation Protection and Biology.	Student performance on the RADT 1200 Radiation Biology and Protection. Multimedia Presentation Communication Rubric.	RADT 1200
	80% of students will demonstrate effective communication skills during the oral presentation over trauma radiography.	Student performance on RADT 2090 Oral Presentation Rubric Trauma Radiography	RADT 2090
SLO 2.2: 80% of students will successfully critique a professional article.	80% of students will successfully critique a professional article and	Student performance on the RADT 1320 Radiologic	RADT 1320

	apply it to current radiologic technology practice.	Technology Article Critique rubric.	
	90% of students will successfully critique a professional article and apply it to current radiologic technology practice.	Student performance on the RADT 2360 Radiologic Technology Article Critique Rubric	RADT 2360
Students will employ critical thinking skills.			
Goal 3	Expected Outcome	Assessment Tool	Assigned Course
SLO 3.1: Students will select appropriate technical factors.	70% of students will properly set technical factors for Supine Abdomen examination on first attempt.	Student performance on the RADT 1320 ARRT Category Competency Evaluation Form Section 6.	RADT 1320
	80% of students will properly set technical factors for Lumbar Spine examination on first attempt.	Student performance on the RADT 2340 ARRT Category Competency Evaluation Form Section 6.	RADT 2340
SLO 3.2: Students will perform appropriate mechanical operations on radiographic equipment.	80% of students will perform appropriate mechanical operations on radiographic equipment for shoulder on the first attempt.	Student performance on the RADT 1320 ARRT Category Competency Evaluation Form Section 4.	RADT 1320
	90% of Students will perform appropriate mechanical operations on radiographic equipment for Cross Table Lateral Hip (horizontal beam) examination on the first attempt.	Student performance on the RADT 2360 ARRT Category Competency Evaluation Form Section 4.	RADT 2360

Radiologic Technology (Moultrie Campus)

Program Effectiveness

2020-2024

Institution Name: Southern Regional Technical College
Program Type: Radiologic Technology
Degree Type: Associates
Program Effectiveness Data

The following is the most current program effectiveness data. Our programmatic accreditation agency, the Joint Review Committee on Education in Radiologic Technology (JRCERT), defines and publishes this information. Click here to go directly to the JRCERT webpage.

Credentialing Examination: The number of students who pass, on the first attempt, the American Registry of Radiologic Technologists (ARRT) certification examination, or an unrestricted state licensing examination, compared with the number of graduates who take the examination within six months of graduation. The five-year average benchmark established by the JRCERT is 75%. Credentialing Examination Rate	Number passed on 1st attempt divided by number attempted within 12 months of graduation
Year	**Results**
2020	7/8 – 88%
2021	6/6 – 100%
2022	10/11 – 91%
2023	10/10 – 100%
2024	**20/21 – 95%**
Program 5-Year Average	94.8%

Job Placement: The number of graduates employed in the radiologic sciences compared to the number of graduates actively seeking employment in the radiologic sciences within twelve months of graduating. The five-year average benchmark established by the JRCERT is 75%. Job Placement Rate	Number employed divided by number actively seeking employment within 12 months of graduation
Year	**Results**
2020	7/8 – 88%
2021	6/6 – 100%
2022	11/11 – 100%
2023	10/10 – 100%
2024	20/21 – 95%
Program 5-Year Average	96.6%

Program Completion: The number of students who complete the program within the stated program length. The annual benchmark established by the program is 75%. Program Completion Rate	Number graduated divided by number started the program
Year	**Results**
2024	21/21
Annual Completion Rate	**100 %**

Southern Regional Technical College

Radiography Program (Moultrie)

Advisory Committee

The radiologic Technology program advisory committee meets biannually to evaluate the program and make recommendations for changes in the following areas: program purpose and objectives, program admission requirement, program content and course length, instructional materials, equipment skill levels and/or proficiency required for program completion, and methods of evaluation. Recommendations recorded in the program advisory minutes are reviewed by the Vice President of Academic Affairs and may result in improvements as documented by the administrative response report.

SRTC Combined Radiologic Technology Advisory Board

Dr. Jacob Schwartz, MD, MD, Medical Director

Diane Johnston, RT(R) Assistant Radiology Manager

David Spence, RT(R), Radiology Manager

Tracie Grace, RT(R), Radiology Manager

Chastidy Hall, RT(R), Diagnostic Coordinator

Denise Bates, Diagnostic Coordinator

Rebecca Jensen, RT(R), Radiology Manager

Kala Labbe, RT(R), Clinical Instructor

Kristi Hylton, RT(R), Radiology Director

Jackie Diez, RT(R), Clinical Instructor

Rachel Robinson, RT(R), Clinical Instructor

Cindy Clark, RT(R), Clinical Instructor

Holly Corona, RT(R), Clinical Instructor

Mandy Hobby, RT(R), Clinical Instructor

Suzanne Mock, RT(R), Clinical Instructor

Connie Burke, Radiology Manager

Program Faculty

Amanda Price, M. Ed., BS(TM), RT(R), Program Director

Brooke Gagnon, B.S.Ed. (WED), R.T. (R)(CT)(MR), Clinical Coordinator

Southern Regional Technical College
Radiology Program (Moultrie Campus)

Organizational Chart

Mason Miller
Vice President of Academic Affairs

Amy Brock
Dean of Academic Affairs
School of Health Sciences

Amanda Price
Program Chair

Brooke Gagnon
Clinical Coordinator

Archbold Medical Center	Brooks County	Visions Imaging Center	CRMC	TRMC	TMH	Sterling Center	West Campus
Kayla Labbe/ Amber Hutchinson	Jackie Adams	Suzanne Mock	Holly Corona/ Mandy Hobby/ Pamela Evans	Ashley Shiver/ Cindy Clark/ Anna Thompson	Jackie Diaz	Rachel Robinson	Angie Folsom

Radiologic Technology Associate of Applied Science Degree

Program Description**:** The Radiologic Technology associate degree program is a sequence of courses that prepares students for positions in radiology departments and related businesses and industries or additional formal education if they desire. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of didactic and clinical instruction necessary for successful employment. Program graduates receive an associate of applied science degree, have the qualifications of a radiographer, and are eligible to sit for a national certification examination for radiographers.

Successful completion of the program will enable students to sit for the Radiography examination administered by the American Registry of Radiologic Technologists (ARRT).

Program Offered at the Following Sites: Moultrie-Veterans Parkway, Thomasville

Length of Program: Two (2) semesters of prerequisite courses (minimum) and Four (4) semesters of occupational courses

Cost of Program: Click here for Cost of Program broken down by semester.

Program Admission: Fall Semester. Students are considered program ready once their core course curriculum is complete, with the exception of electives. Program faculty highly recommend that all core course curriculum, including prerequisites are complete prior to program admission.

Entrance Requirements: Entry into this program is based on competitive admissions criteria. Contact the program advisor or admissions for details. Completion of prerequisite courses does not guarantee admission into the program. For further details, please see the Competitive Admissions Procedure.

Click here for Competitive Admissions Booklet.

Age: Applicant must be 18 years of age or older prior to first clinical course (RADT 1320).

Malpractice Insurance:

Students in Allied Health programs will be assessed a malpractice insurance fee each Fall Semester. The fee is included in the tuition fees.

Additional Requirements: American Heart Association BLS CPR Certification, Physical Exam, Criminal Background Check, and Drug Toxicology.

Additional Notes**:** Individuals who have been convicted of a felony offense may be denied licensure or certification. Licensure/Certification requirements may vary by state. Graduates of the program will submit application to The American Registry of Radiologic Technologists during the final semester of the program. Students can apply for an ethical review by ARRT after acceptance into the program to ensure licensure or certification upon graduation. Please see Program Director for further details on this process.

Orientation:

Orientation for Radiology (Mandatory) – **Moultrie Campus TBD**

*Students must attend orientation to be eligible for the fall competitive admissions process (core classes must be complete by end of spring term or the appeal process must have been discussed and began). Any questions about these processes should be discussed with admissions, Program Director, or Clinical Coordinator. Correspondence will be sent to all Radiology Majors informing them of the date and time of orientation (mandatory) and the informational meeting (highly recommended).

Grading

Radiologic Technology students must attain a minimum grade of "C" (2.0). A student receiving a grade of "D" (1.0) or lower in a course will not be allowed to continue and may apply for a second attempt the following fall semester. It is not possible to graduate with a grade of "D" or lower in any course applied toward the Radiography Program. A student receiving a grade of "D" or lower in any RADT course will immediately be withdrawn from the program. Such individuals may be allowed to reapply for acceptance in the next starting class, based on competitive admissions. Readmitted students receiving a grade of "D" or lower in any course will be permanently terminated from the program.

The current grading scale at Southern Regional Technical College is:

A	4.0	100-90	Excellent
B	3.0	89-80	Good
C	2.0	79-70	Average
D	1.0	69-65	Below Average
F	0.0	64-0	Failure

Classroom/Lab Dress Code:

A professional image is also a part of your classroom environment. Since it is the practice of the program and the institution to invite professionals on campus to view our classroom and facilities, it is the requirement of this program that each student always presents the best possible image.

To support this concept, the following types of apparel **will not** be acceptable:

1. Jeans
2. Tank Tops
3. Mesh Shirts
4. Short Skirts
5. Shorts
6. Leggings
7. Outfits that allow for a bare midriff, or exposed chest.

**Please note this list is not exhaustive. Classroom/Lab Dress Code is to keep both students and faculty prepared to look professional, and be prepared to work in the classroom and lab space without incident.

Failure to comply with the dress code:

1. You will be asked to leave and change your attire.
2. You will receive demerits according to the severity of the violation.

Appropriate dress is considered business casual or program specific scrub attire.

Professional Organizations

You are encouraged to join any and all professional organizations, which will enhance the Radiologic Technology Profession.

The following is a minimal list of suggested organizations that encourage student involvement:

Georgia Society of Radiologic Technologists - Membership in the GSRT is strongly encouraged of all students. Participation in state scientific essay and film exhibit competition at the GSRT annual meeting is encouraged as well as attendance at the GSRT annual meeting each spring.

American Society of Radiologic Technologists - The ASRT is the profession's national organization and membership is open to any interested student technologist. Members receive its bimonthly journal, Radiologic Technology, and a quarterly newsletter, the "ASRT Scanner".

RADIOLOGIC TECHNOLOGY COMPETITIVE ADMISSIONS PROCESS

ASSOCIATE OF APPLIED SCIENCE DEGREE

Name: _____ ID: _____

Year: _____

	Criteria			Possible Points			Earned Points
	Core Classes	**Course**	**Grade**	**A**	**B**	**C**	
		ENG 1101		100	66	33	
		ENG 2130		100	66	33	
		MATH 1111		100	66	33	
		BIO 2113		100	66	33	
		BIO 2114		100	66	33	
		PSY 1101		100	66	33	
		ALHS 1090		100	66	33	
		Total		**700**			
		GPA:					
		3.7—4.0		**50 pts**			
		3.4—3.6		**40 pts**			
		3.1—3.3		**30 pts**			
		2.8—3.0		**20 pts**			
		Total Overall		**750**			

First Semester (program entry) students will be registered for RADT 1010-4 credit hours, RADT 1030-3 credit hours, RADT 1065-2 credit hours, RADT 1200—2 credit hours, and RADT 1320-4 credit hours

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SOUTHERN REGIONAL TECHNICAL COLLEGE

Student Advisement Sheet

Program: Radiologic Technology – Degree (2017)

Course #	Prerequisites	Course Description	Sem Seq	Completion Date	Grade	Cr Hr	Contact Hours
First Semester (Spring)							
ALHS 1090	Provisional Admit	Medical Terminology for AHS	1			2	30
BIOL 2113	Program Admission Co: BIOL 2113L,ENGL 1101	Anatomy and Physiology I	1			3	45
BIOL 2113L	Co: BIOL 2113	Anatomy and Physiology Lab I	1			1	45
ENGL 1101	ENGL 0098, READ 0098	Composition and Rhetoric	1			3	45
MATH 1101	MATH 0099	Mathematical Modeling	1			3	45
Second Semester (Summer)							
BIOL 2114	BIOL 2113, BIOL 2113L Co: BIOL 2114L	Anatomy and Physiology II	2			3	45
BIOL 2114L	BIOL 2113, BIOL 2113L Co: BIOL 2114	Anatomy and Physiology Lab II	2			1	45
Elec-Core		Elective – General Ed Core	2			3	45
Elec-Human	Pre/Co: ENGL 1101	Degree Level Humanities Elective	2			3	45
Elec-Social	Program Admission	Degree Level Social Science Elective	2			3	45
Coll 1500	Program Admission	Student Success	2			3	45
Third Semester (Fall)							
RADT 1010*	Program Admission Co: RADT 1030, RADT 1320	Introduction to Radiology (MW)	3			4	75
RADT 1030	BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L Pre/Co: RADT 1010	Radiographic Procedures I (MW)	3			3	75
RADT 1065	Pre/Co: RADT 1030	Radiologic Science (Physics) (R)	3			2	30
RADT 1200	Pre/Co: RADT 1030	Principles of Radiation Biology & Prot (MW)	3			2	30
RADT 1320	Pre/Co: RADT 1030	Clinical Radiography I (TF)	3			4	180
Fourth Semester (Spring)							
RADT 1060	RADT 1010, RADT 1030 Co: RADT 1330	Radiographic Procedures II (MW)	4			3	75
RADT 1075	Co: RADT 1060	Radiographic Imaging (MW)				4	75
RADT 1330	RADT 1010, RADT 1030, RADT 1320 Co: RADT 1060	Clinical Radiography II (TRF)	4			7	315
Fifth Semester (Summer)							
RADT 1085	Co: RADT 2090	Radiologic Equipment (QC,Digital,Fluoro) (MW)	5			3	60
RADT 2090	RADT 1060 Co: RADT 1330,RADT 2340	Radiographic Procedures III (MW)	5			2	60
RADT 2340	RADT 1330	Clinical Radiography III (TRF)	5			6	270
Sixth Semester (Fall)							
RADT 2260**	RADT 1200, RADT 2090, RADT 2340 Co: RADT 2360	Radiologic Technology Review (R)	6			3	45
RADT 2360	RADT 2340 Co: RADT 2260	Clinical Radiography IV (MTWF)	6			9	405
Request for Graduation (Radiologic Technology Degree)					**Date:**		

Student Name: _____ Student ID: _____

**** Students must complete WKET 1000 – Introduction to Professional Work Ethics during the selected introductory course in order to graduate.***

***** Students must complete WKET 2020 – Work Ethics in the Health Sciences during the selected capstone course in order to graduate.***

SOUTHERN REGIONAL TECHNICAL COLLEGE

Student Advisement Sheet

Student: _____

Address: _____

_____

Student ID # : _____ Telephone # : _____

Entry Status: _____ Email Address: _____

Entry Date: _____ Advisor: _____

	Writing	Reading	Algebra
PR = Program Ready **Asset** Entrance – Minimum Score	41	42	42
PR = Program Ready **Compass** Entrance – Minimum Score	62	79	37
STUDENT SCORE:			

A grade of "C" or above is required for successful completion of any course. However, a quarterly GPA of 2.0 must be maintained to remain in the program. See the Student Handbook.

I understand that if I vary from the prescribed course sequence listed above, I may be unable to graduate within the regular program length and may not be able to schedule courses as needed.

_____ _____

Student Signature Date

As set forth in the Student Catalog, Southwest Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) have been designated to handle inquiries regarding the non-discrimination policies: The Title IX Coordinator: Joyce Halstead, VPSA, SWGTC, Building A, (229) 225-5062. Section 504 Coordinator: Jeanine Long, SWGTC, Building A, (229) 227-2668.

Occupational Course Descriptions:

RADT 1010 Course Description

Introduces a grouping of fundamental principles, practices, and issues common to many specializations in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Provides the student with an overview of radiography and patient care. Students will be oriented to the radiographic profession as a whole. Emphasis will be placed on patient care with consideration of both physical and psychological conditions. Introduces a grouping of fundamental principles, practices, and issues common to many specializations in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Topics include: ethics, medical and legal considerations, Right to Know Law, professionalism, basic principles of radiation protection, basic principles of exposure, equipment introduction, health care delivery systems, hospital and departmental organization, hospital and technical college affiliation, medical emergencies, pharmacology/contrast agents, media, OR and mobile procedures patient preparation, death and dying, body mechanics/transportation, basic life support/CPR, and patient care in radiologic sciences.

RADT 1030 Course Description

Introduces the knowledge required to perform radiologic procedures applicable to the human anatomy. Emphasis will be placed on the production of quality radiographs, and laboratory experience will demonstrate the application of theoretical principles and concepts. Topics include: introduction to radiographic procedures; positioning terminology; positioning considerations; procedures, anatomy, and topographical anatomy related to chest and abdomen cavities, bony thorax, upper extremities, shoulder girdle; and lower extremities.

RADT 1060 Course Description

Continues to develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine projections of the pelvic girdle; anatomy and routine projections of the spine, gastrointestinal (GI) procedures; genitourinary (GU) procedures; biliary system procedures.

RADT 1065 Course Description

Content of this course is designed to establish a basic knowledge of atomic structure and terminology. Other topics include the nature and characteristics of x-radiation; ionizing and non-ionizing radiation; x-ray production; the properties of x-rays and the fundamentals of x-ray photon interaction with matter.

RADT 1075 Course Description

The content of this course introduces factors that govern and influence the production of the radiographic image using digital radiographic equipment found in diagnostic radiology. Emphasis will be placed on knowledge and techniques required to produce high-quality diagnostic radiographic images. Topics include: Image quality (radiographic IR exposure; radiographic contrast; spatial resolution; distortion; grids; image receptors and holders; processing considerations; image acquisition ; image analysis; image artifacts; and guidelines for selecting exposure factors and evaluating images within a digital system. Laboratory experiences will demonstrate applications of theoretical principles and concepts.

RADT 1085 Course Description

Content establishes a knowledge base in radiographic, fluoroscopic and mobile equipment requirements and design. The content also provides a basic knowledge of Automatic Exposure Control (AEC) devices, beam restriction, filtration, quality control, and quality management principles of digital systems. Laboratory experiences will demonstrate applications of theoretical principles and concepts.

RADT 1200 Course Description

Provides instruction on the principles of cell radiation interaction. Radiation effects on cells and factors affecting cell response are presented. Acute and chronic effects of radiation are discussed. Topics include: radiation detection and

measurement; patient protection; personnel protection; absorbed dose equivalencies; agencies and regulations; introduction to radiation biology; cell anatomy, radiation/cell interaction; and effects of radiation.

RADT 1320 Course Description

Content and clinical practice experience should be designed to sequentially develop, apply, critically analyze, integrate, synthesize, and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined, and evaluated. Clinical practice experiences should be designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient prior to, during and following the radiologic procedure.

RADT 1330 Course Description

Content and clinical practice experience should be designed to sequentially develop, apply, critically analyze, integrate, synthesize, and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined, and evaluated. Clinical practice experiences should be designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient prior to, during and following the radiologic procedure.

RADT 2090 Course Description

Continues to develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine projections of the cranium; anatomy and routine projections of the facial bones; anatomy and routine projections of the sinuses; special radiographic procedures, and pathological considerations of the cranium, facial bones, sinuses and special procedures.

RADT 2260 Course Description

Provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations for radiographers. Topics include: Patient Care (Patient Interactions and Management), Safety (Radiation Physics, Radiobiology and Radiation Protection), Image Production (Image Acquisition, Technical Evaluation, Equipment Operation and Quality Assurance), and Procedures (Head, Spine, Pelvis, Thorax, Abdomen and Extremities).

RADT 2340 Course Description

Content and clinical practice experience should be designed to sequentially develop, apply, critically analyze, integrate, synthesize, and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined, and evaluated. Clinical practice experiences should be designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient prior to, during and following the radiologic procedure.

RADT 2360 Course Description

Content and clinical practice experience should be designed to sequentially develop, apply, critically analyze, integrate, synthesize, and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined, and evaluated. Clinical practice experiences should be designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient prior to, during and following the radiologic procedure.

SRTC Moultrie Campus Radiologic Technology Book List

COURSE PREFIX	COURSE #	TEXT NAME	PUBLISHER	ISBN
RADT	1010	Introduction to Radiologic & Imaging Sciences & Patient Care, 7th edition	Elsevier	978-0-323-56671-1
RADT	1030	Merrill's Atlas of Radiographic Positioning and Procedures, Volume 1, 15th edition	Elsevier	978-0-323-83280-9
RADT	1030	Merrill's Atlas of Radiographic Positioning and Procedures, Volume 2, 15th edition	Elsevier	978-0-323-83281-6
RADT	1030	Merrill's Atlas of Radiographic Positioning and Procedures, Volume 3, 15th edition (OPTIONAL)	Elsevier	978-0-323-83282-3
RADT	1030	Workbook for Merrill's Atlas of Radiographic Positioning and Procedures, 15th edition	Elsevier	978-0-323-83284-7
RADT	1030	Merrill's Pocket Guide to Radiography, 15th edition	Elsevier	978-0-323-83283-0
RADT	1065/1075/1085	Principles of Radiographic Imaging: An Art and A Science	Cengage	978-1-337-71106-7
RADT	1200	Radiation Protection in Medical Radiography 9th edition	Elsevier	978-0-323-82503-0
RADT	1075	Digital Radiography and PACS 4 Edition	Evolve/Elsevier	978-0-323-82698-3

Contingency Plan

In the event of extenuating catastrophic circumstances such as a mass casualty incident, pandemic, natural disaster, or other unforeseen events that disrupt program operations or students' ability to access clinical settings, the Southern Regional Technical College- Moultrie campus program will activate its contingency plan. This plan outlines critical clinical and didactic adjustments to attempt to ensure the continuity of education while prioritizing the safety of students, faculty, and staff.

