

Aiken Technical College Radiologic Technology Program Manual and Student Handbook



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

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

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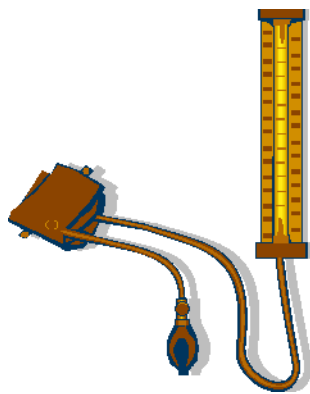
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SECTION 1

General Information



Section I: General Information

AIKEN TECHNICAL COLLEGE

INSTRUCTIONAL AND ADMINISTRATIVE PERSONNEL

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Clinical Coordinator
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Dr. Searles M.D.
Aiken Regional Medical Center

Radiation Safety Officer
803-641-5060

CLINICAL AFFILIATE SITES CONTACT NUMBERS

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

INTRODUCTION

Aiken Technical College is a public, open-door, two year, 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. Georgia Health Sciences University and affiliates (recently named Augusta University Health), 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.

ARRT CODE OF ETHICS

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.

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.

ACADEMIC STANDARDS

Didactic Courses:

Students are required to achieve a minimum grade of C in all Radiologic Technologist Imaging courses. Failure to achieve a minimum grade of C 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.

Clinical Education Courses:

A minimum grade of C is required in all Radiologic Technologist Imaging courses. Failure to achieve a minimum grade of C 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.

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.

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 clinicals scheduled for two days. Second year students are typically in class/lecture/lab two days per week with clinicals scheduled for three days per week.

The purpose of the offsite clinical rotations are 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.

GRADUATION REQUIREMENTS

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 Graduation Requirements:

1. Successful completion of all clinical and graduation competencies required by the American Registry of Radiologic Technology (ARRT). www.arrt.org
2. Successful completion of all course work with minimum of grade "C."
A grade of "C" is measured as 75-85%.
3. Successful completion of required courses for general education and the professional core with a minimum GPA of 3.0.

ACADEMIC CURRICULUM

Prerequisites

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
CPT 101	Intro to Computers	3-0-3
SPC 205	Speech Communications	3-0-3
PSY 201	General Psychology	3-0-3
HUM	Humanities/Fine Arts	3-0-3

First Year Fall Semester

RAD 102	Radiology Patient Care Procedures	1-3-2
RAD 101	Introduction to Radiography	1-3-2
RAD 130	Radiographic Procedures I	2-3-3
RAD 155	Applied Radiography I	<u>0-15-5</u>
Total for Semester		12 CR

Spring Semester

RAD 110	Radiographic Imaging I	3-0-3
RAD 136	Radiographic Procedures II	2-3-3
RAD 167	Applied Radiography II	<u>0-21-7</u>
Total for Semester		13 CR

Summer Semester

RAD 115	Radiographic Imaging II	2-3-3
RAD 230	Radiographic Procedures III	2-3-3
RAD 256	Advanced Radiography I	<u>0-18-6</u>
Total for Semester		12 CR

Second Year Fall Semester

RAD 121	Radiographic Physics	3-3-4
RAD 201	Radiation Protection and Biology	2-0-2
RAD 268	Advanced Radiography II	<u>0-24-8</u>
Total for Semester		14 CR

Spring Semester

RAD 205	Radiologic Pathology	1-3-2
RAD 235	Radiography Seminar I	1-0-1
RAD 278	Advanced Radiography III	<u>0-24-8</u>
Total for Semester		11 CR

Total Hours

Prerequisite/General Education	29
Radiographic	62
Total Program Hours	91

ELECTRONIC DEVICE ETIQUETTE

Cell phones, beepers, pagers, and other electronic devices used for personal communication, will be turned off 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 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. During lab activities, students may use their own or classroom computers for research activities relating to the lab. Students may use their electronic devices during breaks. Electronic devices (including laptops, cellular telephones, I pods, I pads, 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. 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.

Engage in Classroom activities. During lectures 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.

Exhibit respect for college property. Use equipment with care. It is expensive to replace and maintain; keep desk area neat and clean.

