SOUTHERN REGIONAL TECHNICAL COLLEGE

RADIOLOGIC TECHNOLOGY PROGRAM

Moultrie Campus

STUDENT HANDBOOK

2023-2024

SOUTHERN REGIONAL TECHNICAL COLLEGE

Handbook Acknowledgement

I, _____, hereby acknowledge that I have received a copy of the Radiologic Technology Program Handbook and that 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

PART I – OVERVIEW

Introduction

The Radiologic Technology Program Student Handbook contained in this publication provides specific information concerning college, program and hospital policies and procedures of which the student must be aware.

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. 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.

SOUTHERN REGIONAL College Mission

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.

Program Mission Statement

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.

Student Learning Outcomes

GOAL 1: Students will demonstrate clinical competence.

- Students will demonstrate appropriate positioning skills during the **Chest** examination on the first attempt
- Students will demonstrate appropriate positioning skills during the **Cervical Spine** examination on the first attempt

GOAL 2: Student will communicate effectively.

- Students will demonstrate proper communication skill during a Multimedia presentation.
- Students will successfully critique a professional article.

GOAL 3: Students will employ critical thinking skills.

- Students will select appropriate technical factors.
- Students will perform appropriate mechanical operations on radiographic equipment.

Philosophy

The concept of professional technical education, regardless of the form such education may take, is firmly based in the belief that the capability of the individual to contribute as a member of the society is related not only to the distinctive capabilities inherent in each person, but also to learned knowledge and to the development of those capabilities.

The entire operation of the Southern Regional Technical College Program of Radiologic Technology shall be directed by a very real concern for the individual student, and recognition that individual advancement, through the acquisition of knowledge and skills, enhances the ability of the student to meet his or her needs as well as those of the society.

Consistent with the philosophy, the administration and faculty of the school take the position that students are here to access a means for personal and professional growth and development. The curriculum, objectives and program policies are intended to promote this position.

ADVISORY COMMITTEES

Program advisory committees annually evaluate academic instructional programs and make recommendations for changes in the following areas: program purpose and objectives, program admission requirements, program content and length, instructional materials, equipment, skill levels and/or proficiency required for program completion, and methods of program evaluation. The program advisory committees also make recommendations regarding the program structure, curriculum, and elimination and addition of programs. Recommendations recorded in the program advisory minutes are reviewed by the Executive Vice President and may result in improvements as documented by the Administrative Response Report. The permanent members of the Advisory Committee include:

Program Staff:

Buffie Spencer, M.S. Ed., RT (R), Program Director
Eron Brooke Gagnon, R.T. (R)(CT)(MR), Clinical Coordinator

Advisory Members

Dr. Jacob Schwartz, MD, MD, Medical Director
Diane Johnston, RT ® 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
Brenda Blair RT (R), Clinical Instructor
Jackie Diez, RT (R), Clinical Instructor
Rachel Robinson, RT (R), Clinical Instructor
Cindy Clark, RT (R), Clinical Instructor
Faye Clark, RT (R), Clinical Instructor
Holly Corona, RT (R), Clinical Instructor
Mandy Hobby, RT (R), Clinical Instructor
Ashley Shiver RT (R), Clinical Instructor

Tuition and Fees

Tuition and fees shall be those set forth by the College and described in the Southern Regional Technical College Student Handbook.

Refund policies shall be those set forth by the College and are fully described in the Southern Regional Technical College Student Handbook.

First Semester (Spring)	**Books**	**Fees**	**Tuition**	**Total**
AHS1090 BIOL 2113 BIOL2113L COLL 1500 ENGLISH 1101 MATH 1101	52.77	762.00	1200.00	2014.77
Second Semester (Summer)				
BIOL 2114 BIOL 2114L ELEC-Core HUMAN SOCIAL	736.70	301.00	1300.00	2337.70
Third Semester (Fall)				
RADT 1010 RADT 1030 RADT 1065 RADT 1330	921.71	766.00	1300.00	2987.71
Fourth Semester (Spring)				
RADT 1060 RADT 1075 RADT 1200 RADT 1330	399.00	301.00	1500.00	2200.00
Fith Semester (Summer) RADT 1085 RADT 2090 RADT 2340	260.00	301.00	1100.00	1661.00
Sitxth Semester RADT 2260 RADT 2360	52.00	762.00	1200.00	2014.00
Total	**2422.18**	**3193.00**	**7600.00**	**13215.18**

Outline Of Course Progression

Student Name: _____ Student ID: _____

SOUTHERN REGIONAL TECHNICAL COLLEGE

Student Advisement Sheet

Program: Moultrie
Radiologic Technology – AAS

Course #	Prerequisites	Course Description	Sem Seq	Completion Date	Grade	Cred 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
COLL 1500		Student Success	1			3	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
Third Semester (Fall)							
RADT 1010*	Program Admission Co: RADT 1030, RADT 1320	Introduction to Radiology	3			4	75
RADT 1030	BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L Pre/Co: RADT 1010	Radiographic Procedures I	3			3	75
RADT 1065	Pre/Co: RADT 1030	Radiologic Science	3			2	30
RADT 1320	Pre/Co: RADT 1030	Clinical Radiography I	3			4	180
Fourth Semester (Spring)							
RADT 1060	RADT 1010, RADT 1030 Co: RADT 1330	Radiographic Procedures II	4			3	75
RADT 1075	Co: RADT 1060	Radiographic Imaging	4			4	75
RADT 1200	Pre/Co: RADT 1030	Principles of Radiation Biology & Prot	3			2	30
RADT 1330	RADT 1010, RADT 1030, RADT 1320 Co: RADT 1060	Clinical Radiography II	4			7	315
Fifth Semester (Summer)							
RADT 1085	Co: RADT 2090	Radiologic Equipment (QC,Digital,Fluoro)	5			3	60
RADT 2090	RADT 2090 Co: RADT 1330, RADT 2340	Radiographic Procedures III	5			2	60
RADT 2340	RADT 1330	Clinical Radiography III	5			6	270
Sixth Semester (Fall)							
RADT 2260**	RADT 1200, RADT 2090, RADT 2340 Co: RADT 2360	Radiologic Technology Review	6			3	45
RADT 2360	RADT 2340 Co: RADT 2260	Clinical Radiography IV	6			9	405
Request for Graduation (Radiologic Technology - AAS)					Date:		
Total Credits Needed to Graduate = 80							

**** Students must complete the entry level occupational Work Ethics course during the selected introductory course in order to graduate.***
***** Students must complete the capstone level occupational Work Ethics course during the selected capstone course in order to graduate.***

Student Fees

Radiologic Technology
Associate of Applied Science Degree
Approximate Program Expense

Revised: 07/12/21

TERM		TUITION	FEES	BOOKSTORE COSTS	GRAND TOTAL
1st ***Spr***	**ALHS 1090** **BIOL 2113** **BIOL 2113L** **COLL 1500** **ENGL 1101** **MATH 1111**	$1,500.00	$301.00 (Fee) $25.00 Application	$789.96 Textbooks	$2,615.96
2nd ***Sum***	**BIOL 2114** **BIOL 2114L** **Elec-Core** **Elec-Human** **Elec-Social**	$1,300.00	$301.00 (Fee)	$736.70 Textbooks	$2,337.70
3rd ***Fall***	**RADT 1010** **RADT 1030** **RADT 1065** **RADT 1320**	$1,300.00	$301.00 (Fee) $100.00 Physical ** $50.00 CBC * $10.00 Liability - RADT 1320 $250.00 Uniform $50.00 Drug Screen*	$921.71 Textbooks	$2,982.71
4th ***Spr***	**RADT 1060** **RADT 1075** **RADT 1200** **RADT 1330**	$1,500.00	$301.00 (Fee)	$399.20 Textbooks	$2,200.20
5th ***Sum***	**RADT 1085** **RADT 2090** **RADT 2340**	$1,100.00	$301.00 (Fee)	$260.80 Textbooks	$1,661.80
6th ***Fall***	**RADT 2260** **RADT 2360**	$1,200.00	$301.00 (Fee) $10.00 Liability - RADT 2360 $40.00 Grad Fee - RAD 2360 $129.00 Exam Fee - RAD 2360 $82.00 Pins - RADT 2360 $200.00 ARRT Exam	$52.77 Textbooks	$2,014.77
TOTAL		$7,900.00	$2,752.00	$3,161.14	**$13,813.14**

Tuition and fees are paid at registration. Books are purchased the first day of each quarter. Tuition is based on full-time status.
Out-of-state residents pay $200 per credit hour in tuition, except Jefferson, Gadsden, Leon Counties, and all of Alabama.

* A Criminal Background Check and Drug Test are required that must be done through precheck.com at the student's expense
prior to the start of clinical to allow for accurate career advisement on clinical placement eligibility, eligibility for certifying boards,
and employment opportunities upon graduation.

** A physical is required at the student's expense prior to the start of clinical. Must have physical immunizations (esp. Measles & Tetanus),
blood work (RPR) and TB skin test or chest x-ray. If TB skin test is positive or previous TB skin test was positive, must follow-up with
a chest x-ray. The physical must contain current information within the last one year.

As set forth in its Southern Regional Technical College Catalog and Student Handbook, Southern Regional Technical College (SRTC) does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law). The following persons have been designated to handle inquiries regarding the non-discrimination policies: Darbie Avera and Dr. Jeanine Long. At SRTC, the Title IX Coordinator is Darbie Avera, SRTC-Moultrie-Veterans Parkway, Building A, (229) 217-4145, davera@southernregional.edu. The Section 504 Coordinator for SRTC is Dr. Jeanine Long, SRTC-Thomasville, Building A, (229) 227-2668, jlong@southernregional.edu.

Books: $789.96
Fees: $326.00
Tuition: $1,500.00
Total: $2,615.96

Clinical Competency Requirements Check Off Sheet

Imaging Procedure	Mandatory or Elective	Course	Semester Lab Simulated
Chest and Thorax			
1. Chest Routine	**M**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
2. Chest AP (Wheelchair or Stretcher)	**M**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
3. Ribs	**M**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
4. Chest Lateral Decubitus	**E**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
5. Sternum	**E**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
6. Upper Airway (Soft-Tissue Neck)	**E**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
7. Sternoclavicular joint			
Upper Extremity			
8. Thumb or Finger	**M**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
9. Hand	**M**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
10. Wrist	**M**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
11. Forearm	**M**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
12. Elbow	**M**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
13. Humerus	**M**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
14. Shoulder	**M**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
15. Trauma: Shoulder (Scapular Y, Transthoracic or Axillary)*	**M**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
16. Clavicle	**M**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
17. Scapula	**E**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
18. AC Joints	**E**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
19. Trauma: Upper Extremity (Nonshoulder)*	**M**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
Lower Extremity			
20. Toes	**E**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
21. Foot	**M**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
22. Ankle	**M**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
23. Knee	**M**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
24. Tibia-Fibula	**M**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
25. Femur	**M**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
26. Trauma: Lower Extremity*	**M**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
27. Patella	**E**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
28. Calcaneus (Os Calcis)	**E**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
Head – Candidates must select at least one elective procedure from this section			
29. Skull	**E**	**RADT 2090 Radiographic Procedures III**	**3rd Semester**
30. Paranasal Sinuses	**E**	**RADT 2090 Radiographic Procedures III**	**3rd Semester**
31. Facial Bones	**E**	**RADT 2090 Radiographic Procedures III**	**3rd Semester**
33. Orbits	**E**	**RADT 2090 Radiographic Procedures III**	**3rd Semester**
33. Nasal Bones	**E**	**RADT 2090 Radiographic Procedures III**	**3rd Semester**
34. Mandible	**E**	**RADT 2090 Radiographic Procedures III**	**3rd Semester**
35. Temporomandibular Joints	**E**	**RADT 2090 Radiographic Procedures III**	**3rd Semester**
Imaging Procedure	**Mandatory or Elective**	**Date Completed**	**Simulated Competence**
Spine and Pelvis			
36. Cervical Spine	**M**	**RADT 1060 Radiographic Procedures II**	**2nd Semester**
37. Thoracic Spine	**M**	**RADT 1060 Radiographic Procedures II**	**2nd Semester**
38. Lumbar Spine	**M**	**RADT 1060 Radiographic Procedures II**	**2nd Semester**

39. Cross Table Lateral Spine (Horizontal Beam)	**M**	**RADT 1060 Radiographic Procedures II**	**2nd Semester**
40. Pelvis	**M**	**RADT 1060 Radiographic Procedures II**	**2nd Semester**
41. Hip	**M**	**RADT 1060 Radiographic Procedures II**	**2nd Semester**
42. Cross Table Lateral Hip (Horizontal Beam)	**M**	**RADT 1060 Radiographic Procedures II**	**2nd Semester**
43. Scoliosis Series	**E**	**RADT 1060 Radiographic Procedures II**	**2nd Semester**
44. Sacrum and/or Coccyx	**E**	**RADT 1060 Radiographic Procedures II**	**2nd Semester**
45. Sacroiliac Joints	**E**	**RADT 1060 Radiographic Procedures II**	**2nd Semester**
Abdomen		**RADT 1060 Radiographic Procedures II**	**2nd Semester**
46. Abdomen Supine (KUB)	**M**	**RADT 1060 Radiographic Procedures II**	**2nd Semester**
47. Abdomen Upright	**M**	**RADT 1060 Radiographic Procedures II**	**2nd Semester**
48. Abdomen Decubitus	**E**	**RADT 1060 Radiographic Procedures II**	**2nd Semester**
49. Intravenous Urography	**E**	**RADT 1060 Radiographic Procedures II**	**2nd Semester**
Fluoroscopy Studies- Candidates must select either Upper GI or Contrast enema plus one other elective procedure from this selection			
50. *Upper GI Series (Single or Double Contrast)	**E**	**RADT 1060 Radiographic Procedures II**	**2nd Semester**
51. *Barium Enema (Single or Double Contrast)	**E**	**RADT 1060 Radiographic Procedures II**	**2nd Semester**
52. Small Bowel Series	**E**	**RADT 1060 Radiographic Procedures II**	**2nd Semester**
53. Esophagus	**E**	**RADT 1060 Radiographic Procedures II**	**2nd Semester**
54. Cystography/Cystourethrography	**E**	**RADT 1060 Radiographic Procedures II**	**2nd Semester**
55. ERCP	**E**	**RADT 1060 Radiographic Procedures II**	**2nd Semester**
56. Myelography	**E**	**RADT 1060 Radiographic Procedures II**	**2nd Semester**
57. Arthrography	**E**	**RADT 1060 Radiographic Procedures II**	**2nd Semester**
58. Hysterosalpingography	**E**	**RADT 1060 Radiographic Procedures II**	**2nd Semester**
Mobile C-Arm Procedures (Require Manipulation Around a Sterile Field)			
59. C-Arm Procedure (Requiring Manipulation to Obtain More Than One Projection)	**M**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
60. C-Arm Procedure (Requiring Manipulation Around a Sterile Field)	**M**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
Mobile Studies			
61. Chest	**M**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
62. Abdomen	**M**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
62. Orthopedic	**M**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
Pediatrics (age 6 or younger)		**RADT 1030 Radiographic Procedures I**	**1ST Semester**
63. Chest Routine	**M**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
64. Upper Extremity and Lower Extremity	**E**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
65. Abdomen	**E**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
66. Mobile Study	**E**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
Geriatric Patient (At least 65 years old and Physically or Cognitively Impaired as a Result of Aging)			
68. Chest Routine	**M**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
69. Upper Extremity or Lower Extremity	**M**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
70. Hip or Spine	**E**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**

36 MANDITORY 15 ELECTIVES = TOTAL OF 51 COMPETENCIES

As part of the education program, candidates must demonstrate competence in the clinical procedures identified below. These clinical procedures are listed in more detail in the following sections:
• Ten mandatory general patient care procedures;
• 36 mandatory imaging procedures;
• 15 elective imaging procedures selected from a list of 34 procedures;
• One of the 15 elective imaging procedures must be selected from the head section; and
• Two of the 15 elective imaging procedure

General Patient Care

Requirement: Candidates must demonstrate competence in all six patient care activities listed below. The activities should be performed on patients; however, simulation is acceptable (see endnote) if state or institutional regulations prohibit candidates from performing the procedures on patients.