For clinical education, the program may reassign students to alternate clinical facilities within a reasonable geographic radius to maintain access to required training. Clinical schedules may be modified to include changes to days, times, and durations, accommodating student needs and clinical site constraints. Activities involving high-risk or isolated patients may be limited or temporarily suspended to ensure safety. Additionally, clinical course timelines may be extended beyond the anticipated completion date to meet program and accreditation requirements. Clinical participation and evaluations will continue to be monitored through Trajecsys, and students will be provided with the appropriate training for these changes as necessary.

Didactic education will also undergo modifications in an attempt to maintain academic continuity. Classes may transition to virtual platforms such as Blackboard and WebEx, allowing students to access lectures, assignments, and discussions remotely. Course schedules may be adjusted to include changes to meeting times, dates, or formats, including hybrid options if appropriate. Supplemental online tools will be leveraged for traditionally in-person instruction. Course deadlines may be extended to support students facing challenges in the new learning environment. All learning materials, including syllabi, instructional videos, presentations, assessments, and projects, will be available on Blackboard, with physical backup copies stored to ensure accessibility.

Effective communication is a cornerstone of the contingency plan. Notifications and updates will be disseminated promptly through email, Blackboard announcements, Trajecsys alerts, and the REMIND system. These channels will ensure that students, faculty, and clinical staff are informed about changes to program operations, expectations, and timelines. In situations where faculty availability is impacted, the program has a backup strategy in place to ensure course continuity. All courses are preloaded onto Blackboard Ultra with detailed syllabi, assessments, and instructional materials. Faculty members are cross-trained to step in and manage courses as needed, ensuring a seamless transition during unforeseen circumstances.

Program leadership is committed to maintaining a safe, supportive, and adaptable educational environment. The program will strive to ensure that all graduates meet clinical and didactic requirements, provide resources and support for professional growth, and adapt to unforeseen challenges while preserving the integrity of student learning outcomes. This contingency plan is reviewed periodically and revised based on feedback from trial runs or actual implementations, ensuring continuous improvement and preparedness for future challenges.

Southern Regional Technical College Radiologic Technology – Moultrie

Generative AI Policy

The Radiologic Technology Program- Moultrie campus recognizes the potential of generative AI technologies, such as ChatGPT, to enhance education and professional development. These tools can support learning, improve critical thinking, and assist in understanding complex topics. However, their use must align with the program's educational objectives, ethical standards, and the commitment to academic integrity.

Faculty members will determine the appropriate role of AI in their courses and will provide specific guidelines for its use. Faculty wish to provide a safe space to discuss ethical uses of AI within this program and are open to discussions with students on when the use is acceptable. Students are responsible for adhering to set guidelines and ensuring that any AI-generated content is used ethically and attributed appropriately. Both APA and MLA citation guidelines have been updated to offer citation structures for large language models. Generative AI should supplement learning, not replace critical thinking, hands-on experience, or independent effort.

The program emphasizes the importance of privacy and security when using AI tools. Sensitive or patient-related information must never be entered into AI platforms.

By integrating AI responsibly, the Radiologic Technology Program aims to equip students with the skills to navigate emerging technologies while upholding the highest academic and professional integrity standards. Additionally, faculty hope to provide students with a foundation to build on so that they will graduate with the ability and drive to be lifelong learners. Students and faculty are encouraged to engage with AI tools thoughtfully and ethically to maximize their potential benefits. This will require intentional transparency for both educators and students.

This statement reflects the program’s commitment to fostering a learning environment that embraces innovation while maintaining respect for professional and ethical responsibilities. It also promotes prudent, ethical, highly trained students to enter the healthcare field ready to accept and even initiate innovation.

There are initial guidelines offered by the State of Georgia shown below:

AI Governance Guidelines for state agencies

The following guidelines are provided to ensure that State of Georgia agencies effectively and ethically use AI tools. These guidelines focus on transparency, accountability, fairness, security, and the responsible use of AI technologies.

1. ChatGPT (OpenAI)

GTA recognizes ChatGPT as a natural language processing tool used to generate human-like text based on prompts. It can assist in ideating, drafting content, answering questions, and more.

Guidelines

- Purpose and Use
  ChatGPT should be used for non-sensitive tasks such as answering general public inquiries, drafting reports, and providing summaries. It should not be used for generating or interpreting content that requires legal, medical, or sensitive policy-related expertise unless approved by appropriate legal or policy offices.
- Transparency
  All users interacting with ChatGPT should be made aware that they are engaging with an AI system. For instance, responses generated by ChatGPT must be clearly labeled as AI-generated content in both internal and public-facing communications.
- Accountability
  The content generated by ChatGPT should be reviewed and approved by a human before it is published or used in official government communications. ChatGPT should not be relied upon for final decision-making or official interpretations.
- Data Privacy and Security
  Personal data, sensitive government data, or confidential information should never be entered into ChatGPT. Agencies should ensure that any data provided to ChatGPT is anonymized to comply with relevant data protection and privacy laws (e.g., PII, HIPAA).
- Bias and Fairness
  ChatGPT is susceptible to generating biased outputs based on its training data. Agencies should actively monitor the outputs for bias and ensure they align with the state's commitment to equity, inclusiveness, and fairness in services.

Prohibited Uses (ChatGPT)

- Legal or Policy Advice
  ChatGPT cannot be used to provide official legal interpretations, advice, or policy recommendations. AI-generated content is not a substitute for expert human analysis in these sensitive areas.
- Handling Confidential or Sensitive Information
  ChatGPT cannot be used to process or analyze sensitive government data, personal identifiable information (PII), or classified information. Data security risks and privacy concerns make this type of use unacceptable.
- Making Autonomous Decisions
  ChatGPT cannot be used to make decisions that impact citizens' rights, benefits, or access to government services without human review. AI should not be the final authority in decision-making processes.
- Bypassing Human Review
  No content generated by ChatGPT can be published or used in official communications without prior human review and approval. Unreviewed AI outputs may contain inaccuracies or biases.
- Impersonating Government Officials
  ChatGPT cannot be used to generate statements that give the false impression they are coming directly from a government official. All AI-generated content must be clearly labeled as such.
- Generating Content with Malicious Intent
  ChatGPT cannot be used to generate harmful, misleading, or biased content. This includes the generation of discriminatory language, misinformation, or content designed to deceive or manipulate.

General Guidelines Across All Tools

- Human Oversight
  AI tools should augment, not replace, human decision-making. Agencies must ensure that a responsible human is always in charge of interpreting and validating AI-generated outputs.
- Training and Awareness
  Staff using these tools must undergo proper training to understand their capabilities and limitations. Regular updates and re-certification should be mandated to keep users current with the latest developments and best practices in AI use.
- Ethical Considerations
  Agencies should adhere to ethical AI principles, ensuring that these tools are used in ways that respect human rights, promote transparency, and avoid any form of harm or discrimination.
- Audit and Monitoring
  Regular audits should be conducted to monitor the use of these AI tools. Agencies must establish governance bodies to ensure adherence to AI principles and address any unintended consequences or misuse.

General Prohibitions Across All Tools

- Circumventing Ethical Guidelines
  Agencies cannot bypass ethical standards by using these AI tools in ways that contradict established ethical AI principles, such as fairness, transparency, and accountability.
- Discriminatory Practices
  AI tools cannot be used to intentionally or unintentionally reinforce discriminatory practices, such as excluding specific demographic groups from services or creating biased content or analytics.
- Automating Sensitive Processes Without Human Oversight
  Agencies cannot fully automate any sensitive process, such as legal compliance, budgeting decisions, or citizen interaction, without robust human oversight and intervention.
- Engaging in Surveillance or Profiling
  AI tools cannot be used to track, monitor, or profile individuals without explicit legal authorization, consent, and clear justification. Misuse for surveillance purposes is strictly prohibited.
- Misrepresentation of AI Capabilities
  Agencies cannot mislead the public or stakeholders about the capabilities or limitations of AI tools. Claims that AI is making fully autonomous decisions or replacing human judgment in key areas are prohibited.

SOUTHERN REGIONAL TECHNICAL COLLEGE

Moultrie-Veterans Parkway Campus

RADIOLOGIC TECHNOLOGY

CLINICAL HANDBOOK

2024-2025

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Southern Regional Technical College
Radiologic Technology Program

Program Outlook

Upon completion of the program, the graduate is competent to perform as a radiographer and to:

1. Apply knowledge of anatomy, physiology, positioning, and radiographic techniques to accurately demonstrate anatomical structures on a radiograph or other imaging receptor.
2. Determine exposure factors to achieve optimum radiographic techniques to with minimum radiation exposure to the patient.
3. Evaluate radiographic images for appropriate positioning and image quality.
4. Apply the principles of radiation protection for the patient, self, and others.
5. Provide patient care and comfort.
6. Recognize emergency patient conditions and initiate life-saving first aid and basic life support procedures.
7. Evaluate the performance of radiographic systems, know the safe limits of equipment operation, and report malfunctions to the proper authority.
8. Exercise independent judgment and discretion in the technical performance of medical imaging procedures.
9. Participate in radiographic quality assurance programs.

Introduction

The Southern Regional Technical College Radiologic Technology program is designed so that thorough academic preparation will lead the student into the clinical environment. However, the best classroom teaching cannot fully simulate the "real world" of the hospital. Therefore, in order to achieve the program's ultimate goal—to prepare outstanding radiologic technologists—it is essential that effective clinical instruction be available to the student.

To this end, a qualified clinical instructor is necessary to bridge the gap between practice and performance, that is, to ease the transition from the classroom to the clinical setting and eventually to the "real world".

This handbook is designed to give the student, as well as the clinical instructor guidelines to ensure effective clinical learning. Every effort has been made to address all the areas of clinical education so that continuity exists between the academic and clinical setting.

It is the hope of this program that this handbook will help the clinical instructor to provide fair, effective, and professional clinical instruction for each student.

Message to the Clinical Instructors

Students entering the clinical environment come with very few pre-conceived notions about how the radiology department functions or how their clinical training is going to affect them. Most are scared, many are eager, and all believe that everyone at the site is excited to have them there and will be happy to help them. It doesn't take long for students to gauge the "acceptance" level of the entire radiology department.

As professionals, it is your duty to ensure that students are receiving the best possible training available. This can be an awesome task; there will be times that even the students themselves will interfere in the learning process. Despite this, the task still exists—the student, and especially the profession—deserves the highest level of training.

Hospital Site Responsibilities

By entering into an affiliation agreement with Southern Regional Technical College, the clinical site has agreed to provide time and service for the purpose of training students to become Radiologic Technologists. If at some point any of the provisions by the site are no longer being met, it may become necessary to remove students from the site. This is a serious move never taken lightly by either the college or the clinical site. The most important issue at any clinical site is the proper, adequate, quality education available to the students. When a clinical site or the college feels that the time, personnel, and training required by the affiliation agreement and which has been set forth in the JRCERT Standards can no longer be provided, the college should be contacted immediately so that arrangements for uninterrupted continuance of training may be arranged. Changes in the administration of the clinical site, serious decreases in patient load, changes in community needs, and financial problems, all may contribute to the necessary removal of students from the clinical site. It is important that the college be informed as soon as the possibility of disaffiliation exists.

Clinical Instructor

In each clinical setting, a technologist is designated to be the Clinical Instructor. In addition to their responsibilities for the day-to-day operation of the department, these individuals are responsible for the supervision of the clinical education. The Program also employs a Clinical Coordinator to work with the students at the clinical sites. Clinical Instructors should:

1. Be knowledgeable of the program goals
2. Understand the clinical objectives and clinical evaluation system
3. Understand the sequencing of didactic instruction and clinical education
4. Provide students with clinical instruction and supervision
5. Evaluate student's clinical competence and performance
6. Maintain competency in the professional discipline and instructional and evaluative techniques through continuing professional development
7. Maintain current knowledge of program policies, procedures, and student progress

Clinical Instructors shall form a ratio of 1:10 at each clinical site. This JRCERT rule states that no more than 10 students shall be assigned to one (1) clinical instructor. In addition, students are held to a 1:1 ratio in relation to technologists. No technologist shall be responsible for more than 1 clinical student at any time throughout the clinical assignment.

Professional Guidance

Students learn by example as well as by practice. Being able to perform examinations with technical perfection is only a part of the overall picture of a radiologic technologist. The student must also be proficient in:

- Relationships with other students, faculty, staff and physicians
- Quality performance under stressful conditions
- Desire to improve the profession
- Positive attitudes towards patients and patient care

In order for the student to achieve competence in these areas, the clinical instructor must be an example and strive for improvement through communication with students, technologists and administration. Typically, problems with students' attitudes can be linked to the attitudes of one or more people with whom the student is working.

This is not an easy task, but it can be accomplished when reinforcement of these goals occurs through the clinical instruction. For this reason, it is critical that the policies and procedures set forth in the program manual be followed closely.

Discipline

There will be occasions when students are not adhering to the guidelines and need some sort of disciplinary measure. These measures must be consistent and equally served. Specific examples of problems and disciplinary measures for those problems are difficult to make black and white—however, the following is a list of possible disciplinary measures:

1. Counseling—all counseling sessions must be documented whether private or in a group. Counseling may range from a minor to a severe disciplinary measure. Please contact the Program Director or Clinical Coordinator to discuss the counseling and submit the documentation for record keeping. It is recommended that a student not adhering to policies, procedures, patient care standards, or the standards of the facilities be counseled. If the CI wish to have a counseling session but do not feel comfortable doing so without faculty present, a meeting time/date should be scheduled for this to take place.

2. Sending the student to campus may be used as a disciplinary measure for issues that cannot be resolved on-site or when the student's and clinical site's best interest is better met by sending the student back to campus. Please contact the Program Director or Clinical Coordinator before taking this action to ensure that they are on campus (and not at a different site). This will allow them time to return to campus or make arrangements for the interception of the student. Also, please document the incident and submit it for record keeping.

3. Meeting with Program Director—may be used when there is a need for the clinical instructor, clinical coordinator, student, and program director to meet to discuss disciplinary measures. This would take place at the Clinical Instructor's convenience, and meeting site is flexible. It is preferable that, at this level, this take place at the school, but time restraints are understood.

4. Removal of the student from the clinical site—This measure requires mutual agreement by both the program and clinical site and documentation prior to the point of removal. Based on the seriousness of the infraction, the program faculty may remove the student immediately without previous documentation.

5. Final grade—Clinical performance evaluations, Task evaluations, Article Reviews, and Rotation descriptions are all used to calculate clinical grades. Absences and demerits provide cause for giving demerits. Proper evaluation of each student is essential, and documentation of specific areas where weakness is shown is critical.

Students enrolled in select programs in the School of Health Sciences at Southern Regional Technical College will be subject to the following additional academic policies while participating with our clinical affiliates.

Assignment of Demerits

Instructors are provided the discretion to assign one to three demerits for the following behavior, with an increase in the assigned demerits for repeated offenses:

- Failure to notify instructor/supervisor of absence or tardy
- Failure to comply with dress code
- Performance of previously acquired competencies at less than acceptable standards (as indicated by competency check-offs)
- Unprofessional conduct
- Repeat of an exam without direct supervision

Gross misbehavior, including carelessness regarding patient care or equipment use, may prompt a committee review for the assignment of three or more demerits. The committee review may consist of the following individuals: Program Director, Clinical Coordinator, adjunct (when applicable), Clinical Instructor, and affiliate staff involved.

Assigning Three Demerits

The assignment of three (3) deremits in a course will result in the assignment of a five-page reflection paper, and an academic plan/documented counseling. If you accrue additional deremtis the following semester they will have a bearing on the overall accumulative number of deremtis. But only the demerits received that semester will have a bearing on the additional assignments for that semester. Demerits will accumulate throughout the entire time you are in the program. The accumulation of nine nine demerits will result in dismissal from the program. Any student may request due process in accordance with either Southern Regional Technical College's "Students Complaints" or Appeals Process" published in the Southern Regional Technical College student Handbook.

Grievance Procedure

Southern Regional Technical College (SRTC) maintains a grievance process available to all students that provides an open and meaningful forum for their grievances, and the resolution of these grievances, and is subject to clear guidelines. This procedure does not address grievances related to unlawful harassment, discrimination and/or retaliation for reporting harassment/discrimination against students. Those complaints are handled by the State Board Procedure: Unlawful Harassment and Discrimination of Students.

A. For all timelines established herein, if a student will need additional time, an extension may be granted at the Vice President for Student Affairs's discretion.

B. Informal Grievance Procedure.

Students with grievable issues should resolve those issues, if possible, on an informal basis without the filing of a formal grievance.

1. A student has 10 business days from the date of the incident being grieved to resolve the matter informally by approaching their instructor, department chair or any other staff or faculty member directly involved in the grieved incident.
2. Where this process does not result in a resolution of the grievable issue, the student may proceed to the formal grievance procedure below.

C. Formal Grievance Procedure.

Where a student cannot resolve his or her grievance informally, he or she may use this formal grievance procedure.

1. Within 15 business days of the incident being grieved, the student must file a formal grievance in the office of the Vice President for Student Affairs (VPSA) or the College President's designee with the following information:

    a. Name
    b. Date
    c. Brief description of incident being grieved
    d. Remedy requested
    e. Signed and
    f. Informal remedy attempted by student and outcome

2. If the grievance is against the VPSA, the student shall file the grievance with the President.

3. The VPSA, or the College President's designee, will investigate the matter and supply a written response to the student within 15 business days.

4. If the grieved incident involves possible unlawful harassment, discrimination or retaliation for reporting unlawful harassment/discrimination, the investigation will be handled pursuant to the State Board Procedure: Unlawful Harassment and Discrimination of Students.

5. If the grieved incident is closely related to an incident being processed through the harassment/discrimination or disciplinary procedures, the proceedings under the Unlawful Harassment and Discrimination of Students procedure will take precedence, then the disciplinary procedure and then the student's grievances will be addressed. The grievance will not be processed until after the other procedures have run their course.

6. The VPSA, or his designee, shall be granted an additional 15 business days to investigate the grievance upon notice to the grieving student.

D. Appeal

The student may appeal the decision from the VPSA or the College President's designee to the President. Only the student has the right to appeal.

1. A student shall file a written appeal to the President within 5 business days of receiving the response referenced in ***Section C, #3***, above..

2. The appeal will be decided based entirely on documents provided by the student and the administration; therefore, the student must ensure that he has provided all relevant documents with his or her appeal.

3. At the sole discretion of the President, grievance appeals may be held in one of the following two ways:

    a. The President may review the information provided by the student and administration and make the final decision; or

    b. The President may appoint a cross-functional committee to make the final decision.

    c. The decision of either the President or the cross-functional committee shall be made within 10 business days of receipt of the appeal.

4. Whichever process is chosen by the President, the decision of the grievance appeal is final.

E. Retaliation against a student for filing a grievance is strictly prohibited.

F. Record Retention

Documents relating to formal grievances including investigations, dispositions and the grievance itself shall be held for 5 years after the graduation of the student or the date of the student's last attendance.

Responsibility

The Vice President for Student Affairs has the overall responsibility for ensuring this procedure is implemented.

All grievable incidents pertaining to the Radiologic Technology department shall be brought before the Radiologic Technology Advisory Committee. The incident, as well as the resolution shall be made known to this committee.

Supervision

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 examination process
4. A qualified radiographer reviews and approves the radiographs before the patient leaves

In support of professional responsibility for providing 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 under indirect supervision.

Indirect supervision is defined as supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use. **Even under indirect supervision, students must have a technologist review the films before the patient is released.**

Under no circumstances shall a student perform C-Arm or Portable radiography without DIRECT SUPERVISION, regardless of competency level per JRCERT standards.

Violation of the Repeat Rule is grounds for immediate dismissal from the program.

Student Employment Procedure

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

Students performing duties related to their employment may not wear student program radiation badges or wear student uniforms, including name tags or program patches.

Students will spend no more than 40 hours per week in the didactic and clinical components of the program.