Take ownership and responsibility for one's learning. Complete assignments; 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.

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.

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. 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 if students take it upon themselves to x-ray each other or friends. Such actions will result in dismissal from the program.
3. Students must wear film monitors during lab exposures.
4. No more than 5 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. Exposures should be taken tabletop, in the table bucky or upright bucky.
10. Collimation should be practiced when applicable.
- 11.

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, MySpace, 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 Radiology 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.

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 or Radiography students:

1. If a student chooses to identify him/herself as a student at Aiken Technical College.
2. Persons who identify themselves as ATC School of Radiology students must be respectful in all Social Media communications referencing the school, patients, employees or anyone associated with Aiken Technical College.
3. Obscenities, profanity or vulgar language are prohibited. Inappropriate language or images are prohibited.
4. 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.

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 C 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 anytime 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.

Progressive Discipline for the Classroom

VERBAL WARNING:

- If problems and/or breaches of policy occur, a formal verbal reprimand will be given. In this disciplinary action, the student is advised to correct a specific problem within a definite period of time or further action may be instituted. It is the responsibility of the faculty member to inform the student of the possible consequences of future misconduct.
- Using the proper form, a written record of this warning making reference to the incident must be completed and placed in the students file in the event of future occurrences.

WRITTEN WARNING:

- On the reoccurrence of the problem, or development of another problem, a written warning notice may be issued to the student.
- A detailed account of the problem and the consequences of future misconduct will be included on the written warning notice.
- The written notice is to be signed by the Program Director and the student.

PROBATION:

- Upon continued non-compliance with school policies, the student can be placed on probation. The length of the probation may vary depending on the nature of the problem and/or the time needed to review all relevant facts.

NOTE: While the student is on probation, further violations will result in dismissal from the program.

DISMISSAL: Evidence and documentation of events and actions must precede this step. This applies to the clinical setting as well as the classroom. Examples of incident when disciplinary action may be initiated:

- A student has repeatedly broken the rules and regulations of the program
- A student has been excessively absent or tardy (more than four occasions per semester)
- A student has been found drinking an alcoholic beverage or taking illegal drugs
- A student is found clinically incompetent*, as deemed by the clinical instructors, and may be harmful to a patient. (*Clinical competence is defined as being unable to function effectively and efficiently in a prescribed manner; has difficulty retaining procedure methods and techniques; is rude and inconsiderate and has a poor professional attitude toward patients, staff, faculty and fellow classmates.)
- Is disruptive to his/her fellow classmates, faculty or staff.
- Any incident that the school administration/faculty feels is detrimental to the program and /or patient.

Causes for Disciplinary Action in the Classroom

Disciplinary action from reprimand up to and including discharge may result without notice from the following:

1. Refusal or failure to do assigned tasks or conduct that interferes with work including, but not limited to:

- Repeated absence or tardiness
- Failure to report properly and promptly an illness or absence to the Program Director or a Clinical Instructor
- Sleeping during class hour
- Leaving the classroom during scheduled attendance periods without proper authorization.
- Unauthorized electronic device
- Disrespect to faculty, staff, classmates; argumentative
- Improper attire for classroom setting
- Offensive language

APPEAL PROCESS: See policy and procedures for Due Process. A suspension or dismissal from the program can be appealed.

Dismissal Policy

Students can **AUTOMATICALLY** be dismissed for reasons included but not limited to:

- Failure of a class (Grade less than C)
- Academic dishonesty (see policy and procedures)
- Drinking alcoholic beverages or taking illegal drugs while on Aiken Technical College property or at a clinical site
- Stealing/Theft
- Disclosure of patient and/or family confidential information
- Clinically Incompetent (*See page 26)

DUE PROCESS/ACADEMIC APPEALS/ PROGRAM GRIEVANCE

Aiken Technical College Radiologic Technology Department student grievance guidelines conform to the ATC Student Handbook which details the Student Code for the South Carolina Technical College System. There will be no discrimination against any student who has a problem or complaint.