General Patient Care	Course	Semester
CPR	**Prerequisite**	**Prerequisite**
Vital Signs-Blood Pressure	**RADT 1010 Introduction to Radiology**	**1st Semester**
Vital Signs-Temperature	**RADT 1010 Introduction to Radiology**	**1st Semester**
Vital Signs-Pulse	**RADT 1010 Introduction to Radiology**	**1st Semester**
Vital Signs-Respiration	**RADT 1010 Introduction to Radiology**	**1st Semester**
Vital Signs-Pulse Oximetry	**RADT 1010 Introduction to Radiology**	**1st Semester**
Sterile and Medical Aseptic Techniques	**RADT 1010 Introduction to Radiology**	**1st Semester**
Venipuncture	**RADT 1010 Introduction to Radiology**	**1st Semester**
Transfer of patient (Assisted patient transfer ex. Sliding board mechanical lift and gate belt.	**RADT 1010 Introduction to Radiology**	**1st Semester**
Care of patient medical equipment (e.g., oxygen tank IV tubing)	**RADT 1010 Introduction to Radiology**	**1st Semester**

Textbooks

Prior to the start of classes each year the faculty reviews and selects textbooks that meet the needs of the courses they teach. In some cases, textbooks may change from one year to the next, or a given book may be released in a new edition.

It is the responsibility of the student to purchase all assigned books. At the present time, the State of Georgia reimburses textbook expenses in the amount of $100.00 per semester; therefore, students who remain in the program will, over time, recover their initial outlay.

Students may choose, at their own option, to purchase other reference books to assist them in their studies. Questions concerning the potential value of any reference should be referred to the Program Director.

Curriculum Classes
Book List

RADT 1010 - Introduction to Radiology

Adler, A. & Carlton, R.. (2019). Introduction to radiography and patient care. (7th). Philadelphia, PA: Saunders.

RADT 1030 - Radiographic Procedures I

RADT 1060 - Radiographic Procedures II

RADT 2090 - Radiographic Procedures III

Long, Rollins & Smith. (2019). Merrill's atlas of radiographic positions and radiographic procedures. (15th). St. Louis, MO: Mosby.

RADT 1065 – Radiologic Science

RADT 1075 – Radiologic Imaging

RADT 1085 - Radiologic Imaging II

Adler, A. & Carlton, R. (2019). Principles of Radiographic Imaging: An Art and a Science. (6th). Clifton

RADT 1200 - Principles of Radiation Biology and Protection

Forshier, Steve . (2009). Essentials of Radiation, Biology and Protection. (2nd). Clifton Park: Delmar. .

RADT 1320 - Clinical Radiography I

RADT 1330 - Clinical Radiography II

RADT 2340 - Clinical Radiography III

RADT 2360 - Clinical Radiography V

Long, Rollins & Smith. (2019). Merrill's atlas of Radiographic Positions and Radiographic Procedures. (14th). St. Louis, MO: Mosby.

RADT 2260 - Radiologic Technology Review

Adler, A. & Carlton, R.. (2019). Introduction to radiography and patient care. (7th). Philadelphia, PA: Saunders.

Rollins, Long & Smith. (2019. Merrill's atlas of radiographic positions and radiographic procedures. (14th). St. Louis, MO: Mosby.

Forshier, Steve . (2009). Essentials of Radiation, Biology and Protection. (2nd). Clifton Park: Delmar.
Eisenberg, R. & Johnson, N.. (2007). St. Louis, MO: Mosby/Elsevier.

Online: RadTech BootCamp and Corectec Review

Radiography PREP (Program Review and Exam Preparation), Ninth Edition 9th Edition
by D.A. Saia (Author)

Academic Progress

The academic standards of the program are based on a reasonable determination of the competency level necessary to perform satisfactorily the duties of a Radiologic technologist and to meet the requirements set forth for certification by the American Registry of Radiologic Technologists. Institute Standards of Academic Progress are outlined in the Student Handbook.

The typical Student is expected to spend from one to two hours in outside study for each hour spent in the classroom. Thus, a student with a class schedule of 20 hours per week should normally spend an additional 20 - 40 hours per week studying. This will vary from student to student, but assignments are based on this general principle.

Academic Honesty

It is expected that each student shall submit his or her own work, and, in the course of any research or similar assignments, shall give due credit to the work of others. Academic dishonesty (cheating, plagiarism, etc.) will not be tolerated and is grounds for immediate dismissal.

Accreditation

Radiology Program

Joint Review Committee on Education in Radiologic Technology

(JRCERT)

The Southern Regional Technical College of Radiologic Technology is fully accredited by the Joint Review Committee on Education in Radiologic Technology. Students graduating from accredited programs may be eligible to apply to sit for the national examination sponsored by the American Registry of Radiologic Technologists. In addition to JCERT eligibility requirements, all senior students in their final semester must pass a simulated registry examination (usually held in the latter part of December as a component of RADT 2260), to be permitted to graduate and sit for the A.R.R.T exam. Minimum passing score is 75%.

Accreditation of an educational program provides students, as graduates, assurance that the program will provide them with the requisite knowledge, skills, and values to competently perform the range of professional responsibilities expected by potential employers nationwide. It also assures they will be eligible for licensure in each of the 50 states. By requiring programs to teach the entire curriculum developed by the national professional organization, the American Society of Radiologic Technology, it also assures students they will have the foundation knowledge to continue to develop as professionals in the various fields of the radiation sciences.

Accreditation of educational programs assures patients that students who perform procedures have appropriate supervision during the educational process. It also assures them that graduates will have met the minimum level of competency as defined nationally by the profession.

The program complies with requirements to achieve and maintain JRCERT recognition of all clinical education settings. The clinical education settings currently recognized by the JRCERT are J. D. Archbold Medical Center (Thomasville, Ga.) Brooks County Hospital, Quitman, GA; Colquitt Regional Medical Center in Moultrie, Ga (including Sterling Center); Tallahassee Memorial Regional Medical Center in Tallahassee, Fla.; Tift Regional Medical Center, Tifton, Ga. (Includes West Campus and Georgia Sports Medicine).

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

THE ARRT CERTIFICATION EXAMINATION

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

MALPRACTICE INSURANCE*:*

Students in Early Childhood Care and Education, Cosmetology, Esthetician, and all Allied Health programs (except EMT) will be assessed malpractice insurance fee each Fall Semester. The fee is included in the tuition fees. All Radiology Technology students MUST purchase professional liability insurance to provide protection in the clinical education component of the program. Blanket coverage is available under the school's group policy at a very modest cost.

Classroom Attendance

Enrollment in the school presupposes that the student will attend all scheduled classes, laboratories and clinics. The College's attendance policies are described in detail in the Student Handbook. Note that a student is subject to dismissal if he or she is absent more than 10% of the hours a class or clinical assignment meets in a week. For example, if the 15-week clinical rotation is 3 times a week or 315 hours, missing 31.5 hours or four and a half days in a given semester is grounds for dismissal. Radiologic Technology is a profession that requires responsible individuals. Promptness is extremely important, and it is a goal of this program to prepare the student for the responsibilities of the profession. Doctor excuses does not excuse students for the time missed.

Classroom Attendance

Classes will begin at the scheduled time. It is your responsibility to be in class on time. Student s are expected to call at least fifteen minutes before class time if they are going to be late or absent.

No phone calls or notes sent by friends, left on instructor's desk or any other method other than actual communication with the faculty or appropriate allied health staff will be acceptable.

Absence from class cannot be made up. The he student will be responsible for all work missed, including class notes and outside assignments.

Submission of Doctor excuses does not excuse students from the time missed.

Any examination not taken on the assigned date and time may not be made up without a Doctor's or legal excuse for the absence. Student have two weeks from the assigned exam date to make up test/exam. A score of zero will be assigned if exams are not taken within the two-week time frame.

Any Homework, assignments, projects, and evaluations, not submitted on the assigned date and time will not be accepted for late submission without a Doctor's or legal excuse for the absence. Student will receive a score of zero.

Students who leave class early or who fail to appear for the next class period without notifying the instructor will be marked with an **unexcused absence** and will be issued **one demerit**.

For additional attendance concern, note the SRTC Handbook.

Failure to follow attendance guidelines will cause the issuance of demerits and possible dismissal from the program.

_____
Student Signature

_____
Date

Class Room Tardiness Policy

Students must report to class before 8:00 am. Students that are fifteen minutes late must notify of tardiness. Students who fail to notify instructor of tardiness will receive an issuance of one demerit.

Southern Regional Technical College
Radiology Program

Absentee Form

Student Name: _____ Date: _____

Time: _____

Reason for Absence

Personnel notified:

Signature: _____ Date: _____

Southern Regional Technical College
Radiology Program

Absentee Form

Student Name: _____ Date: _____

Time: _____

Reason for Absence

Personnel notified:

Signature: _____ Date: _____

Southern Regional Technical College
Radiology Program

Request for Leave

Student Name: _____ Date: _____

Time: _____

Reason for leave:

Personnel notified:

Signature: _____ Date: _____

Southern Regional Technical College
Radiology Program

Request for Leave

Student Name: _____ Date: _____

Time: _____

Reason for Leave

Personnel notified:

Signature: _____ Date: _____

Southern Regional Technical College
Radiology Program

Tardy Slip

Student Name: _____ Date: _____

Time: _____

Reason for tardiness:

Personnel notified:

Signature: _____ Date: _____

Southern Regional Technical College
Radiology Program

Tardy Slip

Student Name: _____ Date: _____

Time: _____

Reason for tardiness:

Personnel notified:

Signature: _____ Date: _____

Classroom Dress Code

It is the belief of the program faculty that a professional appearance contributes greatly to a professional image for the student and the school. Prior to the start of classes each year, students will be required to purchase **two sets** of uniforms for class. All students must wear Caribbean Blue tops and Caribbean Blue pants to class. Students are expected to wear uniforms anytime they are on school campus. Class uniforms cannot be worn outside classroom setting. The dress code is established to promote this image. During each classroom experience, the student is expected to:

1. Wear the appropriate clean and ironed uniform with student ID badges. All students must have Caribbean Blue tops and Caribbean Blue pants to class.
2. Wear white tee-shirts only under uniforms. (No turtle necks)
3. Wear clean white socks.
4. Any brand tennis shoes
5. Students will refrain from wearing strong fragrances.
6. No visible body piercing of any kind.

Sleeping Policy

This program is a very strenuous program that requires your attendance and attention to be successful. As stated in your syllabus, attendance is extremely important. As faculty members, we understand that you have other responsibilities outside of school including families and jobs. As a radiology student, you need to care for yourself and ensure you have adequate rest to participate in the class and clinical activities safely at SRTC and the affiliate clinical sites.

If you are not taking care of yourself and getting the proper rest, you cannot be considered safe in the class room, clinical or lab setting. Sleeping in class is unacceptable behavior. From this point on, if you are caught sleeping in class, you will be counted absent from the time the instructor notices until you awaken or class is dismissed. The instructor will not attempt to wake you up. This time will be counted towards the 10% class time that you are allowed to miss. If you go over your 10% time due to sleeping, you will be withdrawn from the course.

[1]Student Employment Policy

In general, it is the belief of the program that outside employment, particularly the 1st year students, places an added burden on the student and reduces available study time; however, the program recognizes the student's right to make his or her own decisions regarding outside employment. In no case may a student accept employment in the field of radiography in any clinical capacity until after the third academic semester of the program. Violation of this policy is grounds for dismissal. Student's signature denotes compliance of this policy. See attached policy.

Policy Students of Radiologic Technology are prohibited from accepting employment in any position that requires the use of ionizing radiation. Such prohibition shall remain in effect until the student has completed not less than three semesters of academic and clinical study in radiography.

Purpose It is the purpose of this policy to assure that student didactic education and performance skills have advanced sufficiently to assure the safety of patients and personnel.

It is further the purpose of this to assure that no student associated with the Southern Regional Technical College Radiologic Technology program performs clinical radiography at a level by the program to be less than entry level unless adequately supervised in an instructional setting.

Rationale Employment of students as radiographers:

1. Implies the absence of direct supervision, thus violating the educational standards of the program and accrediting agencies.

2. Is in consistent with the objectives of the curriculum, that is, to prepare graduates as entry-level radiographers. Students who have not completed at least three semesters of study have not reached a sufficient level of general clinical competency to meet entry-level standards.

Guidelines Employment of students in radiology settings:

1. May take place after the completion of not less than three semesters of study in radiography.

2. Shall not interfere in any way with the clinical or didactic objectives of the program.

Violation of this policy is grounds for dismissal from the program. It is the student's responsibility to communicate the content and potential penalty of this to any prospective employer as necessary.

Acknowledgement I, _____, have received a copy of this policy. I agree to abide by its provisions, and I understand that, failing this, I will be dismissed from the Program without recourse.

Signed: _____ Date: _____

Witness:_____ Date: _____

1

GRADING SYSTEM

Grades are available on Bannerweb at the end of each semester. The rating scale and grade point value as follows:

CREDIT COURSES

GRADE POINT VALUE

- A = 90 - 100 Excellent 4
- B = 80 - 89 Good 3
- C = 70 - 79 Average 2
- D = 60 - 69 Poor 1
- F = 0 - 59 Failing 0
- I = Incomplete
- IP= In Progress
- W = Withdraw Not computed in GPA
- AC (A, B, C) Articulated Credit Not Computed
- AU Audit Not Computed
- TR (A, B, C, M) Transfer Credit Not Computed
- EXE, EXP Exemption Credit Not Computed

Grading Systems

The school has implemented a grade system typical of that used in academic institutions as a means of describing academic achievement. It is fully described in the Student Handbook. Please note that the Academic Regulations for Practical Nursing shown in the Student Handbook also apply to students of Radiologic Technology, except as follows:

1. Requirements for graduation include about 2750 hours of classroom and clinical instruction with a "C" average or better in each course of instruction and clinical practice.
2. Once a student begins the Occupational Course Curriculum portion of the curriculum he/she cannot fail a course and continue in the program. The courses are sequential and will not be offered until the following year. A student has the option to re-enter the failed course if space is available at that time and continue through the progression of courses.
3. A student must complete all of the required clinical competencies for each semester to continue. If the required competencies are not met, the student cannot continue in the progression of courses. At which time the student, the student is withdrawn from the program. The courses are sequential and will not be offered until the following year. A student has the option to re-enter the failed course if space is available at that time and continue through the progression of courses.
4. The State of Georgia currently has not implemented licensing standards for Radiologic Technologists. Students graduating from accredited programs are eligible to sit for the national certification examination sponsored by the American Registry of Radiologic Technologists.

Grievance Procedures

STUDENT GRIEVANCES

Southern Regional Technical College (SRTC) maintains grievance process available to all students that provides an open and meaningful forum for their grievances, the resolution of these grievances, and is subject to clear guidelines. This procedure does not address grievances related to the 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. For all timelines established herein, if a student will need additional time, an extension may be granted at the Vice President for Student Affairs' discretion.

A. Informal Grievance Procedure. Students with givable 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 grieve able issue, the student may proceed to the formal grievance procedure below. Please read the SRTC handbook for additional information on the procedural step for informal grievance policy.

Formal Grievance Procedure. Where a student cannot resolve his or her grievance informally, he or she may use this formal grievance procedure. Please read the SRTC handbook

1. Within 15 business days of the incident being grieved, the student must fi le a formal grievance in the office of the Vice President for Student Affairs (VPSA) 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 fi le 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 grievance will be addressed. The grievance will not be processed until after the other procedures have run their course.

6. The VPSA or College President's designee shall be granted an additional 15 business days to investigate the grievance upon notice to the aggrieved student. SRTC 2015-2016 Catalog 287

Student Handbook
C. 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 fi le a written appeal to the President within 5 business days of receiving the response referenced in B.3 above.
2. The appeal will be decided based en rely on documents provided by the student and the administration; therefore, the student must ensure that he or she 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.

4. The decision of President or the cross functional committee shall be made within 10 business days of receipt of the appeal. The decision of the President or committee for the grievance appeal is final.

E. Retaliation: 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 five (5) years after the graduation of the student or the date of the student's last attendance.

Harassment Procedure

V. PROCEDURE:

A. Administration and Implementation

1. Each college president shall designate one or more officials to serve as the Title IX Coordinator and the Sec on 504 Coordinator and ensure the designated officials have received appropriate training.

2. Contact information for the Title IX and Sec on 504 Coordinators and the Statement of Equal Opportunity should be permanently displayed on official bulletin boards and included in electronic or written college publications and academic materials as described in the TCSG Usage for Statement of Equal Opportunity.

3. Instructors/administrators must take ongoing proactive steps to ensure educational opportunities (to include classrooms, clinics, labs, programs, etc.) and student activities (clubs, sports, etc.) are accessible and free from any type of unlawful discrimination or harassment.