Clinical Dress Code

The program faculty believes that a professional appearance contributes greatly to a professional image for the student and the school. The dress code is established to promote a professional image. During each clinical experience, the student is expected to:

1. Wear the appropriate, approved, clean, and ironed uniform with the school-provided nametag, dosimeter, and markers.
2. T-shirts may be worn under uniforms as deemed necessary. Shirts worn underneath the uniform top can be sleeved or sleeveless. White, cream, gray, or black shirts are acceptable. The Clinical jacket is the only item worn externally throughout the day.
    a. The 2025 cohort may wear a Caribbean blue or white clinical jacket as long as the school patch is on the sleeve.
3. Wear clean, predominantly white shoes while in clinic.
4. Minimal jewelry, including the limit of one ring/hand. Wedding sets count as one ring; however, high-standing solitaires may not permitted due to safety and risk of loss of the diamond, along with the risk that it brings for patient safety.
5. No more than one pair of small stud earrings is allowed, and no dangling or large earrings or bracelets are permissible. This is a safety policy for students interacting with patients.
    a. Additionally, no gauging of earlobes, or piercing other than ears (i.e. nose, eyebrow, tongue, etc.), that would be visible.
6. Hair should be clean and pulled up if longer than shoulder length.
7. If the hair color is not a naturally occurring color, then it is not permissible. (i.e., loud red, blue, green, gold, orange, etc…)
8. Tattoos must be concealed.
9. Strong perfumes and fragrances will not be permitted.
10. Artificial nails are not permitted. Nails should be natural and kept to fingertip length. Clear or neutral nail polish is acceptable.
11. Students will refrain from eating or drinking in clinical areas.
12. Facial hair is kept neat and trimmed.
13. Students cannot attend clinicals unless they follow the dress code.

Southern Regional Technical College Uniform

- Minimum of 2 Cherokee Brand Scrub Tops (Caribbean Blue) with chest pocket and school logo on the left sleeve
- Minimum of 2 Cherokee Brand Scrub pants (Caribbean Blue) with cargo pockets
- 1 pair of predominantly white clinical shoes
- 1 School Issued name tag
- Any facility name badges or indicators
- 1 lab coat or jacket (optional) (C/O 2025 Caribbean Blue or White)
- 1 School issued dosimeter
- Hair is clean and pulled back if longer than shoulder length
- Jewelry (Please refer to Clinical dress code above)

If you have any additional questions or concerns that are not addressed in the uniform code or the clinical dress code, please contact the Radiologic Technology Program Chair or Clinical Coordinator.

Pre-requisite Paperwork for Entry into the Radiologic Technology Program

To gain access to the clinical sites that are affiliated with the Radiologic Technology Program at Southern Regional Technical College, students must ensure that they are healthy and fit for duty. Each student will be required to complete, or have completed, the following forms prior to the first day of clinical rotations. Failure to provide the appropriate documentation will prevent students from entering the clinical portion of the program and could jeopardize continuance in the program. The following is a list of forms and objectives that must be completed:

1. Full physical (Must be completed by physician or their designee—forms provided)
    a. Only use forms provided by SRTC.
2. PPD (within the past year, and must be completed annually)
    a. If more than 1 year old, must have 2-step PPD
3. Record of immunizations to include:
    a. Current Tetanus (within ten years)
    b. Mumps, Measles and Rubella vaccination and booster
    c. Varicella Titer or 2 Varivax Boosters
    d. COVID-19, or exemption
        i. Exemptions must be approved by each site
    e. Annual Influenza, or exemption
        i. Exemptions must be approved by each site
4. Students must have a valid American Heart Association BLS CPR card by the first day of class
    a. CPR certification is offered through the SRTC campus, please get in touch with Ruby Barron (Economic Development) for details.
5. Urine toxicology screening provided by PreCheck
    a. Please do not use another service besides PreCheck. It will not be accepted by sites.
6. Criminal Background check provided by PreCheck
    a. Please do not use another service besides PreCheck. It will not be accepted by sites.
7. MRI Safety Form

Recommended Vaccines:

1. Hepatitis B

Additional Forms (Site Specific)

Archbold Medical Center (Copy to be sent to Mitchell County Hospital)

- Student/Instructor/Nursing Re-Entry Clinical Clearance Form
- Student Confidentiality and Non-disclosure Statement

Tallahassee Memorial Healthcare

- Academic Intake Form
- Immunizations Record
- Statement of Responsibility
- Information Access Security and Patient Confidentiality Agreement
- Prohibition of Voluntary Participation in Legal Actions Against Tallahassee Memorial Healthcare, Inc.
- Smoking Agreement and Release & Tobacco Free Pledge
- Independent Orientation Post-Test

Clinical Orientation

In addition to the Pre-requisite Paperwork for Entry into the Radiologic Technology Program, some sites require students to attend Clinical Orientations/site tours pending site availability and restrictions. We will complete these as a class prior to beginning our clinical experiences.

Procedure on Student Pregnancy

As a pregnant student radiographer, you may be exposed to a minimal amount of radiation. The following guidelines were made to protect you and your baby. Your fetal dose will be monitored closely and will be limited to 500 mRem for the entire pregnancy. It is your choice to declare or not declare your pregnancy.

1. Declaration of student pregnancy is voluntary. Students are advised to inform the program director, IN WRITING, of their pregnancy as soon as possible and include the estimated conception date and estimated due date.

2. General radiography assignments will be allowed. During pregnancy, the time spent in fluoroscopy, surgery and on portables, will be carefully controlled.

3. If the student declares the pregnancy, a second radiation monitor will be provided to be worn at the waist level under the lead apron. This monitor will be identified as the fetal dose monitor.

4. The student's radiation exposure will be continuously monitored to ensure that the maximum permissible dose of 500mR during the nine months is not exceeded. (50 mRem / month)

5. When the program director is notified that the student is pregnant, the monthly radiation report will be discussed by the program director and the student.

6. If the student exceeds the maximum gestational dose, she will be withdrawn from all clinical courses for the remainder of her pregnancy. Students may receive an extension to complete the requirements of the remainder of the clinical hours that were missed due to the pregnancy. All attendance, absence, and make-up policies will be equally enforced among all students.

7. If the student must completely withdraw from the Radiologic Technology Program because of pregnancy or delivery, the student may be readmitted into the Program according to the Re-admission procedure found on in the student handbook at Southern Regional Technical College .

8. In compliance with Federal Law, students may "un-declare" their pregnancy at any time; however, this must also be done "IN WRITING".

I, _____, have read the pregnancy policies for Radiologic Technology Program applicants.

_____ _____

Student Signature Date

Declaration of Pregnancy

As a pregnant Radiologic Technology student: (check one)

1. _____ I am declaring my pregnancy and will continue in the program **without** modifications or interruptions. I understand a fetal badge will be ordered when the written declaration of pregnancy is submitted to the program director.

2. _____ I am declaring my pregnancy and will continue in the program with the following modifications. I understand that a fetal badge will be ordered when the written declaration of pregnancy is submitted to the program director.

    a. The student can perform all fluoro procedures such as getting the patient ready, taking any overheads, and assisting the patient after the examination. During the actual fluoroscopy of the patient, the student will remain behind the control panel window and observe to avoid any excess radiation.
    b. The student will be able to go on portable exams with the technologist. She will be able to do everything such as patient positioning, but cannot make the actual exposure. She will need to be out of the room while the technologist makes the exposure. Furthermore, she must wear a lead apron during any exposure to further reduce her exposure levels.
    c. The performances of surgery can be mocked. The student can perform one C-Arm procedure protected with a lead apron to complete their competency for surgery. After the competency is completed the student is to remain out of surgery for the remainder of her pregnancy.

_____ _____

Student Signature Date

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3. _____ I am withdrawing my declaration of pregnancy. I understand that my fetal badge will be discontinued

_____ _____

Student Signature Date

Procedure for Reporting Serious Illness or Disease / Attendance Procedure

If students become ill and cannot perform their duties or may be contagious, they should stay home. They must call the Clinical Coordinator **and** the clinical site at least 15 minutes prior to the beginning of their shift. Further, they must enter an absence in Trajecsys for tracking purposes. If students become ill at the clinical site, they must notify the Clinical Instructor and Clinical Coordinator immediately. The student should make contact daily if the illness continues to keep them from attending class or clinical. The student will also be required to provide medical documentation of any illness resulting in more than a single absence from class or clinicals.

1. The student must inform the program faculty as soon as a serious illness or communicable disease is detected. A serious illness is considered any sickness that may continue for more than 1 week. A communicable disease is any disease that can be transmitted directly or indirectly from one person to another.
2. After the student is released from the doctor's care to return to school, a plan will be made between the student and faculty for continuing educational activities.
3. Accidental exposure to a communicable disease is to be reported to the Clinical Instructor who will follow the clinical setting's guidelines. Additionally, the Clinical Coordinator should be made aware of the exposure.
    a. Patients who may have active Tuberculosis or have a positive PPD will not be examined by students.
    b. In addition, patients that have a known positive COVID-19 status will not be examined by students.
    c. N-95 respirators cannot be maintained from site to site and are not assigned to students at each site; therefore, these safety measures must be followed.

Although illness does occur, attendance in the clinical setting is crucial to the overall learning environment within this program. As aspiring professionals, embracing the characteristics of a strong work ethic is vital. Just as there are rules that govern attendance in a professional job, similar rules must be followed within the program. **Students are allowed one unexcused absence from clinicals per semester without penalty. Time must still be made up, but no other penalties will follow. Absences that equate to more than 10% of the course results in dismissal per institutional guidelines. Three (3) instances of tardiness to clinical sites will equate to one (1) absence and will be subject to the make-up policy.**

Institutional Attendance Policy

The educational programs at SRTC reflect the requirements and standards that are necessary for future successful employment in business and industry. Students are expected to be punctual and attend all classes for which they are registered. For purposes of federal Title IV financial aid, Southern Regional Technical College does not require attendance. Any attendance requirements for specific courses will be stated in the course syllabus. The U.S. Department of Education requires institutions to be able to demonstrate that federal aid recipients established eligibility for federal aid by participating in academic related activities for all enrolled course work.

Participation includes completing activities such as submitting assignments, taking exams/quizzes, interactive tutorials, in-class participation, or computer-assisted instruction, and more. Students enrolled in online courses are expected to participate in the online class by completing assignments, contributing to online discussions, and/or initiating contact with a faculty member for assistance and/or tutoring. Logging into the online class does not establish student enrollment and participation in the course. Students must establish enrollment and course participation each semester before financial aid funds are disbursed. Student attendance and/or participation will be monitored for the first seven (7) calendar days of each term. To remain on the class roster, all enrolled students are required to attend at least one

class session during the first seven (7) calendar days of each term. Monitoring attendance and/or participation beyond the seventh day is at the instructor's discretion.

No Show Status

Students are expected to attend all classes for which they are registered. Instructors will monitor attendance through the first seven (7) calendar days of each academic term. Students who do not establish presence (attendance/participation) in at least one class session will be reported as a 'No Show' for the course and if applicable, tuition will be adjusted, and financial aid reduced accordingly.

Refunds

To receive a 100% refund, the students must complete the online withdrawal form located in the student's MySRTC Okta by clicking on the icon labeled "Student Initiated Withdrawal" which submits to the Registrar's Office OR email the Registrar's Office at registrar@southernregional.edu from their student email account by the close of business on the seventh calendar day of the term.

Withdrawal

Students who withdraw from a course after the end of the seventh calendar day of the term shall receive a grade of 'W' and shall receive no refund of tuition and fees. In instances where students are administratively dropped from the course(s) because of nonpayment, the student must contact their instructor to request reinstatement. Reinstatement is not guaranteed.

Official Withdrawal

Students who wish to officially withdraw from an individual course(s) but remain enrolled in other courses must complete the online withdrawal form located in the student's MySRTC Okta by clicking on the icon labeled "Student Initiated Withdrawal" which submits to the Registrar's Office.

Students who would like to officially withdraw from all courses are strongly encouraged to consult with their Academic Advisor and the Financial Aid Office prior to withdrawing. Withdrawing from a course may negatively impact academic status, financial aid eligibility and account balance. The student's official withdraw date will be the date the student initiates the withdrawal with the College. Students who wish to withdraw from all courses must complete the online withdrawal form located in the student's MySRTC Okta by clicking on the icon labeled "Student Initiated Withdrawal" which submits to the Registrar's Office OR email the Registrar's Office at registrar@southernregional.edu from their student email account.

Southern Regional Technical College is required to determine the amount of earned and unearned portions of financial aid as of the date the student ceased attendance based on the amount of time the student spent in attendance or participation. Up through the 60% point in each semester, a pro-rata schedule is used to determine the amount of funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds the student was scheduled to receive during the period.

Vaccinations

Although vaccines are not required for program admission, each clinical site reserves the right to deny a student entry based on its policies and procedures. If a student is denied entry to a clinical site based on a lack of vaccinations or testing, the student may not be able to complete the clinical course, and successful program

completion may not be possible. Please see individual program materials for information regarding specific vaccine and testing requirements.

This information is intended to give recommendations and not set specific policies on vaccinations and/or testing. The Southern Regional Technical College, the Radiologic Technology Program, and the Technical College System of Georgia are not responsible for any adverse reactions that may occur as a result of vaccines and/or testing."

Make-up Time

All missed clinical time must be made up before the end of the semester when the student is absent. This make-up time is to be scheduled with the Clinical Coordinator. Failure to make up time by the end of the semester will result in an incomplete grade in clinic for the semester. Make-up days cannot take place on school holidays. The school campus must be open for make-up time to occur. This can be accomplished on faculty leave days or after the semester has ended, and before the date grades are due. In the event that a student misses more than 1 hour of clinical time, they will be allowed to make up that time by extending their clinical time on that day, or another day, not to exceed 40 hours per week. **If more than 1 hour of clinical time will be missed, the entire day must be made up.**

Please be advised that the attendance and make-up time policies are subject to the demerit system, and appropriate measures will be taken.

Communicable Diseases

Students should use personal protective equipment (PPE) for all procedures in which there may be contact with body fluids (urine, blood, excretion, saliva, etc). Most contact will be on patients who have not yet been diagnosed, and therefore, the precautionary procedure of wearing PPE is of utmost importance, and follows standard precautions. Students must follow infection control procedures as outlined in the procedure manual or infection control manual at the clinical site.

Accidents

All accidents in the clinical area or x-ray lab resulting in patient, hospital personnel, personal injury, and/or damage to the equipment must be reported to the clinical instructor and program faculty immediately. Students may be required to complete an incident and/or accident report. Students are required to fully understand the proper method of performing procedures and operation of equipment before undertaking the procedure.

Orientation for Workplace Hazards

The students will undergo a hospital orientation, which will include MSDS and OSHA Guidelines for workplace hazards, fire, safety, hospital codes, and policies. The orientation must be completed before clinical rotations in the freshman fall semester.

Procedure for Student Radiation Exposure

Students are not permitted to hold patients or image receptors during radiation exposures. Student radiation exposure will be carefully monitored to ensure compliance with federal regulations and the ALARA principle (As Low As Reasonably Achievable).

Radiation dose reports will be issued monthly. Each student will receive an email notification through the Trajecsys system when their monthly radiation dose report is available. It is the student's responsibility to review their report, which includes Deep Dose Equivalent (DDE), Lens Dose Equivalent (LDE), and Shallow Dose Equivalent (SDE).

Any radiation exposure exceeding 100 mrem in a single month will be documented. The Program Director, Clinical Coordinator, and/or Clinical Instructor will meet with the student to review the report, discuss potential causes, and implement appropriate preventative measures.

Refer to the document titled "Documentation of Radiation Monitoring Badge Readings Over 100 mRem" found in this manual for additional information.

Procedure for Energized Lab Usage

Prior to using the energized lab space, students must be orientated to the controls, safety procedures, and other nuances of the room by the Clinical Coordinator. Following orientation, students are still required to obtain permission to utilize the lab space. Students are not permitted to use the energized lab without prior approval from a Radiologic Technology Instructor. Further, any lab usage must be completed while a program faculty member is on campus, and within the building. No student should ever be in the lab without an instructor readily available for assistance. All radiation safety rules apply to lab usage including, dosimetry monitors, radiation safety shields, and all rules governing student holding of cassettes/phantoms during exposures. Students are not allowed to expose peers or individuals, and are limited to phantoms or objects approved to benefit their learning experience. Abuse or misuse of the lab will result in demerits, and/or program dismissal dependent on the situation.

Procedure for Specialty Examinations

During the course of the program, students will have the opportunity to encounter "special" examinations during their clinical experience. In those instances, students may be "invited" to participate by the clinical staff once patient consent has been given (i.e. HSGs, VCUGs, mammo exams, etc.)

Mammography Procedure

The Joint Review Committee on Education in Radiologic Technology requires that all radiologic technology students be afforded the same opportunities for training in all areas equally, male or female. For training in mammography, if female students are being afforded the opportunity to experience hands-on training in mammography, then males must have the same opportunity.

If institutions affiliated with a JRCERT certified program do not allow males to participate in direct patient contact during mammography or do not allow the presence of a male students in the radiographic room during examination performance, that is their right. Southern Regional Technical College does not discriminate based on gender in the performance of these examinations; however, as guests in their facilities, we must abide by the rules of the facilities.

Within our clinical service area, no clinical sites allow male radiologic technology students to participate in mammography to date.

Magnetic Resonance Imaging

Students within the Radiologic Technology program at Southern Regional Technical College may come in contact with magnetic fields associated with Magnetic Resonance Imaging, either through a clinical rotation within that specialty area or while offering assistance to a technologist within that department. As such, all students within the program must

undergo a prescreening process that includes surgical background screening and any metallic foreign object that may be within their body. This process is conducted during orientation before students enter the clinical settings. In addition, students are instructed to inform the faculty of any surgeries they undergo during their tenure in the program or any incidents involving metallic objects that may become lodged within their skin (grinding, welding, etc.). It is the responsibility of the student to make sure that this forms remains up to date.

As an additional safety measure, students must watch a safety video describing the dangers of working with MRI or being present within the magnetic flux lines. They are made aware that the magnet is ALWAYS ON, can be dangerous, and should be respected.

MRI Video Link

Procedure for Repeat Examinations

In support of professional responsibility for the 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. All repeat examinations will require proper documentation. **Student technologists must document any repeat radiographs in Trajecsys and must document which technologist oversaw the repeat radiograph.**

Any student that repeats a radiograph without a technologist present will be terminated from the clinical component of the Radiologic Technology program, which will result in dismissal from the program.

Professional Conduct of the Student

1. Patients are expected to be treated with kindness, courtesy, and respect. Upon initial contact with a patient, introduce yourself and mention that you are a student with Southern Regional Technical College. Attempt to establish rapport. Once the patient is in the radiography suite, keep the door closed to protect privacy and ensure that undressed patients are properly gowned and covered to maintain modesty.
2. Professional behavior is not limited to your conduct with patients. It is reflected in your attitude and communication with physicians, supervisors, and co-workers.
3. Eating and drinking is permitted only in designated areas.
4. All clinical sites and the college campus are "smoke-free" campuses. Please check with each clinical site regarding their rules for designated smoking areas. Respect the rules. Remember, you are a guest.
5. Students will not leave their assigned area without permission.
6. Students will not remain in the Radiology Department after regular working hours. If, for any reason, it is necessary to return or stay late, prior approval must be obtained from the Clinical Coordinator, and a complete uniform shall be worn.
7. When not actively engaged in radiologic work or other duties, students will remain in their assigned areas and not congregate in offices, halls, etc. Additionally, there are always "housekeeping" duties that need to be performed: rooms can be stocked, equipment can be cleaned, etc. If students are unsure what tasks may need completing, they should communicate with CI or staff technologists.
8. **Students are highly encouraged to practice positioning and working with the equipment during downtimes**. Personal telephone calls are discouraged except in the event of an emergency, and the student is contacted at the site. Patient care should not suffer based on personal communication needs.
9. **CELLPHONES ARE NOT PERMITTED IN THE CLINICAL AREA!** While the faculty knows that many students have families and lives outside the clinical setting, cellphones are one of the most common complaints from clinical sites. Constant use of your personal cell phone gives the perception that you are unmotivated and do not want to perform the duties assigned to you.
10. Studying during slow periods, if not tempered, can become a problem. If there is work to be done, studying will cease. The clinical environment is designed for "hands-on" learning. Classroom and time away from school are for studying. The Clinical Instructors are given full permission to instruct students to put their books away if this

becomes a problem. Do not abuse this privilege and you will be able to continue making good use of your downtime at clinic.

Drug Screen Procedure

Please be aware that all clinical settings require criminal background checks and drug screening on all students working in their facilities. PreCheck is the company currently used for these services. No other company is acceptable at this time.

If students are unable to meet the policies of the clinical setting and are denied clinical access by any clinical setting, they may be terminated from the program.

Clinical Environment

You will notice many differences between the academic environment to which you have become accustomed and the clinical environment to which you are entering. How successfully you function and learn in the clinical setting depends, in part, on how you approach and deal with these differences. Efficient and effective operation of the department to deliver optimal patient services and care is the top priority. This means that the ***patient's welfare is considered first***. This is consistent with the goals and needs of clinical education.

Compared to learning activities conducted on campus in the classroom setting, the learning activities in the clinical setting are frequently much less structured. You must take a **more active** and **responsible** role in integrating your academic preparation with the individual examinations you are observing and performing. This skillset is defined as critical thinking skills, and you will be assessed on your growth in this skillset throughout the program.

Generally, in the classroom setting, you work independently as you pursue your academic goals. In the clinical setting, you must pursue your educational goals within the overall goals of the department to deliver quality patient services efficiently and effectively. Rather than functioning independently of the departmental goals, you become part of the healthcare delivery system and function cooperatively within a team to achieve educational and department goals. This includes not only developing the ability to expand your attention to include the mechanics of producing radiographs of optimal quality but also being aware of the patient as a person and not simply an exam to be completed.