The following procedure should be followed by a student who has a problem or complaint:

1. Attempt to resolve the issue by discussing the situation with the course instructor, faculty member or supervisor within 5 business days of the occurrence.
2. If a satisfactory resolution is not reached, the student may request in writing, within five (5) business days, a conference with the Allied Health Department Chair.
3. If the matter is not resolved within 5 days, the student should, request a conference with the Dean of the Health Sciences division. If the matter remains unresolved, the student may, within 5 days, request a conference with the Vice President of Education and Training.
4. The process for appeals is outlined in the online Aiken Technical College Policy Manual SECTION 5. Standards of Academic Progress Policy for Grade Review- Procedure Number 4-5- 109.1 at www.atc.edu. The appeals process can be used for any complaint and is not limited to grade review.

The student will be informed of their right to question program conditions through the JRCERT by signing the grievance and JRCERT acknowledgement form.

**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.

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 well-being, 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.

BEREAVEMENT POLICY

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.

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.

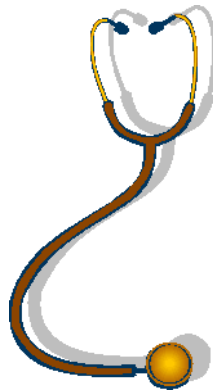
Procedure:

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 24 hrs. 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 will not be able to advance to the next semester. Clinic Rotations will occur in the spring, summer, and fall semesters of the first and second year. Students are not required to attend clinic when Aiken Technical College is closed for emergencies, holidays or on breaks between semesters. 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) 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 continue clinical rotations during the summer semesters. Students will also be assigned to limited evening, night and weekend clinical practicum during their 24 month 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 Cardiac Catheterization can be arranged to allow students to experience some of the specialized fields in Radiology.

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.

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. Faculty, clinical instructors, and the program director shall be addressed as Miss, Mrs., Ms., Mr., or Dr.
2. No smoking, eating, or drinking except in designated areas
3. Reading materials must be confined to subjects related to Medical Imaging Science and must be kept out of the sight of patients.
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 policy is considered unprofessional.
7. Cheating in any form in didactic or clinical sessions is grounds for immediate dismissal.
8. Personal telephone calls are 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. 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 RECEPTORS 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.
 - c) Provide the holder with a dosimeter and record the reading pre and post exposure.
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 launder.
- 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.

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. Schedule changes will only be made within the first week of each semester. They must be made in writing to the Clinical Coordinator and must be approved by the Program Director.

2. During the two year 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.

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

4. 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 Computerized Axial Tomography (CAT Scan), Mammography, Nuclear Medicine, Radiation Therapy, Diagnostic Medical Sonography (Ultrasound), Special Procedures/Angiography, Heart Catheterization Lab, Magnetic Resonance Imaging (MRI), and Management Rotations.

OFF SITE CLINICAL LAB ASSIGNMENTS

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

Clinical Demerits

Clinical hours are determined by the affiliate's normal hours of operation. The rotation times are dictated by the program schedule and compliance with JRCERT standards for clinical competency. These affiliates, or clinical sites, follow the rules and regulations established by the Joint Review Committee on Education in Radiologic Technology. The purpose of these sites is to assist in developing the clinical skills of the student and provide a broader scope of experience for the student. Similarities between sites reinforce basic knowledge; differences between sites aid the students' development in critical thinking and problem solving.

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
- Not properly clocking in and out for lunch/tardy from lunch
- Not using time clock when one is available at clinic site
- Leaving assigned clinical area without permission
- 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
- 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
- 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 more than one demerit

