

# **Aiken Technical College Radiologic Technology Program Manual and Student Handbook**

**2020-2022**



The policies and procedures contained in this manual have been endorsed by the Radiologic Technology Advisory Committee to ensure professional conduct of all students.

Aiken Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) (1866 Southern Lane, Decatur, Georgia 30033-4097, phone: 404-679-4501) to award associate degrees, diplomas, and certificates.

The Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) 20 North Wacker Dr., Suite 2850, Chicago, Illinois 60606-2901, phone [312-704-5300](tel:312-704-5300). [www.jrcert.org](http://www.jrcert.org)

South Carolina Department of Health and Environmental Control (SC DHEC) 2600 Bull Street Columbia, SC [29201](http://www.scdhec.gov). [www.scdhec.gov](http://www.scdhec.gov)

## Table of Contents

<b>SECTION I: GENERAL INFORMATION .....</b>	<b>4</b>
Instructional and Administrative Personnel.....	5
Clinical Affiliate Sites Contact Numbers .....	6
Introduction .....	7
Mission Statement Radiologic Technology Program .....	7
Program Goals and Student Learning Outcomes .....	8
Non-Discrimination Policy .....	8
ARRT Code of Ethics .....	10
Academic Curriculum .....	11
Academic Standards .....	12
Statement of Role and Scope .....	14
Philosophy and Goals of the Program.....	16
Progression & Readmission .....	17
Electronic Device Etiquette .....	18
Student Conduct .....	19
Radiation Safety .....	20
Operating Procedures for Energized Labs .....	20
Social Media/Social Networking Policy .....	21
Student Bill of Rights .....	23
Counseling and Advisement.....	23
Required Counseling Notification .....	24
Counseling Services .....	25
Special Student Services .....	26
Disciplinary Action Procedures .....	27
Progressive Discipline for the Classroom .....	<b>Error! Bookmark not defined.</b>
Verbal Warning.....	<b>Error! Bookmark not defined.</b>
Written Warning .....	<b>Error! Bookmark not defined.</b>
Probation.....	<b>Error! Bookmark not defined.</b>
Dismissal .....	<b>Error! Bookmark not defined.</b>
Causes for Disciplinary Action in the Classroom ....	<b>Error! Bookmark not defined.</b>
Dismissal Policy .....	<b>Error! Bookmark not defined.</b>
Due Process/Academic Appeals/ Program Grievance .	<b>Error! Bookmark not defined.</b>
Inclement Weather Policy .....	28

Absences.....	31
Bereavement Policy.....	32
Make-Up for Didactic Course Work.....	32

## **SECTION II: CLINICAL INFORMATION..... 32**

Clinical Practicum .....	33
Student Clinical Conduct .....	34
Clinical Radiation Safety .....	35
Student Guidelines.....	35
Off Site Clinical Lab Assignments .....	38
Infractions that equal one demerit .....	38
Infractions that equal more than one demerit.....	39
Clinical Merits.....	40
Clinical Guidelines .....	40
Clinical Dress Code/Regulations .....	43
Direct and Indirect Supervision of the Radiologic Technology Student.....	45
Direct Supervision: .....	45
Indirect Supervision:.....	45
Isolation Patients .....	46
Infectious Diseases .....	46
Procedure for Accidental Exposure to Blood or Bodily Fluid: .....	47
For puncture wound.....	47
For body fluid exposure .....	47
Clinical Grading .....	48
Clinical Competency Exams .....	49
Written Clinical Assignments .....	49
Clinical Quizzes .....	50
End of Rotation Grade Sheet.....	51
Final Semester Grading Sheet.....	52
Adjunct Clinical Checklist.....	53
Student Time Sheet.....	54
Clinical Probation and Suspension.....	56
Clinical Overtime .....	57

## **SECTION III: POLICIES..... 58**

Clinical Rotation Assignments Policy.....	69
Student Clinical Files Policy .....	69
Repeat Radiographic Film Policy .....	70

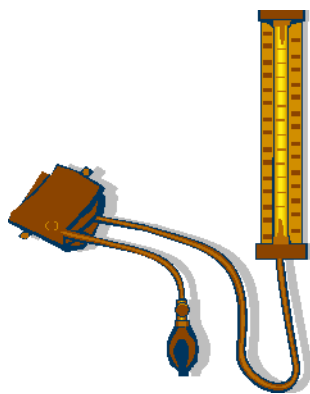
Clinical Evaluation Policy.....	71
Tardiness Policy.....	72
Call In Procedure .....	73
Absence Policy .....	74
ATC Instructor’s Absence From Affiliate Site Policy.....	76
Health And Safety Policy .....	77
Academic Class Policies .....	77
Incident Reports & Emergency Hospital Insurance Policy.....	80
Clinical Incident Narrative Report .....	81
Fire Prevention and Protection Policy.....	82
Radiation Safety Policy .....	83
Program Pregnancy Policy.....	85
Telephone Procedures Policy.....	88

<b>SECTION IV: FORMS TO BE SIGNED .....</b>	<b>90</b>
Program Manual Receipt.....	91
Travel Form.....	92
Clinical Scheduling and Clinical Travel Form .....	93
Authorization to Release Reference Information .....	93
Grounds for Dismissal from Program .....	94
Professional Standards .....	95
Confidentiality Statement.....	96
Program Pregnancy Policy.....	97
Class and Clinical Scheduling .....	102
Program Policy For Non-Compliance of an Accredited Program .....	101
Grievance and JRCERT Acknowledgement Form .....	102
Academic Standard .....	103
Student Counseling Process .....	104
MRI Screening Policy Questionnaire.....	105
Mammography Rotations Policy.....	107

(This page was left blank intentionally)

# SECTION 1

## General Information



Section I: General Information

## **AIKEN TECHNICAL COLLEGE**

### INSTRUCTIONAL AND ADMINISTRATIVE PERSONNEL

Dr. Forest Mahan  
[mahanf@atc.edu](mailto:mahanf@atc.edu)

President  
803-508-7240

Dr. Vinson Burdette  
[burdettev@atc.edu](mailto:burdettev@atc.edu)

VP of Education and Training/Student Affairs  
803-508-7277

Dr. Vinson Burdette  
[burdettev@atc.edu](mailto:burdettev@atc.edu)

Dean Health Sciences  
803-508-7277

Ms. Mamie McRavin  
[mcravinm@atc.edu](mailto:mcravinm@atc.edu)

Program Director  
803-508-7445

Mr. Nicholas Greiner  
[greinern@atc.edu](mailto:greinern@atc.edu)

Clinical Coordinator  
803-508-7474

Mrs. MaryAnn Brewer  
[brewerm@atc.edu](mailto:brewerm@atc.edu)

Administrative Assistant  
803-508-7363

Dr. Searles M.D.  
Aiken Regional Medical Center

Radiation Safety Officer  
803-641-5060

## **CLINICAL AFFILIATE SITES CONTACT NUMBERS**

<b>Aiken Regional Medical Center Hospital</b> 302 University Pkwy Aiken, SC 29801	803-641-5060
<b>Aiken Regional Medical Center, Southside Imaging</b> 430 Society Hill Drive Aiken, SC 29801	803-502-5020
<b>Carolina Musculoskeletal Institute</b> 410 University Pkwy Aiken, SC 29801	803-293-1447
<b>Doctor's Hospital</b> 3651 Wheeler Road Augusta, GA 30909	706-651-6501
<b>Augusta University Medical Center</b> 1120 15 <sup>th</sup> Street Augusta, GA 30912	
Main Number	706-721-0211
Children's Hospital of GA	706-721-5201
CT Adult	706-721-1111
	706-721-4585
CT (CHOG)	706-721-5210
Emergency Room	706-721-7933
ER Viewing Area	706-721-7932
Mammography	706-721-3251
MRI	706-721-8715
Nuclear Medicine	706-721-2867
SCC/Diagnostic	706-721-3746
Ultrasound	706-721-3746



## **INTRODUCTION**

Aiken Technical College is a public, open-door, five-semester program, comprehensive institution of higher education established to provide citizens of greater Aiken County opportunities for educational, economic, professional, social, and personal development. Aiken Technical College's Radiographic Technology program was established in the fall of 2003. It offers an Associate of Applied Science Degree in Radiologic Technology.

The purpose of this program is to educate motivated and ethical individuals in the varied aspects of becoming a qualified professional Radiographer. Particular attention to such areas as technical skills, patient care considerations, medical knowledge, medico-legal and ethical behavior and appropriate work habits are the fundamental foundation of the program's principles and goals. Upon successful completion of all didactic and clinical courses in the Radiography curriculum, the student will be eligible to apply for the National registry examination offered by the American Registry of Radiologic Technologists.

The Radiographic Technology program is a two year (five semesters) program leading to the Associate of Applied Science degree. Beginning with the first semester after admittance into the program, students are actively involved in the clinical setting, working directly with patients and learning from staff technologists as well as program faculty. Augusta University Medical Center and affiliates, Doctor's Hospital and affiliates, Aiken Regional Medical Center and affiliates and Carolina Musculoskeletal Institute, serve as clinical sites for the students in this program. These clinical sites offer a wide range of work and clinical experience necessary to succeed in the highly competitive field of modern Radiologic Technology. The staff and administration of these sites provide enthusiastic support and assistance in maintaining the quality of this program.

### **Mission Statement**

#### **Radiologic Technology Program**

Aiken Technical College's desire is to educate qualified radiography students who are compassionate, competent, ethical professionals who respond to the needs of the patient and the healthcare institution as a whole. Upon successful completion of the program, students are eligible to take the national registry examination offered by the American Registry of Radiologic Technologists. The program has a commitment to the community and strives to graduate qualified, competent entry-level radiographers who are able to contribute to the local workforce and economy.

## **PROGRAM GOALS AND STUDENT LEARNING OUTCOMES**

**Goal 1: The students will be clinically competent.**

**Student Learning Outcomes:**

- ☐ Students will demonstrate competency in positioning skills
- ☐ Students will select appropriate technical factors
- ☐ Students will utilize radiation protection
- ☐ Students will critique images to determine diagnostic quality

**Goal 2: The student will demonstrate effective communication skills.**

**Student Learning Outcomes:**

- ☐ Students will demonstrate written communication skills
- ☐ Students will demonstrate oral communication skills

**Goal 3: The student will demonstrate critical thinking skills.**

**Student Learning Outcomes:**

- ☐ Students will modify positioning according to patient condition
- ☐ Students will manipulate technical factors for non- routine examinations

**Goal 4: The student will grow and develop professionally.**

**Student Learning Outcomes:**

- ☐ Students will exhibit professionalism
- ☐ Students will participate in activities that promote the profession
- ☐ Students will pass the ARRT registry examination

## **NON-DISCRIMINATION POLICY**

The Aiken Technical College Radiography Program fully subscribes to all Federal and State civil rights laws banning discrimination in higher education. No otherwise qualified candidate shall be discriminated against on the basis of race, age, color, creed, religion, national or ethnic origin, sex, marital status, handicap status or sexual orientation. It is the policy of Aiken Technical College to provide equal opportunity for all qualified applicants, students and employees.

## **Physical Demands of a Radiologic Technologist**

Transport patients to or from exam rooms.

Position x-ray equipment and adjust controls to set exposure factors, such as time and distance.

Operate mobile x-ray equipment in operating room, emergency room, or at patient's bedside.

- **Finger Dexterity** — The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
- **Arm-Hand Steadiness** — The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
  - **Manual Dexterity** — The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
  - **Trunk Strength** — The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.
  - **Visualization** — The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.
  - **Far Vision** — The ability to see details at a distance.
  - **Static Strength** — The ability to exert maximum muscle force to lift, push, pull, or carry objects.
- **Multi-limb Coordination** — The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.
  - See details of objects that are more than a few feet away.
  - See differences between colors, shades, and brightness.
  - Bend, stretch, twist, or reach out.
  - Be physically active for long periods without getting tired or out of breath.
  - Determine the distance between objects.
  - Hear sounds and recognize the difference between them.
  - Choose quickly and correctly among various movements when responding to different signals.
  - Use muscles for extended periods without getting tired.
  - Coordinate movement of several parts of the body, such as arms and legs, while the body is moving.
  - Adjust body movements or equipment controls to keep pace with speed changes of moving objects.
  - React quickly using hands, fingers, or feet.
  - Focus on one source of sound and ignore others.

## **ARRT CODE OF ETHICS**

(As a Radiology Technology Student you must adhere to ALL ARRT code of ethics)

Please visit [artt.org](http://artt.org) to view all remaining code of ethics guidelines

1. The radiologic technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion, or socio-economic status.
4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The radiologic technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.
8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.

## **ACADEMIC CURRICULUM**

<b><u>Prerequisites</u></b>		<b><u>Lec-Lab-Cr</u></b>
ENG 101	English Composition	3-0-3
BIO 210	Anatomy Physiology I	3-3-4
BIO 211	Anatomy Physiology II	3-3-4
MAT 110	College Algebra	3-0-3
AHS 102	Medical Terminology	3-0-3
SPC 205	Speech Communications	3-0-3
PSY 201	General Psychology	3-0-3
HUM	Humanities/Fine Arts	3-0-3
<b><u>First Year Fall Semester</u></b>		
RAD 102	Radiology Patient Care Procedures	1-3-2 McRavin/Greiner
RAD 101	Introduction to Radiography	1-3-2 McRavin
RAD 130	Radiographic Procedures I	2-3-3 Greiner
RAD 155	Applied Radiography I	<u>0-15-5</u> Greiner
	<b>Total for Semester</b>	<b>12 CR</b>
<b><u>Spring Semester</u></b>		
RAD 110	Radiographic Imaging I	3-0-3 McRavin
RAD 136	Radiographic Procedures II	2-3-3 Greiner
RAD 167	Applied Radiography II	<u>0-21-7</u> McRavin/Greiner
	<b>Total for Semester</b>	<b>13 CR</b>
<b><u>Summer Semester</u></b>		
RAD 115	Radiographic Imaging II	2-3-3 McRavin
RAD 230	Radiographic Procedures III	2-3-3 Greiner
RAD 256	Advanced Radiography I	<u>0-18-6</u> McRavin/Greiner
	<b>Total for Semester</b>	<b>12 CR</b>
<b><u>Second Year Fall Semester</u></b>		
RAD 121	Radiographic Physics	3-3-4 McRavin
RAD 201	Radiation Protection and Biology	2-0-2 McRavin
RAD 268	Advanced Radiography II	<u>0-24-8</u> McRavin/ Greiner
	<b>Total for Semester</b>	<b>14 CR</b>
<b><u>Spring Semester</u></b>		
RAD 205	Radiologic Pathology	1-3-2 McRavin
RAD 236	Radiography Seminar II	1-3-2 McRavin
RAD 278	Advanced Radiography III	<u>0-24-8</u> McRavin/ Greiner
	<b>Total for Semester</b>	<b>12 CR</b>
<b><u>Total Hours</u></b>		
	<b>Prerequisite/General Education</b>	<b>26</b>
	<b>Radiographic</b>	<b>63</b>
	<b>Total Program Hours</b>	<b>89</b>

## **ACADEMIC STANDARDS**

### **Didactic and Clinical Courses:**

Students are required to achieve a minimum overall grade of a B (80%) in all Radiologic Technology Imaging courses. Failure to achieve a minimum overall grade of B in any of the required program courses will automatically mandate immediate dismissal of the student from the program. A radiology course cannot be repeated due to a conflict in course schedules. Students must maintain a cumulative 3.0 GPA to continue in the program.