Developing Clinical Proficiencies

Clinical skills can be developed by the following systematic step-by-step approach:

Academic Preparation:	Completed on or independently by studying radiographic anatomy, positioning, and fundamentals of radiography.
Observation:	Observing registered technologists in the clinical setting.
Assisting:	Assisting registered technologists in performing exams.
Supervised Trial Performance:	Completing the entire examination under **Direct Supervision** of a registered technologist.
Performance Evaluation:	Performing a particular examination by yourself under **direct supervision** and having the technologist do a performance evaluation for that examination.
Performance Maintenance:	Perfecting your skills by performing an examination with **direct or indirect supervision**. If, however, a repeat exposure should be necessary, a qualified technologist must be present to provide **direct supervision**.

Clinical Grade Determination

The clinical grade will be determined by averaging grades in the following categories during each semester:

1. Clinical Profile Evaluations
2. Task Evaluation Sheets
3. Clinical Assignments (Article Reviews, Rotation Descriptions)
4. Demo Day (Students work in the lab performing examinations and critiquing images)
5. Final Examinations (Comprehensive written examination)

Additionally, the following items will be reviewed for completeness:

1. Time logs (All time shall be accounted for—including make-up days)
2. Logs to include repeats

The clinical grades will be assigned a percentage based on the student's current semester. All clinical requirements are due at certain times throughout the semester; however, all documentation should be kept up to date. Failure to turn in assignments will result in a zero for that particular item. Late items will result in a 10-point ***reduction of the grade per day.***

The following is a breakdown of how grades are calculated per semester:

Assignment	1st Semester	2nd Semester	3rd Semester	4th Semester
Clinical Profile Evaluations	40%	50%	50%	50%
Clinical Assignments (i.e. competencies, Rotation Descriptions, etc.)	20%	30%	30%	30%
Article	30%	30%	30%	30%
Demo Day	0%	0%	0%**	0%**
Final Examination	10%	10%	10%	10%

**Tentative changes possible.

Grades are calculated the following scale:

Course Grading Scale:

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
Below 60	F

Student Responsibilities in the Hospital

The primary function of the hospital is patient care. Under no circumstances should the presence of students downgrade the quality of patient care. Therefore, it is your responsibility to:

1. Follow the administrative policies established by the radiology department and the clinical site.
2. Report to your assigned work area on time. Sign in if necessary.
3. Notify the Clinical Coordinator and clinical site at least 15 minutes before your scheduled time in the case of illness or absences.
4. Wear your radiation monitoring badge as instructed by the program faculty. (At the collar level outside of any protective lead aprons or devices.)
5. Always have your lead anatomical side markers while at clinic.
6. Check with a registered technologist before leaving the assigned work center. If you are leaving early, you must speak with the Clinical Coordinator.
7. Follow the directions provided by the registered technologist.
8. Ask for advice when indicated. DO NOT experiment with patients. Be industrious and ask questions.
9. Accept constructive criticism as a professional. You are an invited guest at the site. Disagreements are acceptable, disrespect is not.
10. Do not discuss clinical information with patients, relatives, or anyone outside the radiology department. Do not discuss patient information with anyone who does not have a "Need to Know".
11. Be proactive and have a strong initiative. What you gain from your clinical experience primarily rests upon your shoulders. Remember that you are participating in a 16 month job interview.

Routine Duties

1. Students will be assigned to their clinical area by the Clinical Coordinator.
2. Clinical Rotations are not open to debate. Any changes must be approved by the Clinical Coordinator. Failure to be in your assigned clinical area will result in disciplinary actions.
3. Students will be responsible for:
    a. Introducing themselves to the staff technologists upon entering a new clinical site.
    b. Introducing themselves to patients upon initial contact and making the patient aware that they are a student at Southern Regional Technical College.
    c. Being respectful to all staff, peers, physicians and patients in the clinical site. Always maintain integrity and behave in a way that is morally upright.
    d. Performing all examinations assigned.
    e. Checking all supplies and linen in their assigned area.
    f. Keeping their assigned areas neat and clean.
    g. Shielding the patient whenever possible (as allowed by hospital policy).
    h. Maintaining a professional appearance and attitude.
4. Students will not leave their sites for break, lunch, or at the end of the day until the work assigned to them has been completed. For example, students will not take a break, lunch, or leave for the day until the current exam has been completed.

Clinical Hours

The students' clinical training varies according to the semester they are in. Clinical time is slowly added over each semester as knowledge is gained. This allows the student to carefully apply the knowledge that they have learned progressively. First-semester students will work 8:00am-to 3:30pm two days per week, second-semester students will work 8:00am-to 3:30pm three days per week, third and fourth-semester students will work 8:00am-to 5:30pm three days per week. ***During the 3rd and 4th semester, students attending clinicals at the Archbold Imaging Center will work 7:30am-5:00pm to comply with the site hours. Visions Imaging Center hours require students to work a shorter shift by*

30 minutes. This will be accounted for on the time accumulated within Trajecsys and evaluated by faculty. Additionally, Surgical rotations always begin at 7:00am, regardless of the site location.

The following chart demonstrates the clinical schedule per semester:

	1st Semester	2nd Semester	3rd Semester	4th Semester
Hours in Clinical Per week	12	21	27	27

In addition to the "day shift" rotations, an evening shift will also be scheduled multiple times throughout the program. This gives the student the opportunity to see how the department changes with a reduction in staff, and also provides them more of a 1 on 1 experience with the technologists. Evening shift hours, like day shift hours, also change as the student progresses through the program. **First Semester students will work 3:00pm-9:30pm two days per week, Second Semester Students will work 2:00pm-9:30pm 3 days per week, Third and fourth semester students will work 12:00pm-9:30pm three days per week.**

In accordance with the JRCERT rules, evening shifts shall not comprise more than 25% of the total clinical hours attained by any student in the Radiologic Technology program. The clinical coordinator shall bear the responsibility of assuring that clinical hours are established accordingly.

Breaks may be taken as time permits. The lunch period is 30 minutes, scheduled by the clinical instructor.

Time sheets are available to the students online through the Trajecsys system. A student must have their clock in/out approved by the clinical instructor or registered technologist. These electronic records will be reviewed at random throughout the semester. Any falsification of records for time and attendance will result in disciplinary action, up to and including program termination. Verification is made by IP address, GPS and CI and/or Clinical Coordinator approval within Trajecsys.

Students are assigned to multiple clinical educational settings during the program. Performance of clinical procedures is supervised by Registered Technologists. Clinical performance is evaluated by registered technologists, the clinical instructor, or the Clinical Coordinator and all clinical forms are approved by them.
On rare occasions, at the discretion of the clinical instructor (within the site) or by the Clinical Coordinator, (site to site) the student will be shifted from the scheduled area to an area of greater need of patient care. All changes in schedules or clinical assignments will be made through the Clinical Coordinator.

SOUTHERN REGIONAL TECHNICAL COLLEGE

RADIOLOGIC TECHNOLOGY PROGRAM

Clinical Rotation Assignments

RADT 1320: CLINICAL RADIOGRAPHY I (Junior Fall)

Content and clinical practice experience should be designed to sequentially develop, apply, critically analyze, integrate, synthesize, and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined, and evaluated. Clinical practice experiences should be designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient prior to, during and following the radiologic procedure. Activities of students are under **direct supervision**.

Areas of Rotation and Emphasis

Observe and Assist

Patient Transport	2 days/week
Routine Radiography / Fluoroscopy	2 days/week
Trauma Radiography	2 days/week
Surgical and Portable Radiography	2 days/week
Introduction to PACS	2 days/week

Active Participation

Routine Radiography / Fluoroscopy

Focus Areas

Thorax, Abdomen, Upper extremities

RADT 1330: CLINICAL RADIOGRAPHY II (Junior Spring)

Content and clinical practice experience should be designed to sequentially develop, apply, critically analyze, integrate, synthesize, and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined, and evaluated. Clinical practice experiences should be designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient prior to, during and following the radiologic procedure. Execution of radiographic procedures will be conducted under **direct and indirect supervision.**

Areas of Rotation and Emphasis

Observe and Assist

Routine Radiography / Fluoroscopy	3 days/week
Surgical and Portable Radiography	3 days/week
Trauma Radiography	3 days/week

Active Participation

Routine Radiography / Fluoroscopy

Surgical and Portable Radiography

Thorax, Abdomen, Upper extremities

Focus Areas

Lower extremities, Vertebral Column, Gastrointestinal Tract

RADT 2340: CLINICAL RADIOGRAPHY III (Junior Summer)

Content and clinical practice experience should be designed to sequentially develop, apply, critically analyze, integrate, synthesize, and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined, and evaluated. Clinical practice experiences should be designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient prior to, during and following the radiologic procedure. Execution of radiographic procedures will be conducted under **direct and indirect supervision**.

Areas of Rotation and Emphasis

Observe and Assist

Routine Radiography / Fluoroscopy	3 days/week
Surgical and Portable Radiography	3 days/week
Computerized Tomography	3 days/week

Active Participation

Routine Radiography / Fluoroscopy

Trauma Radiography

Surgical and Portable Radiography

Lower extremities, Vertebral Column, Gastrointestinal Tract

Focus Areas

Skull, Sterile Technique, Advanced Fluoroscopic Procedures

RADT 2360: CLINICAL RADIOGRAPHY IV (Senior Fall)

Content and clinical practice experience should be designed to sequentially develop, apply, critically analyze, integrate, synthesize, and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined, and evaluated. Clinical practice experiences should be designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient prior to, during and following the radiologic procedure. Execution of radiographic procedures will be conducted under **direct and indirect supervision.**

Areas of Rotation and Emphasis

Observe and Assist

Computerized Tomography	3 days/week
MRI	3 days/week
Interventional Procedures	3 days/week
Nuclear Medicine	3 days week

Active Participation

Routine Radiography / Fluoroscopy

Trauma Radiography

Surgical and Portable Radiography

Advanced Fluoroscopic Procedures

Focus Areas

Completion of remaining competencies

Introduction to advanced modalities

Competency Evaluations

Starting with Clinical Radiography I, the student will perform unassisted radiographic procedures under **DIRECT SUPERVISION** of a registered technologist for evaluation and grade. Upper GI and Barium Enema have been deemed mandatory for this program) ARRT Competencies must be completed to graduate from the Radiologic Technology program.

The forms for the competency evaluations are contained online in Trajecsys. A registered technologist will fill out the competency sheet after the examination. Anatomy sections will be completed after competency is successfully obtained.

Before beginning the study, students must inform the technologist that they wish to demonstrate competency on an examination. Competencies **will not** be given if the student has not clearly stated that they want to attempt a competency check **before** the start of the study. Students must be aware of the protocols for each site they are attempting to perform competency. There will be no communication between students and technologists or other students during a competency. **Students are required to provide technical factors for each exam**. If a student "fails" a competency examination, the competency form must still be completed online in Trajecsys.

Although the minimum requirements for each semester are listed below, students are highly encouraged to "work ahead" to finish competency requirements earlier in the program whenever possible.

Competencies will be completed as follows:

1st Semester	10
2nd Semester	13 (23)
3rd Semester	13 (36) (Lumbar Required)
4th Semester	15 (51)

Clinical competencies **must** be performed at the students' assigned clinical site during assigned clinical time. This JRCERT rule must be followed. **ALL** clinical competencies must be completed prior to graduation.

Clinical Competency Categories

1ST SEMESTER

Chest
Bony Thorax
Abdomen
Upper extremities
Lower extremities

10 New competencies

2ND SEMESTER

Chest
Bony Thorax
Abdomen
Upper extremities
Lower extremities (knee)
Pelvic Girdle
Spine
Thoracic, Cervical, Lumbar, Pelvis and Sacroiliac joints.
Contrast studies
(Esophagus, Upper GI, Small Bowel,
Barium Enema, IVP Cystogram, Digital Fluoroscopy and radiography)

15 New Competencies

3RD SEMESTER

Cranium
Pelvic Girdle
Spines
Thoracic, Cervical, Lumbar, Pelvis and Sacroiliac joints.
Contrast studies
(Esophagus, Upper GI, Small Bowel,
Barium Enema, IVP Cystogram, Digital Fluoroscopy and radiography)

15 New Competencies

4th SEMESTER

Cranium
Pelvic Girdle
Spines
Thoracic, Cervical, Lumbar, Pelvis and Sacroiliac joints.
Contrast studies
(Esophagus, Upper GI, Small Bowel,
Barium Enema, IVP Cystogram, Digital Fluoroscopy and radiography)

10 New Competencies

Clinical Competency Plan

Each student enrolled in the Radiologic Technology Program will be responsible for documentation of competency for radiographic examinations and procedures. The clinical competency evaluation is designed to ensure that the student successfully combines knowledge gained in the classroom and the laboratory with the clinical aspects of their training. As previously stated, students must complete a total of fifty-one (51) (38 mandatory and 13 electives—Upper GI and Barium Enema have been deemed mandatory for this program) competencies to graduate from the Radiologic Technology Program.

Student observation in clinical education begins in the first semester and moves into a more active phase, with the student assisting a registered radiologic technologist in completing assigned tasks. As the student gains experience in various procedures, they will gradually move into an independent clinical performance stage, performing radiographic procedures under the **indirect supervision** of a radiologic technologist.

A specific number of radiologic examinations commonly performed in the radiology department are required for competency. After a student has been graded on a performance exam in the laboratory environment, they may then begin the competency examinations under indirect supervision. Students are required to perform two (2) practices on an exam before attempting competency. Competency for an exam is achieved when a student has performed the specified number of exams and the competency has been achieved. Failure on any portion of the competency exam results in immediate failure of the exam. Each failure will constitute an additional attempt up to a maximum of three attempts. If the student fails the third and final attempt, they will return to the laboratory to define problem areas and receive additional instruction.

Projections and examinations will vary among the clinical sites. Students are responsible for understanding which views are considered standard protocol at the site that they are located. If the site does not do, at least, the minimum views that are required for that competency, then the student may not perform a competency on that examination. For example, scout views for MRI are often AP and Lateral only. If that is normally the number of views taken for this examination, then competency may be obtained; however, if the examination normally requires obliques in order to be complete, then competency cannot be obtained for this particular examination. As a reminder, clinical performances and competencies **must** be performed at the student's assigned clinical site during assigned clinical times. This JRCERT rule must be followed.

Student progress throughout the clinical competency evaluation is designed to allow each student to progress at an individual rate with structured guidance. All competency examinations must be completed before the end of the program to be eligible for graduation.

Imaging Procedure	Mandatory or Elective
Chest & Thorax	
Chest Routine	M
Chest AP (Wheelchair or Stretcher)	M
Ribs	M
Chest Lateral Decubitus	E
Sternum	E
Upper Airway (Soft-Tissue Neck)	E
Sternoclavicular Joints	E
Upper Extremity	
Thumb or Finger	M
Hand	M
Wrist	M
Forearm	M
Elbow	M
Humerus	M
Shoulder	M
Clavicle	M
Scapula	E
AC Joints	E
Trauma: Shoulder or Humerus (Scapular Y, Transthoracic or Axial)	M
Trauma: Upper Extremity (Non-Shoulder)*	M
Lower Extremity	
Toes	E
Foot	M
Ankle	M
Knee	M
Tibia-Fibula	M
Femur	M
Patella	E
Calcaneus (Os Calcis)	E
Trauma: Lower Extremity *	M
Head--Candidates must select one elective procedure from this section	
Skull	E
Facial Bones	E
Mandible	E
Temporomandibular Joints	E
Nasal Bones	E
Orbits	E
Paranasal Sinuses	E
Surgical Studies	
C-Arm Procedure (Requiring Manipulation to Obtain More Than One Projection)	M
Surgical C-Arm Procedure (Requiring Manipulation Around a Sterile Field)	M
Spine and Pelvis	
Cervical Spine	M
Thoracic Spine	M
Lumbar Spine	M
Cross Table (Horizontal Beam Lateral Spine)	M
Pelvis	M
Hip	M
Cross Table (Horizontal Beam Lateral Hip)	M
Sacrum and/or Coccyx	E
Scoliosis Series	E
Sacroiliac Joints	E
Abdomen	
Abdomen Supine (KUB)	M
Abdomen Upright	M
Abdomen Decubitus	E
Intravenous Urography	E
Fluoroscopic Studies	
Upper GI Series (Single or Double Contrast)	M
Contrast Enema (Single or Double Contrast)	M
Small Bowel Series	E
Esophagus (Not swallowing dysfunction study)	E
Cystography / Cystourethrography	E
ERCP	E
Myelography	E
Arthrography	E
Hysterosalpingography	E
Mobile Studies	
Chest	M
Abdomen	M
Upper or Lower Extremity	M
Pediatrics (6 years or younger)	
Chest Routine	M
Upper or Lower Extremity	E
Abdomen	E
Mobile Study	E
Geriatrics (65 years or older and physically or cognitively impaired due to aging)	
Chest Routine	M
Upper or Lower Extremity	M
Hip or Spine	E

Simulation of Exams

Simulation studies are highly discouraged by faculty. Students must meet stringent requirements to simulate a study. Only 10 simulations are allowed. For a complete listing of all competency examinations that are eligible for simulation, please see the ARRT Competency Requirements list found here.

To comp with a simulation, the student must:

(a) competently demonstrate skills similar to circumstances permitting the cognitive, psychomotor, and affective skills required in the clinical setting.
(b) evaluate real images for anatomical landmarks and positioning errors.

The Program Director and Clinical Coordinator is confident that the skills required to competently perform the simulated task will generalize or transfer to the clinical setting.

Per the ARRT

Examples of acceptable simulation include demonstrating CPR on a mannequin; positioning a fellow student for a projection without actually activating the x-ray beam, and evaluating an image from a teaching file; performing venipuncture by demonstrating aseptic technique on another person, but then inserting the needle into an artificial forearm.

All simulations must be performed in the campus laboratory. There are no exceptions to this rule.

Forms That the CI, RT, and/or Faculty Completes/Approves

Time Sheet

This form documents the time the student arrives at the clinical site, leaves for lunch, returns from lunch and leaves the clinical site at the end of the day. The clinical instructor or RT acknowledges the times that are recorded and documents their approval in the Trajecsys system on the appropriate clinical day and time. Cumulative time sheets can be pulled daily if necessary.

Make-up Time Documentation

The Clinical Coordinator schedules a make-up day for students who miss a clinical day. The student must account for the absence within the Trajecsys system. Upon making up the missed hours, the Clinical Coordinator approves the time in the Trajecsys system, verifying that the student was there on that day and the hours have been satisfied.

Clinical Profile Evaluations

This "Clinical Profile Evaluation of Student" form is completed at the end of each rotation. It is designed to give an overview of the student's conduct within the clinical setting. The CI should complete these forms; however, the RT who has spent the majority of time with the student on their rotation should have input in the evaluation process. Program faculty highly recommend that student evaluations include the input of many versus a single perspective. It is the student's right to know how their performance is perceived or what changes are necessary. Reviewing and acknowledging the evaluation within Trajecsys is highly encouraged. This is a time to emphasize "glows and grows" of the student. Documenting areas that they exceled, proved competence, and areas of weakness are the ingredients to a constructive evaluation.

Task Sheet(s)

Patient Care

This form should be completed during the student's second semester in the Radiologic Technology Program. It is a one-time form that demonstrates that the student has an understanding of what could or should be expected during a typical patient interaction. The CI or RT will complete this form indicating that the requirements have been successfully met. Labeled "CP Evaluation- Patient Care" within Trajecsys.

Geriatric

This form should be completed during the student's first or second semester in the Radiologic Technology Program. It demonstrates that the student has interacted with geriatric patients and understands their specific needs. The CI or RT will complete this form indicating that the requirements have been successfully met. Labeled "CP Evaluation – Geriatric" within Trajecsys.

Pediatric

This form should be filled out during the student's first or second semesters in the Radiologic Technology Program. It demonstrates that the student has interacted with pediatric patients and understands their specific needs. The CI or RT will complete this form indicating that the requirements have been successfully met. Labeled "CP Evaluation- Pediatric"

Radiation Protection

This form should be completed during the student's second semester in the Radiologic Technology Program. It is a one-time form that demonstrates that the student has a basic understanding of radiation protection and how to safely interact within the energized radiation environment. The CI or RT will complete this indicating that the requirements have been successfully met. Labeled CP Evaluation – Radiation Protection within Trajecsys.

Evening Rotation

This form should be completed during each evening rotation in the Radiologic Technology Program. This form should demonstrate progressive competency depending on the semester that the student is assigned to. The CI or RT will complete this form indicating that the requirements have been successfully met. Labeled "CP Evaluation- Evening". This form is completed in addition to the Clinical Profile Evaluation of the Student.

X-Ray Tube and Table

This form should be completed during each new rotation in the Radiologic Technology Program within the first two weeks of a new clinical rotation assignment. Once this form has been completed in a particular room, it does not need to be repeated. It is a one-time form demonstrating that the student has the essential knowledge and skills required to manipulate the radiography equipment in each clinical location successfully. This form must be completed before attempted competency within a room. The CI or RT will complete this form indicating that the requirements have been successfully met. Labeled "CP Evaluation- Tube/Table/Room/Equipment.