- Not signing dosimeter report within one week of being posted (2 demerits)
- Unauthorized possession, use or disclosure of hospital/patient record information(5 demerits)
- Having cell phone, iPod, iPad or other electronic devices own person during clinic (15 demerits)
- Using the Internet, cell phone or other electronic device while in clinic (15 demerits)
- Not properly calling in when absent from clinical site to ATC faculty (5 demerits)
- Not properly calling in when absent from clinical site to clinical site supervisor (5 demerits)
- Slander, gossip in clinical setting (5 demerits)
- Disrespect to a patient, visitor or co-worker (technologist or classmates; Rude or offensive body gestures (eye rolling, sucking teeth...etc) (5 demerits)
- 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 (5 demerits)
- Gambling on clinical site or school premises (5 demerits)
- Actual or attempted theft or unauthorized possession or use of property belonging to the hospital, another employee or student, patient or visitor (5 demerits)
- Damaging or defacing through negligence or deliberate acts, property belonging to the hospital, other employee or student, patients or visitors (5 demerits)
- Posting or removing material of any kind from clinical site bulletin boards, unless authorized by personnel or administration (3 demerits)
- Unauthorized use of clinical site/school photocopy machines (2 demerits)
- Unauthorized solicitations (Check with Program Director) (2 demerits)
- Leaving clinic without permission (10 demerits)
- Absence (3 demerits)
- Late for 6 to 15 minutes (2 demerits)
- Late for 16 to 30 minutes (4 demerits)
- Late for greater than 31 to 60 minutes (6 demerits)
- Late for one hour or more, he/she will receive an **absence and 8 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 doctors only.**
- 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 **doctor only.**

CLINICAL GUIDELINES

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

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

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

6. 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.

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

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

9. 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.

12. 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 white 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 and a watch. Due to health/safety and infection control, earrings are not allowed.
5. No visible tattoo or body piercing are allowed in clinical. Skin art must be covered with clothing or make-up.
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.

7. 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 are NOT allowed in clinic. A conservative amount of make-up may be worn with a light shade of lipstick.

8. 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.).

9. 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.

10. 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.

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. 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.

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JUNIOR CLINICAL GRADING

Grade Scale for all Radiologic Technology Program Courses

A = 93—100

B = 86—92

C = 75---85

F = 74 and below

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

1. Completion of all clinical competencies for a particular semester
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
6. Semester Evaluations Juniors
 - A) Required competencies 40%
 - B) Instructor's mid-term evaluation 20%
 - C) Written Assignments 10%
 - D) Discipline/Program Compliance 10%
 - E) Staff evaluations of students 10%
 - F) Final Semester Evaluation 10%

Total	100%
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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.

SENIOR CLINICAL GRADING

Grade Scale for all Radiologic Technology Program Courses

A = 93—100

B = 86—92

C = 75---85

F = 74 and below

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

1. Completion of all clinical competencies for a particular semester
2. Mid-Term Semester Evaluation 80% or higher (conference report issued if below)
3. All written assignments as stated in the Course Syllabus each semester
4. Clinical Quizzes
5. Staff evaluations of students
6. Final Semester Evaluations Seniors

A) Required competencies	40%
B) Instructor's mid-term evaluation	20%
C) Written Assignments	10%
D) Clinical Quizzes	10%
E) Staff evaluations of students	10%
F) Final Semester Evaluation	10%

Total	100%
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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.

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. If not received by end of semester, 5 points will be deducted from the final clinical grade.

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.

STUDENT EXAMINATION LOG

Student: _____ Rotation Dates _____ to _____ # _____ <div style="text-align: center; margin-top: 5px;"> Clinical Affiliate Sites: ARMC _____ Write in Appropriate location at each site. GRU(AU) _____ Doctor's _____ CMI _____ South Side _____ </div>

DATE	Exam Identification #'s	EXAM	<u>W, A, P,</u> U	Competency Only
(00/00)	(MRN or accession number only) any number you will need to find this exam later if needed	(BE, Forearm, Hip, CT Head, ERCP, L-Spine F & E, Arthrogram) No need for # of views and which views	Witnessed, Assisted, Performed, Unassisted	MC Mandatory Comp, EC Elective Comp, PE Program Elective
1				
2				
3				
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8				
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10				
11				
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14				
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16				
17				
18				
19				

Aiken Technical College Radiologic Technology Program

Student Evaluation of Clinical Instructors and Staff

Student _____ Semester _____

Rotation Dates _____ | _____ Rotation # _____

Clinical Affiliate Site(s): ARMC _____
 GRU (AU) _____
 Doctor's _____
 CMI _____
 South Side _____

Instructions to Student:

Check the column to the right of each statement that best describes the evaluation of your clinical instructors and staff technologists.