4. The Compliance Officer will conduct training programs and monitor the colleges to ensure the correct administration and implementation of this procedure, and will ensure that proactive or corrective measures have been taken to prevent unlawful discrimination, harassment, or retaliation.

B. Reporting and Management Action

1. All students are encouraged to report events of unlawful harassment, discrimination, sexual violence, and/or retaliation ("prohibited conduct") against themselves or others, regardless of where the incident occurred.
2. Students have the right to fi le (or not to fi le) a criminal complaint for sexual violence with the local law enforcement authorities before, during, or after filing a complaint with the college. The technical college shall not unreasonably delay investigation under this procedure to await the outcome of any criminal investigation.

3. If a student filing a complaint requests anonymity or asks that the complaint not be pursued, the college must inform the student that its ability to respond may be limited, that retaliation for filing a complaint is prohibited and steps to prevent harassment and retaliation will be taken. The college should take all reasonable steps to investigate and respond to the complaint consistent with the request and pursue other steps to limit the effects of the alleged harassment and prevent recurrence.

4. Colleges may weigh a request to not pursue a complaint considering the following factors: the seriousness of the alleged conduct, the complainant's age, whether there have been other harassment complaints about the same individual, and the alleged harasser's rights to receive information about the allegations if the information is maintained as an "education record" under FERPA. The college must inform the student if the request cannot be ensured.

5. Reports concerning all prohibited conduct referenced in this procedure will be processed confidentially to the extent permitted by law; communications regarding complaints will be disseminated to others on a need-to-know basis to ensure that necessary steps are taken to protect the community as a whole and that appropriate disciplinary measures or corrective actions are considered and taken.

6. Allegations or suspicions of unlawful discrimination, harassment, sexual harassment, sexual violence, or unlawful retaliation may be reported to the technical college's Title IX and Sec on 504 Coordinators, the president, the Commissioner, or the Human Resources Director should the complaint involve employees. Complaints may also be emailed to unlawfulharassment@tcsg.edu.

7. Complaints under this procedure can be expressed in writing, by telephone, or in person; individuals are, however, encouraged to express complaints in writing to ensure all concerns are addressed.

8. If an allegation of unlawful harassment, discrimination, sexual harassment, sexual violence, or retaliation is made to an employee not designated to receive such reports, the employee receiving the complaint must report the allegation as provided in section 6 above.

9. Allegations of any sexual conduct involving individuals under the age of 18 must also be reported as an allegation of child abuse as outlined in O.C.G.A. § 19-7-5.

10. The Commissioner or president may suspend, transfer or reassign employees or students in order to prevent possible further harassment, discrimination, sexual violence or retaliation; to facilitate the investigation or to implement preventive or corrective actions under this procedure.

11. Any allegation of unlawful harassment, discrimination, sexual harassment, sexual violence or retaliation against employees must be reported to the Human Resources Director who may elect to conduct the investigation in conjunction with other local investigators.

Sexual Offender Registry

Federal law requires educational institutions to provide students with information concerning registered sex offenders in our service area. This information is available at the Georgia Bureau of Investigation website at the following address: http://ganet.org/gbi/disclaim.html.

SRTC GRADUATION PROCEDURE

Southern Regional Technical College extends its congratulations to all who have completed a degree, diploma, or certificate. Students who meet all graduation requirements have an opportunity to celebrate that achievement through the commencement exercises.

Prior to Graduation

1. Students must earn a “C” or greater in all required courses

2. It is the candidate’s responsibility to file, with the aid of his or her advisor, an Application for Graduation prior to the published deadline. Graduation applications are located on the Intranet. Students may choose to participate in the ceremony or graduate in absentia. A fee is assessed of students who participate in the ceremony.

3. Students must satisfy all financial obligations to Southern Regional Technical College prior to participating in the commencement exercise, and before a degree, diploma, or certificate transcript will be issued.

4. The administration will review the student's records and will approve the student for graduation if all academic and other requirements have been met.

Honor Graduates
Students with a 3.75 cumulative GPA or higher will be recognized as honor graduates and may wear an honor tassel during the graduation ceremony.

Academic Regalia, Invitations, and Diplomas
Academic regalia (cap and gown) is required for candidates to participate in the commencement exercise. The regalia is provided for the students with payment of the graduation fee. The regalia must be picked up from the Bookstore one day prior to the ceremony. At Commencement, candidates wear the tassel on the right side, moving it to the left when the degree is conferred. Only candidates who meet Honor Graduate status may wear the gold tassel. All other candidates will wear a black tassel.

Invitations are provided to students with the payment of the graduation fee. The College makes five invitations and envelopes available to each graduating student for mailing to family and friends. Please note that the invitations are intended as announcements only. Tickets are required for Commencement, and the number available for guests is determined by the number of graduates and available seating capacity of the auditorium.

Diplomas are provided to all graduating students who complete the graduation application. Diplomas for those candidates participating in Commencement will be issued at the ceremony. For students not participating in Commencement, diplomas will be available the next business day in Student Affairs. All diplomas not picked up by the third week following commencement will be mailed to the graduate’s address listed with the College.

Faculty Attendance at Graduation
All full time faculty are required to attend graduation exercises. If a faculty member is unable to attend, the faculty member must request prior approval from the Dean for Academic Affairs. Faculty participating in the Academic Procession are required to wear academic regalia. Faculty that do not own academic regalia should contact their Dean for Academic Affairs.

The Commencement Exercise
The commencement exercise is an honorable academic ceremony. The Vice President for Academic Affairs will select members of the faculty and staff to establish a committee to plan and direct each ceremony.

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

Program Graduation Requirements

Students may graduate by fulfilling the College and Programmatic requirement**s** in any Southern Regional Technical College catalog under which he /she has been enrolled prior to graduation. College or Program changes, however, may take place in order to comply with accreditation requirements, or certification requirements, etc. It is the candidate's responsibility to file, with the aid of his or her advisor, an Application for Graduation prior to the published deadline. Graduation applications are located on the Intranet. Students must have also fulfilled the entire requirements specific to the Radiologic Technology Program. This includes having maintained a grade point average of at least 2.00, completed all general core courses, and all radiology courses with a grade of "C" or higher, completed all required hours in clinical, and be proven competent of the expectations set forth by the American Registry of Radiologic Technology.

A student is eligible for graduation from a radiologic technology program if they are able to:

- Perform basic mathematic functions;
- Operate radiographic imaging equipment and accessory devices;
- Position the patient and imaging system to perform radiographic examinations and procedures;
- Modify standard procedures to accommodate patient's condition and other variables;
- Process images;
- Determine exposure factors to obtain diagnostic quality images following the principles of ALARA;
- Demonstrate knowledge and skills relating to quality assurance;
- Exercise independent judgment and discretion in the technical performance of medical imaging procedures.
- Use oral and written communication skills;
- Demonstrate knowledge of human structure, function and pathology;
- Anticipate and provide basic patient care and comfort measures;
- Apply principles of body mechanics;
- Adapt exposure factors for various patient conditions, equipment, accessories and contrast media to maintain appropriate radiographic quality;
- Practice radiation protection for the patient, self and others;
- Recognize emergency patient conditions and initiate applicable treatment including basic life-support procedures;
- Evaluate radiographic images for appropriate positioning and image quality;
- Evaluate the performance of radiographic systems, know the safe limits of equipment operation, and report malfunctions to the proper authorities;

Formal Complaint Form

Date: _____

Person involved in complaint _____

Person making complaint: _____

Brief description of complaint:

Person receiving complaint: _____

Date: _____

Action:

Solution:

_____ _____

Signature Date

Procedure for making formal complaints

The procedure for making a formal complaint is to first of all be willing to document the complaint in question. Next be willing to sit in a formal meeting with the individual of concern.

Library Services

LIBRARY

Southern Regional Technical College provides students, faculty, staff, and business and industry with a broad range of resources that include access to in-house and online resources, reference materials, library orientations/instruction, technology, equipment, instructional support, research assistance, proctoring, assistance to support all areas of the curricula, and text telephone for the hearing impaired (229-891-7020). In addition, the Library Services Department provides space for studying, computer utilization, and meeting facilities. Resource collections tailored to specific curriculum are located at college facilities in SRTC-Cairo, SRTC-Camilla, SRTC-Industrial Drive, SRTC-Thomasville, SRTC-Tifton, and SRTC-Veterans Parkway. Also, students can obtain their SRTC student ID from the Library with proof of current registration.

Placement Services

The Placement Office is available to all students seeking assistance in securing employment. In addition, the program maintains a bank of job and continuing education information for graduates. The program subscribes to weekly periodicals that generally list a wide variety of radiography employment opportunities throughout the country. The Program Director is available to assist with career counseling and placement; however, it must be clearly understood that no guarantee of placement is made.

Professional Associations

It is the position of the school that active participation in professional associations contributes positively to the learning experience and is to be encouraged. State, regional and national associations exist to promote Radiologic Technology, and each offers a very reasonable student membership fee. Some of the associations worthy of consideration include:

Georgia Society of Radiologic Technologists (GSRT)
American Society of Radiologic Technologists
South Georgia Society of Radiologic Technologist

The Program Director will provide additional background and information on these and other societies during the first semester.

STUDENT CLUBS

Roentgen Ray Society

The Roentgen Ray Society is an organization for Radiologic Technology students. The purpose of this organization is to promote involvement in activities intended to foster, support, and encourage the development of professional attributes and affiliations among the students of the Radiologic Technology program.

For more information about Roentgen Ray Society (Moultrie's Campus) please contact Buffie Spencer at 229-217-4178 or bspencer@southernregional.edu / Eron Brooke Gagnon at 229-891-7030 or email egagnon@southernregional.edu

Student Government Association (SGA)

Opportunity are not limited to the classroom setting at Southern Regional Technical College. Students can enjoy the experience of college life through the many student organizations and clubs. These activities open the door to leadership opportunities at not only the local level, but perhaps the state and national level as well.

1. The purpose of the Student Government Association (SGA), as stated in its constitution is to:
2. Contribute to and promote the ideals, objectives, and goals of Southern Regional Technical College (SRTC);
3. Promote school pride, community awareness, and citizenship;
4. Improve student morale;
5. Provide a forum for students' expressions; and
6. Develop leadership skills.

The SGA membership is a broad representation of students from all programs of study. Membership consists of two representatives from each of the TCSG state recognized student organizations on each campus (Phi Beta Lambda, SkillsUSA, and National Technical Honor Society); and one representative on each campus from each of the four vocational program areas.

For more information about SGA please contact the following:
Lead Advisor Adriane Thomas/ Moultrie Campus at 229-217-4224 or athomas@southernregional.edu
Lead Advisor Eric Roney/ Tifton Campus at 229-391-2600 or eroney@southernregional.edu

Student Health Policy

Student health and safety, and the health and safety of patients in the clinical environment must be our first concern. All students are required to have a physical examination, by physician before entering the clinical portion of the program. The student is required to complete all immunization required by clinical sites, Hepatitis Series Shots, PPD, CPR, and complete a MRI screening.

Should a student be injured while performing his or her duties at a clinical education center, he or she MUST report the injury immediately to the clinical instructor who will assist the student in completing the necessary documentation. In the case of injury warranting medical attention, the student may choose to visit the facility's emergency room, however, our agreements with each affiliating clinical site specifically preclude the provision of free health services and the student is responsible for the payment of any medical services provided.

Each certificate, diploma or degree student is required to purchase student's accident insurance on a semester basis while enrolled at Southern Regional College. Students must file all claims to the Vice President of Administrative Services.

Students who are unable to report to a clinical assignment due to illness must contact the clinical instructor not later than 15 minutes after their scheduled starting time. Absence from the clinic for any reason will be subject to the same attendance policies as the college at large (see Student Handbook).

Smoking Policy

Substantial evidence exists that smoking and/or other forms of tobacco use is unhealthy for those who smoke and for nonsmokers exposed to secondary smoke. Southern Regional Technical College (SRTC) developed this procedure to establish a tobacco-free work and learning environment. The regulations of this procedure are as follows: 1. All SRTC campuses are tobacco-free environments. Tobacco use is prohibited inside and outside all buildings and parking lots and within any College vehicle or any vehicle operated by the College. SRTC prohibits smoking, or any forms of electronic, alternative smoking devices or other forms of tobacco products. Neither smoking nor the use of tobacco products are allowed on any SRTC campus outside of a personal vehicle. Disposing of cigarette e/cigarettes buds, other tobacco products, or tobacco residue in the parking lots or on any SRTC property is not allowed. This procedure applies to all persons while on campus 2. Sidewalks, streets, and neighboring property are not to be used as tobacco use areas. 3. This procedure is communicated through various sources, including but not limited to new employee orientation, new student orientation, catalog/handbook, College procedures, department meetings, employee newsletters, signage, and verbal communication. 4. With the exception of employees, monetary fines and/or sanctions will be levied for the violations as follows:

Disposing of tobacco products or residue on SRTC property $10
- Smoking on campus or use of tobacco products on campus $10
- Second Offense within twelve months $25
- Third Offense within twelve months $50
- Fourth Offense within twelve months will be referred to the respective

Vice President for appropriate disciplinary action which could include but is not limited to a fi ne of $75
Fines must be paid to Administrative Services within five days of the violation. Students who do not pay fines promptly will have accounting holds placed on their student accounts in the Banner Student System until such to me as payment is made. 5. Employees are required to follow and support this procedure and to work in a positive manner in influencing other employees, students, and visitors to refrain from any tobacco use. Employees who violate this procedure are subject to the delivery of disciplinary action up to and including dismissal pursuant to the provisions of the State Board policy on Positive Discipline and the TCSG procedure governing Adverse Employment Actions.

Student Mask Policy

Social distancing in the classroom/lab setting and wearing a mask when you leave the classroom is strongly encouraged. As you know, we are a state agency and we cannot require you to wear a mask, however, we can and do strongly encourage and expect that students will wear masks in the classroom and when they leave the classroom setting.

Schedules

Schedules

Student schedules are arranged according to the educational objectives of the program. Students are expected to arrive for classes or clinical assignments on time, prepared, and dressed in appropriate attire

Didactic Schedules

Didactic instruction takes place throughout the week. At the beginning of each semester, students are provided with a complete class calendar, syllabi for each course and course outlines. The student's clinical training varies according to the semester in which 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 in a progressive manner. The following chart demonstrates the clinical schedule per semester: 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

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

Withdrawal Policy

The admission and problem resolution policies of Southern Regional Technical College are designed to minimize student withdrawal resulting from unmet expectations. Should a student be considered withdrawal for any reason, he or she is urged to consult with the Program Director. Should withdrawal be inevitable, the student should submit his or her intent on the required form to the Program Director for signature. The form must then be presented to the Student Services Office as per instruction in the Student Handbook.

Lab Procedures

RADIOLOGY

Radiology Technology

Classroom/Lab Safety Check List

Date:_____Time_____

_____Are First Aid supplies conveniently placed and checked regularly?

_____Are personal monitoring devices worn by students during energized lab exercise?

_____Are lead aprons located in lab and regularly checked?

_____Are emergency stops and circuit breakers easily accessible?

_____Are emergency stops and circuit breakers easily accessible?

_____Are MSDS notebook placed in a convenient location?

_____Are spill kits located in classroom/lab?

_____Is there a hazardous material container present?

_____Are emergency procedures planned and posted?

_____Do fire alarms and fire extinguishers meet local regulations?

_____Does the room have two exits?

_____Are exits clearly marked and free of obstacles?

_____Are all unsafe materials securely stored?

_____Are students trained in standard precautions techniques?

_____Are glass windows properly constructed with impregnated lead as needed?

_____Is the room well lit

_____Does the processor have appropriate ventilation?

_____Is the x-ray equipment periodically checked by a physicist?

_____Are all electrical cords in safe working order?

Computer Lab Management Plan

1. This is a regulated facility for use by Southern Regional Technical College students, faculty and staff only.
2. Intentional damage to or theft of lab supplies, equipment or furnishings will be dealt with by the Sheriff's office. Violators will be arrested and prosecuted.
3. The viewing of pornographic or sexually oriented graphics on computers owned by the State of Georgia is illegal and is prohibited. Offenders will face disciplinary action and will be permanently banned from the lab.
4. Lab management instructors reserve the right to determine appropriate use of the facility and its equipment.
5. Users must show current SRTC identification to lab staff upon request.
6. No food or drink (including water) is allowed in the lab at any time. Food or drinks brought into the lab must be left on the table by the door or outside.
7. Installation of files on lab computers is prohibited. Hard drives will be erased on a regular basis.
8. The copying of software is prohibited and usually illegal.
9. The lab does not distribute software, nor offer technical support for home computing.
10. Laser Printers are currently free for reasonable student usage.
11. Professional business manners are required of everyone.
12. Disruptive individuals will be ejected from the lab by security.
13. Please keep the lab in a library-like atmosphere. Please keep voices down.
14. Children are not allowed in computer labs.

LAB MANAGEMENT

GUIDELINES FOR ENERGIZED LAB

Conduct in Laboratory

1. No food or drink containers are allowed in lab.
2. No mishandling of Equipment
3. Horse play is not permitted at any time in the classroom or lab.
4. When the fire alarm sounds, leave the building immediately.
5. Keep a clear pathway to the exits.
6. Disinfect table following each use.
7. No idle chattering and outburst while in the lab while testing, lecturing or demonstrations.
8. Do not place student/Faculty in and unsafe condition.
9. Perform laboratory work only when your instructor is present in the lab or classroom. Unauthorized or unsupervised laboratory work not allowed.
10. Any laboratory accident, however small, should be reported immediately to your instructor.

Basic Operation of Equipment

1. Turn machine on/off.
2. Perform Tube warm-up if unit has not been in use within two hours. Close Collimators.
3. Always select appropriate technical factors.
4. Avoid prolong rotor activation prior to exposure
5. Use appropriate locks to move table, tube, and upright bucky.
6. Wear personal dosimetry badge when in the lab area and the equipment is energized.
7. Return equipment, manikins, positioning aides, and image receptors to their perspective locations.
8. Close all exterior doors before making exposures.
9. Follow standards for radiation protection of personnel and patients.
10. Know the location and use of all safety equipment, equipment emergency stops, and circuit breakers.

Radiation Safety Procedure

Students are not to hold patients or image receptors during radiation exposures. Student's exposure to radiation will be carefully monitored to comply with the Federal Regulations and ALARA principle. (Keeping radiation doses As Low As Reasonably Achievable). An exposure over 100 mREM in one month will be documented. The Program Director, Clinical Coordinator and Clinical Instructor will discuss possible causes and preventative measures with the student. (See "Documentation of Radiation Monitoring Badge Readings Over 100mRem" found in this manual)

Standards for Radiation Protection

As noted above, the program adheres to the principle of A.L.A.R.A. in all matters involving exposure to ionizing radiation. Didactic instruction in radiographic exposure and radiation protection focuses on the use of technical factors, methods and devices that will minimize both patient and occupational exposure to radiation. Whenever possible, standards for radiation protection will be measurable and verifiable.

It is the policy of the program that all students at any clinical sites shall:

Standard 1	Students are to review the physician's order or requisition for the examination or procedure prior to performing the study. Perform radiography only upon the order of a physician.
Standard 2	Employ gonadal shielding on all patients of childbearing age regardless of the anatomic region under examination unless such shielding obscures the immediate area of interest.
Standard 3	Verify on all female patients of childbearing age the potential for pregnancy through inquiry regarding the date of the last menstrual period.
Standard 4	Demonstrate collimation by displaying at least two unexposed borders on all radiographs. Use of an automatically adjusted field size with PBL is not sufficient to meet this standard.
Standard 5	Never use the fluoroscope as a positioning aid.
Standard 6	Without exception perform **repeat** radiographs only under direct supervision of a qualified technologist.
Standard 7	Not expose themselves to direct or indirect radiation by physically restraining patients or holding the IR during procedures.
Standard 8	Perform radiography only upon the order of a physician.
Standard 9	Students assisting in fluoroscopic examination s must wear lead aprons, lead gloves must be worn if their hands are in the primary beam, insuring that lead aprons are made available to all personnel participating in fluoroscopic exam.
Standard 10	Student must wear lead aprons during mobile radiography and insure lead aprons are made available to all personnel participating in exam

Note that failing to meet all of these standards when performing a procedure for clinical competency will result in automatic failure of that competency.

Radiation Monitoring Procedure

The program and its clinical affiliates operate under the radiation protection concepts of ALARA (As Low as Reasonably Achievable). This principal of employing proper safety procedures benefits both the patient and the radiation worker.

Procedure:

All students shall adhere to the following radiation monitoring procedure:

1. All students will receive personal OSL (film badges). These are to be worn whenever the student is in the clinical setting. Students are responsible for the safety and security of their badge. Each student must exercise care to prevent loss or damage of OSL.

2. Student badge is to be worn on the collar. If wearing a lead apron, the student should wear the badge outside of the apron on the collar. The badge holder must face forward to obtain an accurate radiation measurement

3. Students who fail to wear OSL in clinical setting will be sent home. The student will receive an issuance of demerit(s). When the student rotates to another clinical site, it is the student's responsibility to take his/her current badge.

4. Students who receive an unsafe OSL reading will be advised by the Program Director. The student will follow the Student Dose Limit Protocol.

5. Student must turn in mentoring devise to Clinical Coordinator at the end of each month. However, it is the responsibility of the student to insure the badge is returned to the Clinical Coordinator. Students who fail to wear updated OSL will receive an issuance of a demerit.

6. Dosimeters must not be exposed to excessive heat or moisture. If the dosimeter is taken home, never leave in in the car, place it in the washer or dryer, or in close proximity of a television set.

Student Radiation Exposure Reports

The object of the ALARA program is to maintain radiation exposure at the lowest possible levels this program is based on the principle that radiation exposure is not free of risk and therefore, radiation exposure should be kept to levels well below the limits allowed by the Nuclear Regulatory Commission (5rem or 5000mrem per year). **Student's exposure must not exceeds more than 250 mrem per semester** or **5 rem per calendar year.**

The program faculty, in conjunction with medical director, meets periodically to review badge reports according to specific exposure level guidelines. Results of the radiation monitoring will be available within 30 days after receipt of the report. It is the responsibility of students to view their individual monitoring result and place their initials on the report.

Student Dose Limit Protocol

In the event that any student's exposure exceeds more than **250 mrem per semester** or **5 rem per calendar year**, the student will be individually counseled by the program Director and Radiation Safety Officer. The Occupational dose equivalent limits for adults are:

1. .Annual Limit
    a. Total effective dose equivalent being equal to 50mSv (5rem).

b. The sum of the deep dose equivalent and the committed dose equivalent to any individual organ or tissue other than the lens of the eye being equal to 0.5 Sv (50rem).

2. .Annual Limit to the lens of the eye, skin and extremities are
    a. Eye dose equivalent of 150 mSv (15 rem)
    b. Shallow dose equivalent of 500 mSv (50rem) to the skin or any extremity.

A Student Exposure Report will be completed by the RSO on any student who receives more than 2.5 mSv (250 rem) in one calendar semester. Students should not receive more than 10 mSv (1000 mrem) in one calendar year. Students must employ safe radiation protection techniques for the patient, self and others during radiographic exposures. **See Appendix A for Student Exposure Report Form**.

Student Supervision Safety Practices

Students will follow state regulations regarding safe operation of radiation-generating equipment. Direct Supervision of a Registered Technologist will be followed in all education settings. Students will be under the **direct supervision** of licensed radiographer when performing radiographs in the energized laboratory until the student achieves competency. After demonstrating competency, students may perform procedures with **indirect supervision**.

Direct Supervision guidelines:

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

Indirect Supervision guidelines:

1. Students will be under the indirect supervision of a Registered Technologist when performing radiographs in the energized laboratory after the student achieves competency.
2. Indirect supervision is defined as that supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement. "Immediately available" is interpreted as the presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use.

Under no circumstances shall a student perform C-Arm or Portable radiography without **DIRECT SUPERVISION**, regardless of competency level. Students are to stand behind the lead-lined control area of a radiographic room when making an exposure. Close all doors leading into a radiographic room from a public corridor prior to making an exposure. Students must wear radiation dosimetry badge when in any energized lab.

Pregnancy Procedure

Due to the environment in which the technologist works, student who becomes pregnant during in the program has the option of consider withdrawing from the program until the conclusion of the pregnancy. The student electing this option shall be eligible for readmission. Ultimately, the decision to withdraw or remain with the program rests entirely with the student. Students who become pregnant during the program has the option to:

- Voluntarily **declare** their pregnancy in writing to the Program Director,
- Continuing in the program **without** modification and,
- **Option** for written withdrawal of declaration of pregnancy at any time.

Every effort will be made to minimize the student's exposure to ionizing radiation during the gestational period and in no instance will it be permitted to exceed the current standard of 0.5 rem (5mSv); however, in the interest of providing a uniform, structured and comprehensive educational experience, clinical assignments and rotations will not be altered for a pregnant student. All female students of childbearing age must read the policy statement entitled "Occupational Radiation Exposure of Fertile Women" included in this Handbook under Appendix II. The student's signature on the Handbook Acknowledgment sheet is considered verification of compliance with this requirement.

Occupational Radiation Exposure of Fertile Women

Policy Statement

I. Introduction

The Southern Regional Technical College, in conjunction with its Affiliating Clinical Education Centers, recognizes that female students of Radiologic Technology who become pregnant are concerned about the effects of radiation on their fetus. For this reason, it is felt that a statement of policy concerning the duties of continued enrollment of such students is advisable. The purpose of this policy is to provide maximum protection to the fetus without adversely impacting the clinical education experience.

II. Estimate of Risk

The National Council on Radiation Protection and Measurements (NCRP) has reviewed the literature concerning hazards to the fetus from radiation exposure, and has published its findings as report #53 (Review of NCRP Radiation Dose Limit for Embryo and Fetus in Occupationally Exposed Women - 1977).

The NCRP found that there is no direct evidence of increased birth defects or childhood leukemia or other cancers at the exposure levels normally encountered in medical institutions. Some estimates may be obtained by means of extrapolation of high-dose data, or from animal studies, but it must be realized that such extrapolations are subject to considerable uncertainty. Using "worst case" data obtained from several studies, NCRP found the following:

A. Birth Defects

The natural incidence of birth defects is about 40,0000 cases per 1,000,000 pregnancies. If all 1,000,000 women were given an exposure of 0.5R (500mr) to the fetus, there would be an additional 10 cases (for a total of 40,010)

B. Childhood Leukemia

The natural incidence of childhood leukemia (during first 10 years of life) is about 1,000 cases per year per 1,000,000 pregnancies. If all 1,000,000 women were given an exposure of 0.5R (500mr) to the fetus, there would be an additional 35 cases per year (for a total of 1,035)

It should be emphasized that these numbers represent "worst case" estimates, and the actual incidence may be far less. Statistical fluctuations will mask even these estimates, which have made direct observation impossible as of now.

It should also be noted that these estimates are based on an exposure of 0.5R to the fetus. Because of attenuation due to the tissue between the mother's skin and the fetus, the surface exposure required to deliver 0.5R to the fetus will be much higher. In the case of diagnostic X-ray and laboratory personnel, the surface exposure would have to be on the order of 2 or 3R. For nuclear medicine and radiation therapy personnel who deal with higher energy radiation, the surface exposure would have to be approximately 1R. It is the surface exposure that is recorded by the individual's film badge.

II. Policy

In light of the information described above, the policy of the Southern Regional College Radiologic Technology Program regarding radiation exposure to pregnant students is as follows:

A. During the entire gestational period, the maximum permissible exposure to the fetus should not exceed 0.5 rem (5mSv).

B. In order to help achieve this goal, it is mandatory that all students use protective devices (such as lead aprons), during fluoroscopy and mobile radiography.

C. Two personnel radiation-monitoring devices (film badges) shall be worn: the first G1 badge is to be worn outside any protective device at the level of the upper thorax. The second G8 badge is to be worn at waist level beneath any protective device.

D. Pregnant students will not routinely be re-assigned to non-occupationally exposed area (clerical, file room).

E. Pregnant students will not be excused from performing their normal duties (such as fluoroscopy), since past records indicate that occupational exposures from these procedures to not represent any demonstrable hazard to the fetus.

Questions regarding this policy should be addressed to the Program Director or the Colquitt Regional Medical Center Radiation Safety Officer, Dr. Jacob Schwartz, MD.

PART II - CLINICAL EDUCATION

Introduction

The clinical learning experience is the cornerstone of education in Radiologic Technology. The clinical setting is where a student truly develops the skills and abilities of a competent radiographer. The clinical facility also provides the "classroom" to nurture the sense of professional responsibility so essential in all those who enter careers in healthcare. The Radiologic Technology Program operates on a competency-based principle. All clinical experiences are geared to achieve a goal of entry-level practitioner. The evaluation criteria used throughout the clinical learning experience are designed to measure progress toward this goal.

The responsibilities involved in performing optimal diagnostic radiography and delivering quality patient care necessitate strict adherence to policies and procedures governing clinical performance and evaluation. Part II of this Handbook is intended to provide students with clear, concise information regarding Southern Regional Technical College's program for clinical education, its standards, requirements and guidelines.

Clinical Rotations

At the present time, seven clinical facilities have been contracted to serve as major clinical education sites for the Radiologic Technology Program. Students will be assigned clinical rotations at the following clinical sites: Brooks County Hospital, Quitman, GA; Colquitt Regional Medical Center and Sterling Center, Moultrie, Ga; Tallahassee Memorial Regional Medical Center in Tallahassee, Fla.; Tift Regional Medical Center, West Campus, and Georgia Sports Medicine, Tifton, GA. All students must expect to spend some time at each of these facilities. Transportation to and from the clinical site is the responsibility of the student.

The clinical component of the program consists of approximately 1170 hours divided by 4 semesters. Students will be assigned to each clinical site for not less than a total of two semesters at some time during the curriculum. The schedule of assignments is at the discretion of the program director.

Senior students are also required to participate in weekend and evening clinical rotations beginning the fall semester of the second year of clinical. The health professions are 24-hour, 7 day a week careers. Exposure to such "real life" settings promotes the growth of independence, improves decision-making capabilities and expands student skills in more emergent situations.

Clinical Education Regulations

Clinical education regulations are designed to provide guidance for the student in appropriate professional behavior. The student is expected to:

1. Be prompt in attendance in the clinical area (see clinical attendance policies),
2. Adhere to the dress codes that are stated in the Handbook,
3. Successfully complete all clinical competency evaluations as required,
4. Demonstrate courtesy, compassion, and professional attitude toward all patients,
5. Demonstrate courtesy and respect technologists, physicians, other health professionals, employees, visitors and fellow students, and
6. Maintain absolute confidentiality of patient information at all times.

Clinical Instructor

Clinical Facility	Telephone Number	Day Instructor	Night Instructor
AMH	**229-228-2000**	**Kala Labbe**	**Night Rotation Unavailable**
BCH	**229-263-4171**	**Brenda Blair**	**Night Rotation Unavailable**
CMRC	**229-890-3500**	**Holly Corona, Mandy Hobby Pamela Evans**	**Faye Clark (Mid Shift)**
TRMC	**229-353-7504**	**Ashley Shiver Cindy Clark**	**Anna Thompson (Mid Shift)**
TM H	**800-492-4892 EXT 5627**	**Jackie Diez**	**Night Rotation Unavailable**
Sterling Center	**229-785-2400**	**Rachel Robinson**	**Night Rotation Unavailable**
WEST CAMPUS	**229-353-7446**	**Angie Folsom**	**Night Rotation Unavailable**

PRE CLINICAL REQUIREMENTS

Pre-Clinical Requirement

Once the student has been accepted into the Radiology Technology Program he/she will be required complete the health and safety requirements. All documentation turned to be cleared for clinical placement prior to the beginning of their first semester. Students must follow a specific timeline in order to ensure that all requirements are met by the deadline. Timeline will be explained in detail to accepted students during the Mandatory Radiology Student Orientation. The documents will be submitted to the appropriate school representatives. Tarika Mitchell will coordinate clearance with each of the Affiliate Clinical site. Students must be cleared by all clinical facilities in order to attend any of the clinical sites. Failure to do so will result in withdrawal of the student from the program.