ARRT Category Competency Evaluation

This form should be completed in Trajecsys each time a student **attempts** to prove competency on a specific examination. The **CLINICAL COMPETENCY PLAN** (outline above) lists the specific requirements for attempting and evaluating competency. The CI or RT will complete this form indicating that the requirements have/have not been successfully met.

C-Arm Competency Evaluation

This form should be completed in Trajecsys each time a student **attempts** to prove competency on a C-Arm examination. The **CLINICAL COMPETENCY PLAN** (outline above) lists the specific requirements for attempting and evaluating competency. The CI or RT will complete this form indicating that the requirements have/have not been successfully met.

Venipuncture Competency Evaluation

This form should be completed in Trajecsys when a student **attempts** to prove competency on a venipuncture procedure. The **CLINICAL COMPETENCY PLAN** (outline above) lists the specific requirements for attempting and evaluating competency. The CI or RT will complete this form indicating that the requirements have been successfully met. Like all other competency checks, this competency is mandated by the ARRT.

Minor Rotation Evaluations

Magnetic Resonance Imaging

This form should be completed in Trajecsys during the student's rotation in MRI. It is a form that demonstrates that the student has a basic understanding of magnetic resonance imaging and how to safely interact within the MR environment. As with all minor rotation evaluations, there is a specific list of questions that must be answered for this form to be deemed complete. The CI or RT will complete this form indicating that the requirements have/have not been successfully met.

Computerized Tomography

This form should be completed in Trajecsys during the student's rotation in CT. It is a form that demonstrates that the student has a basic understanding of computerized tomography and how to safely interact within the CT environment. As with all minor rotation evaluations, there is a specific list of questions that must be answered for this form to be deemed complete. The CI or RT will complete this form indicating that the requirements have/have not been successfully met.

Invasive Cardiovascular / Special Procedures

This form should be completed in Trajecsys during the student's rotation in invasive cardiovascular / special procedures. It is a form that demonstrates that the student has a basic understanding of the interventional radiology environment and how to safely interact with the equipment, personnel, and sterile field. As with all minor rotation evaluations, there is a specific list of questions that must be answered for this form to be deemed complete. The CI or RT will complete this form indicating that the requirements have/have not been successfully met.

Nuclear Medicine

This form should be completed in Trajecsys during the student's rotation in nuclear medicine. It is a form that demonstrates that the student has a basic understanding of nuclear medicine and how to safely interact within that environment. As with all minor rotation evaluations, there is a specific list of questions that must be answered for this form to be deemed complete. The CI or RT will complete this form indicating that the requirements have/have not been successfully met.

Ultrasound

This form should be completed in Trajecsys during the student's rotation in Ultrasound. It is a form that demonstrates that the student has a basic understanding of sonography and how to interact with patients and staff members within that environment. As with all minor rotation evaluations, there is a specific list of questions that must be answered for this form to be deemed complete. The CI or RT will complete this form indicating that the requirements have/have not been successfully met.

Forms that the Student Completes

Time Sheet

This input in Trajecsys documents the time the student arrives at the clinical site, leaves for lunch, returns from lunch, and leaves the clinical site at the end of the day. The Clinical Coordinator acknowledges the recorded times and documents their approval in the Trajecsys system on the appropriate clinical day and time. Cumulative time sheets can be pulled daily if necessary. The student must agree for their location services to be accessed by Trajecsys. The system in no way tracks the student throughout the day but obtains the coordinates when the student is inputting time.

Daily Practicum

This form outlines the procedures that the student is directly involved in on a daily basis. The level of interaction should be indicated by selecting **Observed, Assisted or Performed**. The student must list the date, the accession number of the examination, the type of examination that was performed, the patient's age, the level of interaction, number of images, and number of repeated images (if any) and any notes. The logs must be kept up to date. This is also the system that tracks practices so that a student can prove two practices before attempting competency.

Rotation Experiences

This evaluation tool is a form that gives the student the opportunity to reflect on their experiences at each clinical rotation, describe the experience that they had, and ascertain what they have learned from that experience. Each submission should obtain an action plan. If the student received positive feedback, then it is acceptable for the student to continue monitoring/observing and working toward successful completion of the program. If the student received constructive criticism, the action plan should include a response and how they plan to move forward after consideration of that feedback. This is adult education, and healthcare education programs require a level of independence and self-motivation. This is a way to provide continuous improvement opportunities to the student.

Clinical Instructor Evaluation and Feedback

This evaluation tool is used to evaluate the clinical instructors at each site to determine how their interactions with students are perceived. This is an ongoing process to ensure that the clinical instructors are performing their duties and maintaining the appropriate level of interest and concern for the students' overall success. These evaluation forms are due at the end of each rotation. The student information will remain confidential; however, the findings will be shared with the clinical instructors annually to promote continual achievement and motivation. When students complete these forms, it is mandatory that they provide, at minimum, one paragraph of overall feedback. If one paragraph is not provided, the grade will be input as a 0.

Article Critique

This evaluation tool is labeled "Article Summary Critique Guideline" within Trajecsys; however, it is more of an opportunity to engage the student in professional enrichment. Registered radiologic technologists must obtain continuing educational units upon becoming licensed; this tool serves as an opportunity for students to begin implementing that practice into their professional life by requiring them to read professional journal articles, summarize the information, and relate it to their current clinical experiences. This process also aids the student in staying abreast of current trends, technology and best practice models that are happening within the field of Radiologic Technology. Students are required to

find an article that is closely related to the field of radiology. One (1) article critique will be due each semester through Trajecsys and 1 copy of the article will be handed in to the Clinical Coordinator on the last day of class for each semester.

Forms Needed per Semester

Category	Form	1st Semester	2nd Semester	3rd Semester	4th Semester
Attendance	Time Sheet (Trajecsys)	X	X	X	X
	Make-up Time (Trajecsys)	X	X	X	X
Clinical Profile Evaluations	Clinical Evaluation (Day/Evening) (Trajecsys)	X	X	X	X
	Minor Rotation Task Sheet (CT, MRI, NM, U/S, CI/SP) (Trajecsys)	As Needed, once all Program Comps are completed			
Competency Forms	ARRT Category Competency (Trajecsys)	Each Semester until complete			
	C-Arm Competency (Trajecsys)	Each Semester until complete			
	Venipuncture Competency (Trajecsys)	Completed once during tenure, usually not until 3rd Semester			
	Classroom/ Lab Check-off Sheet (Trajecsys)	Completed in the Lab with the Clinical Coordinator			
Clinical Records	Student Daily Logsheets (Trajecsys)	X	X	X	X
	Additional Logsheets	X	X	X	X
Clinical Assignments	Article Critique and Rubric (Blackboard)	X	X	X	X
	Rotation Description / Clinical Instructor Evaluation & Feedback (Trajecsys)	X	X	X	X
	Task Sheet (Required 1st semester only) (Trajecsys)	X			
	Tube/Table/Room/Equipment (Trajecsys)	As Needed until all rooms are complete at each site			

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Radiologic Technology Program

Documentation of Radiation Monitoring Badge Reading Over 100 mREM

Student: _____ Date: _____

Clinical Site:

_____

Radiation Badge Reading: _____ mREM for the month of

_____

If a student's radiation badge reading is over 100 mREM for any month, the following procedure will be followed and documented:

1. Discussion between student and program director concerning Reasons for overexposure. DATE

   _____

2. Discussion with the clinical instructor concerning possible Reasons for overexposure.

   _____

3. Recommendations made by the clinical instructor to prevent future overexposure.

   _____

POSSIBLE REASONS AND RECOMMENDATIONS

_____

_____

_____

_____ _____

Signature of Student Date

_____ _____

Signature of Program Director Date

_____ _____

Signature of Clinical Instructor Date

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APPENDIX

Demerit Check Sheet

Allied Health Program students enrolled at Southern Regional Technical College will be subject to the following code of discipline. The appropriate faculty member is responsible for checking the appropriate infraction below and if necessary describing the situation on the next page.

CLINICAL/CLASSROOM

One Demerit

One demerit will be issued upon:

1. Failure to notify instructor/supervisor of absence or tardy.
2. Failure to comply with program/institution dress code.
3. Failure to comply with the Radiology Program, SRTC or Hospital's clinical setting Handbook / Policies / Procedures
4. Performance of previously acquired competencies at less than acceptable standards (as indicated by competency check-offs).
5. Failure to be in your assigned area at the designated beginning of your shift
6. Three (3) tardies in one semester
7. Neglecting responsibilities: (Circle One)
    A. Not maintaining your assigned clinical station.
    B. Avoiding procedures that are a part of your assignment.
    C. Little or no effort to assist other students or clinical staff.
    D. Ignoring patient needs.

Three Demerits

Three demerits will be issued upon:

1. Second offense of any one-demerit items noted previously.
2. Unprofessional conduct requiring written notification of the specific unprofessional behavior or conduct.
3. Any act of carelessness regarding patient care or equipment use.
4. Leaving without permission from an assigned clinical area.
5. Failing to give prior notification of absence from an assigned clinical area.
6. Clocking/signing IN or OUT or having someone clock/sign you IN or OUT that misrepresents you being actually present and prepared to assume your responsibilities or represents time that was not actually spent in clinical performance. Having clinical staff sign off on time that is misrepresented by either falsifying date or times.
7. Severe academic violations

Dismissal

1. Any act of significant consequence(s) to patient(s), employee(s) or property may be grounds for immediate dismissal of the student.
2. Accumulation of nine demerits
3. Third offense of unprofessional conduct.

Assigning of Three Demerits

The assignment of three (3) demerits in a course will result in the assignment of a five page reflection paper, and an academic plan/documented counseling. If you accrue additional demerits the following semester they will have a bearing on the overall accumulative number of demerits. But only the demerits received that semester will have a bearing on additional assignments for that semester. Demerits will accumulate through the entire time you are in the program. The accumulation of nine (9) demerits will result in dismissal from the program. Any student may request due process in

accordance with Southern Regional Technical College's "Student Complaints or Appeals Process" published in the Southern Regional Technical College Student Handbook.

4.

Assigning of Three Demerits

DEMERIT CHECK SHEET

Accumulation of Demerits

Demerits will accumulate throughout your tenure in the program. Demerits from each semester will accumulate and an accumulation of nine (9) demerits will cause your termination from the program.

Number of demerits issued this incident _____
Number of demerits accumulated to date (includes today's infractions): _____

The assignment of demerits in a course will have a negative influence on the work ethic grade. This may have a bearing on your ability to seek gainful employment since your work ethic grade is an integral part of your transcript.

Use this section for making appropriate comments about the issued demerits	
Student Comments (initial box)	Faculty Comments
I do concur I do not concur.	

Student Name:

Student Signature: Current Date

Faculty Signature: Current Date

Witness Current Date

(Recommended if Student refuses to sign)

RADIOLOGIC TECHNOLOGY PROGRAM

Clinical Evaluation Form

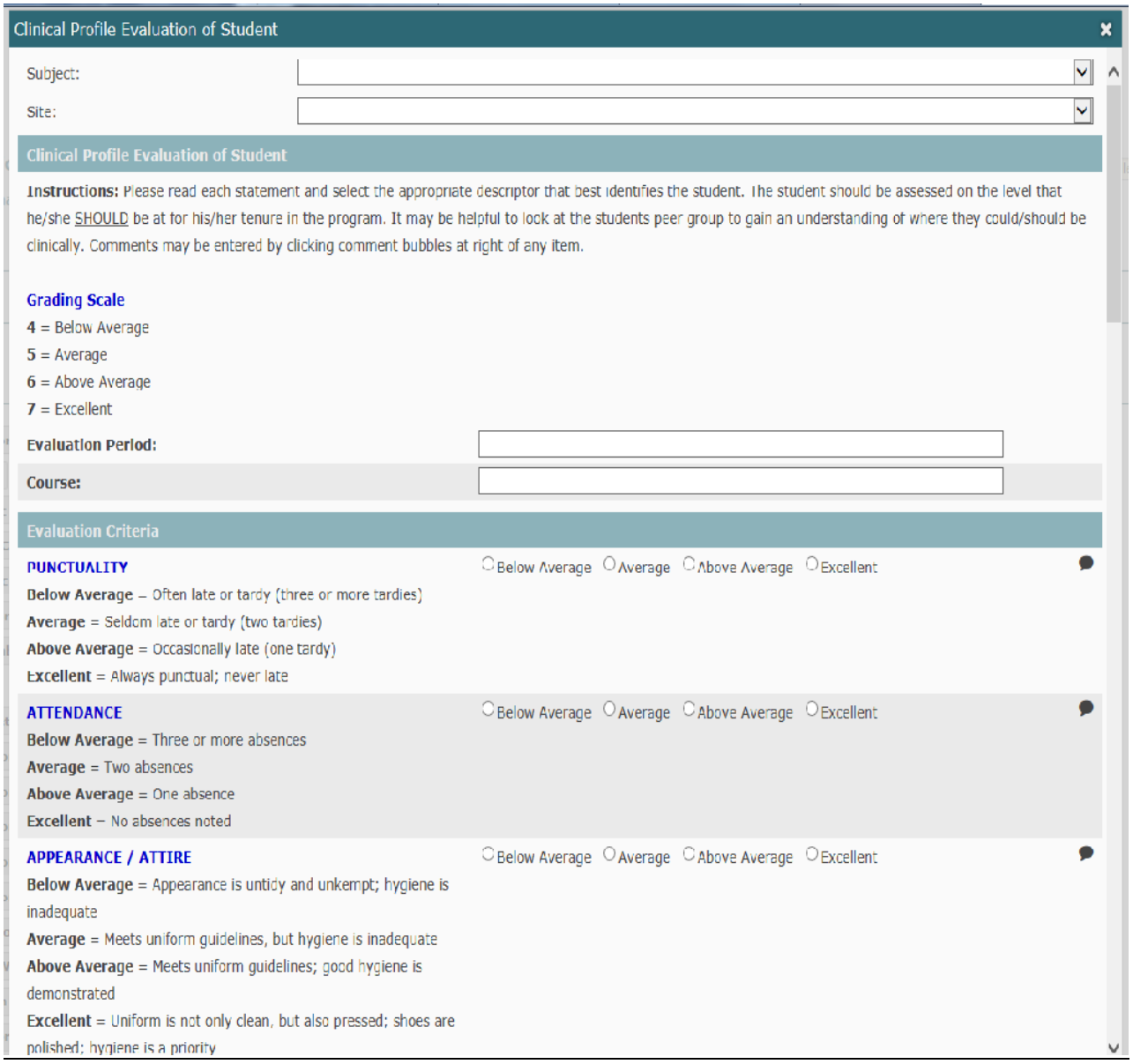
Student Name: _____ Course: _____

Clinical Site: _____ Date: _____

Evaluator (Print):_____

Instructions: Please read each statement and place an "X" or "√" over the appropriate box of the descriptor that best identifies the student. The student should be assessed on the level that he/she SHOULD be for his/her tenure in the program. The tenure is indicated in the "course" section above. It may be helpful to look at the students peer group to gain an understanding of where they could/should be clinically. Include comments if needed and return this form to the student. If you are not comfortable returning the sheet directly to the student, you may seal the evaluation in an envelope and have the student bring it to the college. Forms must have the signature of that facilities clinical liaison if the form is completed by another staff member.

Overall Impression of the Student's performance associated with his/her level of education within the Radiologic Technology Program (Please circle one)


Clinical Profile Evaluation of Student
Subject:
Site:
Clinical Profile Evaluation of Student
Instructions: Please read each statement and select the appropriate descriptor that best identifies the student. The student should be assessed on the level that he/she SHOULD be at for his/her tenure in the program. It may be helpful to look at the students peer group to gain an understanding of where they could/should be clinically. Comments may be entered by clicking comment bubbles at right of any item.
Grading Scale
4 = Below Average
5 = Average
6 = Above Average
7 = Excellent
Evaluation Period:
Course:
Evaluation Criteria
PUNCTUALITY
Below Average Average Above Average Excellent
Below Average – Often late or tardy (three or more tardies)
Average = Seldom late or tardy (two tardies)
Above Average = Occasionally late (one tardy)
Excellent = Always punctual; never late
ATTENDANCE
Below Average Average Above Average Excellent
Below Average = Three or more absences
Average = Two absences
Above Average = One absence
Excellent – No absences noted
APPEARANCE / ATTIRE
Below Average Average Above Average Excellent
Below Average = Appearance is untidy and unkempt; hygiene is inadequate
Average = Meets uniform guidelines, but hygiene is inadequate
Above Average = Meets uniform guidelines; good hygiene is demonstrated
Excellent = Uniform is not only clean, but also pressed; shoes are polished; hygiene is a priority

Clinical Profile Evaluation of Student

demonstrated

Excellent = Uniform is not only clean, but also pressed; shoes are polished; hygiene is a priority

PROFESSIONAL BEHAVIOR / INTERACTIONS **Below Average** = Rude; impolite; disrespectful; uncaring **Average** = Polite, but lacks discretion; may be loud and/or aggressive or is unable to interact with patients, superiors and/or co-workers **Above Average** = Polite; developing positive relations with others; handles common patient issues **Excellent** = Courteous and respectful; interacts very well with others; handles difficult situations with ease	○ Below Average ○ Average ○ Above Average ○ Excellent	
REACTION TO CRITICISM **Below Average** = Does not accept criticism well **Average** = Accepts criticism, but does not attempt to utilize suggestions **Above Average** = Accepts criticism and sometimes attempts to utilize suggestions **Excellent** = Accepts criticism and consistently attempts to utilize suggestions	○ Below Average ○ Average ○ Above Average ○ Excellent	
INITIATIVE **Below Average** = Needs constant motivation; unwilling to perform tasks **Average** = Needs more motivation than normal; frequently must be told what to do **Above Average** = Adequately motivated; often looks for things to do; seldom "idle" **Excellent** = Highly motivated; completes work quickly and moves onto the next task without hesitation	○ Below Average ○ Average ○ Above Average ○ Excellent	
EQUIPMENT / SUPPLY MANAGEMENT **Below Average** = Cannot utilize equipment; wastes supplies; does not stock rooms **Average** = Struggles with equipment performance; room is often	○ Below Average ○ Average ○ Above Average ○ Excellent	

Clinical Profile Evaluation of Student

Average = Struggles with equipment performance; room is often missing needed supplies
Above Average = Utilizes equipment and supplies satisfactorily and safely; rooms are stocked daily
Excellent = Utilizes equipment skillfully and safely; stocks multiple rooms

ORGANIZATION OF WORK ○ Below Average ○ Average ○ Above Average ○ Excellent
Below Average = Unacceptable; often hinders patient flow; very inefficient
Average = Facilitates patient flow but is extremely slow with exam performance
Above Average = Works at a steady, acceptable rate
Excellent = Works very quickly; performs exams without hesitation or indecision

PROGRESS ○ Below Average ○ Average ○ Above Average ○ Excellent
Below Average = Progress at this stage is unacceptable
Average = Progress at this stage is fair; beginning to develop understanding
Above Average = Progress at this stage is good; equal with peer group
Excellent = Progress at this stage is excellent; teaches others

RADIATION SAFETY ○ Below Average ○ Average ○ Above Average ○ Excellent
Below Average = Seldom follows proper radiation safety guidelines; dangerous to staff / peers / patients
Average = Occasionally follows radiation safety guidelines; does not routinely shield
Above Average = Usually conscientious about radiation protection; shields routinely
Excellent = Always uses proper collimation and shielding and strives to protect others

COMPETENCY OF PROCEDURES / POSITIONING SKILLS ○ Below Average ○ Average ○ Above Average ○ Excellent
Below Average = Very little knowledge of procedures/positioning;

Clinical Profile Evaluation of Student

very skillful

SUPERVISION / JUDGMENT

○ Below Average ○ Average ○ Above Average ○ Excellent

Below Average = Requires maximum supervision; unable to grasp new ideas

Average = Requires maximum supervision; takes more time than normal to understand new concepts or material

Above Average = Requires normal supervision; learns reasonably well

Excellent = Requires less than normal supervision; intelligent and grasps new concepts quickly

QUALITY OF WORK

○ Below Average ○ Average ○ Above Average ○ Excellent

Below Average = Careless performance; errors are routine/constant

Average = Average performance, but errors are frequently made

Above Average = Above average performance; errors are infrequent / occasional

Excellent = Excellent performance; errors (if any) are rare

IMAGE EVALUATION

○ Below Average ○ Average ○ Above Average ○ Excellent

Below Average = Incompetent in critiquing images; lacks basic understanding of radiographic principles

Average = Below average ability to critique images; understands some concepts of radiographic principles, but lacks acceptable knowledge

Above Average = Adequate ability to critique images; can recognize abnormal results

Excellent = Critiques work skillfully; able to recognize abnormalities and correct problems without guidance

Below Average = Careless performance; errors are routine/constant

Average = Average performance, but errors are frequently made

Above Average = Above average performance; errors are infrequent / occasional

Excellent = Excellent performance; errors (if any) are rare

IMAGE EVALUATION ○ Below Average ○ Average ○ Above Average ○ Excellent

Below Average = Incompetent in critiquing images; lacks basic understanding of radiographic principles

Average = Below average ability to critique images; understands some concepts of radiographic principles, but lacks acceptable knowledge

Above Average = Adequate ability to critique images; can recognize abnormal results

Excellent = Critiques work skillfully; able to recognize abnormalities and correct problems without guidance

Overall Performance

Overall impression of the student's performance associated with his / her level of education within the Radiologic Technology Program ○ Below Average ○ Average ○ Above Average ○ Excellent

Evaluator comments regarding student's overall performance:

Student Signature: Student may add signature by attaching a post-submission comment. ◉ Instructions

Clinical Instructor Comments: (add a comment by attaching a post-submission comment) ◉ Enter

☐ Check to complete later, then click "Submit" ◉ Approved ○ Not Approved

Submit

SOUTHERN REGIONAL TECHNICAL COLLEGE

ARRT Category Competency Evaluation

When evaluating for competency, please evaluate on a Yes/No basis and elaborations may be made in comment fields at right of any item. Sections 1-8 must be completed without error and any failure of these sections will constitute a FAILURE and the exam must be repeated	◉ Instructions	
Date of Procedure (if prior date)	○ Enter at right and then select	
Accession # (last 5 digits ONLY)	○ Enter at right and then select	
Accession # (last 5 digits ONLY)	○ Enter at right and then select	
Accession # (last 5 digits ONLY)	○ Enter at right and then select	
Students must have documented at least two practice exams before he/she will be allowed to comp an exam. Clinical Evaluator, please indicate that documentation of acceptable practice exams has been verified prior to administering this competency	○ No ○ Yes	
EVALUATION OF REQUISITION • Identified procedures to be performed • Noted clinical pathology of relevance (diagnosis) • Identified patient location and mode of transportation	○ No ◉ Yes	
PATIENT COMMUNICATION / ASSESSMENT • Identified patient using 2 identifiers • Properly introduced self to patient • Had patient properly gowned and artifacts were removed • Was able to explain the procedure correctly • Checked for female pregnancy status (if applicable) • Spoke to patient in a professional manner • Documented patient history on the requisition	○ No ◉ Yes	
PATIENT POSITIONING • Positioned the patient correctly for all projections as described by the hospital protocol • Utilized immobilization/positioning devices when warranted	○ No ◉ Yes	
MECHANICAL OPERATIONS • Maneuvered the tube and bucky adequately for the examination • Selected the appropriate size and orientation of the cassette/grid • Positioned the central ray correctly with the appropriate patient part • Positioned the central ray correctly to the image receptor • Chose the proper FFD (SID) for the examination • Angled tube appropriately when needed • Correctly processed image	○ No ◉ Yes	

MARKERS • Marked the correct side with the correct marker for that exam • Marker must be visible	○ No ◉ Yes	
TECHNICAL FACTORS • Was able to set the correct technique without any assistance (kVp and mAs verified) • Selected the correct technical components (focal spot, AEC, etc) • Used the appropriate imaging method (Grid, Bucky, table-top) • Proper exposure index or (S) number recorded for each projection	○ No ◉ Yes	
Enter kVp and mAs for each projection	○ Enter at right and then select	
Enter the exposure index for each projection	○ Enter at right and then select	
IMAGE QUALITY • Image demonstrated acceptable density (student could manipulate if needed) • Image demonstrated acceptable contrast (student could manipulate if needed) • Correct placement of markers • Correctly positioning the part • Evidence of proper collimation	○ No ◉ Yes	
RADIATION PROTECTION • Central ray was collimated to the correct IR size • Patient was shielded properly • All staff was clear of central ray during exposure	○ No ◉ Yes	
ANATOMY IDENTIFICATION • The student technologist will be required to properly identify three anatomical features for the part that was being imaged • Any anatomy may be chosen as long as it is related to the anatomical part being demonstrated • List the three anatomical features identified in comment field at right	○ No ◉ Yes	
List the three anatomical features identified in comment field at right	○ Enter at right and then select	
ACCEPTABLE FILM • Students are required to maintain appropriate technical factors on all examinations • Please reference the list of acceptable ranges for many of the "common" imaging systems in our clinical service area • If the resulting index is outside of the "acceptable film" category on any film in the series, the competency has been failed due to poorly executed technical factors and must be repeated	○ Failure ○ Tech Review ○ Acceptable	
Comments:	◉ Enter at right -->	
Student Signature: Student may add signature by attaching a post-submission comment.	◉ Instructions	
Clinical Instructor Comments: CI's may add a post-submission comment.	◉ Enter at right -->	

Comments: Enter at right -->

Student Signature: Student may add signature by attaching a post-submission comment. Instructions

Clinical Instructor Comments: CI's may add a post-submission comment. Enter at right -->

Konica			Kodak (CR) & Carestream AMH		Carestream (DR) GGH			Carestream (DR) MCH			Seimens (DR)	Indication
CXR / Skull / Hip	Other	Extrem	Other	Extrem	CXR / Skull / Hip	Other	Extrem	CXR / Skull / Hip	Other	Extrem	All	
< 130	< 140	< 150	< 1850	<2150	< 1250	< 1550	< 1850	< 211	< 270	< 318	< 500	**Tech Review**
130- 253	140- 480	150- 480	1850-2150	2150- 2450	1250-1549	1550-1850	1850-2150	211-399	270-680	318-790	500-800	**Acceptable**
>254	> 480	> 480	> 2150	> 2450	> 1549	> 1850	> 2150	> 399	> 680	> 790	> 800	**Failure**

Informational

☐ Check to complete later, then click "Submit"

◉ Approved ○ Not Approved

☐ Simulated ☐ Recheck

Submit

SOUTHERN REGIONAL TECHNICAL COLLEGE

RADIOLOGIC TECHNOLOGY PROGRAM

C-ARM Competency Evaluation (FOR REFERENCE ONLY)

FORM LOCATED IN TRAJECSYS

Clinical Evaluator: When evaluating for competency please evaluate on a yes and no basis. Elaborations may be made in the comment field to the right. Any area that the student is unable to complete without error will constitute failure of the competency and require a repeat. Students must have documented at least two practice exams before he / she will be allowed to comp an exam. All items under each section may not apply to the particular comp, please evaluate only the factors that apply.	◉ Instructions	
Date of Procedure (if prior date)	○ Enter at right and then select	
Accession # (last 5 digits ONLY)	○ Enter at right and then select	
Accession # (last 5 digits ONLY)	○ Enter at right and then select	
Accession # (last 5 digits ONLY)	○ Enter at right and then select	
Exam and Patient Preparation: • Set up room by typing in the patient information and setting up C-ARM • Check a least two patient Identifiers	○ No ○ Yes	
Markers: • Marked the correct side with the correct marker for that exam.	○ No ○ Yes	
C-ARM Operations: • Positioned the C-ARM central ray correctly with the appropriate part. • Proper anatomy was visualized. • The student was able to position the C-ARM in appropriate positions throughout the exam if needed.	○ No ○ Yes	
Technical Factors: • The student must set a manual technique on the C-ARM before or after the exam to demonstrate his / her ability to do this if the circumstance arises. Please record mAs and kVp in the comment field to the right. • The student oriented the image correctly.	○ No ○ Yes	
Enter kVp and mAs for each projection	○ Enter at right and then select	
Enter the exposure index for each projection	○ Enter at right and then select	
Film Quality: • The images demonstrated acceptable density and contrast	○ No ○ Yes	
Radiation Protection: • Central ray was collimated to the correct size. (if applicable) • Patient was shielded properly. (if applicable) • All staff was clear or central ray during exposure.	○ No ○ Yes ○ N/A	
Anatomy Identification: **Clinical Evaluator:** The student technologist will be required to identify three anatomical features for the part that was being imaged. Any anatomy may be chosen as long as it is related to the anatomical part being demonstrated. Enter the anatomy identified in the comment field to the right.	○ Enter at right and then select	
List the three anatomical features identified in comment field at right	○ Enter at right and then select	
Comments:	◉ Enter at right -->	
Student Signature: Student may add signature by attaching a post-submission comment.	◉ Instructions	

Comments: ◉ Enter at right -->

Student Signature: Student may add signature by attaching a post-submission comment. ◉ Instructions

Clinical Instructor Comments: CI's may add a post-submission comment. ◉ Enter at right -->

Konica			Kodak (CR) & Carestream AMH		Carestream (DR) GGH			Carestream (DR) MCH			Seimens (DR)	Indication
CXR / Skull / Hip	Other	Extrem	Other	Extrem	CXR / Skull / Hip	Other	Extrem	CXR / Skull / Hip	Other	Extrem	All	
< 130	< 140	< 150	< 1850	<2150	< 1250	< 1550	< 1850	< 211	< 270	< 318	< 500	Tech Review
130- 253	140- 480	150- 480	1850-2150	2150- 2450	1250-1549	1550-1850	1850-2150	211-399	270-680	318-790	500-800	Acceptable
>254	> 480	> 480	> 2150	> 2450	> 1549	> 1850	> 2150	> 399	> 680	> 790	> 800	Failure

◉ Informational

☐ Check to complete later, then click "Submit"

◉ Approved ○ Not Approved

☐ Simulated ☐ Recheck

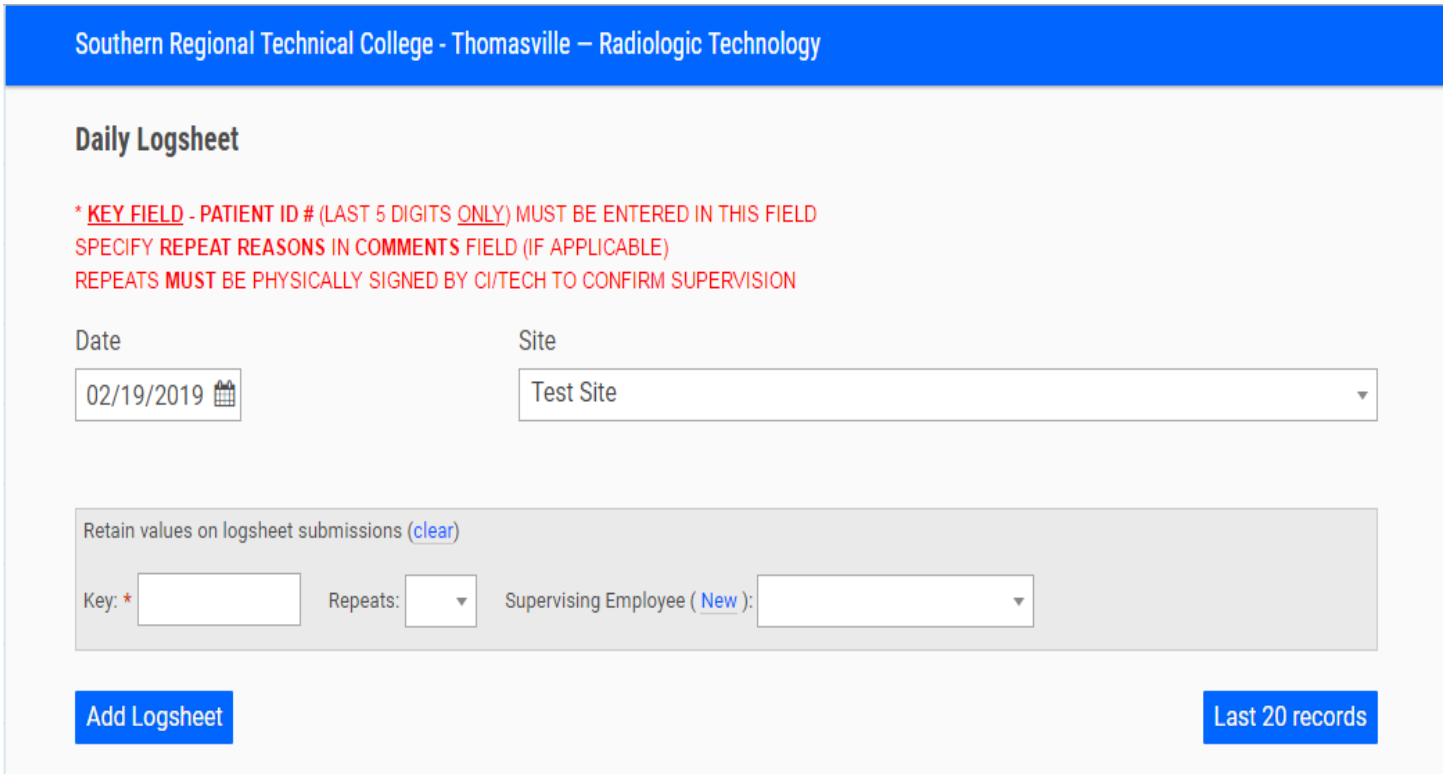
Submit

SOUTHERN REGIONAL TECHNICAL COLLEGE

RADIOLOGIC TECHNOLOGY PROGRAM

DAILY LOGSHEET (FOR REFERENCE ONLY)

FORM LOCATED IN TRAJECSYS

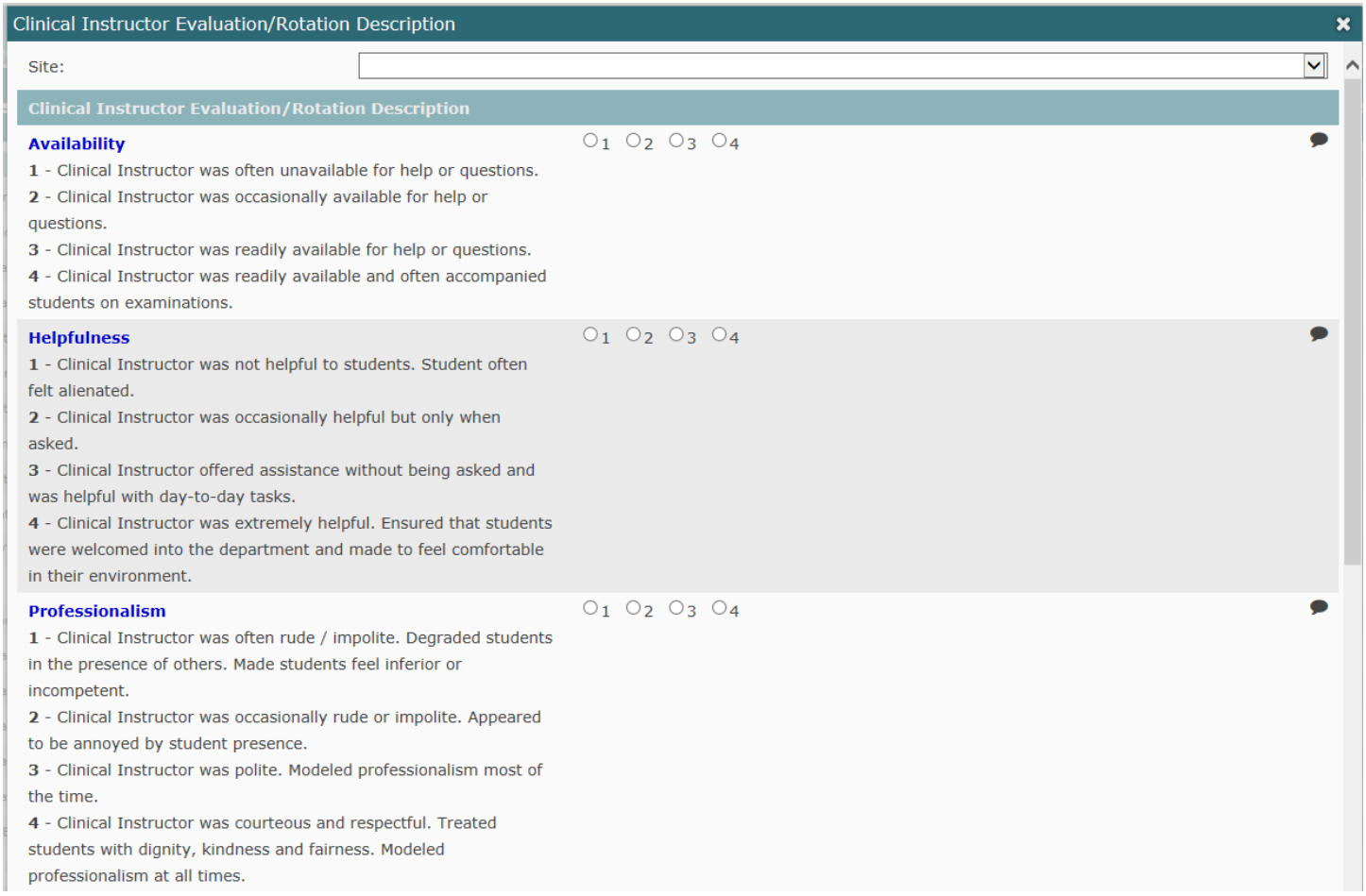


Article Critique Rubric

Find a Radiology related **article** (topical or scholarly). The campus library is a good source for finding Radiologic Technology journals and periodicals. Each of these magazines contain various articles from industry and peer review papers that can be used. In addition to the library, there are articles available in the classroom or online that can be helpful. The instructions and rubric can be found within the Blackboard module labeled Clinical Notebook.

RADIOLOGIC TECHNOLOGY

Rotation Description


Clinical Instructor Evaluation/Rotation Description

Site:

Clinical Instructor Evaluation/Rotation Description

Availability ○1 ○2 ○3 ○4

1 - Clinical Instructor was often unavailable for help or questions.
2 - Clinical Instructor was occasionally available for help or questions.
3 - Clinical Instructor was readily available for help or questions.
4 - Clinical Instructor was readily available and often accompanied students on examinations.

Helpfulness ○1 ○2 ○3 ○4

1 - Clinical Instructor was not helpful to students. Student often felt alienated.
2 - Clinical Instructor was occasionally helpful but only when asked.
3 - Clinical Instructor offered assistance without being asked and was helpful with day-to-day tasks.
4 - Clinical Instructor was extremely helpful. Ensured that students were welcomed into the department and made to feel comfortable in their environment.

Professionalism ○1 ○2 ○3 ○4

1 - Clinical Instructor was often rude / impolite. Degraded students in the presence of others. Made students feel inferior or incompetent.
2 - Clinical Instructor was occasionally rude or impolite. Appeared to be annoyed by student presence.
3 - Clinical Instructor was polite. Modeled professionalism most of the time.
4 - Clinical Instructor was courteous and respectful. Treated students with dignity, kindness and fairness. Modeled professionalism at all times.

Understanding of Program Policies and Procedures

○1 ○2 ○3 ○4

1 - Clinical Instructor showed no knowledge of program policies, procedures or rules.
2 - Clinical Instructor lacked specific knowledge regarding program policies, procedures and rules.
3 - Clinical Instructor had appropriate knowledge of program policies, procedures and rules.
4 - Clinical Instructor was well-versed on program policies, procedures and rules. Additionally, was a resource for students regarding program goals and learning outcomes.

Understanding of Student Expectations

○1 ○2 ○3 ○4

1 - Clinical Instructor lacked understanding of student expectations. Did not understand the course progression and often misinterpreted student knowledge as compared to progression.
2 - Clinical Instructor often lacked understanding of student expectations. Often had to be reminded of what the students had covered and what they were responsible for.
3 - Clinical Instructor had appropriate understanding of student expectations. Seemed to know where the student should be at a given level.
4 - Clinical Instructor had a strong understanding of student expectations. Understood student learning outcomes and encouraged students to reach their goals.

Student Feedback

○1 ○2 ○3 ○4

1 - Clinical Instructor did not give feedback. Evaluation form lacked comments and there was no verbal feedback throughout the clinical rotation.
2 - Clinical Instructor gave only written feedback and only on the evaluation form. No verbal feedback was presented.
3 - Clinical Instructor gave verbal and written feedback during evaluation process. Goals and a plan of action were established.
4 - Clinical Instructor gave verbal and written feedback during the evaluation process and at the end of each day. Goals were established and a plan of action was implemented.

Summary: Please feel free to discuss any positive or negative about your rotation. Be assured that these comments are kept in strict confidence. Also, please list anything that you have learned from this rotation experience.

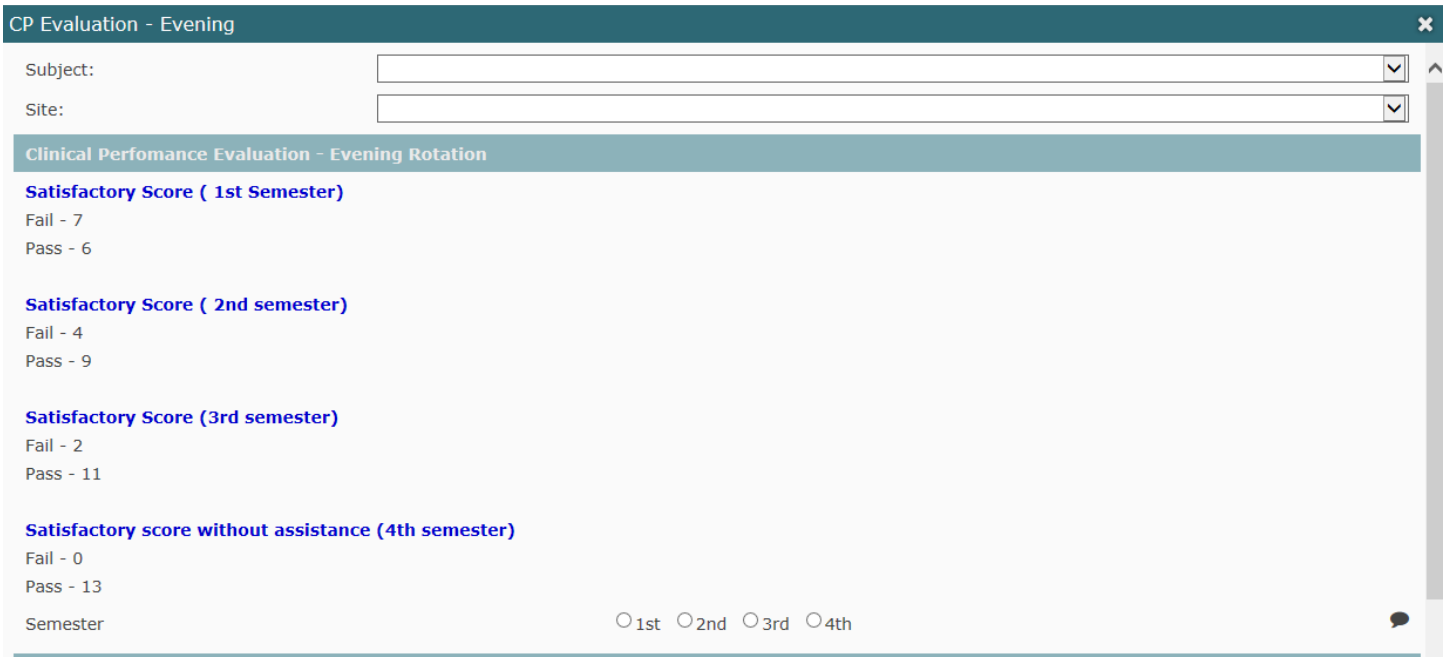
◉ Approved ○ Not Approved

RADIOLOGIC TECHNOLOGY PROGRAM
CLINICAL PERFORMANCE EVALUATION

Evening Rotation Task Sheet

FOR REFERENCE ONLY

Complete within Trajecsys



Evaluation Criteria		
Upon successful completion of the following clinical assignment, the student will be able to complete the following tasks in a satisfactory manner:		
Demonstrate concern for radiation safety by requiring all unnecessary personnel and visitors be removed from the immediate area while performing portable radiographic procedures	○ Unsatisfactory ○ Satisfactory	
Displays initiative for radiation safety by requiring all necessary personnel and visitors to have proper protective apparel while performing portable fluoroscopic and surgical procedures	○ Unsatisfactory ○ Satisfactory	
Student should demonstrate the ability to assist other professional staff in maintaining life support during emergency procedures	○ Unsatisfactory ○ Satisfactory	
Follow program guidelines by having a registered technologist present for all repeated studies	○ Unsatisfactory ○ Satisfactory	
Demonstrate professional competence by evaluating the finished radiograph for positioning accuracy and technical quality	○ Unsatisfactory ○ Satisfactory	
Demonstrates the ability to communicate and rectify unassigned patients with limited or no information to medical staff, i.e., trauma scenarios involving "John Doe"	○ Unsatisfactory ○ Satisfactory	
Remains calm under pressure or in crisis situations and is able to respond professionally and appropriately	○ Unsatisfactory ○ Satisfactory	
Willingness to accept responsibility by correctly setting appropriate exposure factors to obtain optimum radiographic images using radiographic, fluoroscopic, or mobile equipment	○ Unsatisfactory ○ Satisfactory	
Can select and properly use appropriate accessory equipment, i.e. grids, cassette holders, required for radiographic/fluoroscopic studies without direct supervision	○ Unsatisfactory ○ Satisfactory	
With minimal assistance, the student can complete trauma/portable/stat studies in an acceptable amount of time	○ Unsatisfactory ○ Satisfactory	
With minimal assistance, the student can complete trauma/portable/stat studies in an acceptable amount of time	○ Unsatisfactory ○ Satisfactory	
With indirect supervision, the student technologist can evaluate the patient's condition and determine the appropriate method for positioning the patient	○ Unsatisfactory ○ Satisfactory	
The student technologist has demonstrated critical thinking and problem solving skills by evaluating the patient's condition and determining the appropriate method for imaging the patient by planning the filming sequence to eliminate multiple body movements of trauma patients	○ Unsatisfactory ○ Satisfactory	
Demonstrates self-confidence by exhibiting proper professional skills and behaviors in gaining the confidence of other professional staff	○ Unsatisfactory ○ Satisfactory	
Overall Performance		
Evaluator comments regarding student's overall performance:		
Student may add signature (typed name) and applicable comments regarding this evaluation when reviewing results	◉ Student Signature/Comments	

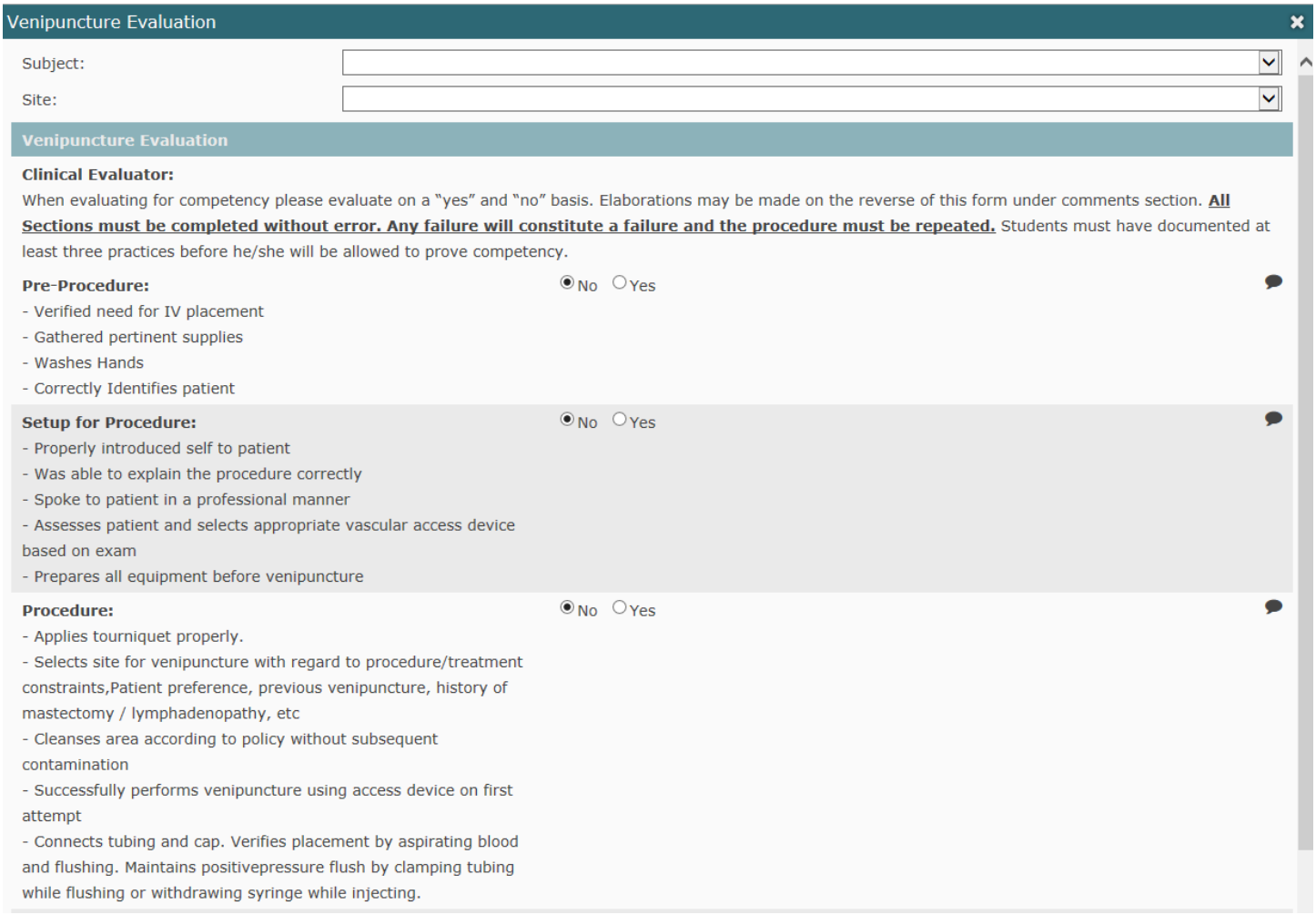
◉ Approved ○ Not Approved

SOUTHERN REGIONAL TECHNICAL COLLEGE

Venipuncture Competency Evaluation

FOR REFERENCE ONLY

COMPLETE WITHIN Trajecsys



Venipuncture Evaluation

Subject:

Site:

Venipuncture Evaluation

Clinical Evaluator:

When evaluating for competency please evaluate on a "yes" and "no" basis. Elaborations may be made on the reverse of this form under comments section. **All Sections must be completed without error. Any failure will constitute a failure and the procedure must be repeated.** Students must have documented at least three practices before he/she will be allowed to prove competency.

Pre-Procedure: ◉ No ○ Yes

- Verified need for IV placement
- Gathered pertinent supplies
- Washes Hands
- Correctly Identifies patient

Setup for Procedure: ◉ No ○ Yes

- Properly introduced self to patient
- Was able to explain the procedure correctly
- Spoke to patient in a professional manner
- Assesses patient and selects appropriate vascular access device based on exam
- Prepares all equipment before venipuncture

Procedure: ◉ No ○ Yes

- Applies tourniquet properly.
- Selects site for venipuncture with regard to procedure/treatment constraints,Patient preference, previous venipuncture, history of mastectomy / lymphadenopathy, etc
- Cleanses area according to policy without subsequent contamination
- Successfully performs venipuncture using access device on first attempt
- Connects tubing and cap. Verifies placement by aspirating blood and flushing. Maintains positivepressure flush by clamping tubing while flushing or withdrawing syringe while injecting.

Procedure: - Applies tourniquet properly. - Selects site for venipuncture with regard to procedure/treatment constraints,Patient preference, previous venipuncture, history of mastectomy / lymphadenopathy, etc - Cleanses area according to policy without subsequent contamination - Successfully performs venipuncture using access device on first attempt - Connects tubing and cap. Verifies placement by aspirating blood and flushing. Maintains positivepressure flush by clamping tubing while flushing or withdrawing syringe while injecting.	◉ No ○ Yes	💬
Post-procedure: - Dresses, tapes and label IV according to policy. - Documents according to policy. - Removes IV and attends to IV site as needed.	◉ No ○ Yes	💬
Comments:		
Student Signature: Student may add signature by attaching a post-submission comment.	◉ Instructions	💬

◉ Approved ○ Not Approved

RADIOLOGIC TECHNOLOGY PROGRAM
CLINICAL PERFORMANCE EVALUATION

X-ray Tube and Table Task Sheet:

FOR REFERENCE ONLY

Complete within Trajecsys

CP Evaluation - Tube/Table/Room/Equipment

Subject:

Site:

Clinical Performance Evaluation - Tube/Table/Room/Equipment

Upon successful completion of the following clinical assignment, the student will be able to perform the following tasks in a satisfactory manner:

Can locate available crash carts within the Radiology department	Unsatisfactory	Satisfactory	N/A	
Can detent the X-ray tube transversely and vertically	Unsatisfactory	Satisfactory	N/A	
Can align the X-ray tube and Bucky tray	Unsatisfactory	Satisfactory	N/A	
Can angle the X-ray tube cephalic and caudally	Unsatisfactory	Satisfactory	N/A	
Can adjust the collimator to the correct film size	Unsatisfactory	Satisfactory	N/A	
Can locate and operate the centering light (collimation light)	Unsatisfactory	Satisfactory	N/A	
Can center the X-ray tube to the wall Bucky correctly	Unsatisfactory	Satisfactory	N/A	
Can properly place the film in the wall Bucky lengthwise and crosswise and/or can manipulate the wall stand from lengthwise to crosswise orientation	Unsatisfactory	Satisfactory	N/A	
Can correctly set tube positioning for table top X-ray work	Unsatisfactory	Satisfactory	N/A	
Can correctly set table height with table controls	Unsatisfactory	Satisfactory	N/A	
Can identify and explain the difference between tabletop, table and wall Bucky settings	Unsatisfactory	Satisfactory	N/A	
Demonstrated cleaning, disinfecting and/or sterilizing facilities and equipment and disposing of contaminated items in preparation for the next examination	Unsatisfactory	Satisfactory	N/A	
Can properly set exposure parameters on portable radiographic units	Unsatisfactory	Satisfactory	N/A	
Can manually manipulate the kVp, mA, and time variables on a fixed radiographic console / unit	Unsatisfactory	Satisfactory	N/A	
Can identify primary locations within the service area of the department, i.e., ER, outpatient waiting areas, Operating Room entry point, other subunits of Radiology (MRI, U/S, NM, CT, etc...)	Unsatisfactory	Satisfactory	N/A	
Can identify the clean linen location and has demonstrated restocking of rooms as needed	Unsatisfactory	Satisfactory	N/A	

Can identify the clean linen location and has demonstrated restocking of rooms as needed	○ Unsatisfactory ○ Satisfactory ○ N/A	
Can identify the location of the soiled linen storage area and removes soiled linen as needed.	○ Unsatisfactory ○ Satisfactory ○ N/A	
Demonstrates the use of appropriate written, oral and nonverbal communication with patients, the public, and members of the healthcare team	○ Unsatisfactory ○ Satisfactory ○ N/A	
Maintains patient confidentiality and follows HIPPA guidelines	○ Unsatisfactory ○ Satisfactory ○ N/A	
Comments:		
Student Signature: Student may add signature by attaching a post-submission comment.	◉ Instructions	

◉ Approved ○ Not Approved

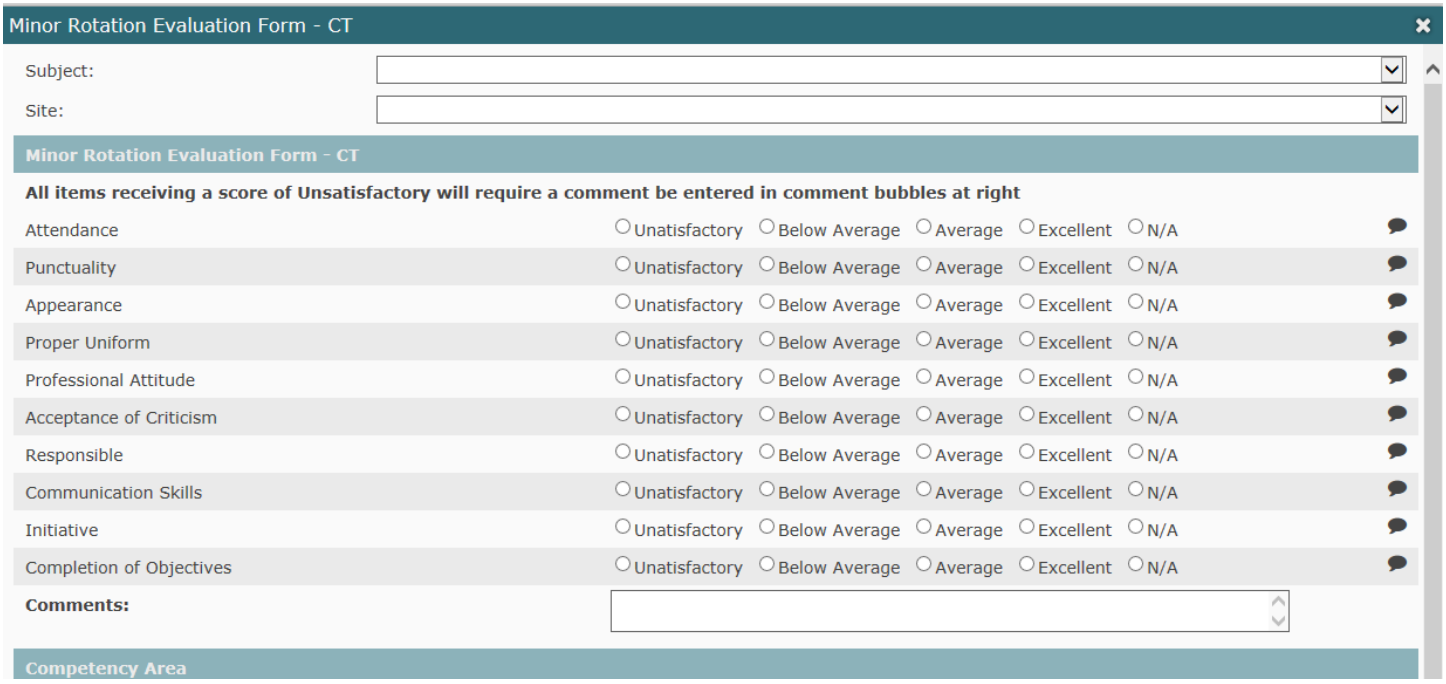
SOUTHERN REGIONAL TECHNICAL COLLEGE

RADIOLOGIC TECHNOLOGY PROGRAM

Minor Rotation Evaluation Form (CT)

FOR REFERENCE ONLY

COMPLETE WITHIN TRAJECSYS



Minor Rotation Evaluation Form - CT

Subject:

Site:

Minor Rotation Evaluation Form - CT

All items receiving a score of Unsatisfactory will require a comment be entered in comment bubbles at right

Attendance	Unatisfactory	Below Average	Average	Excellent	N/A	
Punctuality	Unatisfactory	Below Average	Average	Excellent	N/A	
Appearance	Unatisfactory	Below Average	Average	Excellent	N/A	
Proper Uniform	Unatisfactory	Below Average	Average	Excellent	N/A	
Professional Attitude	Unatisfactory	Below Average	Average	Excellent	N/A	
Acceptance of Criticism	Unatisfactory	Below Average	Average	Excellent	N/A	
Responsible	Unatisfactory	Below Average	Average	Excellent	N/A	
Communication Skills	Unatisfactory	Below Average	Average	Excellent	N/A	
Initiative	Unatisfactory	Below Average	Average	Excellent	N/A	
Completion of Objectives	Unatisfactory	Below Average	Average	Excellent	N/A	

Comments:

Competency Area

Minor Rotation Evaluation Form - CT

Competency Area		
Upon successful completion of the following clinical assignment, the student will be able to:		
Program the equipment correctly for computerized tomography studies	○ No ○ Yes	
Position the tube correctly for computerized tomography studies	○ No ○ Yes	
Demonstrate professional concern for the patient's safety by correctly assisting in the preparation of contrast media for automatic injector.	○ No ○ Yes	
Demonstrate professional concern for the patient's safety by correctly setting-up and operating the automatic injector.	○ No ○ Yes	
Assist the technologist in obtaining patient data pertinent to the examination.	○ No ○ Yes	
Demonstrate professional concern for the patient's and personnel safety by providing radiation protection.	○ No ○ Yes	
Use appropriate accessories such as restraining devices, head and foot holders.	○ No ○ Yes	
Operate the operator's console to perform scans.	○ No ○ Yes	
Assist with recording and storage of data.	○ No ○ Yes	
Assist in display console operation.	○ No ○ Yes	
Demonstrate professional concern for the patient by correctly positioning the patient for various scans.	○ No ○ Yes	
Demonstrate professional concern for the patient by giving proper breathing instructions.	○ No ○ Yes	
Assist in patient preparation.	○ No ○ Yes	
Assist in recording scans on the x-ray film using the multi-format camera.	○ No ○ Yes	
Describe as least five scans and their purposes.	○ No ○ Yes	
Comments:		

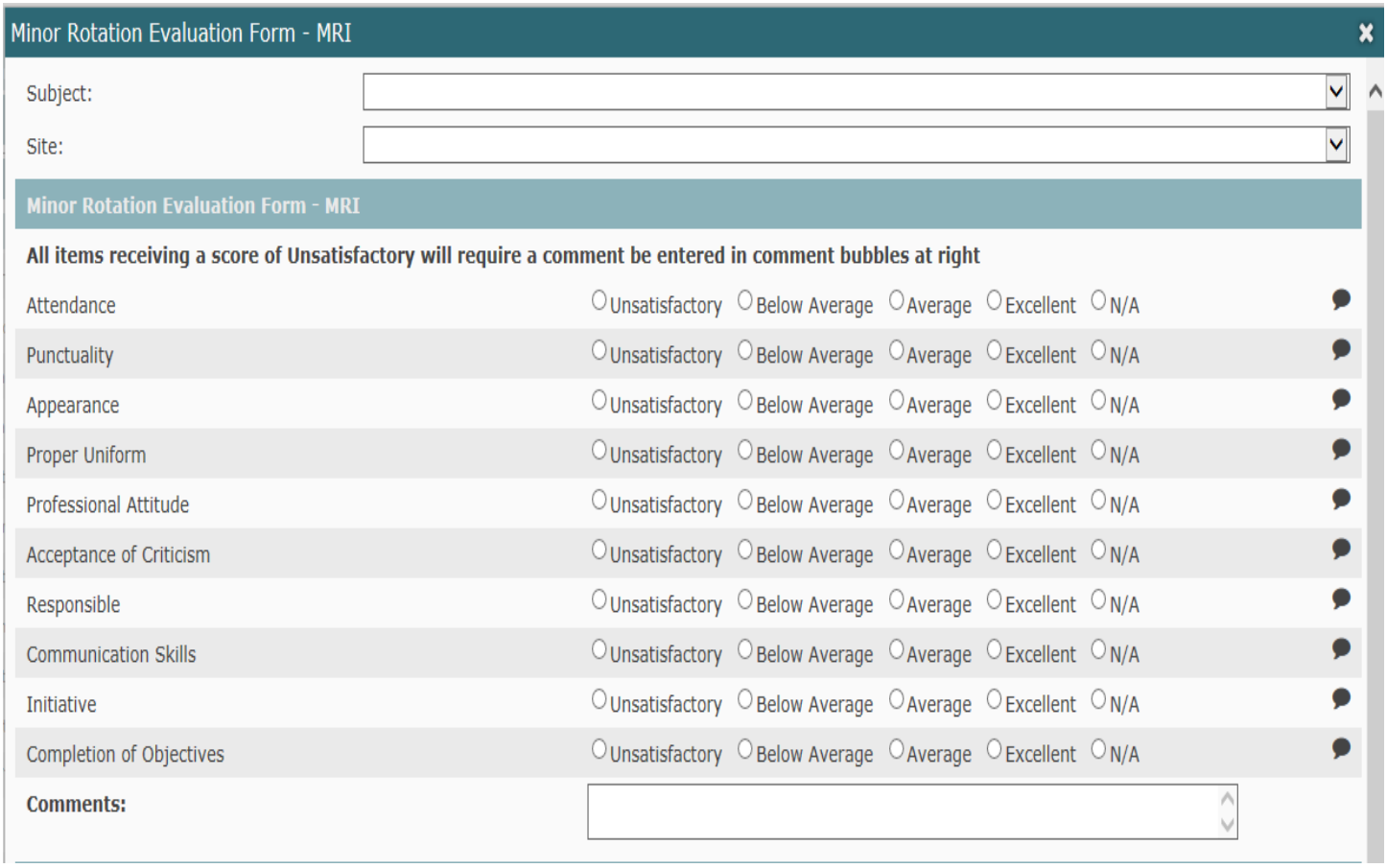
◉ Approved ○ Not Approved

RADIOLOGIC TECHNOLOGY PROGRAM

Minor Rotation Evaluation Form (MRI)

FOR REFERENCE ONLY

COMPLETE WITHIN TRAJECSYS



Minor Rotation Evaluation Form - MRI

Subject:

Site:

Minor Rotation Evaluation Form - MRI

All items receiving a score of Unsatisfactory will require a comment be entered in comment bubbles at right

Attendance	Unsatisfactory	Below Average	Average	Excellent	N/A	
Punctuality	Unsatisfactory	Below Average	Average	Excellent	N/A	
Appearance	Unsatisfactory	Below Average	Average	Excellent	N/A	
Proper Uniform	Unsatisfactory	Below Average	Average	Excellent	N/A	
Professional Attitude	Unsatisfactory	Below Average	Average	Excellent	N/A	
Acceptance of Criticism	Unsatisfactory	Below Average	Average	Excellent	N/A	
Responsible	Unsatisfactory	Below Average	Average	Excellent	N/A	
Communication Skills	Unsatisfactory	Below Average	Average	Excellent	N/A	
Initiative	Unsatisfactory	Below Average	Average	Excellent	N/A	
Completion of Objectives	Unsatisfactory	Below Average	Average	Excellent	N/A	

Comments:

Competency Area		
Upon successful completion of the following clinical assignment, the student will be able to:		
Demonstrate oral communication skills by obtaining the **PROPER** medical history of all MRI patients. Describe in the comments bubble to the right.	○ No ○ Yes	
List three implants that are always contra-indicated for MRI studies - add these to the comment bubble to the right.	○ No ○ Yes	
List the type/s of contrast media used and under what circumstances - add these to the comment bubble to the right.	○ No ○ Yes	
Describe general safety precautions when working near the magnetic field - add these to the comment bubble to the right.	○ No ○ Yes	
Identify at least two surface coils and describe their purpose - add these to the comment bubble to the right.	○ No ○ Yes	
Was able to set patients up for at least three different types of scans - add these to the comment bubble to the right.	○ No ○ Yes	
Maintain safe working environment in relationship to MR's special needs.	○ No ○ Yes	
Understands and can evaluate patients for possible adverse reactions to contrast.	○ No ○ Yes	
Can properly explain one procedure to a patient.	○ No ○ Yes	
Responds to the patient's needs.	○ No ○ Yes	
Maintains confidentiality of patient information.	○ No ○ Yes	
Comments:		

◉ Approved ○ Not Approved

RADIOLOGIC TECHNOLOGY PROGRAM

Minor Rotation Evaluation Form (NM)

FOR REFERENCE ONLY

COMPLETE WITHIN TRAJECSYS

Minor Rotation Evaluation Form - Nuclear Medicine

Subject:

Site:

Minor Rotation Evaluation Form - Nuclear Medicine

All items receiving a score of Unsatisfactory will require a comment be entered in comment bubbles at right

Attendance	○ Unsatisfactory	○ Below Average	○ Average	○ Excellent	○ N/A	💬
Punctuality	○ Unsatisfactory	○ Below Average	○ Average	○ Excellent	○ N/A	💬
Appearance	○ Unsatisfactory	○ Below Average	○ Average	○ Excellent	○ N/A	💬
Proper Uniform	○ Unsatisfactory	○ Below Average	○ Average	○ Excellent	○ N/A	💬
Professional Attitude	○ Unsatisfactory	○ Below Average	○ Average	○ Excellent	○ N/A	💬
Acceptance of Criticism	○ Unsatisfactory	○ Below Average	○ Average	○ Excellent	○ N/A	💬
Responsible	○ Unsatisfactory	○ Below Average	○ Average	○ Excellent	○ N/A	💬
Communication Skills	○ Unsatisfactory	○ Below Average	○ Average	○ Excellent	○ N/A	💬
Initiative	○ Unsatisfactory	○ Below Average	○ Average	○ Excellent	○ N/A	💬
Completion of Objectives	○ Unsatisfactory	○ Below Average	○ Average	○ Excellent	○ N/A	💬

Comments:

Competency Area

Upon successful completion of the following clinical assignment, the student will be able to:

Explain the difference between imaging with x-ray and radio isotopes - add these to the comment bubble to the right.	○ No	○ Yes	💬
Identify basic camera components - add these to the comment bubble to the right.	○ No	○ Yes	💬
Identify 3 of the common examinations performed in nuclear medicine - add these to the comment bubble to the right.	○ No	○ Yes	💬
Describe and list the energy of the most common imaging isotopes - add these to the comment bubble to the right.	○ No	○ Yes	💬

Comments:

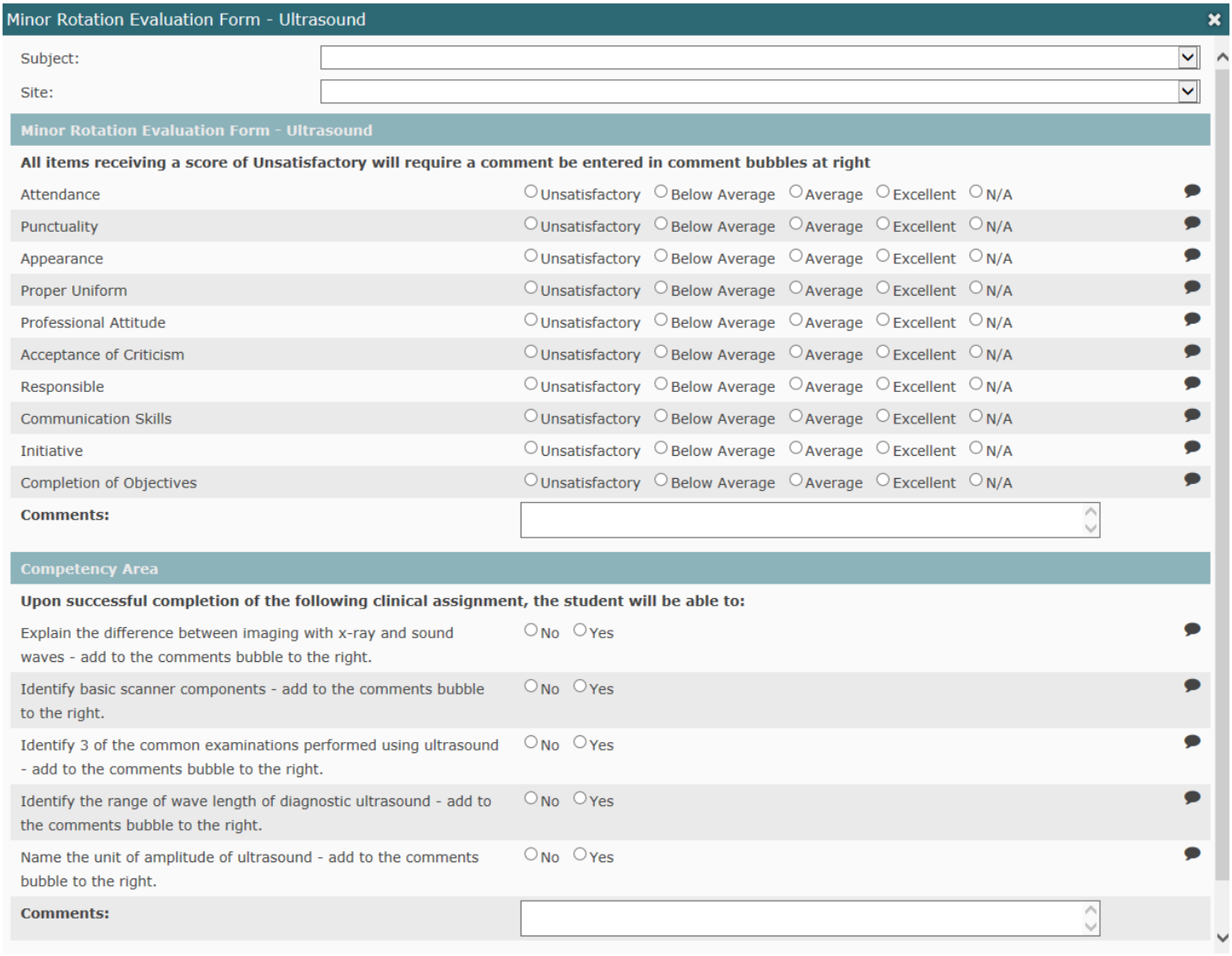
◉ Approved ○ Not Approved

RADIOLOGIC TECHNOLOGY PROGRAM

Minor Rotation Evaluation Form (Ultrasound)

FOR REFERENCE ONLY

COMPLETE WITHIN TRAJECSYS



Minor Rotation Evaluation Form - Ultrasound

Subject:

Site:

Minor Rotation Evaluation Form - Ultrasound

All items receiving a score of Unsatisfactory will require a comment be entered in comment bubbles at right

Attendance	○ Unsatisfactory	○ Below Average	○ Average	○ Excellent	○ N/A	
Punctuality	○ Unsatisfactory	○ Below Average	○ Average	○ Excellent	○ N/A	
Appearance	○ Unsatisfactory	○ Below Average	○ Average	○ Excellent	○ N/A	
Proper Uniform	○ Unsatisfactory	○ Below Average	○ Average	○ Excellent	○ N/A	
Professional Attitude	○ Unsatisfactory	○ Below Average	○ Average	○ Excellent	○ N/A	
Acceptance of Criticism	○ Unsatisfactory	○ Below Average	○ Average	○ Excellent	○ N/A	
Responsible	○ Unsatisfactory	○ Below Average	○ Average	○ Excellent	○ N/A	
Communication Skills	○ Unsatisfactory	○ Below Average	○ Average	○ Excellent	○ N/A	
Initiative	○ Unsatisfactory	○ Below Average	○ Average	○ Excellent	○ N/A	
Completion of Objectives	○ Unsatisfactory	○ Below Average	○ Average	○ Excellent	○ N/A	

Comments:

Competency Area

Upon successful completion of the following clinical assignment, the student will be able to:

Explain the difference between imaging with x-ray and sound waves - add to the comments bubble to the right.	○ No	○ Yes
Identify basic scanner components - add to the comments bubble to the right.	○ No	○ Yes
Identify 3 of the common examinations performed using ultrasound - add to the comments bubble to the right.	○ No	○ Yes
Identify the range of wave length of diagnostic ultrasound - add to the comments bubble to the right.	○ No	○ Yes
Name the unit of amplitude of ultrasound - add to the comments bubble to the right.	○ No	○ Yes

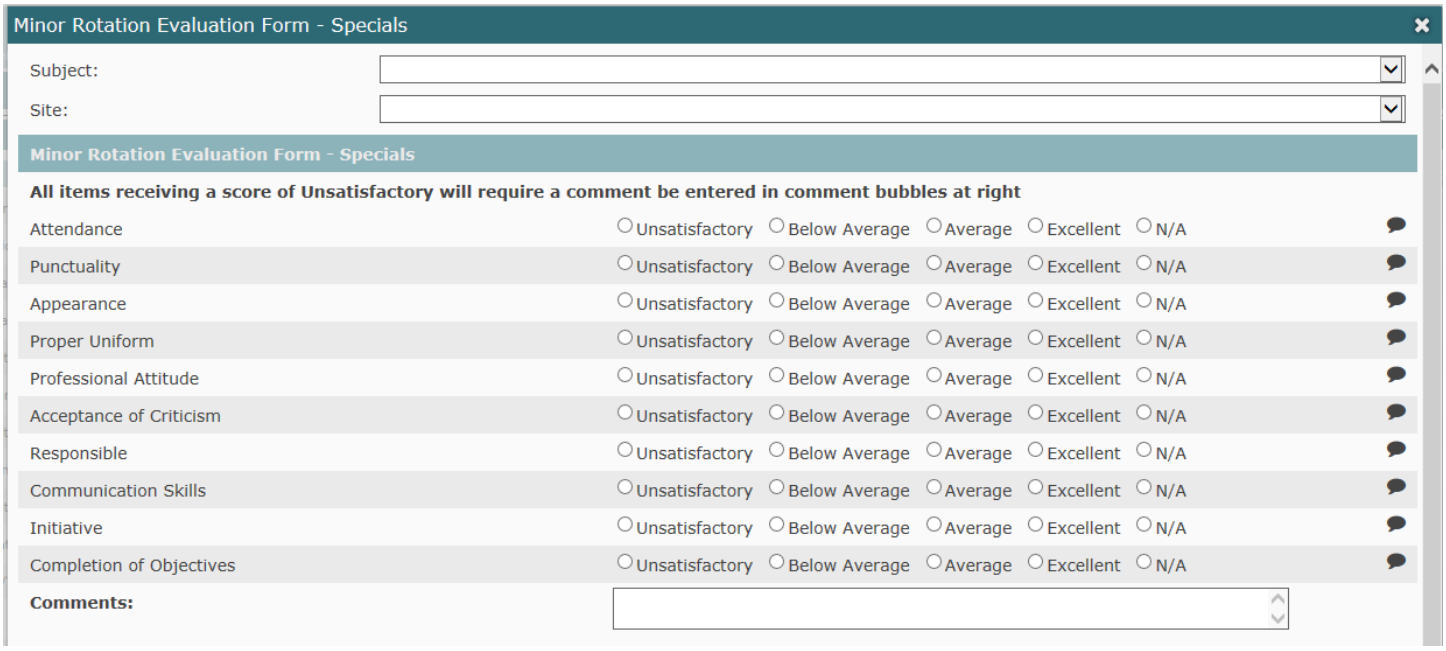
Comments:

RADIOLOGIC TECHNOLOGY PROGRAM

Minor Rotation Evaluation Form (Interventional Cardiovascular / Special Procedures)

FOR REFERENCE ONLY

COMPLETE WITHIN TRAJECSYS



Minor Rotation Evaluation Form - Specials

Subject:

Site:

Minor Rotation Evaluation Form - Specials

All items receiving a score of Unsatisfactory will require a comment be entered in comment bubbles at right

Attendance	○ Unsatisfactory	○ Below Average	○ Average	○ Excellent	○ N/A	💬
Punctuality	○ Unsatisfactory	○ Below Average	○ Average	○ Excellent	○ N/A	💬
Appearance	○ Unsatisfactory	○ Below Average	○ Average	○ Excellent	○ N/A	💬
Proper Uniform	○ Unsatisfactory	○ Below Average	○ Average	○ Excellent	○ N/A	💬
Professional Attitude	○ Unsatisfactory	○ Below Average	○ Average	○ Excellent	○ N/A	💬
Acceptance of Criticism	○ Unsatisfactory	○ Below Average	○ Average	○ Excellent	○ N/A	💬
Responsible	○ Unsatisfactory	○ Below Average	○ Average	○ Excellent	○ N/A	💬
Communication Skills	○ Unsatisfactory	○ Below Average	○ Average	○ Excellent	○ N/A	💬
Initiative	○ Unsatisfactory	○ Below Average	○ Average	○ Excellent	○ N/A	💬
Completion of Objectives	○ Unsatisfactory	○ Below Average	○ Average	○ Excellent	○ N/A	💬

Comments:

Competency Area		
Upon successful completion of the following clinical assignment, the student will be able to:		
Identify the Special radiographic equipment, ie., image intensifier, automatic injector, digital (computed) radiography, etc… - add to comments bubble to the right.	○ No ○ Yes	
Identify supplies used in special procedures such as catheters, guide wires and needles - add to comments bubble to the right.	○ No ○ Yes	
Identify monitoring devices and first aid equipment, including the crash cart and common drugs contained therein - add to comments bubble to the right.	○ No ○ Yes	
Practice aseptic and sterile technique - add to comments bubble to the right.	○ No ○ Yes	
Assist in setting up procedural tables for special procedures.	○ No ○ Yes	
Identify the difference between digital imaging and conventional x-ray imaging - add to comments bubble to the right.	○ No ○ Yes	
Assist in manipulating the images in an actual special procedures study.	○ No ○ Yes	
Understands and can evaluate patients for possible adverse reactions to contrast media - add to comments bubble to the right.	○ No ○ Yes	
Can properly manipulate (pan) the table during a special procedures case.	○ No ○ Yes	
Can properly explain at least one procedure to a patient - add to comments bubble to the right.	○ No ○ Yes	
Responds to patient's needs.	○ No ○ Yes	
Comments:		

◉ Approved ○ Not Approved

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Southern Regional Technical College

Moultrie Radiologic Technology Program

Confidentiality Requirements

Medical records (*including radiographs)* and all diagnostic information produced in any medium) are the property of the hospital/imaging center. They are maintained for the benefit of the patient, the medical staff, and the clinical facility providing the patient care services. It is everyone's responsibility to safeguard both the records and the information content against loss, defacement, tampering, and use by unauthorized individuals. You may not view or access patient information (yours or anyone else's) as a student unless given specific instructions by the clinical institution while in the performance of your duties. _____ (initial here)

A patient record should not be removed **without authorization** from the person in charge. SRTC provides a learning environment that will occasionally require use of studies performed at our clinical institutions for teaching purposes. Under **no circumstances** may a student remove any portion of the patient's medical record **without direct authorization** of an appropriate department supervisor. The student must safeguard the patient's rights to privacy by using appropriate methods to mask the identity of the patient and institution where the patient received their medical care. _____ (initial here)

As a guest in our clinical facilities, you must understand that failing to comply with confidentiality (HIPAA) requirements may result in your removal from the facility, dismissal from the program, and possible litigation. At the minimum, you will be issued three (3) demerits for failing to maintain appropriate patient care.

_____ (initial here)

I acknowledge that I received information related to the HIPAA requirements and issues related to patient confidentiality. _____ (initial here)

The undersigned hereby acknowledges his/her responsibility under State and Federal laws regarding confidentiality of patient information at our clinical facilities. _____ (initial here)

I _____ understand State and Federal law protects the patient's right to privacy and that failure to respect that confidentiality may cause removal from the facility and/or program.

_____ _____

Student Signature Date

_____

Witness

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PART A

SRTC RADIOLOGIC TECHNOLOGY PROGRAM

SIGNATURE SHEETS

I have been informed of the recommended guidelines for radiation exposure of fertile women and have received a copy and read and understand the information regarding prenatal radiation exposure

Signed _____ Date _____

Witnessed by _____

**Must be signed and turned in to the program director

Handbook Acknowledgement

I, _____, acknowledge that I have received a copy of the Radiologic Technology Program Handbook, (Program Master Plan of Education). Further, I have read and understand its contents. I agree to abide by the standards and policies set forth therein. I further understand that the Handbook outlines my rights and responsibilities as a student in the program.

_____

Student Signature

_____

Date

_____

Witness

RADIOLOGIC TECHNOLOGY PROGRAM

Disclosure Statement

The following signature sheet is to have you state by signature that you are aware of issues related to previous offenses that may prevent you from taking the American Registry of Radiologic Technologist's certification exam as well attending clinical sites approved for the radiography program

1. **I am aware that the ARRT must be made aware of any previous criminal offenses or drug related issues.**
2. **That the clinical sites will have access to the criminal background check and the toxicology panel and may refuse to allow me to participate in clinical training at their facility.**

_____ _____

Student signature Date

The consequences of being a convicted felon or having been convicted of a drug related offense are:

A. Not being employed by clinical institutions.

B. Not being allowed to sit for the ARRT Exam.

If you have a concern about any of the above, see me at once.

** Sign and turn in this sheet to the program director.