**5 - Excels 4 - Above Average 3 - Satisfactory 2 - Needs Improvement 1 - Unsatisfactory
 0 - N/A**

Clinical Instructors and Staff		5	4	3	2	1	0
1	Demonstrated up-to-date clinical knowledge, prepared for clinical experiences						
2	Gave adequate feedback, negative as well as positive						
3	Demonstrated ability to serve as role model in regard to pt. care & professionalism						
4	Always available, willing to assist students, those having difficulty & those who excelled						
5	Easy to relate to & not intimidating, projected sensitivity to the needs & feelings of students						
6	Helpful in assisting students in achieving objectives						

COMMENTS: _____

Student Signature _____ Date _____

Students must complete with comments section. Comments, criticisms, and concerns are expected to be professional and productive.

Aiken Technical College Radiologic Technology Program

Student Evaluation of Clinical Site Rotation

Student: _____ Semester: _____

Rotation Dates: _____ | _____ Rotation # _____

Clinical Affiliate Site (s): ARMC _____
 GRU _____
 Doctor's _____
 CMI _____
 South Side _____

1. Did your clinical experiences exceed 40 hours per week? YES NO
2. Was direct or indirect supervision available at all times (including portables and OR)?
 YES NO
3. Was this clinical site supportive to the clinical education process? YES NO
4. Did your clinical experiences at this site relate to knowledge learned in class?
 YES NO
5. Do you feel your clinical environment assured your personal health and safety?
 YES NO
6. Do you feel you need or would you like an additional rotation in this area?
 YES NO

For statements 2 – 6, If NO, state reason why?

7. How did the technologists in this rotation rate overall as educational facilitators?

Excellent Very Good Good Fair Poor

For Fair or Poor, please list the name or technologist _____

8. Identify one experience during this clinical rotation at this clinical site that you have not had the opportunity to witness previously that increased your knowledge of your field of study?

9. If you could change one thing about this clinical site to improve a specific outcome for future students, what would it be?

Student's Signature _____ Date _____

Aiken Technical College Radiologic Technology Program

Clinical Time Sheet

Time sheets are the student's responsibility. Any hours that vary from regularly scheduled clinic hours must be verified by a site clinical instructor's initial with explanation noted on time sheet. All information requested, on time sheet, must be completed for approval of documentation of clinic time.

Student		
Rotation Dates		to Rotation #
Clinical Site		
Comment Section		Clock Date and Time Section
DAY 1 IN		
LUNCH OUT		
LUNCH IN		
DAY 1 OUT		
DAY 2 IN		
LUNCH OUT		
LUNCH IN		
DAY 2 OUT		
DAY 3 IN		
LUNCH OUT		
LUNCH IN		
DAY 3 OUT		
DAY 4 IN		
LUNCH OUT		
LUNCH IN		
DAY 4 OUT		
DAY 5 IN		
LUNCH OUT		
LUNCH IN		
DAY 5 OUT		

AIKEN TECHNICAL COLLEGE
DEPARTMENT OF RADIOLOGIC SCIENCES
STUDENT EVALUATION

STUDENT NAME _____ DATE OF ROTATION _____
CLINICAL SITE _____

Please check the appropriate response for each of the following questions:

4=Always 3=Usually 2=Occasionally 1=Rarely 0=Never

EVALUATION	4	3	2	1	0	COMMENTS
I. Ethical and Professional						
Abides by HIPAA A Regulations						
Professional appearance and hygiene						
Respectful of patient's needs						
Proper respect for technologists, radiologists, staff						
II. Attitude						
Interested and cooperative						
Confident and mature						
Personable, Team player						
Accepts constructive criticism						
Willing to adapt/attempt new procedures						
III. Accountability & Judgment						
Provides physical safety						
Assesses patient's condition and reacts accordingly						
Interprets requisition and pt. history correctly						
Utilization of radiation protection procedures						
Comprehends the following responsibilities:						
Patient						
Equipment						
Procedures						
IV. Participation						
Displays initiative						
Willingly participates						
Assumes responsibility						
Organized						
Dependable/Punctual						

Technologist's Signature

Student's Signature

AIKEN TECHNICAL COLLEGE
DEPARTMENT OF RADIOLOGIC SCIENCES
STUDENT EVALUATION

STUDENT NAME _____ DATE OF ROTATION _____
CLINICAL SITE _____

Please check the appropriate response for each of the following questions:

4=Always 3=Usually 2=Occasionally 1=Rarely 0=Never

THE STUDENT EXHIBITS:	4	3	2	1	0
I. Cooperation with the clinical staff by:					
Accepting constructive criticism					
Observing rules and regulations					
Following directions					
Displaying Positive/Open attitude					
II. Proper communication skills by:					
Establishing a rapport with patients					
Appropriately explaining the examination					
Comforting and reassuring the patient					
Maintaining lines of communication with medical personnel and staff					
Notifying x-ray staff regarding tardiness, absence, & leaving department					
III. Initiative and willingness to learn by:					
Offering assistance to the staff					
Following instructions					
Completing assignments/exams					
Being accountable					
Being Punctual					
Showing Initiative to all aspects of the radiology department					
IV. The following skills:					
Properly prepares the room					
Properly identifies patients					
Inquires about pregnancy (when appropriate)					
Properly positions the patient					
Able to problem solve and think critically					
Properly utilizes equipment					
Uses correct marker and places correctly					
Uses correct exposure factors					
Uses computer system properly					

Technologist's Comments

Technologist's Signature

Student Signature

AIKEN TECHNICAL COLLEGE

Mid Semester Clinical Performance

Student: _____ Date: _____

Semester: _____

Achievement of Course Objectives

Each Category is 25 % of Mid Semester Grade

1. Completion of Competency Objective _____ / _____ = _____ x 25% = _____

2. Written Objectives _____ / _____ = _____ x 25% = _____

3. Attendance _____ / _____ = _____ x 25% = _____

4. Evals of Student by Clinical
Inst _____ / _____ = _____ x 25% = _____

Total / Mid Semester Grade = _____ / 100

Absences/Disciplinary Actions

Comments

Student's Signature _____ Date _____

Instructor's Signature _____ Date _____

Program Director's Signature _____ Date _____

AIKEN TECHNICAL COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM

Junior Final Semester Clinical Performance Evaluation

Any student receiving a “0” or “1” in any category will be placed on probation the following semester. If a “0” or “1” is received in the same category the following semester the student may be dropped from the program. Total achievable points = 48.

1. **Discipline/Program Compliance:** Following the application of skills.
 - 4 Excellent confidence in positioning, patient rapport, and efficient use of time in positioning
 - 3 Above average display of discipline and program compliance
 - 2 Average display of discipline and program compliance
 - 1 Below average display of discipline and program compliance
 - 0 Does not meet the requirements or comply with the program policies and procedures, is not disciplined in being confident in positioning, excessive use of time when positioning, and no rapport with patient/staff technologist
2. **Personal Appearance:** Clean neatly groomed appearance, uniform the same.
 - 4 Very professional; always clean and groomed
 - 3 Consistently meets established dress code
 - 2 Meets basic uniform, at times dress code requirements are not met
 - 1 Meets uniform requirements, but is sloppy and disheveled
 - 0 personal appearance unbecoming to the profession; does not conform to dress code and standard cleanliness requirements; has received demerits for dress code violation
3. **Cooperation and Attitude:** Ability to work with others, and to accept criticism and instruction.
 - 4 Excellent attitude; leadership qualities
 - 3 Enthusiastic and cooperative; good attitude
 - 2 Satisfactory; does what is expected, but no more
 - 1 Indifferent to instruction and correction
 - 0 Argumentative and does not work well with others
4. **Professionalism and Ethics:** Impression the student makes on others and professional judgment.
 - 4 Ethical and professional in all situations and inspires others to exude the same.
 - 3 Above average impression; uses good judgment
 - 2 Average impression; acceptable in most situations and manner
 - 1 Below average impression; does not always exude professionalism
 - 0 Negative attitudes, terse or rude with patients, peers, and staff technologist, use poor professional judgment