Students must complete the following:

1. Clinical Student Authorization to Release Confidential Information Forms
2. Criminal Background Check
3. 10 Panel Drug Screen /Alcohol Screen
4. Valid Health Care Provider Basic Life Support – CPR Certification and First Aid
5. Completed and signed Student Medical History Form by a Licensed Nurse Practitioner (LPN), Physician Assistant (PA), or Physician (MD or DO).
6. TB Screening or chest x-ray or if the person has a history of a positive TST, a chest X-ray report is required
7. Proof of Malpractice Insurance (Included in Fall Semester tuition fees.)
8. Immunizations or titers
    a. Documentation of 2MMR vaccines or MMR titer,
    b. Tetanus (Tdap)
    c. Influenza
    d. Documentation of 2 Varicella vaccines or Varicella Titer
    e. Hepatitis series
9. Complete Orientation for each clinical site. The orientation will include the following: Hospital Policies & Procedures regarding Dress Code, Tobacco Usage, Provider Identification Guidelines, Parking regulations; Safety Issues & Codes including Hazardous Communication Standards, Fire Safety, Electrical Safety, Disaster Codes & Responses, Patient Care Safety & Patient Identification, Falls Prevention & Bed Alarm System; Standard Precautions & Personal Protective Equipment; Patient Rights

/Organizational Ethics/Advanced Directives; Pain Management; Guest Relations and HIPPA

10. Complete all required clinical affiliates Forms.
11. Have a film badge. (Film badge will be order by Clinical Coordinator, once student has been accepted into the program)
12. Obtain 2 sets Right and Left lead marker with student's initials. $20.00 estimated cost
13. Purchase selected uniform for this program.

Students cannot attend clinical unless they follow the dress code. Clinical Instructors are instructed to dismiss students who do not follow the dress code. Once the student is incompliance with the Radiology dress code, he or she may return to clinical. All missed time must be made up. (Note that a student is subject to dismissal if he or she is absent more than 10% of the hours a class or clinical assignment meets in a week.)

Southern Regional Technical College Uniform

- 4 Cherokee Brand Scrub Tops (Caribbean Blue) with chest pocket and school logo on left sleeve (2 for class and 2 for clinical)
- 4 Cherokee Brand Scrub pants (Caribbean Blue) with cargo pockets (2 for class and 2 for clinical)
- 4 pairs of white socks Cannot contain a logo
- 1 pair of white clinical shoes (shoes cannot contain laces)
- 1 School Issued name tag (Obtained in the SRTC Library)
- Any facility name badges or indicators
- 1 white lab coat or white jacket (optional)
- 1 School issued dosimeter
- Hair is clean, combed and pulled back if longer than shoulder length
- Jewelry (Please refer to Clinical dress code above)

Students should not obtain any of the above items until notified by the Clinical Coordinator.

Safety Screening Protocol for MRI

Students enrolled in the Radiologic Technology program must go through the Safety Screening Protocol to access the MRI scanning area. The MRI environment could pose injury or bodily harm to individuals who enter the magnetic field with metallic chips, materials, surgical clips, or foreign materials (artificial joints, metallic bone plates, or prosthetic devices). Individuals who have heart pacemakers, metal implants, or metal chips or clips in or around the eyeballs cannot be scanned or enter the magnetic field. The magnetic force might alter the position of the object. Similarly, individuals with artificial heart valves, metallic ear implants, bullet fragments, and chemotherapy or insulin pumps should not enter the area. For the sake of safety to all, all Radiology students are required to fill out this survey. If the screening result is positive, we will notify the clinical site that this individual should not enter the magnetic area for no reason.

Radiologic Technology Program
MRI Safety Screen Form

The MR System has a very strong magnetic field that may be hazardous to individuals entering the MR environment or MR system room if they have certain metallic, electronic, magnetic, or mechanical implants, devices or objects. Therefore, **all** individuals are required to complete this form BEFORE entering the MR environment or MR system room. Be advised, the MR system magnet is **ALWAYS** on.

Date: ____/____/____

Name: _____ Student ID #: _____

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1. Have you had prior surgery or an operation of any type? No☐ Yes☐

   Surgery Date___/___/___ Type of surgery: _____
   Surgery Date___/___/___ Type of surgery: _____
   Surgery Date___/___/___ Type of surgery: _____

2. Have you had an eye injury involving metal (e.g., BB, bullet, metal shavings, etc.)? ☐ No ☐ Yes
   If yes, please describe: _____

3. Have you ever been injured by a metallic object (e.g., BB, Bullet, shrapnel, etc.)? ☐ No ☐ Yes
   If yes, please describe: _____

WARNING: Certain implants, devices, or objects may be hazardous to you in the MR environment or MR system room. **DO NOT ENTER** the MR environment or MR system if you have any questions or concerns regarding an implant, device, or object until you have been "cleared" by appropriate personnel.

Please indicate if you have any of the following:

☐ Yes ☐ No Aneurysm Clip(s)
☐ Yes ☐ No Cardiac Pacemaker
☐ Yes ☐ No Implanted cardioverter ☐fibril ☐or
Yes No Electronic implant or device
☐ Yes ☐ No Magnetically-activated implant
☐ Yes ☐ No Neurostimulation system
☐ Yes ☐ No Spinal cord stimulator
☐ Yes ☐ No Cochlear implant
☐ Yes ☐ No Insulin or infusion pump
☐ Yes ☐ No Implanted drug infusion device
☐ Yes ☐ No Prosthesis or artificial limb

☐ Yes ☐ No Any type of prosthesis or implant

☐ Yes ☐ No Metallic fragment or foreign body

☐ Yes ☐ No External or internal metallic ☐bject ☐

Yes No Hearing aid

☐ Yes ☐ No Other implant

☐____☐_____

Yes No Other device

_____

IMPORTANT INSTRUCTIONS

Remove <u>all</u> metallic objects before entering the MR environment or MR system room including hearing aids, beeper, cell phone, keys, eyeglasses, hair pins, barrettes, jewelry (including body piercing jewelry), watch, safety pins, paperclips, money clip, credit cards, bank cards, magnetic strip cards, coins, pens, pocket knife, nail clipper, steel-toed boots/shoes, and tools. Loose metallic objects are especially prohibited in the MR system room and MR environment.

Please consult the MRI Technologist or Radiologist if you have any question or concern <u>BEFORE</u> you enter the MR system room.

I attest that the above information is correct to the best of my knowledge. I have read and understand the entire contents of this form and have viewed the MR safety video located at http://www.acr.org/quality-safety/radiology-safety/mr-safety. Furthermore, I have had the opportunity to ask questions regarding the information in this form.

If, at any time during my tenure in the Radiologic Technology program, my medical/surgical status changes, I understand that it is my responsibility to make the faculty aware of these changes so appropriate measures can be taken if so warranted.

Signature of Person Completing Form: _____ Date: ____/____/____

Signature

Form Information Reviewed by: _____ _____

Print Name Signature

Clinical Dress Code

It is the belief of the program faculty that a professional appearance contributes greatly to a professional image for the student and the school. Clinical uniform cannot be worn outside clinical or classroom setting. The dress code is established to promote a professional image. During each clinical experience, the student is expected to:

1. Wear the appropriate clean and ironed uniform with nametag. All students must wear Caribbean Blue tops and pants to clinic.
2. Wear white tee-shirts only under uniforms. (No turtle necks)
3. Wear white socks.
4. Wear clean polished white shoes and no shoe strings. Shoes are selected by Clinical Instructor. Student May opt to purchase athletic shoes from another source
5. Wear personnel monitoring devices in the vicinity of the upper thorax.
6. Wear only one ring per hand (no elaborate settings). No more than ONE pair of small stud earrings is allowed, and absolutely no dangling or overly large earrings or bracelets are permissible. Male students are not permitted to wear any type of earring(s).
7. Hair should be clean and if longer than shoulder length, pulled up. (Bands should match the color of your hair.)
8. No outlandish hair ornaments. (i.e., hair jewelry, hair band, color bows)
9. No outlandish hair colors (i.e., loud red, blue, green, purple, gold, orange etc.)
10. No visible piercing or gauging of earlobe(s) (not included in # 6) will be permitted (i.e., nose, eyebrow, tongue, etc.)
11. No visible tattoos. All tattoos MUST BE COVERED AT ALL TIMES IN CLINICAL SETTINGS.

Students cannot attend clinical unless they follow the dress code. Clinical Instructors are instructed to dismiss students who do not follow the dress code. Once the student is incompliance with the Radiology dress code, he or she may return to clinical. All missed time must be made up. Hair is clean, combed and pulled back if longer than shoulder length

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

Uniforms must be purchased at Uniform Works 113 East 12th Street Tifton, GA 31792. You can contact representative at 229-387-8737

4 Cherokee Brand Scrub Tops (Caribbean Blue) with chest pocket and school logo on left sleeve, 4 Cherokee Brand Scrub pants (Caribbean Blue) with cargo pockets, 4 pairs of white socks (men and women) Cannot contain a logo, 1 pair of white clinical shoes (shoes cannot contain laces), 1 School Issued name, tag, Any facility name badges or indicators, 1 lab coat or jacket (optional), 1 School issued, dosimeter, Hair is clean, combed and pulled back if longer than shoulder length, Jewelry (Please refer to Clinical dress code above)

12. Students will refrain from wearing strong fragrances (which can be especially objectionable to patients). Dangling or pendulous jewelry presents a serious hazard as it may be grabbed or caught in equipment and should not be worn. Clear or natural nail polish is considered acceptable if desired.

S**tudents will not consume food or beverages, or chew gum in the clinical area at any time.**

Ethics and Clinical Conduct

Appropriate ethical conduct is an essential component of the health care professional's role. In relationships with fellow students, staff and most especially, patients, ethical conduct must be maintained.

The student technologist, in the course of his or her clinical rotation, will receive substantial privileged information regarding patients. **These are confidential communications that MUST NOT BE REPEATED OUTSIDE OF THE WORK SETTING FOR ANY REASON.** Violation of confidential communications is grounds for immediate dismissal from the program. Under no circumstances may a student access any patient record unless it is in direct relation to an immediate clinical need.

All patients with whom the student comes into contact will be treated with respect and dignity. The student is expected to make every effort to promote the patient's safety, preserve modesty and increase comfort and security.

In addressing patients, staff, physicians, program faculty and other hospital professional, titles appropriate to the setting (i.e. "Dr.", "Mr.", etc.) are required.

Discipline/Dismissal

Students in the health professions have a special obligation to conduct themselves in a manner consistent with safe patient care, confidentiality and respect for those with whom they work in the clinical setting. Therefore, any student found in violation of program and/or hospital policies may be subject to discipline or dismissal according to the severity and/or frequency of the violation.

In addition to those regulations set for in the Student Handbook, gross violations of the program or hospital policies which might place patients, the student, fellow students and/or staff, or visitors to the hospital in grave danger may cause the immediate dismissal of the student from the clinical site at the discretion of the program director in consultation with the Southern Regional Technical College Administration. **Note that a student dismissed from a clinical component of the program is ineligible to continue the academic portion.**

Lesser violations (i.e. Dress code violations, inappropriate conduct, etc.) may be subject to consultation and delegation of demerits for that offense. Students receiving **three** demerits in a clinical course will result in a reduction of one letter grade during that semester or course of the offense. An accumulation of **nine** demerits throughout the 4 Semester period will cause termination from the program (see form in Appendix IV). The student's signature is verification of compliance and understanding of this policy.

Causes for disciplinary action and/or dismissal include, but may not be limited to:

1. Conviction under any criminal code or law.
2. Possession, storage, use of or evidence of being under the influence of alcohol or any controlled substance while on hospital premises.
3. Material falsification of personal, medical or other records.
4. Gross incompetence.
5. Insubordination.
6. Willful damage, gross negligence with regard to, or unauthorized removal of school or hospital property or the property of another person.
7. Violation of attendance policies. (Violation: Note that a student is subject to dismissal is he or she is absent more than 10% of the clinical or didactic course hours.). Doctor excuses does not excuse students for the time missed.
8. Breach of confidentiality (as described under General Rules of Conduct).
9. Accepting gratuities for service
10. Breaches of academic honesty policy (as described above).
11. Academic discipline (as described above).

Demerit Check Sheet

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.

Student's Name_____ Date_____

CLINICAL/CLASSROOM
One Demerit

One demerit will be issued upon:

- Failure to notify instructor/supervisor of absence or tardy.
- Failure to comply with program/institution dress code.
- Failure to comply with the Radiology Program, SRTC or Hospital's clinical setting Handbook / Policies / Procedures
- Performance of previously acquired competencies at less than acceptable standards (as indicated by competency check-offs).
- Unprofessional conduct requiring written notification of the specific unprofessional behavior or conduct.
- Failure to be in your assigned area at the designated beginning of your shift
- Three (3) tardies in one semester
- Failure to clock in/out more than (3) time.
- 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:

- Second offense of any one-demerit items noted previously.
- Any act of carelessness regarding patient care or equipment use.
- Leaving without permission from an assigned clinical area.
- Failing to give prior notification of absence from an assigned clinical area.
- 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.
- Severe academic violations
- Preforming a repeating examination without the presence of a registered technologist
- Absenteeism at more than 5% of the clinical or didactic course hours.

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.
4. Attendance Violation: Note that a student is subject to dismissal is he or she is absent more than 10% of the clinical or didactic course hours.

Assigning of Three Demerits

The assignment of three (3) demerits in a course will result in the clinical grade being dropped one letter grade during the semester for course in which the offense has occurred. 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 the clinical grade 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.

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. However, demerits accumulated in one semester will cause a grade reduction and be carried over to subsequent semesters, but will not cause a grade reduction in the subsequent semesters unless additional demerits are accumulated.

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 (recommended if _____ Current Date:_____

Student refuses to sign)

Trajecsys

The Radiologic Technology Program uses an on-line student record management service called Trajecsys. This system is used by each student to clock in and out of their clinical education sites as well as to keep track of the radiographic procedures in which they are involved. It is used by the staff technologists to complete the necessary paperwork on each student, and it is also used by the faculty to maintain accurate records of each student's accomplishments in the clinical setting. Each student is required to sign up for this service. The instructions for doing this will be provided during the *RADT 1320 – Clinical Radiography I* course. There is a one-time fee of $150.00 that is good for the length of the program. Students will not be allowed to start their clinical education unless they have registered and paid for Trajecsys.

Clinical Attendance

Enrollment in the school presupposes that the student will attend all scheduled classes, laboratories and clinics. The College's attendance policies are described in detail in the Student Handbook. Note that a student is subject to dismissal if he or she is absent more than 10% of the clinical or didactic course hours. For example, if the 15-week clinical rotation is 4.5 times a week or 315 hours, missing 31.5 hours or four point five days in a given semester is grounds for dismissal. Students who miss 10% of clinical time will not be allowed to continue in the program and will be dropped from clinical course. Radiologic Technology is a profession that requires responsible individuals. Promptness is extremely important, and it is a goal of this program to prepare the student for the responsibilities of the profession.

Clinical Practice Attendance

Chronic tardiness and/or absenteeism are not acceptable in the clinical area, and may result in probation, suspension or dismissal. The following apply to clinical practice attendance.

1. Student will report to clinical practice ON TIME. If student is going to be late for clinical practice, he/she must call in, before check-in time, to the clinical instructor and program faculty. Students cannot change clinical sites because they are tardy. Students cannot perform clinical at an unassigned site because they are late or missed their transportation to their assigned clinical site.

2. If a student is going to be absent from clinical practice, she/he must call the clinical facility and the Southern Regional Technical College before 8:00 A.M. If no call is made, the student will be given one or more demerits.

3. All clinical time that is missed must be made up prior to the end of the semester in which the student is absent. Student make-up time is to be scheduled by the clinical coordinator. **Students failing to make up clinical on the assigned make-up day will receive an "I" (incomplete and must make-up the time after the end of the semester.** Failure to make up the time by the end of the semester will result in an incomplete grade in clinical practice for the semester. If the time is not made-up within 10 days after the next semester begins, the students will receive an "F" in clinical practice. (note: SRTC Handbook)

4. Students that leave their assigned clinical area without permission from the Radiologic Technology Program faculty or the clinical instructor will have the assignment considered as abandoned. The student will be marked as having an unexcused absence for the time and will be issued demerit according to the severity of the infraction.

5. All missed time must be made up in clinical area the time was missed.

6. Submission of Doctor excuses does not excuse students from the time missed.

7. A make-up slip must be turned in with the clock in/clock out time, date, and shift supervisor's signature.

8. Students must attend clinical at 8:00 A.M. for makeup time, unless make- time is 30 minutes to 3 hours total make-up time.

9. Students must use his/her judgment about travel condition in the event of severe rain storm. Students may travel to the nearest clinical site and contact clinical instructor or program director, and wait for further instructions.

10. Student must document their lunch time. A technologist must sign the students in and out at lunch time. Lunch time for is dependent upon the clinical site. The lunch time for the following clinical facilities are:

BCH - 30 minutes
CMC – 40 minutes
TRM – 30 minutes
TMH – 30 minutes
Sterling Center 30 minutes
West Campus- 30 minutes

11. Students who extend their lunch time must receive permission from floor coordinator or clinical instructor. Student receives prior. Failure to notify clinical instructor and floor coordinator will result in the issuance of a demerit.

12. For additional concerns regarding attendance please note the DEMERIT CHECK SHEET.

13. Failure to submit clinical evaluations on time will result in a zero score.

Southern Regional Technical College

Radiology Program

Absentee Form

Student Name: _____ Date: _____

Time: _____

Reason for Absence

Personnel notified:

Signature: _____ Date: _____

Southern Regional Technical College
Radiology Program

Absentee Form

Student Name: _____ Date: _____

Time: _____

Reason for Absence

Personnel notified:

Signature: _____ Date: _____

Southern Regional Technical College
Radiology Program

Request for Leave

Student Name: _____ Date: _____

Time: _____

Reason for leave:

Personnel notified:

Signature: _____ Date: _____

Southern Regional Technical College
Radiology Program

Request for Leave

Student Name: _____ Date: _____

Time: _____

Reason for Leave

Personnel notified:

Signature: _____ Date: _____

Clinical Tardiness Policy

Students must clock in to clinical before 8:00 am. Students that are fifteen minutes late must notify Clinical Site and Clinical Coordinator of tardiness. Students must make up all tardy time clinical time and will receive an issuance of one demerit.

Southern Regional Technical College
Radiology Program

Tardy Slip

Student Name: _____ Date: _____

Time: _____

Reason for tardiness:

Personnel notified:

Signature: _____ Date: _____

Southern Regional Technical College
Radiology Program

Tardy Slip

Student Name: _____ Date: _____

Time: _____

Reason for tardiness:

Personnel notified:

Signature: _____ Date: _____

Clinical Grading System

Clinical Assessment Guide
(Your Clinical Grade)
1St Semester
Evidence of achievement of clinical course objectives will be determined as follows:
Students with missing evaluations will receive a 0 for their grade at the end of the semester.

Semester	Fall	Assessment
Task Evaluation Per Semester	One Evaluations	30%
Clinical Profile Evaluation Per Semester	Three Evaluations	50%
Completed Competencies Per Semester	10 Comps	20%
Clinical Grade	100%	

Clinical Assessment Guide
2nd – 4th Semester
Evidence of achievement of clinical course objectives will be determined as follows:

Semester	Spring 2	Summer 3	Fall 4	Assessment
Clinical Profile Evaluation Form	Seven Evaluations	Five Evaluations	Seven Evaluations	50%
Tri-Weekly	Five Evaluations	Three Evaluations	Five Evaluations	30%
Completed Competencies	15 Comps	15 Comps	11 Comps	20%

Course Competencies

(The Course Competencies derived from KMS- State Standards, if desired)

Competency Requirements

Student must complete the required number of competencies at the end of each semester to continue in the Program.

10	1st Semester
15 (25)	2nd Semester
15 (40)	3rd Semester
11(51)	4th Semester
Total	Total 36 Mandatory/ 15 Electives

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

Grading Policy

Course averages will be reported as letter grades according to the scale below. Placement exam scores have no bearing on letter grade assignments.

A 90-100
B 80-89

C 70-79
D 60-69
F 0-59

Work Ethics Grades
Additionally, Work Ethics grades will be assigned on the SRTC 3-point system.
3 points Exceeds Expectations
2 points Meets Expectations
1 point Needs Improvement
0 points Unacceptable

CLINICAL PROFILE EVALUATIONS:

This evaluations form is completed every two weeks by the evaluating technologist in TRAJECSYS Reporting System. It is designed to give an overview of the student's conduct within the clinical setting. The forms should be completed by the clinical instructor; however, the RT who has spent the majority of time with the student on their rotation should have strong input in the evaluation process. It is the student's right to know how their performance is perceived or what changes are necessary. This is also a time to emphasize strengths and areas in which the student excels.

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 student's 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)

Below Average/4	Average/5	Above Average/6	Excellent/7

Evaluating Technologist: _____ Date: _____
Clinical Instructor_____ Date: _____
Student Signature: _____ Date: _____
Evaluator Comments: _____
_____
_____

Student Comments: _____
_____
_____

Category	4	5	6	7
Punctuality	Often late or tardy (three or more tardies)	Seldom late or tardy (two tardies)	Occasionally late (one Tardy)	Always punctual; never late
Attendance	Three or more absences	Two absences	One absence	No absences noted
Appearance / Attire	Appearance is untidy and unkempt; hygiene is inadequate.	Meets uniform guidelines, but hygiene is inadequate.	Meets Uniform Guidelines; good hygiene is demonstrated	Uniform is not only clean, but also pressed; shoes are polished. Hygiene is a priority.
Professional behavior / Interactions	Rude, impolite; disrespectful; uncaring	Polite, but lacks discretion; May be loud and/or aggressive; or is unable to interact with patients, superiors or co-workers	Polite; developing positive relations with others; handles common patient issues	Courteous and respectful; interacts very well w/ others; handles difficult situations with ease
Reaction to Criticism	Does not accept criticism well	Accepts criticism, but does not attempt to utilize suggestions	Accepts criticism and sometimes attempts to utilize suggestions	Accepts criticism and consistently attempts to utilize suggestions
Initiative	Needs constant motivation; unwilling to perform tasks	Needs more motivation than normal; Frequently must be told what to do	Adequately motivated; often looks for things to do; seldom "idle"	Highly motivated; completes work quickly and moves onto the next task without hesitation
Equipment and Supply Management	Cannot utilize equipment; wastes supplies; does not stock rooms	Struggles with equipment performance; room is often missing needed supplies	Utilizes equipment and supplies satisfactorily and safely; rooms are stocked daily	Utilizes equipment skillfully and safely; stocks multiple rooms
Organization of Work	Unacceptable; often hinders patient flow; very inefficient	facilitates patient flow but is extremely slow with exam performance	Works at a steady, acceptable rate	Works very quickly; performs exams without hesitation or indecision
Progress	Progress at this stage is unacceptable	Progress at this stage is fair, beginning to develop understanding	Progress at this stage is good. Equal with peer group	Progress at this stage is excellent. Teaches others.
Radiation Safety	Seldom follows proper radiation safety guidelines; dangerous to staff/peers/patients	Occasionally follows radiation safety guidelines; does not routinely shield	Usually conscientious about radiation protection; shields routinely	Always uses proper collimation and shielding and strives to protect others
Competency of Procedures / Positioning Skills	Very little knowledge of procedures / positioning; lacks skills	Fair knowledge; needs more than normal instruction; requires frequent correction	Knowledgeable for acceptable performance; positions skillfully most of the time	Outstanding knowledge of procedures / positioning; very skillful
Supervision and Judgment	Requires maximum supervision; unable to grasp new ideas	Requires maximum supervision; takes more time than normal to understand new concepts or material	Requires normal supervision; learns reasonably well	Requires less than normal supervision; intelligent and grasps new concepts quickly
Quality of Work	Careless performance; errors are routine/constant	Below average performance; errors are frequently made	Average performance; errors are infrequent / occasional	Excellent performance; errors, if any, are rare
Image Evaluation	Incompetent in critiquing images; lacks basic understanding of radiographic principles	Below average ability to critique images; understands some concepts of radiographic principles, but lacks acceptable knowledge	Adequate ability to critique images; Can recognize abnormal results	Critiques work skillfully; able to recognize abnormalities and correct problems without guidance

Tri-Weekly Evaluation

Performance skills are evaluated at the conclusion of each three-week clinical room assignment, according to the following criteria established for each task. Failure to complete Tri-Weekly Evaluations will result in a zero grade for each missing evaluations. The evaluations forms are located in TRAJECSYS Reporting System and must be completed by the evaluating technologist. Note that in order for performance of standard to be elevated at the next level; all the positive aspects of the previous level should also be attained. Bear in mind that the practice of radiography follows a progressive process of skill development and students in the earlier rotations should not be expected to have achieved advanced technical abilities. **See attached evaluations for each clinical area.**

TRI-WEEKLY EVALUATION FORM

FLUOROSCOPY

Name_____ **Date_____**

Evaluator_____ **Score_____**

Please use the following criteria for grading student radiographer.

(0)POOR (3)BELOW AVERAGE (4)AVERAGE (5)ABOVE AVERAGE (6)EXCEPTIONAL

EVALUATE STUDENT ON THE FOLLOWING:	SCORE	COMMENTS
1. Patient preparation for fluoroscopic exams.		
2. Patient identification and confidentiality.		
3. Obtaining patient history and pre/post directions for fluoroscopic exams.		
4. Equipment set up for fluoroscopic exams. (setup procedures for digital fluoroscopy)		
5. Filming processing for fluoroscopy. (Filming digital fluoroscopy images and processing CR images and cassettes.)		
6. Practicing radiation safety.		
7. Fluoroscopy positioning skills. (List and describe four different fluoroscopic procedure and their views on back.)		
8. Preparation of contrast material (list all contrast material used in fluoroscopy and it's usage on back.)		
9. Assisting patient, doctor, and technologist during fluoroscopic exams.		
10. Cooperation with patients, staff, and fellow students.		
11. Acceptance of Constructive Criticism		
12. Adherence to Dress code. (Nametag, film badge, markers and technique book etc.)		
13. Initiative in fluoroscopy rotation		
14. Self-confidence in fluoroscopy rotation.		
15. Attendance in fluoroscopy rotation.		
16. Punctuality (Student in clinical area before 8 am)		
17. Adherence to Safety Procedure		
TOTAL SCORE		

Student Signature_____

Technologist Signature_____

TRI-WEEKLY EVALUATION FORM

SURGERY AND PORTABLE RADIOGRAPHY

Name_____ **Date_____**

Evaluator_____ **Score_____**

Please use the following criteria for grading student radiographer.

(0)POOR (3)BELOW AVERAGE (4)AVERAGE (5)ABOVE AVERAGE (6)EXCEPTIONAL

EVALUATE STUDENT ON THE FOLLOWING:	SCORE	COMMENTS
1. Demonstrating aseptic techniques for surgical and portable exams.		
2. Patient identification and confidentiality.		
3. Obtaining patient history for examination		
4. Equipment setup and operation for portable and surgical procedures.		
5. Film selection, processing, and sequencing portable and surgical procedures.		
6. Input and retrieval of data for C-Arm exams.		
7. Practicing radiation safety.		
8. Positioning skills portable and surgical exams. (c-Arm exams, cholangiograms, retrogrades etc.)		
9. Setting exposure factor for appropriate exams.		
10. Cooperation with patients, staff, and fellow students.		
11. Acceptance of Constructive Criticism		
12. Adherence to Dress code. (Nametag, film badge, markers and technique book etc.)		
13. Initiative in portable and surgery rotation.		
14. Self-confidence in portable and surgery rotation.		
15. Attendance in portable and surgery rotation.		
16. Punctuality (Student in clinical area before 8 am)		
17. Adherence to Safety Procedure.		
TOTAL SCORE		

Student Signature_____

Technologist Signature_____

TRI-WEEKLY EVALUATION FORM

GENERAL DIAGNOSTIC RADIOGRAPHY

Name_____ **Date_____**

Evaluator_____ **Score_____**

Please use the following criteria for grading student radiographer.

(0)POOR (3)BELOW AVERAGE (4)AVERAGE (5)ABOVE AVERAGE (6)EXCEPTIONAL

EVALUATE STUDENT ON THE FOLLOWING:	SCORE	COMMENTS
1. Assisting patient on table or at upright bucky.		
2. Patient identification and confidentiality.		
3. Obtaining patient history for examination		
4. Equipment setup and operation for routine exams. (detenting tube, aligning buckies and table controls)		
5. Film selection, processing, and sequencing for routine exams.		
6. Input and retrieval or data for DR and CR routine radiography.		
7. Practicing radiation safety.		
8. Positioning skills for routine exams.		
9. Setting exposure factor for appropriate exams		
10. Cooperation with patients, staff, and fellow students.		
11. Acceptance of Constructive Criticism		
12. Adherence to Dress code. (Nametag, film badge, markers and technique book etc.)		
13. Initiative in general diagnostic rotation.		
14. Self-confidence in general diagnostic rotation.		
15. Attendance in general diagnostic rotation.		
16. Punctuality (Student in clinical area before 8 am)		
17. Adherence to Safety Procedure		
TOTAL SCORE		

Student Signature_____

Technologist Signature_____

TRI-WEEKLY EVALUATION FORM

MAGNECTIC RESONANCE IMAGING

Name_____ **Date_____**

Evaluator_____ **Score_____**

Please use the following criteria for grading student radiographer.

(0)POOR (3)BELOW AVERAGE (4)AVERAGE (5)ABOVE AVERAGE (6)EXCEPTIONAL

EVALUATE STUDENT ON THE FOLLOWING:	SCORE	COMMENTS
1. Assisting and preparing patients for MRI exams.		
2. Patient identification and confidentiality.		
3. Obtaining thorough patient history for MRI exams		
4. Equipment setup and operation for MRI procedures. Ex. Identify surface coils and describe their purpose		
5. Filming, processing, and sequencing images.		
6. Input and retrieval of data.		
7. Practiced safety precautions when working near the magnetic field		
8. Positioning of patient on table for each MRI procedure		
9. Contrast preparation for MRI Exams. Student is able to identify contrast used in MRI procedures		
10. Demonstrated knowledge of exposure parameters appropriate for each exam.		
11. Student was able to set up for two MRI exams		
12. Cooperation with patients, staff, and fellow students.		
13. Acceptance of Constructive Criticism		
14. Adherence to dress code.		
15. Initiative during rotation		
16. Self-confidence during rotation.		
17. Attendance/Punctuality during rotation (Student in clinical area before 8 am)		
TOTAL SCORE		

Student Signature_____

Technologist Signature_____

TRI-WEEKLY EVALUATION FORM

ULTRASONOGRAPHY

Name_____ **Date_____**

Evaluator_____ **Score_____**

Please use the following criteria for grading student radiographer.

(0)POOR (3)BELOW AVERAGE (4)AVERAGE (5)ABOVE AVERAGE (6)EXCEPTIONAL

EVALUATE STUDENT ON THE FOLLOWING:	SCORE	COMMENTS
1. Patient preparation for ultrasonography exams.		
2. Patient identification and confidentiality.		
3. Obtaining patient history and pre/post directions for exams.		
4. Selecting transducers for necessary for exams.		
5. Imaging and processing ultrasound images		
6. Inputting and retrieving patient clinical data with regards to patient or procedure.		
7. Assisting technologist with patient positioning to obtain anatomy for various ultrasound procedures.		
8. Preparation of sterile trays for ultrasound biopsies.		
9. Assisting patient, doctor, and technologist during ultrasound exams.		
10. Cooperation with patients, staff, and fellow students.		
11. Acceptance of Constructive Criticism		
12. Adherence to Dress code.		
13. Initiative during ultrasound rotation		
14. Self-confidence during ultrasound rotation.		
15. Attendance during ultrasound rotation.		
16. Punctuality (Student in clinical area before 8 am)		
17. Adherence to Safety Procedure		
TOTAL SCORE		

Student Signature_____

Technologist Signature_____

TRI-WEEKLY EVALUATION FORMS

COMPUTERIZED TOMOGRAPHY

Name_____ **Date_____**

Evaluator_____ **Score_____**

Please use the following criteria for grading student radiographer.

(0)POOR (3)BELOW AVERAGE (4)AVERAGE (5)ABOVE AVERAGE (6)EXCEPTIONAL

EVALUATE STUDENT ON THE FOLLOWING:	SCORE	COMMENTS
1. Patient preparation for computerized tomography exams.		
2. Proper patient identification, obtaining patient history, and relaying information to technologist and radiologist.		
3. Operating and setting up of operator's console.		
4. Selecting correct positioning aids necessary for exams. **Student is able to setup for minimum of three exams**		
5. Imaging and processing for computerized tomography images.		
6. Inputting and retrieving patient clinical data into computer with regards to patient or procedure.		
7. Operating and setting up of automatic injector.		
8. Follows environmental protection protocol for handling and disposal of bio-hazardous materials. (sharps/body fluid)		
9. Selecting and assisting in the administering of contrast material for appropriate exams.		
10. Cooperation with patients, staff, and fellow students.		
11. Acceptance of Constructive Criticism		
12. Adherence to Dress code.		
13. Initiative during computer tomography rotation.		
14. Self-confidence during computer tomography rotation.		
15. Attendance during computer tomography rotation.		
16. Punctuality (Student in clinical area before 8 am)		
17. Adherence to Safety Procedure		
TOTAL SCORE		

Student Signature_____

Technologist Signature_____

TRI-WEEKLY EVALUATION FORM

SPECIAL RADIOGRAPHIC PROCEDURES

Name_____ **Date_____**

Evaluator_____ **Score_____**

Please use the following criteria for grading student radiographer.

(0)POOR (3)BELOW AVERAGE (4)AVERAGE (5)ABOVE AVERAGE (6)EXCEPTIONAL

EVALUATE STUDENT ON THE FOLLOWING:	SCORE	COMMENTS
1. Patient preparation for special procedures exams.		
2. Proper patient identification, obtaining patient history, and relaying information to technologist and radiologist.		
3. Operating and setting up of operator's console.		
4. Selecting appropriate catheters, guide wires, needles and syringes for angiographic studies.		
5. Imaging and processing for special procedures images.		
6. Inputting and retrieving patient clinical data into computer with regards to patient or procedure.		
7. Operating and setting up of automatic injector.		
8. Practicing sterile technique and preparation of sterile trays.		
9. Selecting and assisting in the administering of contrast material for appropriate exams.		
10. Cooperation with patients, staff, and fellow students.		
11. Acceptance of Constructive Criticism		
12. Adherence to Dress code (nametag, film badge, and sterile scrubs.)		
13. Initiative during special procedure rotation.		
14. Self-confidence during special procedure rotation.		
15. Attendance during special procedure rotation.		
16. Punctuality (Student in clinical area before 8 am)		
17. Adherence to Safety Procedure.		
TOTAL SCORE		

Student Signature_____

Technologist Signature_____

Clinical Competency Evaluation Procedure

Each student enrolled in the Radiologic Technology Program will be responsible for documentation of competency for radiographic examinations and procedures in Trajecsys. The clinical competency evaluation is designed to ensure that the student has successfully combined knowledge gained in the classroom and the laboratory with the clinical aspects of his/her training. Students must complete a total of fifty-one (51) (36 mandatory and 15 electives) competencies in order to graduate from the Radiologic Technology Program.

Demonstration of proficiency is accomplished through a Clinical Competency Based Evaluation System consisting of instruction, observation, participation, performance and evaluation. The two-part program of Didactic/Laboratory and Clinical instruction is outlined below.

Part I

Didactic/Laboratory Instruction

1. Instruction: Didactic instruction in the classroom provides the student with initial exposure to the correct positioning of an anatomic part.
2. Observation: During laboratory instruction the student will observe the correct positioning of the assigned part performed by the instructor.
3. Participation: The student performs the procedure using facsimile and/or phantom body parts.
4. Evaluation The instructor critiques and grades the student performance.

After a student has been graded on a performance exam in the laboratory environment, he or she may then begin the competency examinations under **Direct Supervision**.

Part II

Clinical Instruction

1. Observation: The student will observe a registered technologist performing the procedure two to three times*.
2. Participation: The student performs the procedure with the assistance of a registered technologist two to three times*.
3. Performance: The student, satisfied of their level of proficiency in the performance of the procedure, requests a final competency evaluation from the clinical instructor, program director or approved staff member.
4. Evaluation: The instructor or approved staff member critiques and grades the student performance.

Once a clinical competency has been met, the student may perform that radiographic examination under the **indirect supervision** of a registered technologist. **Indirect Supervision** is defined as that supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement. “Immediately available” is interpreted as the presence of a qualified radiographer adjacent to the room or location

All repeat examinations must be performed under the direct supervision of a registered technologist and documented in Trajecsys**.**

* NOTE: Due to the infrequency with which some procedures are requested, it is understood that it may not always be possible to precisely follow this outline; however, students may not attempt a procedure for which they have not established competency without **direct staff supervision.**

Clinical Competencies

The ARRT Clinical Competency Form is located in TRAJECSYS Reporting System. All students must complete the required competencies The semesters below are listed as a guide. In any case, all students MUST complete, at a minimum, the specified number of competencies during a given semester. Competency evaluations must be completed by a registered technologist with a minimum of two years of experience. Completion of optional competencies at some point during the 4 Semester is highly desirable, but the program recognizes that not all clinical education centers routinely perform all standard radiographic procedures (with the widespread use of CT, for example, the routine Skull series has become extremely rare). Institutional protocol will determine the positions and projections used for each procedure. When performing imaging procedures, the candidate must independently demonstrate appropriate, patient identity verification; examination order verification; patient assessment; room preparation; patient management; equipment operation; technique selection; patient positioning; radiation safety; image processing; and image evaluation

Clinical Competencies Requirements Per Semester

Student must complete the required number of competencies at the end of each semester to continue in the Program.

Competencies	Semesters
10	1st Semester
15 (25)	2nd Semester
15 (40)	3rd Semester
11 (51)	4th Semester
Total	Total 36 Mandatory/ 15 Electives

General Patient Care

Candidates must be CPR/BLS certified and have demonstrated competence in the remaining nine patient care procedures listed below. The procedures should be performed on patients whenever possible, but simulation is acceptable if state regulations or institutional practice prohibits candidates from performing the procedures on patients.

General Patient Care	Date Completed	Competence Verified By
CPR		
Vital Signs-Blood Pressure		
Vital Signs-Temperature		
Vital Signs-Pulse		
Vital Signs-Respiration		
Vital Signs-Pulse Oximetry		
Sterile and Medical Aseptic Techniques		
Venipuncture		
Transfer of patient		
Care of patient medical equipment (e.g., oxygen tank IV tubing)		

Please note that whenever possible, Clinical Competency Evaluations must be performed using those projections specified in Competency Based Clinical Evaluation System for Radiographers. Procedures above that are identified by an asterisk are not included in the lab manual and must be evaluated using those forms (see Appendix II) available at each clinical education center. In these cases, acceptable projections are those that are routinely requested at that particular site. Remember, ONLY approved staff members at each facility may conduct evaluations.

Challenge Competencies

Once a student has successfully passed a competency evaluation for a given procedure, it is assumed that he or she can perform the procedure safely and accurately under most conditions. A Challenge Competency takes place when the clinical instructor, program director or approved staff member., requests the student to perform the procedure again without advance notice. Should the student fail the challenge competency they will no longer be credited with passing that procedure and must perform it again under the regular Competency Evaluation guidelines.

Competency Evaluator

A Student Radiographer Competency evaluation must be prepared and observed by a Radiographer that meets the following characteristics:

1. Registered Technologist with two year work experience
2. Clinical Instructor

REQUIRMENT FOR CLINICAL COURSEWORK

Course Assignments

Students are required to maintain their clinical forms. The following evaluation form are located on Trajecsys reporting system. It is the student's responsibility to ensure that all evaluations, competencies, time log, repeat documentation, and patient logs are completed and maintained. The content maintained with in the Trajecsys will be graded and used for assessment of your clinical grade.

a. Daily Log: Complete your daily patient logs.
    a. Document Participation Level: Observed, Assisted, or Performed
    b. Repeat exams
b. Competency sheet: Complete required competency for the **semester**
c. Task Evaluation (1^{st} semester only)
d. Tri-weekly Evaluation Form (2^{nd} -4^{th} semester)
e. Clinical Performance Evaluation Form (1^{st}-4^{th} semester)
f. Attendance Record must be maintained.
g. Monthly Articles (Assessed 1^{st} and 4^{th} Semester)

APPENDIX FORMS

TRI-WEEKLY EVALUATION FORM

SURGERY AND PORTABLE RADIOGRAPHY

Name_____ **Date_____**

Evaluator_____ **Score_____**

Please use the following criteria for grading student radiographer.

(0)POOR (3)BELOW AVERAGE (4)AVERAGE (5)ABOVE AVERAGE (6)EXCEPTIONAL

EVALUATE STUDENT ON THE FOLLOWING:	**SCORE**	**COMMENTS**
1. Demonstrating aseptic techniques for surgical and portable exams.		
2. Patient identification and confidentiality.		
3. Obtaining patient history for examination		
4. Equipment setup and operation for portable and surgical procedures.		
5. Film selection, processing, and sequencing portable and surgical procedures.		
6. Input and retrieval of data for C-Arm exams.		
7. Practicing radiation safety.		
8. Positioning skills portable and surgical exams. (C-Arm exams, cholangiograms, retrogrades etc.)		
9. Setting exposure factor for appropriate exams.		
10. Cooperation with patients, staff, and fellow students.		
11. Acceptance of Constructive Criticism		
12. Adherence to Dress code. (Nametag, film badge, markers and technique book etc.)		
13. Initiative in portable and surgery rotation.		
14. Self-confidence in portable and surgery rotation.		
15. Attendance in portable and surgery rotation.		
16. Punctuality (Student in clinical area before 8 am)		
17. Adherence to Safety Procedure.		
TOTAL SCORE		

Student Signature_____

Technologist Signature_____

TRI-WEEKLY EVALUATION FORM

GENERAL DIAGNOSTIC RADIOGRAPHY

Name_____ Date_____

Evaluator_____ Score_____

Please use the following criteria for grading student radiographer.

(0)POOR (3)BELOW AVERAGE (4)AVERAGE (5)ABOVE AVERAGE (6)EXCEPTIONAL

EVALUATE STUDENT ON THE FOLLOWING:	SCORE	COMMENTS
1. Assisting patient on table or at upright bucky.		
2. Patient identification and confidentiality.		
3. Obtaining patient history for examination		
4. Equipment setup and operation for routine exams. (detenting tube, aligning bucky and table controls)		
5. Film selection, processing, and sequencing for routine exams.		
6. Input and retrieval or data for DR and CR routine radiography.		
7. Practicing radiation safety.		
8. Positioning skills for routine exams.		
9. Setting exposure factor for appropriate exams		
10. Cooperation with patients, staff, and fellow students.		
11. Acceptance of Constructive Criticism		
12. Adherence to Dress code. (Nametag, film badge, markers and technique book etc.)		
13. Initiative in general diagnostic rotation.		
14. Self-confidence in general diagnostic rotation.		
15. Attendance in general diagnostic rotation.		
16. Punctuality (Student in clinical area before 8 am)		
17. Adherence to Safety Procedure		
TOTAL SCORE		

Student Signature_____

Technologist Signature_____

TRI-WEEKLY EVALUATION FORM

MAGNECTIC RESONANCE IMAGING

Name_____ **Date_____**

Evaluator_____ **Score_____**

Please use the following criteria for grading student radiographer.

(0)POOR (3)BELOW AVERAGE (4)AVERAGE (5)ABOVE AVERAGE (6)EXCEPTIONAL

EVALUATE STUDENT ON THE FOLLOWING:	**SCORE**	**COMMENTS**
1. Assisting and preparing patients for MRI exams.		
2. Patient identification and confidentiality.		
3. Obtaining thorough patient history for MRI exams		
4. Equipment setup and operation for MRI procedures.		
5. Filming, processing, and sequencing images.		
6. Input and retrieval of data.		
7. Practicing radiation safety.		
8. Positioning on table for each MRI procedure		
9. Contrast preparation for MRI Exams		
10. Knowledge of exposure factors for appropriate exams.		
11. Cooperation with patients, staff, and fellow students.		
12. Acceptance of Constructive Criticism		
13. Adherence to dress code. (Nametag, film badge, markers and technique book etc.)		
14. Initiative during rotation		
15. Self-confidence during rotation.		
16. Attendance/Punctuality during rotation (Student in clinical area before 8 am)		
17. Knowledge of safety procedure and contraindications of MRI.		
TOTAL SCORE		

Student Signature_____

Technologist Signature_____

TRI-WEEKLY EVALUATION FORM

ULTRASONOGRAPHY

Name_____ **Date_____**

Evaluator_____ **Score_____**

Please use the following criteria for grading student radiographer.

(0)POOR (3)BELOW AVERAGE (4)AVERAGE (5)ABOVE AVERAGE (6)EXCEPTIONAL

EVALUATE STUDENT ON THE FOLLOWING:	SCORE	COMMENTS
1. Patient preparation for ultrasonography exams.		
2. Patient identification and confidentiality.		
3. Obtaining patient history and pre/post directions for exams.		
4. Selecting transducers for necessary for exams.		
5. Imaging and processing ultrasound images		
6. Inputting and retrieving patient clinical data with regards to patient or procedure.		
7. Assisting technologist with patient positioning to obtain anatomy for various ultrasound procedures.		
8. Preparation of sterile trays for ultrasound biopsies.		
9. Assisting patient, doctor, and technologist during ultrasound exams.		
10. Cooperation with patients, staff, and fellow students.		
11. Acceptance of Constructive Criticism		
12. Adherence to Dress code.		
13. Initiative during ultrasound rotation		
14. Self-confidence during ultrasound rotation.		
15. Attendance during ultrasound rotation.		
16. Punctuality (Student in clinical area before 8 am)		
17. Adherence to Safety Procedure		
TOTAL SCORE		

Student Signature_____

Technologist Signature_____

TRI-WEEKLY EVALUATION FORMS

COMPUTERIZED TOMOGRAPHY

Name_____ Date_____

Evaluator_____ Score_____

Please use the following criteria for grading student radiographer.

(0)POOR (3)BELOW AVERAGE (4)AVERAGE (5)ABOVE AVERAGE (6)EXCEPTIONAL

EVALUATE STUDENT ON THE FOLLOWING:	**SCORE**	**COMMENTS**
1. Patient preparation for computerized tomography exams.		
2. Proper patient identification, obtaining patient history, and relaying information to technologist and radiologist.		
3. Operating and setting up of operator's console.		
4. Selecting correct positioning aids necessary for exams.		
5. Imaging and processing for computerized tomography images.		
6. Inputting and retrieving patient clinical data into computer with regards to patient or procedure.		
7. Operating and setting up of automatic injector.		
8. Preparation of sterile treys for biopsies.		
9. Selecting and assisting in the administering of contrast material for appropriate exams.		
10. Cooperation with patients, staff, and fellow students.		
11. Acceptance of Constructive Criticism		
12. Adherence to Dress code.		
13. Initiative during computer tomography rotation.		
14. Self-confidence during computer tomography rotation.		
15. Attendance during computer tomography rotation.		
16. Punctuality (Student in clinical area before 8 am)		
17. Adherence to Safety Procedure		
TOTAL SCORE		

Student Signature_____

Technologist Signature_____

TRI-WEEKLY EVALUATION FORM

SPECIAL RADIOGRAPHIC PROCEDURES

Name_____ **Date_____**

Evaluator_____ **Score_____**

Please use the following criteria for grading student radiographer.

(0)POOR (3)BELOW AVERAGE (4)AVERAGE (5)ABOVE AVERAGE (6)EXCEPTIONAL

EVALUATE STUDENT ON THE FOLLOWING:	SCORE	COMMENTS
1. Patient preparation for special procedures exams.		
2. Proper patient identification, obtaining patient history, and relaying information to technologist and radiologist.		
3. Operating and setting up of operator's console.		
4. Selecting appropriate catheters, guide wires, needles and syringes for angiographic studies.		
5. Imaging and processing for special procedures images.		
6. Inputting and retrieving patient clinical data into computer with regards to patient or procedure.		
7. Operating and setting up of automatic injector.		
8. Practicing sterile technique and preparation of sterile trays.		
9. Selecting and assisting in the administering of contrast material for appropriate exams.		
10. Cooperation with patients, staff, and fellow students.		
11. Acceptance of Constructive Criticism		
12. Adherence to Dress code (nametag, film badge, and sterile scrubs.)		
13. Initiative during special procedure rotation.		
14. Self-confidence during special procedure rotation.		
15. Attendance during special procedure rotation.		
16. Punctuality (Student in clinical area before 8 am)		
17. Adherence to Safety Procedure.		
TOTAL SCORE		

Student Signature_____
Technologist Signature_____

Daily Practicum

Date	X-ray Number	Type of exam	Direct Supervision	Indirect Supervision	Techniques

Clinical Competency Requirements Check Off Sheet

Imaging Procedure	Mandatory or Elective	Course	Semester Lab Simulated
Chest and Thorax			
1. Chest Routine	**M**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
2. Chest AP (Wheelchair or Stretcher)	**M**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
3. Ribs	**M**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
4. Chest Lateral Decubitus	**E**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
5. Sternum	**E**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
6. Upper Airway (Soft-Tissue Neck)	**E**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
7. Sternoclavicular joint			
Upper Extremity			
8. Thumb or Finger	**M**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
9. Hand	**M**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
10. Wrist	**M**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
11. Forearm	**M**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
12. Elbow	**M**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
13. Humerus	**M**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
14. Shoulder	**M**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
15. Trauma: Shoulder (Scapular Y, Transthoracic or Axillary)*	**M**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
16. Clavicle	**M**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
17. Scapula	**E**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
18. AC Joints	**E**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
19. Trauma: Upper Extremity (Nonshoulder)*	**M**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
Lower Extremity			
20. Toes	**E**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
21. Foot	**M**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
22. Ankle	**M**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
23. Knee	**M**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
24. Tibia-Fibula	**M**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
25. Femur	**M**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
26. Trauma: Lower Extremity*	**M**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
27. Patella	**E**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
28. Calcaneus (Os Calcis)	**E**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
Head – Candidates must select at least one elective procedure from this section			
29. Skull	**E**	**RADT 2090 Radiographic Procedures III**	**3rd Semester**
30. Paranasal Sinuses	**E**	**RADT 2090 Radiographic Procedures III**	**3rd Semester**
31. Facial Bones	**E**	**RADT 2090 Radiographic Procedures III**	**3rd Semester**
33. Orbits	**E**	**RADT 2090 Radiographic Procedures III**	**3rd Semester**
33. Nasal Bones	**E**	**RADT 2090 Radiographic Procedures III**	**3rd Semester**
34. Mandible	**E**	**RADT 2090 Radiographic Procedures III**	**3rd Semester**
35. Temporomandibular Joints	**E**	**RADT 2090 Radiographic Procedures III**	**3rd Semester**

Imaging Procedure	Mandatory or Elective	Date Completed	Simulated Competence
Spine and Pelvis			
36. Cervical Spine	**M**	**RADT 1060 Radiographic Procedures II**	**2nd Semester**
37. Thoracic Spine	**M**	**RADT 1060 Radiographic Procedures II**	**2nd Semester**
38. Lumbar Spine	**M**	**RADT 1060 Radiographic Procedures II**	**2nd Semester**
39. Cross Table Lateral Spine (Horizontal Beam)	**M**	**RADT 1060 Radiographic Procedures II**	**2nd Semester**
40. Pelvis	**M**	**RADT 1060 Radiographic Procedures II**	**2nd Semester**
41. Hip	**M**	**RADT 1060 Radiographic Procedures II**	**2nd Semester**
42. Cross Table Lateral Hip (Horizontal Beam)	**M**	**RADT 1060 Radiographic Procedures II**	**2nd Semester**
43. Scoliosis Series	**E**	**RADT 1060 Radiographic Procedures II**	**2nd Semester**
44. Sacrum and/or Coccyx	**E**	**RADT 1060 Radiographic Procedures II**	**2nd Semester**
45. Sacroiliac Joints	**E**	**RADT 1060 Radiographic Procedures II**	**2nd Semester**
Abdomen		**RADT 1060 Radiographic Procedures II**	**2nd Semester**
46. Abdomen Supine (KUB)	**M**	**RADT 1060 Radiographic Procedures II**	**2nd Semester**
47. Abdomen Upright	**M**	**RADT 1060 Radiographic Procedures II**	**2nd Semester**
48. Abdomen Decubitus	**E**	**RADT 1060 Radiographic Procedures II**	**2nd Semester**
49. Intravenous Urography	**E**	**RADT 1060 Radiographic Procedures II**	**2nd Semester**
Fluoroscopy Studies- Candidates must select either Upper GI or Contrast enema plus one other elective procedure from this selection			
50. *Upper GI Series (Single or Double Contrast)	**E**	**RADT 1060 Radiographic Procedures II**	**2nd Semester**
51. *Barium Enema (Single or Double Contrast)	**E**	**RADT 1060 Radiographic Procedures II**	**2nd Semester**
52. Small Bowel Series	**E**	**RADT 1060 Radiographic Procedures II**	**2nd Semester**
53. Esophagus	**E**	**RADT 1060 Radiographic Procedures II**	**2nd Semester**
54. Cystography/Cystourethrography	**E**	**RADT 1060 Radiographic Procedures II**	**2nd Semester**
55. ERCP	**E**	**RADT 1060 Radiographic Procedures II**	**2nd Semester**
56. Myelography	**E**	**RADT 1060 Radiographic Procedures II**	**2nd Semester**
57. Arthrography	**E**	**RADT 1060 Radiographic Procedures II**	**2nd Semester**
58. Hysterosalpingography	**E**	**RADT 1060 Radiographic Procedures II**	**2nd Semester**
Mobile C-Arm Procedures (Require Manipulation Around a Sterile Field)			
59. C-Arm Procedure (Requiring Manipulation to Obtain More Than One Projection)	**M**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
60. C-Arm Procedure (Requiring Manipulation Around a Sterile Field)	**M**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
Mobile Studies			
61. Chest	**M**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
62. Abdomen	**M**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
62. Orthopedic	**M**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
Pediatrics (age 6 or younger)		**RADT 1030 Radiographic Procedures I**	**1ST Semester**

63. Chest Routine	**M**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
64. Upper Extremity and Lower Extremity	**E**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
65. Abdomen	**E**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
66. Mobile Study	**E**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
Geriatric Patient (At least 65 years old and Physically or Cognitively Impaired as a Result of Aging)			
68. Chest Routine	**M**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
69. Upper Extremity or Lower Extremity	**M**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**
70. Hip or Spine	**E**	**RADT 1030 Radiographic Procedures I**	**1ST Semester**

Item Criteria	Met	Not Met
1. Student located an appropriate article?		
2. Student completed all required documentation for the article review?		
3. Student summarized the key points of the article?		
4. Student demonstrated how the article was applicable to the field of Radiologic Technology?		
5. Student listed at least one (1) area of the article that they found Interesting?		
6. Student listed at least one (1) area that they either agreed or Disagreed with?		
7. Student supported their argument?		

ARTICLE CRITIQUE RUBRIC

Article Summary Critique Guidelines

Find Radiology related **article**, from, a magazine, or journal.

1. Write a summary report on this article, using the following information about a summary report.

   A. In the **introduction header**, state:
      a. Your name
      b. was this a topical or scholarly article
      c. the name of the "article" in quotation marks
      d. the *name of the magazine/journal/* Italicized
      e. the volume/issue
      f. the date of publication
      g. page number from magazine/journal
      h. do not use an article off of website.

   B. In the **body**, summarize:
      a. the main points in the article

   C. In the **conclusion,** summarize:
      a. Tell us why you chose this article.
      b. State how the information has been helpful to you in furthering your knowledge and understanding in the field. Be specific.
      c. How has/will this information advance the field of Radiology Technology. List at least three ways.

Staple this Handout to the top of each article summary submitted. Make sure to fill in the header information. Staple a copy of the article to the back of the summary Report.

Documentation Form

REPEAT RADIOGRAPHS

Any radiographic procedure attempted by the student radiographer that requires an additional exposure to correct a deficiency **Must** be recorded. The repeat will be done under direct supervision of a Registered Technologist (ARRT). Record the following information.

Exam / View	Explanation for repeating this exam/view	RT signature	Date

Student Name: _____

Clinical Coordinator: _____

*** **Describe any indications about the information above that you feel are important. Please do so below.**

MAKEUP TIME SHEETS

Student's Name__________________________

Date____________________________________

Time In__________ Time Out________

Hospital________________________________

Supervisor's Sign.________________________

Student's Name__________________________

Date____________________________________

Time In__________ Time Out________

Hospital________________________________

Supervisor's Sign.________________________

Student's Name__________________________

Date____________________________________

Time In__________ Time Out________

Hospital________________________________

Supervisor's Sign.________________________

Student's Name__________________________

Date____________________________________

Time In__________ Time Out________

Hospital________________________________

Supervisor's Sign.________________________

Student's Name__________________________

Date____________________________________

Time In__________ Time Out________

Hospital________________________________

Supervisor's Sign.________________________

Student's Name__________________________

Date____________________________________

Time In__________ Time Out________

Hospital________________________________

Supervisor's Sign.________________________

Student's Name__________________________

Date____________________________________

Time In__________ Time Out________

Hospital________________________________

Supervisor's Sign.________________________

Student's Name__________________________

Date____________________________________

Time In__________ Time Out________

Hospital________________________________

Supervisor's Sign.________________________

SOUTHERN REGIONAL TECHNICAL COLLEGE
RADIOLOGY PROGRAM

Student Exposure Report Form

Student's Name_____ Students' Date of Birth_____
Student's OSL #_____ Date OSL Issued_____
Date OSL Read_____ OSL Reading_____
The above reading exceeds the recommending dose equivalence for one calendar quarter set forth in the Student Clinical Handbook under the Radiation Protection Policy.

The object of the ALARA Program is to maintain radiation exposure at the lowest possible levels. The program is based on the principle that radiation exposure is not free of risk and therefore, radiation exposure should be kept to levels well below the limits allowed by the Nuclear Regulatory Commission of 1 mSv (100 mrem) annual education and training exposures. **Student's exposure must not exceeds the monthly threshold of 0.083 mSv (8.3 mrem).**

Your dose exceeds the NRC or the recommended limits for student clinical experience at a clinical site. This behavior indicates a need to review radiographic procedures performed during a specific clinical assignment in order to reproduce your exposure. Apply the basic rules of radiation protection (time, distance and shielding) to lower your radiation exposure.

Please provide (in the space below) a written explanation as to why you believe this level was exceeded. Please be specific.

_____

_____

_____

_____

_____

_____

_____

_____
Student Signature Course Coordinator (RSO) Signature

_____
Date Clinical Instructor

Job Shadow Documentation Form

Student Name: _____ Dates: _____

Address: _____

City, State, Zip Code: _____

Email: _____

Phone Number: _____

Contact person in case of emergency_____

Daytime phone number: _____

Exams

Observed:_____

For RT Staff:

Scheduled date and time: _____

Did student attend initial appointment? _____

Arrival time: _____ Departure: _____

Dresses Appropriately: _____

Dressed inappropriately _____ If yes, action taken: _____

Comment: (interest shown)

RT Staff Member Signature:

_____

Job Shadow Agreement Form

As a participant in the Southern Regional Technical College job shadow experience, I have read and understand, and agree to abide by the following criteria as set forth by the college.

1. I agree to follow all instructions by the radiology staff while observing in the Diagnostic Imaging department.
2. I am aware there are infectious diseases present in the hospital, and will adhere to all policies as instructed, in order to protect the patient and/ or myself from potential exposure.
3. I will abide by all departmental radiation protection procedures as instructed by the staff of the facility.
4. To my knowledge, I have no known/ or have been exposed to any infectious diseases (i.e. measles, chicken pox, tuberculosis) that I may be carrying and would compromise a patient's well-being by respiratory or contact transmission.
5. I agree to maintain in strictest confidence medical and personal information about the patient, and I understand this information may not be revealed or discussed after leaving the radiology department.
6. I agree to observe, and not actively participate in any radiographic procedures while participating in the job shadow event.
7. I understand as a job shadow participant that I am not an employee of the clinical site. I also understand that I should I be injured at the clinical site, while a participant in the shadow event, I shall be responsible for payment for any necessary medical treatment.
8. I also understand that the term for the Job Shadow Event is **8 hours only**.

Participant Signature: _____ Date: _____

Witness: _____ Date: _____

SOUTHERN REGIONAL TECHNICAL COLLEGE
RADIOLOGY PROGRAM

Formal Complaint Form

Date: _____

Person involved in complaint _____

Person making complaint: _____

Brief description of complaint:

Person receiving complaint: _____

Date: _____

Action:

Solution:

_____ _____

Signature Date

Procedure for making formal complaints

The procedure for making a formal complaint is to first of all be willing to document the complaint in question. Next be willing to sit in a formal meeting with the individual of concern.

SOUTHERN REGIONAL TECHNICAL COLLEGE
RADIOLOGY PROGRAM

RADIOLOGIC TECHNOLOGY ARTICLE CRITIQUIE

Student Name: _____
Article Name: _____Date of Article: _____
Article Description (magazine name, page, etc…)
_____
_____
Summary (Summary must be typed)
_____
_____
_____
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_____
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_____

ARTICLE CRITIQUE RUBRIC

Article Summary Critique Guidelines

Item Criteria	Met	Not Met
1. Student located an appropriate article?		
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7. Student supported their argument?		

Find Radiology related **article**, from, a magazine, or journal.

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   b. was this a topical or scholarly article
   c. the name of the "article" in quotation marks
   d. the *name of the magazine/journal/* Italicized
   e. the volume/issue
   f. the date of publication
   g. page number from magazine/journal
   h. do not use an article off of website.

C. In the **body**, summarize:
   a. the main points in the article

D. In the **conclusion,** summarize:
   a. Tell us why you chose this article.
   b. State how the information has been helpful to you in furthering your knowledge and understanding in the field. Be specific.
   c. How has/will this information advance the field of Radiology Technology. List at least three ways.

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SOUTHERN REGIONAL TECHNICAL COLLEGE
RADIOLOGY PROGRAM

ARRT Category Competency Evaluation

Student: _____ (Print**)** Student Signature:_____

Evaluator: _____ (Print**)** Hospital:_____

Current Date: _____ Exam: _____

Clinical Evaluator:

Have student fill in all appropriate information prior to being assessed for competency. 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. **Sections 1-8 must be completed without error. Any failure of these sections will constitute a failure and the exam must be repeated. Anatomy section 9: Student will lose 5 points for each anatomical part that he/he is unable to identify.** Students must have documented at least three practice exams before he/she will be allowed to comp. an exam.

Practice exam accession numbers:

1._____ 2._____ 3._____ 4._____

1. Evaluation of Requisition: **Yes / No: _____**

1. Identified procedures to be performed
2. Noted clinical pathology of relevance (Diagnosis)
3. Identified patient location and mode of transportation

2. Patient Communication/Assessment: **Yes / No: _____**

1. Identified patient using 2 identifiers
2. Properly introduced self to patient
3. Had patient properly gowned/artifacts were removed
4. Was able to explain the procedure correctly
5. Checked for female pregnancy status
6. Spoke to patient in a professional manner
7. Documented patient history on the requisition

3. Patient Positioning: **Yes / No: _____**

1. Positioned the patient correctly for all projections as described by the Hospital protocol.
2. Utilized immobilization/positioning devices when warranted

4. Mechanical Operations: **Yes / No: _____**

1. Maneuvered the tube and bucky adequately for the examination
2. Selected the appropriate size and orientation of the cassette/grid
3. Positioned the central ray correctly with the appropriate patient part.
4. Positioned the central ray correctly to the image receptor.
5. Chose the proper FFD (SID) for the examination
6. Angled tube appropriately when needed
7. Correctly processed image (I do not know if this is the best place for processed image)

5. Markers: **Yes / No: _____**

1. Marked the correct side with the correct marker for that exam. Marker must be visible.

6. Technical Factors: **Yes / No: _____**

1. Was able to set the correct technique without any assistance.(please list below)

kVp: a)_____ b)_____ c)_____ d)_____ e)_____ f)_____

mAs: a)_____ b)_____ c)_____ d)_____ e)_____ f)_____

2. Selected the correct technical components. (focal spot, AEC, etc)
3. Used the appropriate imaging method. (Grid, Bucky, table-top)
4. Record the exposure index or (S) number below for each projection:

a)_____ b)_____ c)_____ d)_____ e)_____ f)_____

7. Image Quality: **Yes / No: _____**

1. Image demonstrated acceptable density / Student could manipulate if needed
2. Image demonstrated acceptable contrast / Student could manipulate if needed
3. Correct placement of markers
4. Correctly positioning the part
5. Evidence of proper collimation

8. Radiation Protection: **Yes / No: _____**

1. Central ray was collimated to the correct IR size.
2. Patient was shielded properly.
3. All staff was clear of central ray during exposure.

9. 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.

1._____ 2._____ 3._____

Students are required to maintain appropriate technical factors on all examinations. Below is a list of the acceptable ranges for many of the "common" imaging systems in our clinical service area. **If the resulting index is over of the "acceptable image" category on any film in the series, the competency has been failed due to poorly executed technical factors and must be repeated.**

Sensitivy (Fuji)	LgM Index (Agfa)	Exposure Index (Kodak)	Indication
301-600	1.75-2.04	1550-1849	Technologist Review
150-300	2.05-2.35	1850-2150	Acceptable Film
75-149	2.36-2.65	2151-2450	Over-exposed

Comments:

I verify that the student has successfully completed the above competency without error, and has demonstrated competency according to the above form.

_____ Evaluating Technologist _____Clinical Instructor