Students are required to pass ALL written and laboratory examinations in ALL courses. Student must pass written test prior to laboratory competencies (RAD 130, RAD 136, RAD 230). In the event a student is unsuccessful on written examinations on the first attempt, the student will be counseled, complete mandatory study hall on their time, placed on probation and a plan of action will be developed by the instructor with the student's assistance. He/she will be given an opportunity to retest and progressive discipline will be implemented (counseled). If the student fails to pass the retest, he/she will be automatically dismissed. If there is a second failure in the same class, regardless of retest, the student will be placed on academic probation for the remainder of the program and recommended for dismissal. Any further failures in any class will be a automatic dismissal.

#### **Written Exam failure:**

1. Written counseling w/mandatory study hall
2. Probation until end of semester
3. Retest (does not have to be the same or in the same format)
4. Failure of retest in same semester will be automatic dismissal

Laboratory competencies: Student must pass written test prior to laboratory competencies (RAD 130, RAD 136, RAD 230)

#### **1<sup>st</sup> Failure**

1. Reteach
2. Retest (retest does not have to be on same exam but same anatomy group)

#### **2nd Failure**

1. Written counseling
2. Recommendation for dismissal for inability to perform

**RETEST: Student is only allowed one retest in any specific class with a maximum of two retest within the duration of program.**

**\*\*Student only allow two retests throughout the program, there will not be a third retest.**

**Student will be automatically dismissed for being unsuccessful\*\***

**Clinical Failure: student must achieve a minimum grade of B in a clinical education course requires mandatory dismissal of the student, as a clinical education course cannot be repeated due to conflict in course schedules. Clinical grading is explained in the clinical handbook.**

**Upon completion of the Radiologic Technology Program**

1. The graduate will be able to display ethical behavior and sound professional judgement in class and clinical practice
2. The graduate will be able to practice effective written and oral communication skills.
3. The graduate will demonstrate problem-solving and critical thinking skills in class and clinical settings.
4. The graduate will participate in professional activities which promote professional development and lifelong learning.

## **STATEMENT OF ROLE AND SCOPE**

The program implements its mission through a clearly defined set of objectives and outcomes that meet and exceed the “Standards” for an accredited program through the Joint Review Committee on Education in Radiologic Technology.

**Use of Chain of Command:** Communication is key to be successful within the program. There is standard chain of command/supervisory for everything within the program. It is imperative that you follow it. If there is an issue or concern, please report to the below in the order in which it is listed.

Please note if you have an issue with someone make an attempt to speak with that person first.

Failure to do so or assist with the improper use of the chain of command can result in dismissal from the program.

Clinical Coordinator  
Program Director  
Dean Health Science  
VP Academic Affairs  
President

### **Didactic Instruction**

The program follows the American Society of Radiologic Technologists curriculum guide in the presentation of Radiography content, as well as meeting the Southern Association of Colleges and School’s requirements for the Associate of Applied Science degree.

### **Clinical Education**

The program prides itself on professional behavior and clinical competency skills of its graduates. Clinical rotations through all phases of radiography are required to meet the job demands of the small clinical offices to the large hospital. Critical thinking skills and problem solving methods are emphasized. These educational requirements are designed to instill pride and credibility.

### **Customer Service**

The program teaches and evaluates students in the affective areas of patient care. Teamwork, professionalism, and patient management skills are assessed throughout the curriculum. Involvement in professional society functions is strongly encouraged.



**Access Program**

Instructors are available for individualized guidance during the course of the program. The South Carolina Works Center is located on ATC's campus in room 714 (Building 700) and offers job and career placement services. Program and student assessment strategies are constantly being performed to enhance and improve the program and the student.

**Quality Outcome Assessment**

All phases of the program will be assessed as data becomes available to ensure quality services are guaranteed to the student, employer, and future patients. Areas such as admission requirements, instructor's teaching abilities, ARRT scores, post graduate surveys, student satisfaction surveys, etc., are assessed. The Radiologic Technology Advisory Committee is an active integral part of assessing the quality of the program and providing important input into the necessary clinical skills needed of the graduates

## **PHILOSOPHY AND GOALS OF THE PROGRAM**

A student entering the Radiologic Technology Program must be willing to devote their time and energy into a medical technical specialty that demands dedication and commitment. Students will not be in class and/or clinic over 40 total hours per week or to exceed 10 hours per day. The curriculum has been designed to meet the standards of the American Society of Radiologic Technology (ASRT). Students are expected to complete didactic classroom instruction and clinical instruction. In a typical week, students will spend 2-3 days of instruction in the classroom and 2-3 days of instruction/experience in the clinical setting depending on their student status. First year students are typically in class/lecture/lab three days per week with clinical scheduled for two days. Second year students are typically in class/lecture/lab two days per week with clinical scheduled for three days per week.

Due to mandated hours from accreditation and assigned class, student hours for clinical will vary depending on the assigned contact hours. Ex: RAD 167 – (0-21-7) 0 class/21 contact hrs./7 credit hours. Student will be in clinic for 10 hour days on the assigned dates.

The purpose of the offsite clinical rotations is to provide students the variety and number of radiographic procedures and experiences needed to acquire clinical competency. Offsite labs also provide the student with the necessary clinical background in manipulation of equipment, patient diversity, mastering of radiographic techniques, film processing, experience with digital and computerized radiography, and patient information skills. Students must complete all requirements of the American Registry of Radiologic Technologists (ARRT), including competencies as well as other written requirements, prior to graduation.

Clinical practice, properly used as a learning experience, requires clinical staff to supervise the student through the following phases:

5. Explanation
6. Demonstration
7. Participation
8. Evaluation

## **PROGRESSION & READMISSION**

All course outlines specifically state the required objectives, goals and outcomes of each course which will lead to all terminal objectives being met and the program's mission completed.

### **Program Progression:**

The student must complete all course and clinical work with an overall minimum of grade "B". A grade of "B" is measured as 80-89%. Any grade below "B" will result in the student being dismissed from the program. All assigned clinical work must be completed in the designated semester.

### **Readmission (Transfer and Current Students):**

If a student is dismissed from the Radiologic Technology Program after receiving a grade of lower than a "B" in one RAD course, the student may be eligible to reapply as a new admittance one year after the last semester completed. If a student has received a grade lower than a "B" in two or more RAD courses, the student will not be eligible for readmission

A student who has withdrawn from any RAD course will be eligible to reapply one year after the last semester completed if the student was in good academic standings.

### **Transfer Students:**

Due the various program curriculums as well as student; teacher ratio; Aiken Technical College is not accepting transfer students at this time.

### **Graduation Requirements**

The student must successfully complete all courses for general education and the professional core with a minimum GPA of 3.0. Students must also successfully complete all clinical and graduation competencies within the timeframe given and required by the American Registry of Radiologic Technology (ARRT). [www.arrt.org](http://www.arrt.org)

## **ELECTRONIC DEVICE ETIQUETTE**

Cell phones, smart watches, tablets and any other electronic devices used for personal communication, will be turned off/on silent prior to coming to class. If a device goes off during class, or is used during class, (this includes texting) the student will be asked to leave the classroom and will be charged an absence.

The use of a laptop or recording device for note taking or meetings must be approved by the faculty PRIOR to start of class lectures and if the student uses it for other reasons during lectures (checking emails etc.), the student will be asked to leave the classroom and be charged an absence.

Students may use their electronic devices during breaks. Electronic devices (including laptops, smart watches, cellular telephones, Ipods, Ipads, and tablets) are not allowed on clinic rotations.

## **STUDENT CONDUCT**

To ensure a positive learning environment for all students, the Program follows the Student Code as outlined in the ATC Student Handbook. Violation of any of the below is subject to progressive disciplinary action. In accordance with the Code, the Department expects students to:

**Show respect for others.** Give complete attention and listen while others are talking; avoid arguing with instructors and classmates; avoid confrontations with others during classroom discussions; respect the opinions of others; keep conversations and questions focused on relevant course issues; avoid threatening behavior towards students; staff and professors; use appropriate language. Refrain from the use of negative body language (this includes eye rolling and mumbling under breath).

**Engage in Classroom activities.** During all lectures and laboratories, actively participate; avoid sleeping; avoid doing personal work or assignments from other classes; avoid studying for tests while in class; exhibit a positive attitude and interest in class. Student will be required to participate as patient as well as the role of technologist in the classroom and lab.

**Exhibit respect for college/clinic site property.** Use equipment with care. Do not haphazardly use radiology equipment in clinic or classroom. It is expensive to replace and maintain; keep classroom area and equipment neat and clean. Student is not allowed to use the lab without PRIOR approval from instructor or without instructor being on college campus.

**Take ownership and responsibility for one's learning.** Complete assignments on time; be prepared to participate in learning; put forth effort to learn; ask questions; take responsibility for one's own actions and maintain scholastic honesty and integrity. If you are having concerns or are falling behind, seek assistance and communicate with faculty. Effective communication is key to being successful in the program.

**Show respect for authority.** Exhibit cooperation with the professor; avoid comments that show disrespect for the professor and their knowledge; select appropriate times to inquire about personal academic performance; address professors appropriately, (Dr., Professor, Ms., Mrs., Mr.), not by first or last name. Show the same respect to faculty, other instructors and clinical staff.

## **RADIATION SAFETY**

To ensure the safety of the student, radiation safety regulations must be followed at all times. A violation in radiation safety is considered a critical incident. Students who are witnessed practicing unsafe radiation protection guidelines will be placed on probation after the **first** occurrence. If the action is repeated, the student will be dismissed from the program. Any student who is dismissed due to a critical incident will be terminated from the program without the option of returning.

### **OPERATING PROCEDURES FOR ENERGIZED LABS**

The standard protocols listed in the Student Handbook, concerning radiation practice guidelines and radiation exposure monitoring shall be followed at all times. In addition, students in the energized lab at the school will adhere to the following:

1. Students are **NEVER** to make an exposure without the presence of an instructor.
2. Students may only x-ray phantoms or inanimate objects for positioning and/or exposure classes. At no time are students allowed to radiograph each other or anyone else. Diagnostic x-rays are exams ordered by physicians and this is a serious offense. Students are NOT to take it upon themselves to x-ray each other or friends. Such actions will result in immediate dismissal from the program.
3. Students must wear film monitors during lab exposures.
4. No more than 6 students may stand behind the control booth during an x-ray exposure.
5. Students may not hold or be in the x-ray area while the exposure is taken. Sponges, lead weights and blocks may be used to hold positions or objects.
6. All doors must be shut during x-ray exposures.
7. Pregnant students may choose to leave the room instead of standing behind the control booth during an exposure. As with other students, at no time should a pregnant student be in the area of direct ionizing radiation.
8. At no time shall the x-ray tube be aimed towards the control booth and exposed;
9. Collimation should be practiced when applicable.
10. Students will not utilize the lab without prior approval and supervision.

## **SOCIAL MEDIA/SOCIAL NETWORKING POLICY**

Social Media is a way for people to use technology for social interaction through the use of words, images, audio and video. Examples of Social Media sites include, but are not limited to, websites such as Facebook, Snapchat, Instagram, LinkedIn, Twitter, YouTube, Tumblr, and more. Aiken Technical College and the School of Radiologic Technology view Social Media sites positively and respect the rights of students and employees to use them as a medium of self-expression.

However, posts made to Social Media sites may become viral or may be publicly available for a long time, potentially permanently, even if they are deleted from the website to which they were originally posted. Postings on Social Media sites have the potential to reflect negatively, as well as positively, on the School of Radiography and Aiken Technical College. This is the case regardless of whether a student specifically identifies him/herself as an Aiken Technical College School of Radiography student.

The School and its employees and students have ethical and legal obligations with respect to these communications. In order to ensure that ethical and legal obligations are adhered to, students are required to comply with this Social Media Policy. The intent of this policy is not to restrict the flow of useful and appropriate information, but to maintain Aiken Technical College, their employees, and the students interests.

Students are not to “friend” faculty members (full time or part-time) while in the program. This action is considered to be fraternization. If there is a valid occurrence of this action, student will be placed on probation and actions will take place with faculty member accordingly.

All students are prohibited from the following conduct in any form of Social Media:

- Posting or discussing confidential patient information or any information or photographs concerning patients and/or families. **Maintaining the confidentiality of our patients and families is of utmost importance to Aiken Technical College and the School of Radiologic Technology.**
- Any inappropriate disclosure of patient information, whether direct or indirect, is subject to disciplinary action, up to and including termination. This includes personal as well as information referencing classmates, faculty or staff.
- Posting or discussing information about the school, its services, employees or anyone associated with the school that is false, defamatory, or disparaging in nature.
- Posting or discussing information about patients, classmates, faculty or staff.
- Discriminatory or harassing postings or discussions concerning anyone associated

with the school.

- Students and Employees are prohibited from using Social Media to harass, bully, or intimidate other students or anyone associated with the school. Behaviors that constitute harassment or bullying include, but are not limited to, comments that are derogatory with respect to race, color, creed, religion, national origin, ancestry, genetic information, sex, age, disability, sexual orientation, marital status, veteran status, political beliefs or any other protected class or status recognized by federal, state or local law; sexually suggestive, humiliating or demeaning comments; threats to intimidate or physically injure another employee or anyone affiliated with the school.
- Speaking or posting on behalf of the school, without explicit permission from the Program Director of the school.
- Posting work-related pictures of school employees, students or anyone associated with the school, without that person's permission.
- Students are not permitted to access Social Media during classroom or clinical hours. Students found to be accessing these sites for non-school related purposes will be subject to progressive discipline.

**Student Use of Social Media** - Additional requirements for persons who identify themselves as Aiken Technical College School of Radiography students:

1. Persons who identify themselves as ATC School of Radiography students must be respectful in all Social Media communications referencing the school, patients, themselves, employees or anyone associated with Aiken Technical College.
2. Obscenities, profanity or vulgar language are prohibited. Inappropriate language or images are prohibited.
3. Discussions about engaging in conduct prohibited by the school's policies, including use of alcohol and illegal drugs, sexual behavior, sexual harassment and bullying are prohibited.
4. Discussion about other students, faculty, clinical staff or program affairs are prohibited.

**Students who suspect or have knowledge of violations of this policy should contact the Program Director. Failure to comply with this Social Media policy may result in disciplinary action up to and including dismissal from the School.**



## **STUDENT BILL OF RIGHTS**

Students, while in attendance at Aiken Technical College, School of Radiologic Technology, are given the following rights:

1. To receive the best academic and clinical education available
2. To be informed of your progress, in a timely manner, whether it is for an individual course or the entire program
3. To be provided with additional instruction, one-on-one, when requested
4. To utilize your right to study and use all available resources
5. To be treated in a respectful manner
6. To have your grades kept confidential unless permission is granted by the student
7. To be counseled on academic and clinical matters
8. To receive a wide variety of clinical procedures
9. To have your concerns listened to and acted upon in a reasonable time
10. To receive constructive criticism in private
11. To receive a reference when applying for a job/higher education following graduation

## **COUNSELING AND ADVISEMENT**

Faculty has open door policies regarding the student's progress in the program. Each student will receive a minimum of two instructor conferences per semester regarding their academic grade/behavioral and/or clinical progress. A passing grade of B is required in all radiology courses. Upon review if the student is not performing at the academic level necessary to progress in the program, he/she will be referred to the student development center for a mandatory counseling session.

The Program Faculty will maintain a minimum of eight (8) office hours per week taking into consideration the students' time obligated to clinical rotations. Availability and access is the primary goal of the instructors.

Office hours are posted on the faculty door at the beginning of each semester as well as online. Students should take advantage of this availability prior to becoming academically insufficient.

Advisement for course scheduling will be coordinated with the program faculty at the end of each semester. Career counseling for post-graduate radiography will be anytime at the student's request.

## **REQUIRED COUNSELING NOTIFICATION**

Affective behaviors are extremely important in the educational process and employment of radiographers. Due to the medical professions' emphasis on customer service and teamwork, affective behaviors such as professionalism, attitude, the proper use of discretion and judgment, etc., is extremely important. Students are required to comply with all school, clinic and hospital policies, standards, rules, regulations and procedures.

It is the purpose of this program to graduate competent and compassionate radiographers who exhibit the necessary affective behaviors deemed important by the American Society of Radiologic Technologist's scope of Practice for the Radiographer as well as the American Registry of Radiologic Technologist's Code of Ethics for the Radiographer. Progressive disciplinary action is taken to formally notify a student that he/she is not in compliance with a policy, standard, rule, regulation, or procedure. Disciplinary action is progressive to give the student the opportunity to modify his/her behavior at logical stages. The School of Radiography reserves the right to apply the most appropriate disciplinary action for the offense committed.

The faculty will assist the student in forming the necessary accepted behaviors. The student will be required to make an appointment with the college's counseling services office if negative behaviors continue and are recurrent. If the student refuses counseling, or continues to have negative (or disruptive) behaviors after a session with counseling services, he/she will be dismissed from the program. Career counseling would then be suggested through the college, but the student will be terminated from the program.

## **COUNSELING SERVICES**

As a partner in the mission for the college, the counseling services staff play a vital role creating a college environment that maximizes student success and the total development of the individual.

Counseling services staff take a proactive role in working with faculty, staff, administration and students to design and implement programs and services that positively affect identified student goals and outcomes.

Programs and services include; personal, academic, and career counseling, computerized information delivery systems, and advising students with undeclared majors. All of these services are available to students with disabilities. In addition, Counseling Services offers support and assistance by arranging appropriate accommodations for students with disabilities.

ATC Counseling Services work to increase the potential for every student to succeed by providing services that help students achieve their goals. Among these services are:

- Career counseling services
- Services for students with disabilities and special needs
- Services for single parents, first-generation college students, and older adult students
- Personal counseling
- Assistance in the event of student emergencies

You can make an appointment with a counselor by calling Counseling Services at (803) 508-7379.

## **SPECIAL STUDENT SERVICES**

ATC provides special services to students with disabilities. Our goal is to improve the educational development of all students by offering an understanding and supportive campus environment. A counselor is available to provide direct assistance to these students. In order for a student to receive class accommodations based on a disability, the student must complete a form requesting assistance and submit documentation supporting the request. The counselor will review the documentation, determine the appropriate accommodation, and notify the student. The student will then take the form to each of his/her instructors each semester.

ATC encourages student independence by creating and maintaining an accessible physical environment and by providing a supportive psychological environment.

## **DISCIPLINARY ACTION PROCEDURES**

Students are required to comply with all school policies, standards, rules, regulations, and procedures. The school requires faculty to follow uniform practices in the administration of these and has established this policy to define disciplinary actions for failure to comply. A disciplinary action is taken to formally notify a student that he/she is not in compliance with a policy, standard, rule, regulation or procedure.

The seriousness of the offense and the student's previous record, especially any history of earlier infractions, should be considered before deciding on disciplinary action. Infractions and or demerits are intended to motivate a student toward a change in behavior and may occur at any time during the two year program. Aiken Technical College Radiologic Technology Program reserves the right to apply the most appropriate disciplinary action for the offense committed.

Pr

AIKEN TECHNICAL COLLEGE PROCEDURE	
Policy Title: GRADE REVIEW	Procedure Number: 4-5-109.1
D. If the dean determines that the grade was fairly awarded, the student may appeal the deans' decision to the Vice President of Education and training within 5 working days of the dean's decision. The Vice President of Education and Training will review all materials including the syllabus and grades. The Vice President of Education and Training will notify the student and dean of their decision in writing within 5 working days.	
E. The decision of the Vice President is final.	

## **INCLEMENT WEATHER POLICY**

In the event of a school closure or delay, enrolled students will be notified by Aiken Technical College via text messaging, and/or email. In addition, any closures/delays will be posted on the ATC website. Local television and radio stations will be notified of any closures or delays as well.

These include: FOX 54 NBC 26

WJBF News Channel 6

WRDW Channel 12

WGAC Radio

**Academic Closure:** If Aiken Technical College is closed or delayed due to inclement weather conditions, all academic classroom and clinical rotation duties will also be cancelled or delayed.

**Clinical Closure:** If Aiken Technical College is closed or delayed due to inclement weather, all clinical rotation duties will also be cancelled or delayed. Do not come to clinic if you feel the weather conditions are hazardous to your wellbeing, or if the college is closed. In the event the college does not close, **students not reporting to clinic because of bad weather should follow routine call in procedures.**

Due to program requirements, any clinical time missed due to inclement weather will be made up at the discretion of the Program Director and/or Clinical Coordinator.

## **ABSENCES**

**Students are responsible for reporting their tardies or absences NOT other students.**

In the event a student will be absent or tardy, he/she must notify the Instructor within the first fifteen (15) minutes of class/clinic. (preferably an hour before hand) Failure to do so will result in a deduction of points from the professional grade.

Student will be considered absence if there is no notification within the first hour and receive a zero for any assignments that day. Failing to do so, will result in the absence being unexcused. If no notification is received, disciplinary actions will proceed in accordance with the most recent program manual guidelines.

If a student is absent, he/she is still responsible to obtain the missed information for that class session. In the event the student misses any graded assignments with an excused or unexcused absence, the student must contact the Instructor within forty-eight (48) hours of his/her return to makeup the assignment. Failure to do so will result in a zero (0).

- Absences with acceptable documentation---**excused absence**
  - Assignments will be made up
  - Student will be required to makeup missed clinical time
- Absences with no documentation---**unexcused absence**
  - Graded assignments will be made up within 48 hrs regardless of if it is class or clinic day; with the highest grade of 80%
  - Student will be required to makeup missed clinical time

Students are allowed one (1) personal absence (didactic **or** clinical) without penalty per semester. Progressive discipline will be implemented with subsequent absences. Absences are counted as a combination of both clinical and didactic throughout the semester.

- 1<sup>st</sup> absence            documented verbal warning
- 2<sup>nd</sup> absence            written warning
- 3<sup>rd</sup> absence            2<sup>nd</sup> written warning w/ probation
- 4<sup>th</sup> absence            probation with the recommendation of dismissal
- 5<sup>th</sup> absence            dismissal

Missed class time: students will be allowed to missed up to 4 hours of class time. After 4 hours' student will have to make up time within the program. This time will be on the student's personal time and the activity will be for the overall concept of the program.

**\*\*Students must follow the guidelines in reporting absences/calling in IAW most recent Program Manual\*\***

## **BEREAVEMENT POLICY**

It is very important that any situation is communicated with the Program Faculty as soon as possible in order to reach the best outcome.

Students who suffer loss of an immediate family member will be permitted three (3) days of bereavement. Immediate family includes spouse, children, step-children, grandchildren, mother, father, step-parent, legal guardian, sister, brother, current spouse's parents, daughter-in-law, son-in-law, brother-in-law, sister-in-law, and grandparents.

Although the student will be listed as 3 days absent, the student will not be in violation of the attendance policy. This is not part of the semester allowable time off. Students are NOT required to make up the time, however they are responsible for obtaining any didactic or clinical information that they missed during their absence.

**Time taken for any other member, not listed above, will NOT be considered under the bereavement policy. Effective and timely communication is key.**

## **MAKE-UP FOR DIDACTIC COURSE WORK**

Policy: The program officials and instructors will abide by the following procedures for permitting students to make up coursework missed as a result of being absent from a scheduled lecture session. This policy serves to eliminate as much as possible any potential advantage that a student may gain by being absent from a lecture session, and thereby obtain a greater amount of study time and/or preparation time for the scheduled activities of the class than those students in class.

If a student misses a graded assignment; the make-up assignment is subject to be a different format or questions; with coverage of the same material.

### Procedure:

1. The student is solely responsible for the reading assignments, lecture material covered, quizzes, homework assignments, making up any examination etc., which occurred during their absence. (Failure to notify the designated faculty of the absence, within an hour (1) of scheduled class time, will result in the student receiving a zero (0) for the day's work and or test).

2. All examinations and/or quizzes must be made up on the students first regular scheduled day of attendance (Monday-Friday) following their absence from the lecture session. The student must follow the following procedures:



- a. Contact the course instructor on the day of your return and inform the instructor you are presenting yourself to make up the missed examination or quiz.
  - b. In the event the course instructor is not available, immediately notify the program director or clinical coordinator of the situation (instructors who anticipate they will not be available should submit the examination to a program official, who will proctor the make-up examination).
3. The student who fails to meet an assigned (i.e.: homework) deadline as a result of being absent on the deadline date must submit the assignment on the first regular scheduled lecture day of attendance. The equivalent of a ten percent reduction in grade will be imposed for failing to meet the deadline schedule.

The policy and procedure will be followed in all cases except where a faculty member or the instructor has agreed to waive said policy because of special extenuating circumstances.

# **SECTION 2 CLINICAL INFORMATION**

Section II: Clinical Information

## **CLINICAL PRACTICUM**

The Clinical Manual has been designed to provide the student with the information needed on many items regarding the clinical training aspect of their education.

The clinical practicum is the time spent in the imaging department of Aiken Regional Medical Center, South Side Imaging, Carolina Musculoskeletal Institute, Doctor's Hospital, and GRU recently named (Augusta University Health). Each student must complete all assigned clinical rotations throughout the program of study. **Students who have not completed the required clinical time or competencies will not be able to advance to the next semester.** Clinical Rotations will occur each semester. (Program is five (5) semester)

Students are not required to attend clinic when Aiken Technical College is closed for emergencies, holidays or on breaks between semesters; unless prior approval (i.e.-make-up time) Clinical participation involves full time attendance at the clinical site on Tuesday and Thursday from 8:00 am to 4:00 pm (Start and end time may vary according to hours of operation at each site and assigned semester) in the first year, and 8:00 am to 4:00 pm on Monday, Wednesday and Friday in the second year (Unless otherwise instructed).

Students will be required to work evenings, nights and weekend shifts during the program. This is to depicting a realistic scenario shift work required in the chosen medical occupation. Students will continue clinical rotations during the summer semesters. Students will also be assigned to limited evening, night and weekend clinical practicum during their five semester program, not to exceed 40 hours/week.

The student is rotated through all Diagnostic Rooms, Digital Fluoroscopy, Surgery, Pediatric Departments and Portable Radiography. Short term assignments to CAT Scan, Sonography (Ultrasound), Magnetic Resonance Imaging(MRI), Nuclear Medicine, Mammography, Angiography and or Cardiac Catheterization can be arranged to allow students to experience some of the specialized fields in Radiology. This is only once the student has completed ALL needed competencies for the program.

All clinical rotations will be a 1:1 ratio with a qualified radiologic technologist. A JRCERT listed clinical instructor will also be available in the department to assist the student as needed. Prior to the clinical experience the student is instructed in the use of basic equipment, radiation protection, infection control, patient care and communication. During the academic year the student is instructed in the routine diagnostic exams done in radiology. This instruction is supported through practice in the clinical lab at the school and also at the clinical sites. These exams performances are evaluated prior to student performance at clinical sites.

## **STUDENT CLINICAL CONDUCT**

Rules of medical and professional ethics must always prevail in any activity with patients. Friendly, prompt, and careful diagnostic treatment is the primary goal and purpose of any Medical Imaging Science department. Personal feelings cannot interfere with this purpose.

Failure to maintain proper professional behavior will result in disciplinary action.

The following general rules are to be observed by all students:

1. All physicians shall be referred to as doctor. Students address all staff as Miss, Mrs., Ms., or Mr. unless the technologist specifies otherwise. Faulty, clinical instructors, and the program director shall be addressed as Miss, Mrs., Ms., Mr., or Dr.
2. No smoking, eating, or drinking (must be in a spill proof container) except in designated areas, all incidents will fall under progressive disciplinary actions.
3. Reading materials must be confined to subjects related to Medical Imaging Science and must be kept out of the sight of patients. (do not use this as an escape from clinical activities)
4. Students are expected to remain in their assigned areas. Congregating in hallways, triage area, front offices, or patient waiting areas is not permitted.
5. Students are not to have personal conversations in the presence of patients.
6. Criticism of department program, policy and or faculty members is considered to be unprofessional; will be treated as disrespect under progressive disciplinary actions.
7. Cheating in any form in didactic or clinical sessions is grounds for immediate dismissal.
8. Personal telephone calls, without permission, is not permitted except for emergencies. Students should inform friends and family they are not to call them at the clinical sites unless it is an emergency.

## **CLINICAL RADIATION SAFETY**

To ensure the safety of the student, radiation safety regulations must be followed at all times. A violation in radiation safety is considered a critical incident and punishable under the disciplinary guidelines. Students who are witnessed practicing unsafe radiation protection guidelines will be placed on probation after the first occurrence. If the action is repeated, the student will be dismissed from the program.

**Any student who is dismissed due to a critical incident will be terminated from the program without the option of returning.**

### **Student Guidelines:**

1. Maintain ALARA (As Low As Reasonably Achievable) at all times.
  2. Never expose self or others for test exposure or demonstration.
  3. Stay behind protective barriers during radiographic procedure.
  4. Students are to never hold patients or image receptor during exposures.
- The first incident will result in probation. Subsequent violations will result in a failing grade for clinical and the course and dismissal from the program.

- a) If a patient or image receptor must be held, a family member, technologist or other staff may utilize proper protective attire (lead apron, gloves, thyroid shield, and goggles if necessary) to assist in obtaining the radiograph.
- b) Keep the holder's body out of the direct central ray as much as possible.

5. **Film Badges** must be worn in all radiation areas. **If a student reports to his/her clinical site without a current monitoring device, he/she must immediately leave the clinic site until the appropriate badge is obtained.** This will constitute an absence from clinic and the time will be made up at the discretion of the Clinical Coordinator and /or Program Director. Subsequent occurrences may result in probation or dismissal from the program. Progressive discipline will be determined by the Program Director.

- a) The radiation badge **must be worn at the collar and outside the lead apron (when applicable) at all times.**
- b) The badges should be removed if undergoing medical or dental procedures as a patient.
- c) Radiation badges should not be left in the vicinity of ionizing radiation when
- d) The wearer is not present. The most common reason for exceptionally high badge readings is accidental exposure when left on lab coats or lead aprons.
- e) Badges must not be tampered with. Do not break the light and vapor seal around the badge. Do not thumb tack the badge to a bulletin board. Badges should not be subjected to extreme heat or extreme cold. Do not wash.
- f) Do not “lend” your badge to a friend.
- g) Taking exposures intentionally or unintentionally on another student or intentionally exposing a film badge to radiation is unsafe radiation practices and are grounds for disciplinary action and possibly dismissal from the program.
- h) Any loss of badge or accident or misuse of a film badge must be reported to the Clinical Coordinator. If not reported within 24 hours-student will be placed on probation. If not found, student will have to pay a fee of \$15

6. Film badges are due by the last day of each month. Failure to return the badge by the first day of your next clinical rotation will result in a clinical absence and progressive discipline. In the event of college breaks, your badge is due by the Monday following the last day of your clinical rotation.

The Clinical Coordinator may exercise assigning clinical absences at his/her discretion depending on the circumstances.

7. Film badge reports will be presented by the Clinical Coordinator for student review and signature/initials as soon as they are available. The reports are generally available by the last day of each month.

**Failure to review and initialize the report will result in progressive discipline.**

Once all students have reviewed and initialized report, the report will be locked in the Clinical Coordinators office. Students who fail to review their report during class must meet with the Clinical Coordinator to review their report as soon as possible. Progressive discipline will be exercised fairly at the Clinical Coordinators discretion.

8. Lead aprons shall be worn when working in rooms with ionizing radiation. Lead lined gloves shall be worn as required. When not assisting or participating in the exam, the student will stand in the control booth area. This is in keeping with the principles of ALARA.

9. Students shall make use of collimators on x-ray equipment. The collimator shall, at minimum, be closed to the dimensions as required by the film size to be utilized. If the collimator is not functioning, report it at once to the appropriate supervisor.

10. Suspected equipment malfunctions must be brought to the attention of a supervisor immediately.

**Other rules of clinical education are as follows:**

1. During the five-semester training program, the student will rotate through all affiliate sites: Augusta University Medical Center, Doctor's Hospital and affiliate locations, Aiken Regional Medical Center and affiliate locations, Carolina Musculoskeletal Institute.

2. The student must rotate through each clinical assignment for the length of time required to meet clinical competency graduation requirements.

3. Special Modality rotations will be offered during the final semester. These modality rotations are not required, but designed to give the student insight to the specialized fields of radiology that they may pursue upon graduation; They include Computed Tomography (CT Scan), Mammography, Nuclear Medicine, Radiation Therapy, Diagnostic Medical Sonography (Ultrasound), Special Procedures/Angiography, Heart Catheterization Lab, Magnetic Resonance Imaging (MRI), and Management Rotations.

#### 4. OFF SITE CLINICAL LAB ASSIGNMENTS

<b>Junior Class Schedule</b>	Semesters 1, 2	2 Days/week
<b>Senior Class Schedule</b>	Semesters 3, 4, 5	2-3 Days/week

A demerit is a numerical documentation of unsatisfactory performance which will affect the student's clinical grade. **One demerit is equal to one point off each final semester grade.** Demerits are signed by the instructors. The number of demerits given will depend on the seriousness of the infraction in the frequency of the infraction. The following is a list of possible infractions that are equal to receiving demerits. An instructor may issue demerits as deemed necessary to infractions that may not be listed below.

#### **Infractions that equal one demerit**

- Any patient information other than a number written on exam list
- No tech initials when late to clinic
- No tech initials when leaving clinic early
- No tech initials for arrival or departure times from clinic when no time clock is available
- Unauthorized use of clinical site/school photocopy machines
- Not signing dosimeter report within one week of being posted
- Not properly clocking in and out for lunch/tardy from lunch
- Not using time clock when one is available at clinic site
- Violation of dress code (1 demerit for each offense) (see dress code)
- Improper placement of dosimeter badge (must be worn at collar level)
- No ID badge or markers in clinic (1 demerit for each item each day)
- Sitting/eating in a lounge that has been stated as off-limits
- No ATC staff notification written on timesheet when absent from clinic
- No ATC staff permission written on timesheet when leaving clinic early
- No clinical site notification written on timesheet when absent from clinical site
- No explanation of reason for absence from clinic written on timesheet
- Not properly clocking in/out on timesheet in proper slot for the clinical day
- Forgot or lost timesheet
- Forgot or lost competency sheets
- Refusal to assist with patient exam(s) unless proven conflict of interest
- Visible tattoos
- Non-observance of smoking regulations throughout the hospital/clinical site.
- Disregard of established safety, housekeeping or sanitary conditions
- Disregard of instructions about personal appearance, uniform or personal hygiene
- Solicitations of tips, gratuities or favors from patients, visitors, or co-worker



- Unauthorized use of clinical site telephones for personal calls

### **Infractions that equal points off Professionalism Grade in ALL classes**

**1<sup>st</sup> Offense = 10pts**

**2<sup>nd</sup> Offense = 20pts**

**3<sup>rd</sup> Offense = 30pts**

**4<sup>th</sup> Offense- 4 demerits**

- Standing around in clinical facility, not busy, appearing to avoid work
- Not changing dosimeter within one week of being available
- Not properly wearing or displaying ATC identification badge
- Solicitations of tips, gratuities or favors from patients, visitors, or co-worker
- Late for 6 to 15 minutes (10 points) clinical or class
- Late for 16 to 30 minutes (20 points) clinical or class
- Late for greater than 31 to 60 minutes (30 points) (counseling)

### **Infractions that equal more than one demerit**

- Leaving assigned clinical/class area without permission (15 demerits)
- Unauthorized possession, use or disclosure of hospital/patient record information(10 demerits)
- Having cell phone, iPod, iPad or other electronic devices on person/visible during clinic/class (5 demerits)
- Using the Internet, cell phone or other electronic device while in clinic/class (10 demerits)
- Not properly calling in when absent from clinical site or (during classroom) to ATC faculty (5 demerits)
- Not properly calling in when absent from clinical site to clinical site supervisor (5 demerits)
- Slander, gossip in clinical or classroom setting (5 demerits)
- Disrespect to a patient, visitor or co-worker (faculty, staff, technologist or classmates; Rude or offensive body gestures (eye rolling, sucking teeth...etc) (10 demerits)-probation
- Sleeping or loitering during duty hours (5 demerits)
- Indecent or immoral conduct of any nature (5 demerits)
- Use of abusive language or acting in a disrespectful manner toward anyone while on these premises (5 demerits)

- Threatening or coercing any person (10 demerits)  
- bullying of any kind
- Gambling on clinical site or school premises (20 demerits)
- Actual or attempted theft or unauthorized possession or use of property belonging to the hospital, another employee or student, patient or visitor (20 demerits)
- Damaging or defacing through negligence or deliberate acts, property belonging to the hospital, other employee or student, patients or visitors (20 demerits)
- Posting or removing material of any kind from clinical site bulletin boards, unless authorized by personnel or administration (3 demerits)
- Social media posting (please see section on Social Media guidelines) (20 demerits)
- Unauthorized solicitations (Check with Program Director) (2 demerits)
- Leaving clinic or class without permission (15 demerits)
- Lost Letter Markers- (-20 points- professional grade)
- Lost Dosimeter- (-50 points- professional grade)
- Late for one hour or more or, (without communication) he/she will receive an **absence and 5 demerits**

**Committing the same offense will result in doubling the demerit value for that offense**

## **CLINICAL MERITS**

Merits are defined as a numerical documentation of performance, which exceeds the expectations of clinical performance to a notable degree. Each merit is worth **one hour off** from clinic and may be accumulated for unlimited semesters. Merits will be given, but not limited to the following: Merits are issued at the discretion of the Clinical Instructor.

- Perfect attendance. No absences or tardiness in clinic per semester which includes a lunch tardy
- Exceeding the number of program required competencies by a minimum of three.
- Written notes of appreciation for clinic work from **patients and or technicians.**
- Written notes about unusual, rare or difficult case studies or exams, or the student exemplified excellent use of knowledge and skills. These must be submitted and verified by a **technologist.**
- Acquiring Student of the month title.

**1. ATC ID Badge** - The program and the clinical sites require that students wear an ATC identification badge at all times while in the clinical setting. If the badge is lost or left at home, the student will be required to leave clinic until the badge issue is resolved.

2. Lead ID Markers - Students must have their lead film markers with them at all times while in the clinical area. Failure to have the markers can result in progressive discipline and dismissal from the clinical area for the day or until the markers have either been retrieved or obtained from the instructors. This will count as an absence. After the initial set of markers has been issued, the student will be required to buy replacement markers if needed. If a student loses a marker they may use a plain marker (without numbers) until they purchase new numbered markers. They are not allowed to do competencies without their numbered markers.

3. Lost Letter Markers/Dosimeter: Must inform faculty within 24 hours of loss. Points deducted. If not found by end of semester a \$20 fee will be assessed. Replacement of Dosimeter-\$20

4. All hospital/clinical policies must be adhered to while in the clinical area.

5. Students are not allowed to use the classroom equipment without permission or without faculty being on campus.

6. Radiographic rooms must be kept clean and stocked with adequate linens and supplies.

7. Professional conduct, courtesy, and cooperation is expected at all times when in the hospital setting.

8. Students must present themselves at all times in a professional manner. Infractions of the above regulations will result in probation and progressive discipline up to and including dismissal from the program.

9. Students are not allowed in the clinical area during holidays and off duty hours.

10. Students will be expected to report promptly to clinical areas according to the schedule. Tardiness is unacceptable and will not be tolerated.

11. While in the affiliate hospitals, the ATC dress code must be adhered to at all times. Lack of adherence will result in progressive discipline and possible probationary notice on the first occurrence. Continued noncompliance will result in failure of clinical and the course.

10. Food, candy or gum is NOT allowed during a clinical assignment. Smoking is not allowed while in ATC's uniform. Students are not allowed in staff lounges except for special occasions. CMI is the only lounge that students are allowed to eat lunch in.

## **CLINICAL DRESS CODE/REGULATIONS**

A professional image must be presented at all times. The following regulations apply whenever a student is in uniform. Violations of any of the items listed below will result in disciplinary action.

1. Scrub uniforms (pants and a top) must be worn at all times. Uniforms must be clean, neat and in good condition. Juniors must wear navy blue scrubs and seniors must wear the colored scrub chosen at the end of the third semester. Pant hems must not drag the floor. A black or navy lab coat may be worn over the uniform. A white shirt may be worn under scrub tops. (Only clinical/lab jackets will be allowed)

2. The Aiken Technical College Radiologic Technology patch must be stitched on the left arm sleeve two inches below the shoulder seam, **AND MUST BE VISIBLE AT ALL TIMES.** Patches may be purchased at the ATC bookstore. Lab coats must also have an ATC Student Radiographer patch sewn in the same location as stated above.

3. Shoes must be ALL WHITE leather athletic shoes or ALL WHITE nursing shoes with solid white socks. No open toe or open heel shoes may be worn in clinic. Shoes may not contain mesh parts; they must be solid non-permeable uppers.

4. The only jewelry allowed is a wedding band stud earrings and a watch. Due to health/safety and infection control, earrings are allowed. Stud earrings only.

5. No visible tattoo or body piercing are allowed in clinical. Skin art must be covered with clothing or make-up.

Any additional tattoos/piercing gained after the start of the program will be counted as insubordination and student will be recommended for dismissal for noncompliance.

6. Males will be allowed to maintain beards and mustaches; however, they must be kept short, neatly trimmed and clean. If a male student (who presently does not wear a beard) wishes to grow a beard, he must notify the instructors (not just show up unshaven). Otherwise the student is expected to be clean shaved at all times.

Only nail polish that is clear or neutral in color may be worn. If nail polish is worn, it must be in good repair without chips. Nails should be short and well groomed. Due to infection control policies to limit health/safety risk factors, false/artificial nails tips are NOT allowed in clinic; this includes gel nail polish. A conservative amount of make-up may be worn with a light shade of lipstick.

7. Hair is to be kept clean, neatly groomed, and well secured. Long hair must be kept in a ponytail, pulled back off the face and cannot touch the shoulders. Plain hair fasteners, as well as small white or blue scrunches, are permissible. No ribbons, large bows or distracting accessories may be worn. Males are not allowed to wear their hair below the collar or over the ears. All hair styles must be clean, neat and of a single color. Extreme, unnatural hair color is not permitted (i.e. orange/purple/pink, etc.).

8. Breath and body should be free from offensive odors. Hands must be kept clean and should be washed before and after each patient. No cologne, aftershave or scented lotions are to be worn during clinic.

9. Students must present themselves in a professional manner at all times. Remember, you represent Aiken Technical College and the School of Radiologic Technology.

Infractions of the above regulations will result in demerit notices on the first infraction. Any student dressed inappropriately, while at a clinical site, may be asked to leave the clinical site. The time lost will count as an absence and progressive discipline will be initiated.

**\*\*As of June 15, 2020, the wear of mask are mandatory and part of the uniform, until further notice. If student is caught without a mask it will be an automatic dismissal \*\***

## **DIRECT AND INDIRECT SUPERVISION OF THE RADIOLOGIC TECHNOLOGY STUDENT**

Purpose: To inform students of responsibilities concerning direct and indirect supervision of the Radiologic Technology Student.

Proper supervision of students as per JRCERT, is necessary at all times. This consists of either direct or indirect supervision

“Until students achieve the program’s required competency in a given procedure, all clinical assignments should be carried out under the direct supervision of a qualified radiography practitioner.” Clinical Instructors and Clinical staff may complete the ASRT student supervision module free of charge to gain a better understanding of student supervision: <https://www.jrcert.org/programs-faculty/program-resources/>

### **Direct Supervision:**

“Student supervision by a qualified practitioner who reviews the procedure in relation to the student’s knowledge, is present during the procedure, and reviews and approves the procedure. A qualified radiographer is present during student performance of a repeat of any unsatisfactory radiograph”.

### **Further considerations for direct supervision are:**

1. All repeat radiographic examinations
2. Mobile examinations
3. Operating Room
4. Fluoroscopic Examinations
5. Isolation

### **Indirect Supervision:**

After having proven competent in a specific radiographic procedure, the student may perform that procedure with indirect supervision. “Indirect supervision” means that the qualified radiographer reviews, evaluates, and approves the procedure as indicated above and is immediately available to assist students regardless of the level of student achievement.

**Immediately available** is interpreted as the physical 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.

## **ISOLATION PATIENTS**

**Students will practice universal precautions at all times.** Each affiliate may have slightly varying procedures. Students will adhere to and comply with the policies and procedures established by the clinical sites regarding examination of the isolation patients. For the safety of the students, a staff technologist or an instructor **MUST** be present when radiographing a patient on isolation precautions. Students who perform examinations of patients on isolation without supervision will be placed on probation after the first occurrence. If the action is repeated, the student will be dismissed from the program. Any student who is dismissed due to a critical incident will be terminated from the program without the option of returning.

## **INFECTIOUS DISEASES**

Each clinical facility is expected to practice universal precaution procedures in the care of patients with infectious diseases. The student technologist is educated in, and is expected to be knowledgeable in the practice of these precautions and care for these patients. Clinical grades are awarded according to student performance. Refusal to render care to any patient in a manner which follows the hospital guidelines will result in dismissal from the program.



**Procedure for Accidental Exposure to Blood or Bodily Fluid:**

All contaminated needle sticks, blood or bodily fluid exposure to mucous membranes or open skin should be treated as if there is a potential risk of pathogen exposure. The student will report the incident immediately to the clinical site supervisor, clinical instructor and ATC clinical coordinator/program director. The clinical site supervisor will direct the reporting to appropriate personnel based on the site's policies and procedures. The student must complete an exposure form according to the policy of the clinical affiliate. The student must also notify the public safety office on Aiken Technical College's campus.

**For puncture wound:**

1. Withdraw the needle or other object immediately.
2. Immediately wash area or puncture wound using soap and water; follow with application of iodine and/or alcohol.
3. Encourage increased bleeding for a few seconds and use gentle pressure at the site of the puncture.
4. Wipe away any blood.
5. Report the incident as stated above.

**For body fluid exposure:**

1. Irrigate with large amounts of water
2. Wash affected area thoroughly using soap and water.
3. Report incident as stated above.

This Page Intentionally Left Blank

## CLINICAL GRADING

### Grade Scale for all Radiologic Technology Program Courses

A = 90—100  
B = 89—80  
C = 79---70  
F = 69 and below

**Clinical evaluation will be measured, but not limited to the following guidelines:**

1. Completion of all clinical competencies for a particular semester on time
2. Mid-Term Semester Evaluation 80% or higher (Counselling and conference report if not attained)
3. All written assignments as stated in the Course Syllabus each semester
4. Discipline/Program Compliance
5. Staff evaluations of students

<b>A. Required Competencies</b>	<b>40%</b>
<b>B. Student Evals</b>	<b>25%</b>
<b>C. Written Assignments</b>	<b>10%</b>
<b>D. Staff/Adjunct Evaluations</b>	<b>15%</b>
<b>E. Attendance/Professional</b>	<b>10%</b>
Total	100%

**Changes to these percentages may be made by written notification to students at the beginning of the semester in which the changes will be in effect.**

## **CLINICAL COMPETENCY EXAMS**

Competency exams may not begin until a student has successfully completed the lab competency for that exam. This includes the three practices in clinical before attempting a competency. All program required competencies must be completed in the semester they are assigned. It is to be duly noted that a failed competency exam once repeated will be evaluated at **85%** for a perfect exam. A second failure of the same exam will be evaluated at **75%** and the student will be counseled. Once course requirements have been met, students are encouraged to attempt to attain additional competencies.

**\*\*Please note that ALL students will participate as the patient and as the technologist during the in class competency exams\*\***

## **WRITTEN CLINICAL ASSIGNMENTS**

Failure to hand in written assignments at the beginning of the first class on the required date will result in half credit. **No** written assignments will be accepted after the required date. Written Clinical Assignments may consist of but are not limited to some of the following:

1. Clinical Exam list - documentation of exams, witnessed, assisted, unassisted and performed and completion of competency exam for a grade
2. Patient information other than a number written on this list will result in a grade reduction.
3. Evaluation of Clinical Instructors and Staff by Student
4. Evaluation of Clinical Site by Student
5. Time Sheets - verification of clinic time
6. Staff Evaluation of Student
7. Clinical Quizzes
8. Special Modality Reports

## **CLINICAL QUIZZES**

Clinical quizzes will be given once per rotation for senior students starting in their fourth semester. These will continue until completion of their clinical rotations. The clinical quiz will be a percentage of the clinical grade for that semester.

Clinical quizzes will consist of exams on the various imaging procedures learned during the first three semesters.

4<sup>th</sup> Semester- (1<sup>st</sup>/2<sup>nd</sup> Semester procedures)

5<sup>th</sup> Semester (2<sup>nd</sup>/3<sup>rd</sup> Semester procedures)

**Aiken Technical College  
Radiologic Technology Program  
Rotation GRADE Sheet**

**Student:** \_\_\_\_\_ **Semester:** \_\_\_\_\_  
**Rotation :** \_\_\_\_\_ **Dates:** \_\_\_\_\_ **Site:** \_\_\_\_\_

**Competency progress** \_\_\_\_\_ / \_\_\_\_\_ = \_\_\_\_\_  
**Student Evals** \_\_\_\_\_ / \_\_\_\_\_ = \_\_\_\_\_  
**Written Assignment** \_\_\_\_\_ / \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ **Time sheet-(100)**  
\_\_\_\_\_ **Exam log-(100) # of exams=** \_\_\_\_\_  
\_\_\_\_\_ **Surveys Site and Tech Evals) -50/50=,(100)**

**Attendance/Professionalism** \_\_\_\_\_ / \_\_\_\_\_ = \_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Clinical Coordinator Signature:** \_\_\_\_\_

**Program Director Signature:** \_\_\_\_\_

Updated 5/19



AIKEN TECHNICAL COLLEGE RADIOLOGIC  
TECHNOLOGY PROGRAM

**Adjunct Clinical Checklist**

**Student Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **/45**

Any student receiving a "1" in any category or below 35 points will receive a written counseling. Two consecutive "1" or below 35 points will result in probation and an active plan of improvement. If improvement plan fails student will be recommended for dismissal in according to program manual guidelines. **Total achievable points=45. Please share comments or needs improvements with student.**

1. **Attendance:** Following the application of skills.

- 4 No Absences, no tardies-----prompt and reliable
- 3 No Absences, maximum (1) one tardy-----reliable in attendance
- 2 (1) One absence or up to (3) three tardies-----usually on time
- 1 (2) Two Absences or up to (6) six tardies-----need improvement

2. **Personal Appearance:** Clean neatly groomed appearance, uniform the same.

- 4 Consistently meets established dress code, clean and groomed
- 3 Meets basic uniform, requirements are not met (missing markers, badge, or ID 1 x)
- 2 Meets uniform requirements, but is sloppy and disheveled (missing markers, badge or ID 2x )
- 1 Personal appearance unbecoming the professional; does not conform to dress code and standard cleanliness requirements. ( missing markers, badge or ID more than 2 x )

3. **Cooperation and Attitude:** Ability to work with others and to accept criticism and instruction.

- 4 Excellent attitudes; Enthusiastic and cooperative
- 3 Satisfactory; does what is expected, meets expectations
- 2 Does not accept advice or criticism
- 1 Argumentative and does not work well with others

4. **Professionalism and Ethics:** Impression the student makes on others and professional judgement

- 4 Above average impression; uses good judgment
- 3 Average impression; acceptable in most situations and manner
- 2 Below average impression; does not always exude professionalism (markers)
- 1 Negative attitudes, terse or rude with patients. peers, and staff technologist, use poor professional judgment (markers, badge, clinical ID)



5. **Initiative:** Ability to be creative, take charge and meet objectives in positive manner.
  - 4 Looks for things to do, hard worker, self-directed, motivated, & always productive
  - 3 Consistent; Needs minimal supervision, uses time efficiently
  - 2 Does only what is assigned; Shows initiative only when prodded
  - 1 Lack of initiative; needs to be prodded and told constantly to be productive
  
6. **Productivity:** Output of Satisfactory work.
  - 4 Superior work, always productive, consistently does more than required
  - 3 Consistently completes work in an efficient timely manner with minimal assistance
  - 2 Needs constant urging and is slow to complete assignments
  - 1 Too much time needed to complete simple tasks, needs help constantly
  
7. **Quality of Work:** Positioning progress, room readiness, knowledge of exam and protocols.
  - 4 Precise, above average; recognizes mistakes and corrects them
  - 3 Makes average number of mistakes for level of competency
  - 2 Careless; makes same mistakes often (marker X 2)
  - 1 Makes frequent errors, does not retain corrective criticisms, disorganized (marker x more than 2 x)
  
8. **Patient Care and Communication Skills:** Level of patient care and communication skills.
  - 4 Always attentive to patients; Uses good verbal skills and documentation skills
  - 3 Usually concerned for patient's well-being, communicates effectively
  - 2 Sometimes indifferent to patient's condition, less than perfect communication skills
  - 1 Indifferent to patient's condition, does not alleviate the fears of the patient; actions may jeopardize patient welfare
  
9. **Organization of Work:** Consider ability to perform tasks in an orderly fashion and logical order.
  - 4 Good work order; organization flows smoothly, excellent time management skills
  - 3 Organized most of the time; follows through with small details
  - 2 Organized most of the time; needs improvement in following up on small details
  - 1 Rarely organized; needs major improvement, appears disoriented and confused

10. **Radiation Protection:** Protect the patient, self, and others from unnecessary radiation.

- 3 Uses protective devices; shows conscientious efforts to shield
- 2 Uses protective devices; but sometimes has to be reminded
- 1 Needs improvement protecting self and others; Has lost film badge

11. **Ability to follow directions:** Ability to listen and apply instruction to clinical performance.

- 3 Excellent ability to listen, understand, and apply instruction to clinical performance
- 2 Consistently follows direction without errors and minimal assistance
- 1 Initially follows direction, but does not retain

12. **Application of knowledge:** The ability to apply classroom knowledge to clinical applications

- 3 Always uses knowledge well; uses critical thinking skills, able to apply knowledge, able to solve problems and adjust changes.
- 2 Almost always able to apply knowledge; needs help in thinking things through
- 1 Unable to adjust to changes; improvements needed in critical thinking skills; unable to use knowledge or adjust to changes in clinical practice.

**Comments if below if score is less than 2 (1-3) or 2 (1-4)**

---

---

---

---

---

---

---

---

---

## **CLINICAL PROBATION**

Clinical Probation-When a student demonstrates a consistent lack of performance in the clinical requirements of the program and is receiving rotation evaluations below an eighty (80), the student will be given a written conference report for the first unsatisfactory evaluation. Subsequent evaluations with a score of less than eighty (80) will result in a written conference report and clinical probation status for that semester. If the unsatisfactory evaluation is received during the end of the semester, the student will be on clinical probation for the upcoming semester. (A student will also be placed on clinical probation for an infraction of program policy, or the continuation of an unprofessional attitude or behavior that has required previous counseling.)

If a student is placed on clinical probation, the student will have a time frame to demonstrate that their weakness in clinical performance can be overcome. At the time of assigning the probationary status the student will be advised of the problem and a plan of action will be initiated offering suggestions and ways to improve. If the student does not show improvement within the given time frame, the student will be recommended for dismissal from the program.

If a student is removed from a clinical site by the request from that clinical site, they will be dismissed from the program. This request must be made in writing from a clinical instructor and supported by their supervisors and administration of that clinical site.

Probation will or can result in the student being dismissed from the program for failure to meet or abide by published program requirements and policies. The student will be allowed due process.

A counseling report will be written up, signed by the student and staff issuing report and placed in the students file in the Program Directors office.

## **CLINICAL OVERTIME**

Periodically there will be times, at certain affiliates, when the department is extremely busy with emergency patients or has a tremendous overload of patients. As an allied health professional you are expected to assist the radiology staff as needed. Remember, however, to remain within your level of skill and confidence. If it is time for you to leave the clinical area, you may **voluntarily** inquire as to how you might assist and follow the instructions of the technologist. If this act of professionalism causes you to remain at the clinical site beyond your scheduled hours, you are to record the time, have a technologist (work partner) attest and sign a time sheet stating the circumstances, confirm your participation and time length of the procedure. In order to be banked for future leave time, the overtime occurrence must be a minimum of 30 minutes beyond your schedule time to leave clinic and will be recorded in 15 minute increments after the first 30 minutes, not to exceed 1 hour. The clinical coordinator must be notified as soon as possible of this occurrence.

A record will be kept of overtime participation and the student may bank the time to use by the end of the semester. It cannot be used in lieu of missed time, but is only a benefit for exemplifying professionalism and responsibility.

Any clinical overtime recorded and signed will be verified. Fraudulent or misrepresentation of information will result in probation, and could lead to dismissal from the program. The student will be afforded due process, but the student is to understand that this is a serious offense and will be viewed as such.

This will be enforced per ATC policy of Academic Dishonesty 5-1-101 and the Student Code procedure 5-1-102.1 (see ATC Student Handbook). It is also a violation of the ARRT Code of Ethics and Professional Conduct (included in this manual).

# SECTION 3 POLICIES



## **CLINICAL ROTATION ASSIGNMENTS POLICY**

The student must adhere to all ATC School of Radiology Technology policies while assigned to clinical rotations.

### **Responsibility-Action-Student**

1. Reports for duty unless otherwise directed
2. Communicates with staff in charge about clinic times, lunch time and breaks
3. Keeps staff informed of whereabouts at all times
4. Assists with patient care as directed by staff.
5. Meets all competency requirements and submits rotation evaluation forms.

### **Responsibility-Action-Instructor**

1. Notifies charge person if changes are made in schedule
2. Documents all absences
3. Obtains and reviews performance evaluations
4. Reports to Program Director any student having difficulty following procedures or experiencing negative affective behavior

### **Responsibility-Action-Program Director**

Reviews all records, policy and procedures, and is the first level in review process.

## **STUDENT CLINICAL FILES POLICY**

All student clinical files will be kept in the Clinical Coordinator's office. Any disciplinary action files will be kept with the Program Director.

1. All folders of documentation are the property of Aiken Technical College.
2. The folder for grades and written objectives must not be removed from the instructor's office without permission from the instructor.
3. Students may ask to see folders during office hours or when necessary.

### **Responsibility-Action-Student**

1. Files accurate records.
2. Files documentation in a timely fashion.
3. Keeps files neat and orderly.

### **Responsibility-Action -Instructor**

1. Reviews documentation frequently to remain familiar with information.
2. Keeps folder contents private.
3. Reviews contents with specific student.
4. Reports to program Director any student that is having difficulty following procedures.
5. Documents failure to meet requirements.
6. Recommends dismissal for failure to comply with program policies.

**Responsibility-Action-Program Director**

Reviews all records, policy and procedures, and is the first level in review process.

**REPEAT RADIOGRAPHIC FILM POLICY**

*Students shall not repeat radiographs unless in the presence of a qualified radiographer regardless of their level of competency.*

**Responsibility-Action-Student**

- 1 Follows the radiology department protocol when doing examinations.
- 2 Follows ATC policy and procedure at all times.
- 3 Have staff radiographer assist with all repeat examinations.

**Responsibility-Action-Instructor**

- 1 Reviews progress of students with staff and clinical affiliates.
- 2 Instructs students concerning protocol and procedures.
- 3 Works with chief radiographer and staff in implementing the “standards” and guidelines as set by JRCERT.

**Responsibility-Action-Chief Radiographer**

- 1 Advises staff radiographers of supervision procedures to follow.
- 2 Advises staff radiographers to assist with all repeats.

**Responsibility-Action-Program Director**

1. Reviews all records, policy and procedures, and is the first level in review process.

## **CLINICAL EVALUATION POLICY**

Satisfactory clinical evaluations must be maintained in all clinical assignments. Failure to meet clinical requirements will affect the clinical grade and could result in probation or dismissal from the program.

Evaluations must be submitted from each rotation. These evaluations **must** be completed by the technologist that the student worked with the **most** during that rotation. Evaluations may be collected by any Aiken Technical College Radiologic Technology faculty. Evaluations with a grade below 80 are considered unsatisfactory performance. If a grade of less than 80 is received, the student will be given a written conference report. If more than one evaluation grade of less than an 80 is received that student will be given a written conference report and placed on clinical probation for the remainder of the semester or the subsequent semester. The probation specifics and restrictions will be stated in the conference report.

### **Responsibility Action Student**

1. Gives appropriate staff evaluation form at the end of each rotation
2. Signs the authenticity of the evaluation after receiving grade

### **Responsibility Action - Instructor**

1. Reviews all evaluations received from student
2. Grade evaluation and records grade
3. Notifies student of unsatisfactory performance
4. Notifies Clinical Coordinator and Program Director of poor performance of student

### **Responsibility Action Program Director**

1. Reviews all records, policy and procedures, and is the first level in review process.



## **TARDINESS POLICY**

As an allied health professional one is expected to be dependable in all job assignments. Punctuality is one of the most important attributes of a radiographer in the medical field. As a student in this program, you are to realize that punctuality is strictly enforced to help the student better adjust to the work force. Since punctuality is a vital part of dependable performance, records of tardiness/absences are kept for accuracy. If the student is excessively tardy from clinical assignments, this could affect the student's chances of gaining valuable knowledge and also affect their clinical grade.

### **Rules**

1. The student must notify the clinical site Supervisor as soon as possible if he/she expects to be late. If late due to unavoidable circumstances on the way to clinical assignments, and unable to notify anyone, the student is to report to the Clinical Site Supervisor immediately upon arrival in the clinical area. The student must clock in and have the Clinical Supervisor sign their time sheet.
2. All time missed in clinical, due to tardiness, must be made up at the end of the same day. Recurrent tardiness is unacceptable and will result in progressive discipline.
3. If a student is tardy more than three (3) times in one semester (didactic classroom or clinic), regardless of the reason, (1) absence will be recorded. It will then fall under the rules of an absence.

### **Responsibility Action Student**

1. Notifies instructor as soon as possible
2. Reports to instructor upon arrival in clinic
3. Makes up missed time at end of day
4. Starting time means being in uniform and at your assigned area/or class at the time designated on your schedule.

### **Responsibility Action Instructor**

1. Document all tardies
2. Enforces progressive discipline where appropriate
3. Keeps student informed of situation
4. Counsels student when necessary
5. Keeps Program Director and Department Chair informed of potential problems

### **Responsibility Action Program Director**

1. Reviews all records
2. Advises instructors
3. Counsels student when necessary
4. Reviews all records, policy and procedures, and is the first level in review process.

## **CALL IN PROCEDURE**

### **Hospitals, Imaging Centers and Special Rotation Call-In**

The student must adhere to all ATC Radiologic Technology Policies while in clinic (and Special Rotations). **Student must make up missed time by the end of the assigned rotation unless date falls on last week of rotation! No exceptions!**

#### **RESPONSIBILITY ACTION**

##### **Student:**

1. Calls the Clinical Coordinator **and** adjunct or person in charge
2. Emails the Clinical Coordinator **and** adjunct or person in charge
3. Calls clinical site and documents time and who student spoke with
4. Indicates reason for absence, tardy, etc. in email/phone conversation
5. Documents reason on timesheet and attaches email to timesheet
6. Student makes arrangement with clinical coordinator to schedule makeup time
7. Reports for duty unless otherwise directed. (Follow clinical rotation schedule)
8. Communicates with staff about lunch time
9. Reports back to staff when returning to department
10. Submits and retrieves evaluation forms
11. Meets all competency requirements

##### **Clinical Site Coordinator:**

1. Notifies charge person if changes made to schedule
2. Documents absences
3. Obtains and reviews performance evaluations
4. Reviews objective accomplishments
5. Reports to program director any student having difficulty following procedures

##### **Program Director-**

1. Reviews all records and is the first level of the review process.

## **ABSENCE POLICY**

All students will be allowed one sick/personal day without penalty per semester. All sick/personal days after the first must have proof of reason for absence. No absences within the semester is a gained MERIT point. The student will make up all time missed from clinical, at the same site and area as missed, to allow for the completion of clinical objectives and competencies. If time cannot be made up, staying under the maximum hours per week set by JRCERT, the student must make the time up at the Clinical Coordinators/Program Directors discretion. If a student is absent more than 3 occasions from the assigned clinical and/or class time during a semester, the student may be dropped from the program. When the allowable time is missed, student should be aware of consequences. On the second missed day, progressive discipline will be initiated. The student will receive a written conference report with a warning of the consequences for any additional time missed.

Students who attend clinic but leave for illness, emergency or other reasons must make up the time missed. If a student is in attendance in class or clinic for less than 1/2 of the scheduled time for that day, it will count as a one (1) full day absence. **Any clinical time missed will be made up. Students will not be allowed to progress to next rotation without all make up time being completed.**

Personal leave must be taken during times when the ATC campus is closed (see school calendar "Important dates") and no applicable classes or clinic is scheduled.

If hospitalized or upon a doctor's orders, the student is to report progress to an ATC faculty member daily. Time missed for prolonged illness or injury must be made up according to the policies of Aiken Technical College's School of Radiologic Technology. Extenuating circumstances will be considered according to the competency level of the student. Make up time will be at the discretion of the Program Director.

If the student has missed more than 10% of the academic course work due to prolonged illness, the student will be issued a medical leave of absence and will be able to return when last cycle attended returns on the academic calendar (usually a one year wait; a seat will be held if they should desire to return to the program and begin where they left off). The student must notify the Program Director in writing of their intention to return to the program no later than May 30 of the following year.

## **ABSENCE POLICY**

### **Responsibility Action Student**

1. Follows the protocol for notifying ATC faculty and the clinical site daily if absent.
2. Must make up all time missed to keep up with clinical objectives and competencies.
3. Keeps instructors informed of progress.
4. Schedules in writing all personal leave at least one week in advance.

### **Responsibility Action Instructor**

1. Documents all absences.
2. Counsels and advises students
3. Reviews missed assignments.
4. Assigns students to non-critical areas if necessary.
5. Keeps Director informed of student status.

### **Responsibility Action Program Director**

1. Reviews all records.
2. Advises instructors.
3. Counsels and advises students when necessary.
4. Reviews all records, policy and procedures, and is the first level in review process.

## **ATC INSTRUCTOR'S ABSENCE FROM AFFILIATE SITE POLICY**

### **Statement:**

Occasionally it will become necessary for all ATC radiology instructors to be away from the clinical sites while students will be required to attend. This situation will arise in the form of in-service or meetings, educational seminars, student conferences, teaching obligations, etc. When this occurs, the liaison/clinical supervisors are informed in advance and accept responsibility for the student's continuing education.

### **Responsibility Action Student**

1. Reports directly to chief technologist or designee in instructors' absence.
2. Follows all ATC policies as stated in the student manual.
3. Responds to chief or designee's request as directed.
4. Notifies chief or designee if it becomes necessary to leave assigned area.

### **Responsibility Action - Instructor**

1. Advises liaison/supervisor in advance of non-routine activities.
2. Keeps students informed of said activities.
3. Communicates with liaison upon returning to the affiliate.

### **Responsibility Action - Liaison/Clinical**

1. Accepts responsibility of student's clinical education in absence of all Instructor instructors.
2. Informs instructors of schedule changes and reasons for changes in schedules.
3. Ensure that students will receive direct and indirect supervision.
4. Makes sure students are on time and remain the appropriate time in clinical area.

### **Responsibility Action - Program Director**

1. Reviews all records, policy and procedures, and is the first level in review process.

## **HEALTH AND SAFETY POLICY**

All students are required to have a pre-admission health examination to insure the safety and well-being of the students, staff, and patients. In addition, the hospital's policy regarding infectious diseases will be followed, as well as random drug testing if required. The student must have an annual PPD (TB skin test) performed. The student must present documentation of immunity to Hepatitis B.

### **Responsibility Action - Student**

1. If a student becomes ill or injured at the clinical site, he/she must report to the clinical instructor who may send the student home, to the employee health nurse, or to the emergency room.
2. The student will fill out an incident report in the event of an injury. This form can be picked up from the Clinical Coordinator.
3. In the event that the student contracts or is exposed to a communicable disease, the student must notify the clinical instructor.
4. All of the program's affiliate department and hospital policies regarding infection control will be observed.

### **Responsibility Action - Instructor**

1. Follow up with any student who has become ill or injured at a clinical site.
2. File any reports in student file
3. Assist the student to make sure all affiliate department protocols were followed

### **Responsibility Action - Program Director**

1. Reviews all documentation and assures that all policies were followed

## **ACADEMIC CLASS POLICIES**

### **Rules:**

1. Any radiology course final grade less than "B" results in automatic dismissal from the program.

### **Procedure: Responsibility Action - Student**

1. Maintains radiology course grades of "B" or better.
2. May appeal to Program Director if grade is below "B"

**Responsibility Action - Instructor**

1. Advises student at mid-term conferences, and when deemed necessary, that grade is unsatisfactory.
2. Enforces stated rules and policies.
3. May recommend to Program Director that student be placed on academic probation when grade is a “B”.
4. Keeps Program Director informed of student academic progress and status.

**Responsibility Action - Program Director**

1. Reviews all records, policy and procedures, and is the first level in review process.

This Page Intentionally Left Blank



## **INCIDENT REPORTS AND EMERGENCY HOSPITAL INSURANCE POLICY**

1. Accident school coverage is only provided by Aiken Technical College for the student while attending class or clinical practice.
2. When an incident occurs, notify an instructor (or technologist in charge) as soon as possible.
3. An incident report must be filled out and filed with the radiology department and the program (incident report forms can be found at the affiliate site—use their form). ATC's campus security office must also be notified. This is vital medico-legal documentation of the facts concerning the injury to patient or student.
4. Fill out the form as soon as possible regardless of the triviality of the incident. It must be documented within twenty-four hours for most medical institutions. Incidents involving blood-borne pathogens must be reported and documented within twelve (12) hours.
5. In addition to the incident report which is kept on file at the affiliate in which the incident occurred, a summary of the incident must be written up and turned in to the program director to be kept in the student's file.
6. Personal injuries and illness requiring medical treatment becomes the financial responsibility of the student. When injured while in clinical rotations, if possible, the charge person will refer the student to the emergency room for treatment. The student must take responsibility for any insurance claims and follow up care.

### **Responsibility-Action-Student**

1. Notifies instructor or supervisor as soon as possible after incident (within 24 hours).
2. If incident involves patient, notify department supervisor.
3. If incident involves student, clinical supervisor is to be notified immediately along with program director.
4. Use the clinical affiliate's incident report form.
5. Fill out incident form completely and give to radiology supervisor or QC person for the department.
6. Give an incident summary to program director as well a copy of the incident form.
7. Assumes financial responsibility for costs incurred due to injuries.

### **Responsibility-Action-Instructor**

1. Assists student in filling out forms.
2. Gives summary to program director
3. Provides student with College insurance forms.
4. Advises student to seek medical attention if needed.

### **Responsibility-Action-Chief Tech or Affiliate Designee**

1. Accepts responsibility for student in absence of an instructor
2. Assists also in the filling out of the incident report and associated forms.

### **Responsibility-Action-Program Director**

1. Reviews all documentation and maintains a copy of Incident report in student file and personal file.

## **CLINICAL INCIDENT NARRATIVE REPORT**

TO BE FILLED OUT BY THE STUDENT INVOLVED IN INCIDENT  
after following protocol for Clinical Facility for specific incident.

**Student Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Clinical Facility:** \_\_\_\_\_

**Specific Area or Site at Facility:** \_\_\_\_\_

**Description of Incident:**

### **Faculty responsibilities upon receipt of this form:**

1. Assist the student in completion of required reports and evaluation as required by the clinical affiliate.
2. Assist the student accessing risk assessment.
3. Inform the student of his/her rights and responsibilities and required procedures.
4. Inform the student regarding resources for risk assessment, screening, advice, referral for testing, treatment, and counseling.
5. Assist the student to analyze the occurrences regarding implications, if any, for future practice.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director Signature

\_\_\_\_\_  
Date

# **FIRE PREVENTION AND PROTECTION POLICY**

## **Rules**

1. Know procedures in the event of a fire
2. Know locations of fire alarms and fire equipment in department
3. Know how to use fire extinguishers and which to use for various fires. Note: most hospitals keep ABC extinguishers throughout the department and can be used for any type of fire which may occur.
4. Never endanger yourself or the patient should a fire exist. 5. Report fire and electrical hazards to supervisor

All fire and safety issues will follow the College's safety program policies: (2-3-104.1, .2, .3, and .4) while on campus. Once the student enters the clinical affiliate, the affiliate's safety, fire, etc, policies will supersede college policies. It is to the students benefit to familiarize themselves with policy and procedures at local affiliates. This is where clinical assignments become important for the dissemination of safety procedures.

## **Responsibility-Action-Student**

### **A. Prevention of Fires**

1. Investigates suspicious fire hazards.
2. Keeps passageways, fire exits and corridors clear at all times.
3. Knows location of all fire extinguishing equipment and their use.
4. Reports fire hazards to immediate supervisor.

### **B. Event of Fire**

1. Removes patient from immediate area of danger.
2. Initiates the alarm system.
3. Calls operator reporting location.
4. Calls radiology front desk to announce location of fire.
5. Proper use of extinguisher or hose, closes all doors, thereby confining the fire.
6. Disconnects electrical equipment, turns off gases.

## **RADIATION SAFETY POLICY**

Radiation safety will be taught in RAD 102 and RAD 201.

RAD 201 is an advanced course which deals with radiobiology and state and federal radiation regulations.

**Policy Statement: All Radiologic students and faculty are expected to follow established guidelines for working around sources of radiation. Disregard for radiation safety policies will result in disciplinary action.**

### **Rules and Procedures**

1. Always wear a lead apron when in the room during an x-ray procedure stand as far away as possible (six feet being the optimal distance) from the part being examined.
2. If a technologist hands must be in the primary beam, lead gloves should be worn.
3. Students and faculty should not hold patients as a method of immobilization or support. They should utilize immobilization devices where necessary.
4. Although the maximum permissible exposure levels are set by DHEC (Department of Health and Environmental Control) at 1250 mREM per calendar quarter, exposures in the radiology department are to be maintained AS LOW AS REASONABLY ACHIEVABLE (ALARA)
5. The ALARA dose level for the radiology program is 200milliREM per month. Exposures exceeding the ALARA level will be investigated by the program director and a designated radiation safety officer.
6. We encourage the early disclosure of pregnancy (in confidence) to the Program Director. Please see the policy regarding student pregnancy located in the policy section of this handbook.

**Note:** Any behavior that endangers patient safety, patient confidentiality or behavior in direct opposition to the clinical instructor's direction may result in dismissal from call or the clinical site. Failure to adhere to ATC policies and procedures, the Student Code, and or ATC Radiology standards will result in disciplinary action and possibly include dismissal from the Radiologic Technology Program.

### **Responsibility-Action-Student**

1. Wear the assigned film badge at all times while in the clinical setting.
2. If a lead apron is worn, the badge is to be worn at the collar and outside the lead apron
3. The student must use caution as not to lose or damage the badge and report any of these to an instructor.
4. Review monthly report and verify by initialing by name on report

### **Responsibility-Action-Clinical Coordinator**

1. Collect the used badges and issue new badges at the beginning of each month
2. Review and post reports for the student verification each month
3. File monthly reports after verification by student in clinical coordinator's office.

**Responsibility-Action/Radiation Safety Officer-Program Director**

1. Review the findings if necessary have a clinical safety officer from one of the affiliates to also review the readings to ensure proper procedure
2. If the radiation levels exceed acceptable limits, the student will be counseled and given advice on how to correct such infraction

**Aiken Technical College**  
**Health Sciences**  
**RADIOLOGIC TECHNOLOGY**  
**PROGRAM PREGNANCY POLICY**

It is the policy of the Radiography program that a female student who becomes pregnant during her two-year tenure in the program has the option of whether or not to inform program officials of her pregnancy (it is not required that she does this). The student, however, **will not** be considered pregnant until she formally notifies the Program Director in writing of the pregnancy and the expected delivery date. She may also withdraw her declaration of pregnancy by notifying the Program Director in writing.

If the student chooses to voluntarily inform program officials of her pregnancy the following policy becomes effective:

1. **Declare Pregnancy in writing:** Inform the Radiography program director of the pregnancy, in writing, and of the expected delivery date. In the absence of this voluntary, written disclosure, the student cannot be considered pregnant.
2. Inform her physician. She will then be counseled by the Program Director and/or the Radiation Safety Officer. The student must then make a decision about her future in the program based on several options.
3. Decide (based on her physician's advice) whether to remain in or take leave of absence from the clinical assignments and/or classroom assignments.
4. **Make a decision to continue without modification or take a leave of absence:** Inform the Radiography program director, in writing, of the decision.
5. If the student wishes to continue in the program, the student **will not** be treated any differently than a non-pregnant student. Course objectives, attendance, clinical rotations (weekends, evenings, etc.,) will still remain in effect.
  - A) The national Council on Radiation Protection and Measurement recommends Radiation dose to the mother and fetus not to exceed 0.05 rems during the gestation period. The radiation dose will be carefully monitored during this time to assure this amount is not exceeded. The student will be provided a second badge referred to as "baby" or "fetal" badge. The student will be required to read N.R.C. regulation 8.13 which are **"INSTRUCTIONS CONCERNING PRENATAL RADIATION EXPOSURE."**

- B) Should pregnancy occur during the early part of the program, the said student will have the **option to drop the program at that point to minimize any possible danger to her unborn child and return the following year at approximately the same time to complete the program.** The student may also choose to continue the program with the full understanding **that no special privileges will be afforded and will be held to the same standards of rotations and competency regimen as an un-pregnant student.** No change in clinic schedule/education will occur unless requested by the student after declaring pregnancy. **If a student desires accommodations for clinical experience** (for example, avoiding fluoroscopy, portable, and surgical rotations), **reapplication for the program may be the only option.** The program will make every attempt to make accommodations requested by the student; however, this may delay program completion.
- C) If pregnancy occurs in the second year of the student's program, the above criteria will also be in effect. **Most important: Information regarding a student's leaving due to pregnancy will be held in the strictest confidence. If the student wishes to announce her condition, it is solely her choice to do so. This same policy is located in the Radiology Program Policy and Procedure Manual. The student will be required to read and sign this policy upon acceptance into the program**

6. **Withdrawal of Declaration:** A student has the option to submit a written withdrawal of declaration at any time following the written declaration. This written withdrawal should be made to the program director. The withdrawal date will be amended to the declaration form and signed by the student and program director. The premise of the policy is to allow the pregnant student to make an informed decision as to the risks and benefits of continuing in the program based on her individual needs and preferences.

**It is both the policy and practice of this Program to offer maximum radiation protection to the student. The program always requires safe radiation practices in accordance with the ALARA concept.**

**I have read the Pregnancy Policy and fully understand and accept its contents.**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

**AIKEN TECHNICAL COLLEGE**  
**Radiologic Technology Program**  
**Physician Statement for Pregnant Student**

NAME OF OBSTETRICIAN \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_ ZIPCODE \_\_\_\_\_

TELEPHONE ( ) \_\_\_\_\_

(NAME) \_\_\_\_\_ has been  
examined by me on (date) \_\_\_\_\_. Her expected delivery date is  
\_\_\_\_\_.

She has shown me the proposed course of study that she will be involved in during the duration of her pregnancy. I understand that her clinical studies may include assignments involving patients with communicable diseases (e.g., AIDS, TB, STDs, Hepatitis and communicable childhood diseases), and exposing of radiographs. In my opinion, the student will be able to fully perform all the tasks, functions, exercises and studies that will be expected of her. The following is a list of any limitations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following is a list of any difficulties, illnesses, or a restriction that the student may have during the semester or has had since the last examination.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Obstetrician \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Student \_\_\_\_\_ Date \_\_\_\_\_



## **TELEPHONE PROCEDURES POLICY**

### **Rules**

1. If the clinical affiliate participates in a statewide telephone watts line, the student is prohibited from using it.
2. Telephones located in the radiology department are to be used for in house and professional business only.
3. Students are not to answer telephones while in clinical areas unless directed by the site supervisor.
4. There are pay phones strategically located throughout the hospitals and affiliates that may be used by the student during breaks
5. Cell phones are forbidden at any clinical affiliate. Students seen with a cell phone or any other electronic device during clinic will be dismissed from clinic and sent home. Progressive discipline will be initiated and this will count as (1) day absent. **All clinical absence will be made up.** Students found outside or away from their assigned area talking on a cell phone will be subject to dismissal from the program.
6. It is your responsibility to provide contact information to persons who may need to contact you at an assigned affiliate site. Because there are so many calls coming into affiliate site a message may be taken for you by front office personnel.

### **Responsibility-Action-Student**

1. Adheres to above policy, without exception.
2. Checks periodically with the front desk for phone messages

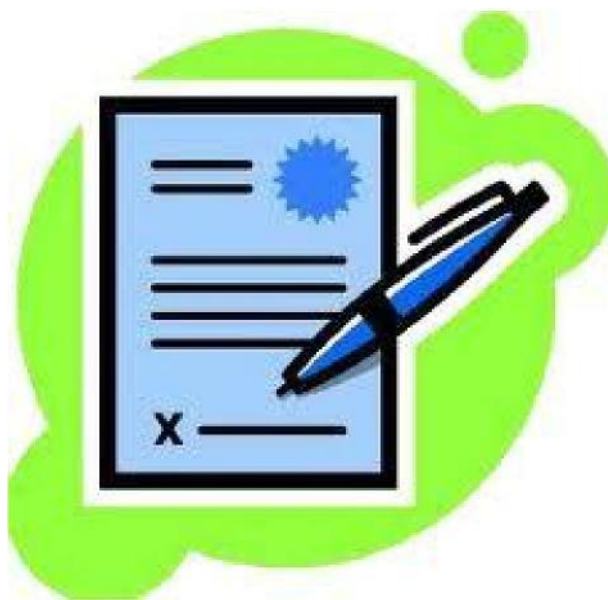
### **Responsibility-Action-Instructor**

1. Enforces above stated rules and initiates progressive discipline when necessary.

### **Responsibility-Action-Program Director**

1. Reviews all records, policy and procedures, and is the first level in review process.

# **SECTION 4 FORMS TO BE SIGNED**



The forms on the following pages will be signed and kept on file in the Radiologic Technology Program Office and are listed here for reference only.

**Aiken Technical College  
Health Sciences Division**

## **Program Manual Receipt**

I have received a copy of, read, understand, and agree to abide by the policies and procedures and follow the rules that are established in the Aiken Technical College Radiologic Technology Program Manual. This manual, which becomes effective May 2016, is for information only and does not constitute a contract. The college has the right to change, modify, or alter without notice all fees, charges, tuition, expenses, and costs of any kind.

---

**Signature of Student**

---

**Date**

## **Aiken Technical College-Health Science Division**

### **Radiologic Technology Program**

Name \_\_\_\_\_

## **SOCIAL MEDIA/SOCIAL NETWORKING POLICY**

Social Media is a way for people to use technology for social interaction through the use of words, images, audio and video. Examples of Social Media sites include, but are not limited to, websites such as Facebook, Snapchat, Instagram, LinkedIn, Twitter, YouTube, Tumblr, and more. Aiken Technical College and the School of Radiologic Technology view Social Media sites positively and respect the rights of students and employees to use them as a medium of self-expression.

However, posts made to Social Media sites may become viral or may be publicly available for a long time, potentially permanently, even if they are deleted from the website to which they were originally posted. Postings on Social Media sites have the potential to reflect negatively, as well as positively, on the School of Radiography and Aiken Technical College. This is the case regardless of whether a student specifically identifies him/herself as an Aiken Technical College School of Radiography student.

The School and its employees and students have ethical and legal obligations with respect to these communications. In order to ensure that ethical and legal obligations are adhered to, students are required to comply with this Social Media Policy. The intent of this policy is not to restrict the flow of useful and appropriate information, but to maintain Aiken Technical College, their employees, and the students interests.

Students are not to “friend” faculty members (full time or part-time) while in the program. This action is considered to be fraternization. If there is a valid occurrence of this action, student will be placed on probation and actions will take place with faculty member accordingly.

All students are prohibited from the following conduct in any form of Social Media:

- Posting or discussing confidential patient information or any information or photographs concerning patients and/or families. **Maintaining the confidentiality of our patients and families is of utmost importance to Aiken Technical College and the School of Radiologic Technology.**

- Any inappropriate disclosure of patient information, whether direct or indirect, is subject to disciplinary action, up to and including termination.
- Posting or discussing information about the school, its services, employees or anyone associated with the school that is false, defamatory, or disparaging in nature.
- Posting or discussing information about patients.
- Discriminatory or harassing postings or discussions concerning anyone associated with the school. Students and Employees are prohibited from using Social Media to harass, bully, or intimidate other students or anyone associated with the school. Behaviors that constitute harassment or bullying include, but are not limited to, comments that are derogatory with respect to race, color, creed, religion, national origin, ancestry, genetic information, sex, age, disability, sexual orientation, marital status, veteran status, political beliefs or any other protected class or status recognized by federal, state or local law; sexually suggestive, humiliating or demeaning comments; threats to intimidate or physically injure another employee or anyone affiliated with the school.
- Speaking or posting on behalf of the school, without explicit permission from the Program Director of the school.
- Posting work-related pictures of school employees, students or anyone associated with the school, without that person's permission.
- Students are not permitted to access Social Media during classroom or clinical hours. Students found to be accessing these sites for non-school related purposes will be subject to progressive discipline.

**Student Use of Social Media** - Additional requirements for persons who identify themselves as Aiken Technical College School of Radiography students:

5. Persons who identify themselves as ATC School of Radiography students must be respectful in all Social Media communications referencing the school, patients, employees or anyone associated with Aiken Technical College.
6. Obscenities, profanity or vulgar language are prohibited. Inappropriate language or images are prohibited.
7. Discussions about engaging in conduct prohibited by the school's policies, including use of alcohol and illegal drugs, sexual behavior, sexual harassment and bullying are prohibited.
8. Discussion about other students, faculty, clinical staff or program affairs are prohibited.

**Students who suspect or have knowledge of violations of this policy should contact the Program Director. Failure to comply with this Social Media policy may result in disciplinary action up to and including dismissal from the School.**

**Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

# Travel Form

This form is to confirm that

---

(student's name)

has permission to participate in any trip necessary to the Radiologic Technology Program. I understand that the trips may involve going out of town overnight or for several days. I will not hold Aiken Technical College or any faculty thereof responsible for any accidents or bodily injury that may occur to the above named student.

---

**Signature of Student/Date**

---

**Aiken Technical College**

**Health Sciences Division**

**Clinical Scheduling and Clinical Travel Form**

This form is to confirm that

---

**(student's name)**

understands the necessity of participating in any travel related to the Radiologic Technology Program. Students will be scheduled in multiple clinical settings. I understand that the travel may involve going to Georgia and/or South Carolina. It is not the responsibility of the program to consider job schedules, family commitments, or other personal vacations, etc... when creating the clinical schedule. Also, it is solely the students' responsibility for transportation to and from all scheduled clinical visits. I will not hold Aiken Technical College or any faculty thereof responsible for any accidents or bodily injury that may occur to the above named student.

---

**Signature of Student**

---

**Date**



**Aiken Technical College**

**Health Sciences Division**

**RADIOLOGIC TECHNOLOGY**

## **Authorization to Release Reference Information**

I hereby authorize the Program Director and/or instructors in the Radiologic Technology program of Aiken Technical College to release information concerning my performance while enrolled in the Program.

This information should only be released to prospective employers of which I have given the Program Director, Clinical Coordinator, and/or instructors as references.

This information may be given out by letter or via telephone conversation.

---

**Signature of Student**

**Date**

---

**AIKEN TECHNICAL COLLEGE**  
**Health Sciences Division**  
**RADIOLOGIC TECHNOLOGY**

**GROUND FOR DISMISSAL FROM PROGRAM**

The grounds for dismissal are listed below. It should be pointed out that a student can be suspended from the program at any time during their training for violation of any one of the grounds listed either for academic reasons or disciplinary reasons. Due process would be allowed in applicable situations.

1. Failing grades in Radiologic Technology and/or college courses.
2. Insubordination/ disruption of class/ disrespect to classmates/staff and or faculty
3. The conviction and distribution of, or possession of illegal drugs or controlled substances (also the college policy of above said offense would come into effect).
4. Failure to accomplish clinical assignments and objectives.
5. Unprofessional or unethical conduct to classmates, faculty or staff
6. Spread of rumors or misrepresentation of facts; display of incivility
7. Cheating in related professional courses. Please do not discuss your final exam with any other student.
8. If one of the clinical affiliates refuses to allow said student on hospital property for violations such as theft or misconduct, the student will not be allowed to continue in the Program.
9. Falsifies any information to enhance their position in the program or to excuse any aberrant behavior not in accordance with professional ethics or the established code of conduct set by ARRT and ASRT and ATC Radiologic Technology Program.
10. Excessive absences, tardiness, or unauthorized absence from clinical site (no call no show) more than once within the tenure of the program).
11. A violation in radiation safety, patient safety, and infection control related to patient, employee, and/or student is considered a critical incident. If the action is repeated, the student will be dismissed from the program. Any student who is dismissed due to a critical incident will be terminated from the program without the option of returning.

By signing this form, you the student are acknowledging that you fully understand the criteria for dismissal from the Radiologic Technology Program and are in complete agreement with said policy and procedures and rules of the Aiken Technical College Radiologic Technology Program.

\_\_\_\_\_  
**Signature of Student**

\_\_\_\_\_  
**Date**

**AIKEN TECHNICAL COLLEGE**  
**Health Sciences Division**  
**RADIOLOGIC TECHNOLOGY**

**PROFESSIONAL STANDARDS**

A student entering the profession of Radiologic Technology must understand that they are entering a field of medicine that requires certain professional standards that other career choices may not. Professional dress, appearance, and modes of communications must be of certain standards in order to maintain the confidence and care of the patient. Professional ethics, code of moral conduct, and attention to customer service (patient care, not just physical care, but emotional support, and respect to family members) are a must in the Radiologic Technology profession.

Patients under the care of the Radiographer/Radiologic Technologist present themselves in all ages, cultures, socio-economic status, cultures, and of various ethnic origins; therefore professionalism and appearance and sensitivity to people needs and expectations are demanded in the radiographers demeanor.

The radiography student will exhibit no political, religious, or cultural expressions and maintain a neutral stance on all issues while training in the program. It is the duty and responsibility of the student radiographer to practice good patient care techniques regardless of the patients background, national origin, religious, or political tendencies.

There is also a professional dress code that will be adhered to by the program. The dress code can be located in the student handbook and explains in detail the guidelines to be followed.

By signing the Professional Standards form, the student indicates they fully understand its contents and are in agreeance with said standards and will abide by these policies and procedures.

---

**Signature of Student**

---

**Date**

**AIKEN TECHNICAL COLLEGE**  
**Health Sciences Division**  
**RADIOLOGIC TECHNOLOGY**

**CONFIDENTIALITY STATEMENT**

I understand that information concerning patients, their illnesses, or their families is private. I will preserve this right to privacy by not discussing their conditions, treatments, or any private matters in public settings either in the hospitals, clinics, or any venue outside of the said medical community or environment.

Any information obtained from the patient's medical record will be used only for authorized purposes. I will preserve and protect contents of the records and any other confidential information obtained.

Information concerning employees or fellow students, and associated medical records will also be treated privately and with confidentiality. I understand that this private information shall be distributed only to authorized personnel. Financial information of patients, employees, and students, and the healthcare institution shall be distributed only to authorized personnel.

Computer access codes are recognized as electronic signatures to access automated patient and employee records. I understand that due to the confidential nature of the documentation in the medical record, my password (where available) should not be shared with any other person. I hereby agree not to reveal my pass code, nor will I attempt unauthorized access to the system. If I suspect the integrity of my password has been breeched or compromised, I agree to report this to the Clinical Coordinator and Clinical instructor who will then follow up with the institutions security officer. This is to be done immediately upon realization of compromised security.

I understand that any violation of these rules of confidentiality will subject me to corrective action (punishable by federal law and policy of the institution which infraction occurred) which may include dismissal from the Program and could result in further prosecution by the federal government.

\_\_\_\_\_  
**Signature of Student**

\_\_\_\_\_  
**Date**

**AIKEN TECHNICAL COLLEGE**  
**Health Sciences Division**  
**RADIOLOGIC TECHNOLOGY**  
**PROGRAM PREGNANCY POLICY**

It is the policy of the Radiography program that a female student who becomes pregnant during her two-year tenure in the program has the option of whether or not to inform program officials of her pregnancy(it is not required that she does this). The student, however, will not be considered pregnant until she formally notifies the Program Director in writing of the pregnancy and the expected delivery date. She may also withdraw her declaration of pregnancy by notifying the Program Director in writing.

If the student chooses to voluntarily inform program officials of her pregnancy the following policy becomes effective:

1. Inform the Radiologic Technology program director of the pregnancy, in writing, and of the expected delivery date. In the absence of this voluntary, written disclosure, the student cannot be considered pregnant.
  2. Inform her physician. She will then be counseled by the Program Director and the Radiation Safety Officer. The student must then make a decision about her future in the program based on several options.
  3. Decide (based on her physician's advice) whether to remain in or take leave of absence from the clinical assignments and /or classroom assignments.
  4. Inform the Radiography program director, in writing, of the decision.
  5. If the student wishes to continue in the program, the student will not be treated any differently than a non-pregnant student. Course objectives, attendance, clinical rotations (weekends, evenings, etc...) will still remain in effect.
- A)** The national Council on Radiation Protection and Measurement recommends Radiation dose to the mother and fetus not to exceed 0.05 rems during the gestation period. The radiation dose will be carefully monitored during this time to assure this amount is not exceeded. The student will be provided a second badge referred to as "baby" badge. The student will be required to read N.R.C. regulation 8.13 which are "INSTRUCTIONS CONCERNING PRENATAL RADIATION EXPOSURE."

B) Should pregnancy occur during the early part of the program, the said student will have the option to drop the program at that point to minimize any possible danger to her unborn child and return the following year at approximately the same time to complete the program. The student may also choose to continue the program with the full understanding that no special privileges will be afforded and will be held to the same standards of rotations and competency regimen as an un-pregnant student.

C) If pregnancy occurs in the second year of the student's program, the above criteria will also be in effect. Most important: Information regarding a student's leaving due to pregnancy will be held in the strictest confidence. If the student wishes to announce her condition, it is solely her choice to do so. This same policy is located in the Radiology Program Policy and Procedure Manual. The student will be required to read and sign this policy upon acceptance into the program

The premise of the policy is to allow the pregnant student to make an informed decision as to the risks and benefits of continuing in the program based on her individual needs and preferences.

It is both the policy and practice of this Program to offer maximum radiation protection to the student. The program always requires safe radiation practices in accordance with the ALARA concept.

I have read the Pregnancy Policy and fully understand and accept its contents.

---

**Signature of Student**

---

**Date**

## **CLASS AND CLINICAL SCHEDULING**

All radiology classes will follow the college's academic calendar. Because of clinical requirements prescribed by the JRCERT, however, clinical rotations do not follow the published college calendar.

Beginning fall 2016, the radiography program's curriculum will be based on five (5) semesters of academic study and clinical rotations to acquire clinical competency (all previous years were based on six-semester study). The purpose of clinical rotations through hospitals and clinics is to provide students the variety and number of radiographic procedures they need to be evaluated on to be performed before competency and graduation can be obtained.

To graduate from the program within the published five (5) semesters a standard number of radiographic procedures must be competently completed by each student. Written assignments and the completion of specific clinical objectives are also a graduation requirement.

Because semesters are generally shorter than the sixteen weeks as published in the ATC catalog, the radiology program's clinical schedule cannot follow the normal college schedule. Students will receive specified breaks as noted in the college calendar; however, students who **have not met** their required number of competencies for said semester (to continue in the program) are strongly encouraged to schedule designated breaks for clinical rotations to achieve the number of competencies and be considered as competent to move on to the next semester.

The main purpose of clinical scheduling during college breaks is to assist those students that have not met established program clinical requirements during the regular semester. This additional time provides the clinical time and rotations necessary to meet semester requirements. This would assist the student in graduating as scheduled, and to be able to sit for the National Board Examination (Registry) with their classmates.

A student entering the Radiologic Technology Program must be willing to devote their time and energies into a medical technical specialty that demands dedication and commitment.

By signing this stated policy, you the prospective student states they fully understand that there is a great chance that due to the student's own progression of clinical competence I may not receive all of the college's academic breaks scheduled in the college calendar.

**Questions will be answered by the Radiologic Technology Faculty or Staff prior to signing.**

---

**Signature of Applicant/Student**

---

**Date**

---

**Signature of Faculty/Staff**

---

**Date**



## **PROGRAM POLICY FOR NON-COMPLIANCE OF AN ACCREDITED PROGRAM**

A copy of the JRCERT Accreditation Standards will be maintained in the Program Directors Office.

There must be a clear or suspected violation of the standards of practice. The first step will be to inform the individual or program of said offense. It is proper to correct grievance on the immediate level if at all possible. If satisfaction or corrective action remains unresolved then the aggrieved party may directly contact the JRCERT by following the proper procedure outlined in the Program Manual.

The aggrieved party may notify the program's official accrediting agency at the following address:

Joint Review Committee for Education of Radiologic Technologist  
20 North Wacker Dr., Suite 900  
Chicago, Illinois 60606-2901  
Phone number 312-704-5300  
Fax number: 312-704-5304

[www.jrcert.org](http://www.jrcert.org)

Personal grievance outside the parameters of the accredited programs standards of practice must be resolved on the local level outlined in the ATC College and Student Handbook.

## **GRIEVANCE AND JRCERT ACKNOWLEDGMENT FORM**

**I have been explained the purpose of accreditation and have been provided the opportunity to review and question “the standards for an Accredited Program” by the JRCERT.**

**I also have been informed of the College’s grievance procedure, as well as concerns regarding accreditation and how to convey such concerns.**

---

**Signature of Student**

---

**Date**

## **ACADEMIC STANDARD**

Aiken Technical College's admission procedure printed in the College Catalog is requirements for admission into the college. It does not admit you into a particular program of study. Each program of study has its own set of criteria in addendum to the college's requirements. For instance, the Radiologic Technology Program requires that a prospective student have a minimum of a 3.0 grade point average on all college course work before admittance into the program and certain course prerequisites also be met.

Once admitted into program, the following policy and procedure applies:

While in the program, any student that makes below a "B" (80%) on any radiography exam must demonstrate satisfactory knowledge of that material to their instructors by performing assigned written work, and orally explaining missed questions.

1. The instructor will assign each student written assignments in the area of weakness.
2. The student will turn in the written assignments at a designated time established by the instructor for approval.
3. All work must meet the instructor's approval. The student must be orally proficient in the makeup assignment material. This requirement will not elevate the grade to a "B". (80%)

The purpose of this procedure is to ensure a satisfactory working knowledge of radiographic principles before continuing in the program. An equally important aspect is that it should enhance the student's results on the A.R.R.T. National Registry Board Examination.

The time of the make-up work will be designated by the instructor and will normally be done prior to the beginning of the next semester.

**Signature of Student**

**Date**

---

---

**AIKEN TECHNICAL COLLEGE**  
**Health Sciences Division**  
**RADIOLOGIC TECHNOLOGY**

**STUDENT COUNSELING PROCESS**

1. Student counseled twice on relative negative behaviors with a written conference report.
2. If after the second session the problem(s) continue, the student will be recommended to the college counseling services center. The student must make an appointment with a counselor within one week of the conference with the program director.
3. The student must verify the appointment in writing to the program director. If these processes are followed the student will be allowed to continue for the time being in the program (but will be under final warning and subject to immediate dismissal for any further infraction of affective behavior requirements).
4. Counseling services will inform the Program Director that counseling has begun.
5. After counseling has actually begun, the student's behavior will be evaluated by the Radiologic Technology faculty.

If progress is not made in modifying/correcting behavior, or if there are future reoccurring behavioral problems, demerits will be assigned to the unprofessional behavior and could lead to clinical/program failure and/or dismissal.

The student must read and sign below.

I have read the required Counseling Notification Policy, understand it's importance, and have had the opportunity to question it. My signature represents my agreeing to follow this policy if needed.

---

**Signature of Student**

---

**Date**

**AIKEN TECHNICAL COLLEGE**  
**Health Sciences Division**  
**RADIOLOGIC TECHNOLOGY**  
**Student MRI Screening Policy**

Magnetic Resonance Imaging (MRI) uses a strong magnet creating a strong magnetic field around the magnet which can pose safety concerns for anyone entering restricted zones without proper screening. As this field is always on, unsecured magnetically susceptible (ferromagnetic) materials, even at a distance, can accelerate into the bore of the magnet with a force significant enough to cause severe injury or damage to the equipment, patient, and/or any personnel in its path. All students in the Radiologic Technology program will be instructed in MRI Safety basics in RAD 121 by the instructor and by clinical staff on the MR team prior to being allowed to participate in a MRI rotation.

There are contraindications to entering the MRI environment. Students with pacemakers, defibrillators, aneurysm clips, cochlear implants, and neurostimulators will not be allowed in the MRI environment. Other surgically implanted devices will be evaluated on a case by case basis by a qualified MRI Technologist and / or ATC faculty to ensure student safety.

Each student should be prescreened for a possible history of injuries by any metallic foreign bodies, such as a bullet, shrapnel or other type of metallic fragments. Any student with an intraocular metallic foreign body has a particularly high risk for significant eye injury if exposed to the static magnetic field of an MRI system and must be screened prior to entrance in the MRI suite. Proper screening for individuals involves the use of a printed form for documentation, a review of the information on the form, and a verbal interview for any student who answers yes to any screening question to verify the information on the form and to allow discussion of any question or concern that the individual may have before being permitted into the MR environment.

Any student passing the safe threshold of the magnet, which is usually clearly marked without proper screening and permission of by qualified MR personnel, may potentially compromise their safety as well as the safety of those around them. While it is the MRI technologist's responsibility to control all access to the scanner room, students are required to consult with the technologist prior to entering the room. Students are additionally responsible for reporting any changes in their health or status which impact this screening and may thus compromise safety. In addition to student safety, students must gain permission to escort patients into the scanner room as patients must also be properly screened for their safety.

**Aiken Technical College**  
**Health Sciences**  
**RADIOLOGIC TECHNOLOGY**

***MRI Screening Questionnaire for Students***

**Student Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**This questionnaire is designed to assist us in determining if it is safe for you to enter the restricted zones during your magnetic resonance imaging rotation. It is important that you answer all of the following questions. If you don't understand any question, please ask for assistance.**

Do you have a pacemaker, wires, defibrillator or implanted heart valves?	<b>Yes</b>	<b>No</b>	<b>Don't Know</b>
Have you ever had any head surgery requiring aneurysm clips?	<b>Yes</b>	<b>No</b>	<b>Don't Know</b>
Do you have or have you ever had tattoos, permanent eyeliner or lip liner, or body piercing?	<b>Yes</b>	<b>No</b>	<b>Don't Know</b>
Do you have any surgically implanted metal of any type in your body?	<b>Yes</b>	<b>No</b>	<b>Don't Know</b>
Do you have any type of electronic device (stimulator or pump) implanted in your body?	<b>Yes</b>	<b>No</b>	<b>Don't Know</b>
Do you have any metal pin, joint, prosthesis or metallic object in, or attached to your body?	<b>Yes</b>	<b>No</b>	<b>Don't Know</b>
Have you ever had any type of surgery?	<b>Yes</b>	<b>No</b>	<b>Don't Know</b>
Do you have a hearing aid, middle/inner ear prosthesis, dentures or bridges?	<b>Yes</b>	<b>No</b>	<b>Don't Know</b>
Have you ever been exposed to metal fragments that could be lodged in your eyes or body?	<b>Yes</b>	<b>No</b>	<b>Don't Know</b>
Are you pregnant, or is it possible that you may be pregnant?	<b>Yes</b>	<b>No</b>	<b>Don't Know</b>

I have read and understand this safety questionnaire and I certify that all the information above is true and accurate to the best of my knowledge.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Faculty/Technologist Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Faculty Notes:**

---

---