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 Consistently above average, needs minimum 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
0 Avoids work—always seems to be busy, but not really 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
2 Completes work in a reasonable amount of time
1 Needs constant urging and is slow to complete assignments
0 Too much time to complete simple tasks, need help constantly
7. **Quality of Work:** Positioning progress, room readiness, knowledge of exam and protocols.
4 Superior work, high quality performance as evidenced in work
3 Precise, above average; recognizes mistakes and corrects them
2 Makes average number of mistakes for level of competency
1 Careless; makes same mistakes often
0 Makes frequent errors, does not retain corrective criticisms, disorganized
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
0 Unconcerned for 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 follow up on small details
1 Rarely organized, needs major improvement
0 No organizational skills, disoriented and confused

10. **Radiation Protection:** Protect the patient, self and others from unnecessary radiation.
- 4 Always conscious of radiation protection to self and others
 - 3 Uses protective devices, show 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
 - 0 Has received demerits for radiation safety related incidents
11. **Ability to follow Directions:** Ability to listen and apply instruction to clinical performance.
- 4 Excellent ability to listen, understand and apply instruction to clinical performance.
 - 3 Follows direction without errors.
 - 2 Occasionally makes mistakes in following directions
 - 1 Initially follows direction, but does not retain, headstrong
 - 0 Does not follow directions, headstrong
12. **Application of knowledge:** The ability to apply classroom knowledge to clinical applications.
- 4 always uses knowledge well, uses critical thinking skills
 - 3 able to apply knowledge, able to solve problems and adjust changes
 - 2 usually able to apply knowledge, needs help in thinking things through
 - 1 unable to adjust to changes, improvement needs in critical thinking skills
 - 0 unable to use knowledge or adjust to changes in clinical practice

Comments may be added to back.

Student's Signature _____ Date _____

Instructor's Signature _____ Date _____

Program Director's Signature _____ Date _____

AIKEN TECHNICAL COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM

Senior Final Semester Clinical Performance Evaluation

Any student receiving a “0” or “1” in any category will be placed on probation the following semester. If a “0” or “1” is received in the same category the following semester the student may be dropped from the program. Total achievable points is 48.

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 One absence or up to (3) three tardies-usually on time
 - 1 Two absences or up to (6) tardies ----need improvement
 - 0 Three or more absences or more than nine tardies, has received demerits for attendance violation

2. **Personal Appearance:** Clean neatly groomed appearance, uniform the same.
 - 4 Very professional; always clean and groomed
 - 3 Consistently meets established dress code
 - 2 Meets basic uniform, at times dress code requirements are not met
 - 1 Meets uniform requirements, but is sloppy and disheveled
 - 0 personal appearance unbecoming the profession; does not conform to dress code and standard cleanliness requirements, has received demerits for dress code violation

3. **Cooperation and Attitude:** Ability to work with others, and to accept criticism and instruction.
 - 4 Excellent attitude; leadership qualities
 - 3 Enthusiastic and cooperative; good attitude
 - 2 Satisfactory; does what is expected, but no more
 - 1 Does not accept advice or criticism
 - 0 Argumentative and does not work well with others

4. **Professionalism and Ethics:** Impression the student makes on others and professional judgment.
 - 4 Ethical and professional in all situations and inspires others to exude the same.
 - 3 Above average impression; uses good judgment
 - 2 Average impression; acceptable in most situations and manner
 - 1 Below average impression; does not always exude professionalism
 - 0 Negative attitudes, terse or rude with patients, peers, and staff technologist, uses poor professional judgment

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 Consistently above average, needs minimum 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
 - 0 Avoids work—always seems to be busy, but not really 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
 - 2 Completes work in a reasonable amount of time
 - 1 Needs constant urging and is slow to complete assignments
 - 0 Too much time to complete simple tasks, need help constantly
7. **Quality of Work:** Positioning progress, room readiness, knowledge of exam and protocols.
- 4 Superior work, high quality performance as evidenced in work
 - 3 Precise, above average; recognizes mistakes and corrects them
 - 2 Makes average number of mistakes for level of competency
 - 1 Careless; makes same mistakes often
 - 0 Makes frequent errors, does not retain corrective criticisms, disorganized
8. **Patient Care and Communication Skills:** Level of patient care and communication skills.
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 - 3 Usually concerned for patient's well-being, communicates effectively
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 - 1 Indifferent to patient's condition, does not alleviate the fears of the patient
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9. **Organization of Work:** Consider ability to perform tasks in an orderly fashion and logical order.
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 - 3 Organized most of the time, follows through with small details
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 - 2 Uses protective devices, but sometimes has to be reminded
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- 4 always uses knowledge well, uses critical thinking skills
 - 3 able to apply knowledge, able to solve problems and adjust changes
 - 2 usually able to apply knowledge, needs help in thinking things through
 - 1 unable to adjust to changes, improvement needs in critical thinking skills
 - 0 unable to use knowledge or adjust to changes in clinical practice

Comments may be added to back

Student's Signature _____ Date _____

Instructor's Signature _____ Date _____

Program Director's Signature _____ Date _____

Aiken Technical College
Radiologic Technology Program

Junior Final Semester Clinical Performance

Student Name	Date
Semester	Grade

Achievement of Course Objectives

1 Clinical Competency Exams	(40%)	/	=	x .40=	
2 Mid Term Evaluation	(20%)	/	=	x .20=	
3 Written Assignments	(10%)	/	=	x .10=	
4 Discipline/Program Compliance	(10%)	/	=	x .10=	
5 Student Evaluations	(10%)	/	=	x .10=	
6 Semester Evaluations	(10%)	/	=	x .10=	

Total Semester Grade:_____

Comments:

Student's Signature _____ **Date** _____

Instructor's Signature _____ **Date** _____

Program Director's Signature _____ **Date** _____

Aiken Technical College Radiologic Technology Program
Senior Final Semester Clinical Performance

Student Name	Date
Semester	Grade

Achievement of Course Objectives

1 Clinical Competency Exams	(40%)	/	=	x .40=	
2 Mid Term Evaluation	(20%)	/	=	x .20=	
3 Written Assignments	(10%)	/	=	x .10=	
4 Discipline/Program Compliance	(10%)	/	=	x .10=	
5 Student Evaluations	(10%)	/	=	x .10=	
6 Semester Evaluations	(10%)	/	=	x .10=	
Total Semester Grade:					

Comments:

Student's Signature _____ **Date** _____

Instructor's Signature _____ **Date** _____

Program Director's Signature _____ **Date** _____

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 or 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 well-being, 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.

CLINICAL PROBATION AND SUSPENSION

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 “8.0,” the student is placed on clinical probation status for that semester. A student will also be placed on clinical probation, or suspension 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 suspended 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 and or suspension 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 student's 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 (your working 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.

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

1. 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

1. 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 turned in by the student, any clinical instructor, any ATC faculty or faxed to the school. An evaluation not received by the last day of the semester will result in a 5 point deduction in a students clinical grade. Evaluations with a grade below 8.0 are considered unsatisfactory performance. If more than one evaluation grade of less than an 8.0 is received that student will be given a written conference report and placed on clinical probation for the next 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. Turns in evaluation for grading with other rotation paperwork
3. Signs the authenticity of the evaluation after receiving grade
4. Files evaluation in student notebook after signing

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. 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 (1 day) missed is depleted, 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 Radiology 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.

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 grade less than "C" results in automatic dismissal from the program.
2. If a student fails a required college co-requisite course while in the program, the student will be required to make up the failed course at a time that would not conflict with their radiology curriculum schedule.

Procedure: Responsibility Action - Student

1. Maintains radiology course grades of "C" or better.
2. Makes up any failed related college courses at a time that does not conflict with normal radiology curriculum.
3. Must observe course schedules and not interfere with clinical rotations. RAD course objectives and competencies take precedence over make- up courses.
4. May appeal to Program Director if grade is below "C".

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 "C".
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.

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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

(Upon completion, a copy of this form will be placed in the student's file.)

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 Sciences Division

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**

Grounds 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.
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 affect).
4. Failure to accomplish clinical assignments and objectives.
5. Unprofessional or unethical conduct.
6. Cheating in related professional courses. Please do not discuss your final exam with any other student.
7. 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.
8. 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.
9. Excessive absences, tardiness, or unauthorized absence from clinical site (no call no show) more than once within the tenure of the program).
10. 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
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

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:

“C” work is considered below average—though a student must maintain a “C” or better while in the program, any student that makes a “C” or below on any radiography exam or course 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 a “C” to a “B.”

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

I have read and I 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:

