

JEFFERSON STATE COMMUNITY COLLEGE

RADIOLOGIC TECHNOLOGY PROGRAM

STUDENT HANDBOOK
2022-2024

IMPORTANT NOTICE

Failure to read this Handbook does not excuse students from the rules and procedures described herein. Personal factors, illness, or contradictory advice from any source are not acceptable grounds for seeking exemption from these rules and procedures.

Welcome

Congratulations! You have been selected as a member of the next Radiologic Technology class. You have chosen an exciting and rewarding profession, and this program will strive to provide you with the educational experiences necessary to prepare you for a career in a radiology setting.

The program was established in 1967 and has graduated many qualified RTs over the years. While most have been employed in hospitals, clinics, and Doctor's offices around the city and state, some have chosen to continue their education and earn higher degrees in radiologic sciences or related disciplines.

During the next five semesters, you will be required to devote many hours of study and preparation to gain the knowledge and practical experiences needed to successfully enter a career in radiology. I believe you will find that your hard work is well worth the effort!

Wishing you much success,

Christie Bolton, M.A.Ed., R.T. (R)
Radiologic Technology Program Director
Jefferson State Community College

Program Mission Statement and Goals

The mission of the Radiologic Technology Program at Jefferson State Community College is to prepare graduates for entry-level employment as a radiologic technologist in the healthcare community.

This program mission is consistent with the colleges Statement of Philosophy and Purpose in the Jefferson State Community College Catalog and Student Handbook.

Program Goals:

The program mission can be met by the achievement of the following goals:

1. Students will demonstrate clinical competence.

Student Learning Outcomes:

Students will apply positioning skills.

Student will select appropriate technical factors.

Students will practice radiation protection.

2. Students will effectively communicate.

Student Learning Outcomes:

Students will use effective oral communication skills.

Students will practice written communication skills.

3. Students will utilize critical thinking skills.

Student Learning Outcomes:

Students will manipulate technical factors for non-routine examinations.

Students will adapt positioning for trauma patients.

Students will use interpersonal skills to problem solve.

4. Students will evaluate the importance of professionalism.

Student Learning Outcomes:

Students will develop skills for preparation for employment.

Students will exhibit professional behaviors in the clinical setting.

5. Provide qualified radiographers to meet the health care needs of the community.

Student Learning Outcomes:

Students will pass the ARRT national certification on the first attempt within 6 months of program graduation.

Students will complete the program according to program guidelines.

Students will be satisfied with their education.

Employers will be satisfied with the graduate's performance.

Of those pursuing employment, students will be gainfully employed within six months post-graduation.

Radiologic Technology Program Accreditation

The Radiologic Technology Program at Jefferson State Community College is accredited by the Joint Review Committee on Education in Radiologic Technology. The JRCERT develops educational standards that are accepted by professionals in the radiologic sciences. They are the only organization recognized by the U. S. Department of Education to evaluate and accredit education programs in radiography. A copy of the STANDARDS is available at www.jrcert.org. To learn more about the JRCERT or the standards contact JRCERT at:

20N Wacker Drive, Suite 2850

Chicago, IL 60606-3182

Tel: (312) 704-5300

Fax: (312) 704-5304

For resolutions of non-compliance, students have the option to follow Jefferson State Community Colleges due process as outlined in the college catalog and student handbook or have non-compliance concerns addressed directly to the JRCERT at the above-mentioned address.

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JSCC Radiologic Technology Program

ADVISORY COMMITTEE

Program Officials

Christie W. Bolton M. A. Ed., R.T. (R)
Radiologic Technology Program Coordinator

Annette W. Ferguson, M. S. R. S., R.T. (R)
Radiologic Technology Clinical Coordinator

Ami Poe, BS, R.T. (R)
Radiologic Technology Lab Instructor

Members

Jeff McGough, Committee Chairperson
Administrator, St. Vincent's Chilton

Keith Corson
Chief Technologist, Radiology
St. Vincent's East

Bettye G. Wilson
UAB Retired
ALSRT and ARRT Representative

Jackie Canter
Pediatric Imaging Center Manager
Children's South

Eric Williams
Manager Radiology
UAB Hospital

Lee Morrison
Director of Radiology
Medical West

Terri Franklin
Director of Radiology
UAB Hospital

Kay Laney
Director of Radiology
Baptist Medical Center Princeton

Brad Wideman
Director of Imaging Services
Brookwood Medical Center

Diane Barineau
Director of Radiology
Baptist Medical Center Shelby

Rainey Varner
Chief RT and Radiation Safety Officer
VA of Birmingham

Lynne Fountain
Divisional Director
Children's Hospital

Reed Adair
Director of Clinical Services
St. Vincent's Birmingham

Vincent Glanze
Director of Imaging
Grandview Hospital

Southlake Orthopaedics
Brandy Moore
Operations Manager

Ortho Alabama
Lena Collins
Radiologic Technologist

UAB Highlands
Kecia Turner
Imaging Department Manager

Clinical Preceptors

Stephanie Ware	St. Vincent's Birmingham
Sandy Blocker	UAB Medical West
Ashish Chand	Princeton
Sonya Payne	St. Vincent's East
Kayia Allison	The Children's Hospital of Alabama
Kim Moss	St. Vincent's, St. Clair
Tiffany Bolton	UAB Hospital
Katelyn Fine	Kirklin Clinic
Tina Smith	UAB Highlands
Barbara Lichtenauer	Brookwood Baptist
Daniel Evans	Shelby Baptist
John Eldridge	Grandview Hospital
Katie Lairsey	Grandview Hospital
Alicia Ingram	St. Vincent's Chilton
Cassandra Mintz	Southlake Orthopaedics
Katie Rosado	Southlake Orthopaedics
Ryan Tollison	Orthopaedics of Alabama
Monica Watts	VA Birmingham
Jessica Strickland	Children's South
Andrea Black	Children's South
Student Representative Association of Radiologic Technology Students President	

THE EDUCATIONAL EXPERIENCE

Many new students do not know what a good college student is or what a good college student does. They understand good and bad grades in a general way, and they sense that they should attend classes; but that is where their knowledge begins and ends. Most teachers know what a good student is--and is not. For one thing, a good student is not necessarily the most intelligent individual in a class. But a good student does have some clearly identifiable attributes.

What are the Characteristics of Successful Students?

1. Not surprisingly, they attend classes--regularly. Moreover, they are on time. If they miss a session, they feel obligated to let the instructor know why, and their excuses seem legitimate and reasonable. They make sure they get all assignments they missed and understand specifically what was covered in class.
2. They take advantage of extra credit opportunities if they are offered. They demonstrate that they care about their grades and are willing to work to improve them. They often do the optional, and frequently challenging, assignments that many students pass up, such as giving a five-minute presentation that substitutes for an essay.
3. Successful students speak in class, even if their attempts are a bit clumsy and difficult. They ask the questions that the instructor knows many in the class are bound to have, provided they are listening.
4. They see the instructor before or after class about grades, comments made on their papers, and upcoming tests. Sometimes they just want to ask a question or make a comment relative to the class discussion.
5. Successful students turn in assignments that look neat and sharp. They take the time to produce a final product that looks good, a reflection of a caring attitude and pride in their work.
6. They are attentive in class. They don't chat, read, or stare out windows. In other words, they are polite and graceful, even if they get a little bored.
7. All work and assignments are turned in, even if every one of them is not brilliant. Successful students seem driven to complete all work.
8. The most successful students may well end up at the instructor's office door at least once during the semester. They'll go out of their way to find the instructor and engage him/her in meaningful conversation.

The above "characteristics" were written by David Shunts in "Innovation Abstracts" Vol. X, No. 17; published by the National Institute for Staff and Organizational Development. However, they could have been written by your college faculty as they reflect our observations as well. Our purpose here is to assist you in learning but you must do your part. If you need help with study skills, act early. Contact the Learning Success Center now and develop a plan for success.

While class attendance and participation are very important, a college education involves much more. The intellectual and social climate of the college seeks to broaden horizons as well as to provide skills and knowledge necessary to pursue a given career. We feel the information will help you participate fully in the educational experience.

**JSCC Radiologic Technology Program
PROGRESSION GUIDELINES**

I. REGULAR PROGRESSION

A. IN ORDER TO SUCCESSFULLY COMPLETE THE RADIOLOGIC TECHNOLOGY PROGRAM, STUDENTS MUST FULFILL ALL OF THE FOLLOWING REQUIREMENTS:

1. Progress through all required general education courses in the radiologic technology program curriculum, including prerequisites and co-requisites, in a sequence approved by the radiologic technology program
2. Progress through all radiography program courses, including prerequisites and co-requisites, in the sequence specified by the radiography program
3. Attain grades of “C” or above in each of the required radiologic technology and general education courses in the curriculum without repeated withdrawals, audits, or failures
4. Maintain a grade-point average of 2.5 or above (4.00 grade scale) on all college credits and from program admission on Jefferson State Community College credits.
5. Maintain current radiologic technology student liability insurance, drug screening, personal health/hospitalization insurance, background checks and radiation dosimeter monitoring
6. Submit completed medical form by required date
7. Maintain a satisfactory level of health, including freedom from chemical dependency and continuously able to meet the Essential Functions as outlined on the radiologic technology program application
8. Maintain current certification in cardiopulmonary resuscitation at the health care provider level
9. Refrain from conduct that violates the College’s Academic Honesty Code, the Code of Student Conduct, and the Drug and Alcohol Free Campus Policy
10. Refrain from conduct that violates the ARRT Code of Ethics and that which leads to a major breach in safety, confidentiality, legality, or accountability
11. Comply with all progression requirements according to progression guidelines of RAD courses in order to remain in the program and graduate

B. STUDENTS SHOULD SCHEDULE APPOINTMENTS WITH A PROGRAM FACULTY ADVISOR TO DISCUSS THE ABOVE REQUIREMENTS AS NEEDED

II. OUT OF PROGRESSION

A. THE STUDENT IS CONSIDERED TO BE OUT OF PROGRESSION IF HE/SHE:

1. Fails to progress through all required general education courses in the radiologic technology curriculum, including prerequisites and co-requisites, in a sequence approved by the radiologic technology program policies
2. Fails to progress through all required radiologic technology courses in the curriculum, including prerequisites and co-requisites, in a sequence approved by the radiologic technology program
 - a. Students should not withdraw from required radiologic technology or general education courses without advisement from their assigned radiography program faculty advisor, since this will interrupt the student's progression into the next term of the radiologic technology curriculum.
 - b. A student who withdraws from a required radiologic technology or general education course in the prescribed sequence, must complete the program's readmission procedures
3. Failure to attain grades of "C" or above in each of the required general education courses in the radiologic technology program curriculum.
 - a. A student who fails to attain a grade of "C" or above in each of the required general education courses must repeat the course successfully
 - b. Application for readmission may be made before the final grade is known. However, if readmission is achieved, it will be conditional, based upon successful course completion (i.e. attains a grade of "C" or above)
4. Fails to attain grades of "C" or above in each of the required radiologic technology courses in the curriculum
 - a. A student who fails to attain a grade of "C" or above in a radiologic technology course must achieve readmission and successfully repeat the radiologic technology course and revalidate prescribed laboratory, patient care and competency examinations prior to readmission
 - b. A student who does not achieve readmission within twelve (12) months of the last class day of the term in which the student's progression was interrupted will not be considered for readmission
 - c. A student may repeat a radiologic technology course once
5. Fails to maintain a grade point average of 2.5 or above (4.00 scale) on all college credit and on Jefferson State Community College credit after program admission.
6. Fails to maintain current student liability insurance, drug screening, personal health/hospitalization insurance, background checks and radiation dosimeter monitoring
7. Fails to submit completed medical forms by the required date
8. Fails to maintain a satisfactory level of health, including freedom from chemical dependency and maintain Essential Functions during admission

9. Fails to maintain current certification in cardiopulmonary resuscitation at the health provider level
 10. Fails to comply with all progression requirements in order to graduate
- B. ANY STUDENT WHOSE PROGRESSION THROUGH THE RADIOLOGIC TECHNOLOGY PROGRAM IS INTERRUPTED MUST REAPPLY

III. **READMISSION PROCEDURES**

- A. STUDENTS WHOSE PROGRESSION THROUGH THE RADIOLOGIC TECHNOLOGY PROGRAM IS INTERRUPTED AND WHO DESIRE TO BE READMITTED MUST REMEDY ALL CONDITIONS THAT PRODUCED THE OUT OF PROGRESSION STATUS BY THE END OF THE TERM PRIOR TO THE TERM IN WHICH THE STUDENT'S PROGRESSION WAS INTERRUPTED
1. Prior to the beginning of the term immediately preceding the term of readmission, the student must submit a letter to the Radiologic Technology Program Coordinator requesting readmission. The student should include statements in the letter explaining reasons for the out of progression status, any actions taken to comply with requirements, and any special request regarding the remaining curricular sequence.
 2. Schedule an appointment with a radiologic technology program coordinator for assistance in planning readmission.
 3. Meet the conditions and complete the activities prescribed within the specified time limit. (i.e. completed medical form, current CPR certification, proof of health/hospitalization insurance, drug screening, background checks, student liability insurance, and radiation dosimeter, meeting Essential Functions, repeating required competencies in the lab, patient care and in the clinical setting, completing clinical requirements and readmission testing of RAD courses previously completed with a 75% or higher).
 4. Failure in the first semester of the RAD program will require the student to reapply and be readmitted.
- B. AFTER REMEDYING THE CIRCUMSTANCES WHICH INTERRUPTED PROGRESSION, IN ORDER TO BE CONSIDERED FOR READMISSION, THE STUDENT MUST:
1. Complete the required radiologic technology program admissions application.
 2. Complete any conditions as prescribed by the program coordinator.
 3. The student will be notified prior to the appropriate registration date if the request for readmission is approved or denied. Readmission eligibility and placement are determined by the radiologic technology program faculty and prescribed met conditions.
 4. If readmission is granted, the student must submit official transcripts from other colleges or universities attended while out of progression by the designated date

- C. ANY CHANGES IN THE RADIOLOGIC TECHNOLOGY PROGRAM AND STUDENT CLINICAL EDUCATION HANDBOOK WILL BE APPLICABLE TO ANY STUDENT UPON READMISSION
- D. READMISSION TO THE RADIOLOGIC TECHNOLOGY PROGRAM IS NOT GUARANTEED EVEN IF A STUDENT MEETS ALL REQUIREMENTS FOR READMISSION (see section IV)

IV. **READMISSION DENIAL**

- A. A STUDENT MAY BE DENIED READMISSION DUE TO, BUT NOT LIMITED TO, ANY OF THE FOLLOWING CIRCUMSTANCES:
 - 1. Remedies to remove out of progression status are incomplete or inadequate
 - 2. Space is unavailable in the course to which the student reapplies. Space availability is determined by the radiologic technology program and clinical placement availability. **Students in regular progression have enrollment priority.**
 - 3. Transcripts, documents, forms, CPR certification, drug screening, background checks, insurance, and other required records have not been submitted as required or are incomplete
 - 4. Grade point average is less than 2.5 on the last 24 hours on all college credit or on Jefferson State Community College credit.
 - 5. Health status is such that placement of the student in required didactic classes, laboratories or clinical education sites may pose a health, safety or legal risk to the student, the patients in the care of that student, or the clinical education site
 - 6. A review of the student's records indicates that readmission is not in the best interest of the student or potentially assigned patients or will cause the radiologic technology program to violate the policies, professional or legal rules, regulations, or ethical principles under which it operates
 - 7. Students who have been dismissed from two clinical facilities are ineligible for readmission.
 - 8. Any student dismissed for academic or disciplinary reasons as outlined in the College Catalog and Handbook will not be considered for readmission.
 - 9. Failure to complete readmission testing successfully of previous RAD courses and/or lab competencies completed with a 75% or higher in 2 attempts.
- B. IF AN OUT OF PROGRESSION STUDENT IS DENIED READMISSION, THE STUDENT MAY REAPPLY AS OUTLINED IN THE READMISSION PROCEDURES SECTION OF THESE GUIDELINES, PROVIDING NO MORE THAN TWELVE (12) MONTHS HAVE LAPSED SINCE THE LAST CLASS DAY OF THE TERM IN WHICH THE STUDENT'S PROGRESS WAS INTERRUPTED

V. DISMISSAL

- A. A STUDENT WILL BE SUBJECT TO DISMISSAL FROM THE RADIOLOGIC TECHNOLOGY PROGRAM OR DENIED READMISSION OR ADMISSION OR PLACED IN AN OUT OF PROGRESSION STATUS IF THE STUDENT:
1. Acts in a manner that radiologic technology program faculty (to include clinical faculty) evaluate as being in breach of safety, confidentiality, legality, or accountability
 2. Violates radiography practice standards outlined in the ARRT Code of Ethics or engages in conduct identified in the Code as grounds for denial, suspension, or revocation of the radiologic technology certification as the same applies to Jefferson State Community College radiologic technology students
 3. Falsifies records
 4. Fails to attain a final grade of “C” in a required general education course within a reasonable or prescribed time limit without repeated withdrawals, audits, or failures
 5. Fails to attain a final grade of “C” in a required radiologic technology course when taking the course, the second time within the prescribed time limit
 6. Fails two (2) radiologic technology program courses or dismissed from two clinical facilities
 7. Fails to repeat radiologic technology program curriculum courses as required and/or specified
 8. Fails to produce documents as required by the radiologic technology program
 9. Violates the College’s Academic Honesty Code, the Code of Student Conduct, or the Drug and Alcohol-Free Campus Policy
 10. Habitually ignores or fails to follow the policies, profession and legal rules or regulations, or ethical principles under which the radiologic technology program and its affiliated clinical education sites operate
- B. DISMISSAL FROM THE RADIOLOGIC TECHNOLOGY PROGRAM MEANS:
1. Students will not be considered for readmission into the Radiologic Technology Education Program
 2. Student will not be considered for admission as a new student and will be dropped from any list of eligible applicants

**JEFFERSON STATE COMMUNITY COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT DRUG AND ALCOHOL SCREEN POLICY**

As stipulated by the health care agencies with which Jefferson State Community College Radiologic Technology Program contracts for clinical experience, students must abide by the policies established by these agencies relative to drug and alcohol screening and any subsequent revisions to the policy in order to participate in clinical experiences at the agency. This includes pre-clinical drug and alcohol screening and random drug and alcohol screening. Fees for all drug and alcohol screening must be paid by the student.

I. Pre-Clinical Screening

1. All students will receive notice of the drug screening guidelines prior to admission to the Radiologic Technology Program.
2. The Radiologic Technology Program will maintain on file a signed consent to drug and alcohol screening from each student.
3. Drug and alcohol screening will be scheduled and conducted by a nationally accredited laboratory selected by the college at a cost for each student.
4. Any student not present for screening at the designated time will be subjected to subsequent testing at a time chosen by the Radiology Program Coordinator.
5. Failure to complete the drug and alcohol screening as required by clinical agencies will prohibit the student from completing the clinical component of required radiologic technology courses.
6. Results of drug and alcohol screening must be sent directly to the Radiologic Technology Program Coordinator at Jefferson State Community College.
7. A student who is unable to complete the clinical component of required courses due to a positive drug screen may apply for readmission to the Radiologic Technology Program. The student will be considered for readmission according to the criteria in Section VI.

II. Reasonable Suspicion Screening

Students may also be required to submit to reasonable suspicion testing. The definition of reasonable suspicion may include any of the following:

1. Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug.
2. Presence of an odor of alcohol.
3. Abnormal conduct or erratic behavior while on the clinical unit, absenteeism, tardiness or deterioration in performance.
4. A workplace accident.
5. Evidence of tampering with a drug test.
6. Suspected theft of medications including controlled substances while on the unit.
7. Information that the individual has caused or contributed to an incident in the clinical agency.
8. Evidence of involvement in the use, possession, sale, solicitation or transfer of illegal or illicit drugs or alcohol while enrolled in the Radiologic Technology Program.

III. Random Drug Screening

Students will also be subject to random drug testing. Random testing means that students will be arbitrarily selected for drug testing each semester by the testing agency used by the Radiologic Technology Program. Testing can occur at any time during enrollment in the program. Payment for random screening is the student's responsibility.

IV. Student Drug Screen Procedure

1. All students must pay the prescribed fees prior to the Radiologic Technology Program Orientation and first day of class. Information about such fees will be presented to the student in their letter of admission.
2. Drug and alcohol screening for students will be conducted prior to the first scheduled clinical day for RAD 114. Transfer students will be screened prior to the first scheduled clinical day for the course into which they are transferring.
3. Students must submit a photo ID and social security number at the time of specimen collection.
4. Students must follow the drug screening procedure as determined by the testing agency.
5. Urine samples must be screened for the following:
 1. Amphetamines
 2. Barbiturates
 3. Benzodiazepines
 4. Cocaine
 5. Marijuana
 6. Methaqualone
 7. Opiates
 8. PCP
 9. Propoxyphene
 10. Methadone
6. Alcohol testing is completed using breath analysis. A level above 0.020 is considered positive. Results are available immediately.

V. Confidentiality

The Radiology Program Coordinator will receive all test results. Confidentiality of test results will be maintained with only the Radiology Program Coordinator, clinical agency, and the student having access to the results with the exception of legal actions that require access to test results.

VI. Guidelines for a Positive Drug Screen

Students with a positive drug screen are not permitted to participate in radiology courses. The student will receive a zero for each class or clinical assignment missed as a result of a positive drug screen.

In order to participate in class after a positive drug screen, the student must complete the following:

1. Complete a substance abuse treatment program approved by the Jefferson State Community College Radiologic Technology Program.
2. Have the substance abuse treatment program mail the program completion statement directly to the Jefferson State Community College Radiologic Technology Program Coordinator.
3. Have the treatment program send a copy of each random drug screen report directly to the Jefferson State Community College Radiologic Technology Program Coordinator. Failure to do so will result in immediate dismissal from the Jefferson State Community College Radiologic Technology Program based on deliberate disregard of the guidelines for readmission.

Once the student has satisfied the above requirements, the student will be able to resume the program of study according to progression guidelines set forth in the Radiologic Technology Program.

The Jefferson State Community College Radiology Program Coordinator reserves the right to randomly screen the student until completion of the Jefferson State Community College Radiologic Technology Program. A positive screen will result in immediate dismissal from the Jefferson State Community College Radiologic Technology Program.

Graduation from the Jefferson State Community College Radiologic Technology Program does not guarantee eligibility to take the American Registry of Radiologic Technologist Certification examination. Questions concerning ARRT Ethics violations may be found here.

<https://www.arrt.org/pages/earn-arrt-credentials/initial-requirements/ethics/ethics-requirements>

VII. Drug screen programs suggested or required by Jefferson State Community College, and/or various institutions with which the college contracts may vary from time to time in any or all of their aspects. Students will be required to comply with screening which will satisfy any program or requirement established by any health care facility with whom the college contracts for clinical experience, whether preclinical drug screening, random drug screening or incident related screening.

Some of the classes of drugs for which screening will be conducted are available by prescription from health care practitioners. Prescription drugs prescribed to a student by an appropriate health care practitioner may nevertheless be subject to abuse and may give rise to reasonable suspicion testing or incident testing. The fact that a student has a prescription for one or more of the classes of drugs which are legally prescribed by a health care practitioner does not necessarily, in and of itself, excuse the student from the effect of this policy.

Adopted
April, 2003

Amended
October 2013

Revised
June 2021

**JEFFERSON STATE COMMUNITY COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM**

STUDENT DRUG AND ALCOHOL SCREEN POLICY PARTICIPATION FORM

I understand that Jefferson State Community College has a required component of clinical rotations.

I also understand that the health care agencies require that, because I am participating in the clinical rotation at these facilities, I will be subject to the same rules as the employees. I understand that these agencies require all employees to have a drug screen which will show negative results for selected classes of drugs and for alcohol. Because of this, I understand that prior to participation in the clinical rotations; I must submit to a drug and alcohol screen and provide a certified negative result from that screen to the Radiologic Technology Program Coordinator. I also understand that random or incident testing may be required during participation in clinical rotations.

I further understand that if I fail to provide such a certified negative drug result, either on initial pre-clinical screening or on random or incident related screening, I will be unable to participate in the clinical portion of the Radiologic Technology Program.

BY SIGNING THIS DOCUMENT, I AM INDICATING THAT I HAVE READ, UNDERSTAND AND VOLUNTARILY AGREE TO THE CLINICAL AGENCIES, REQUIREMENT TO SUBMIT TO A DRUG AND ALCOHOL SCREEN AND TO PROVIDE A CERTIFIED NEGATIVE DRUG RESULT PRIOR TO PARTICIPATION IN THE CLINICAL COMPONENT OF THE RADIOLOGIC TECHNOLOGY PROGRAM.

A copy of this signed and dated document will constitute my consent for the certified laboratory performing the drug and alcohol screen to release the original results of any drug screen to the radiologic technology program. I direct that the certified laboratory hereby releases the results to the Radiologic Technology Program Coordinator.

I further understand that my continued participation in the Jefferson State Community College Radiologic Technology Program is conditioned upon satisfaction of the requirements of the clinical agencies providing clinical rotations for the radiologic technology program.

Student's Printed Name

Student's Signature

Date

**JEFFERSON STATE COMMUNITY COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM
BACKGROUND SCREENING POLICY**

As stipulated by the health care agencies with which Jefferson State Community College Radiologic Technology Program contracts for clinical experience, students must abide by the policies established by these agencies relative to background screening. This includes a pre-clinical background screening. Fees for all background screening must be paid by the student.

1. All students will receive notice of the background screening and a copy of the background screen policy upon admission to the Radiologic Technology Program. Students in progression will receive official notice of background screen policy revisions and are required to comply with the revised policy.
2. Background screening will be scheduled and conducted by a company selected by the college with all fees paid by the student.
3. Failure to pay appropriate fees and to consent to the background screening by the published deadline will prohibit the student from completing the clinical component of required radiology courses.
4. A student who is refused acceptance for clinical experience due to a positive background screen will not be able to complete the clinical component of required courses and will not receive a passing grade for the course.
5. A student who is unable to complete the clinical component of required courses due to a positive background screen will be advised regarding possible readmission on an individual basis.
6. The student must report to the Radiology Program Coordinator any arrests and/or criminal charges or convictions filed subsequent to completion of the criminal background check as soon as possible, but not later than seven (7) calendar days of learning of such charges or convictions.
7. Conviction of, plea of guilty, plea of nolo contendere (no contest), or pending criminal charges involving the following will bar admission to and are grounds for dismissal from a clinical course of study:
 - Crimes involving violence against the person including but not limited to: murder, manslaughter, use of deadly force, assault and battery, sex crimes, abuse of children or the elderly, abduction, robbery
 - Crimes involving drug use, drug distribution, or possession of drugs or drug paraphernalia
 - Crimes involving illegal use or possession of weapons including but not limited to guns, knives, explosives or other dangerous objects
 - Crimes involving dishonesty or moral turpitude including but not limited to fraud, deception, embezzlement or financial exploitation (but not including shoplifting, petit larceny, bad check)
 - Any other crime or pattern of criminal behavior which, in the Facility's opinion, warrants exclusion or dismissal from clinical rotation

Procedure:

1. Students must pay appropriate fee for the background screening by the published date. Payment must be made directly to the company. Once admitted to the program, information will be provided to complete the background screening procedure.
2. Students must sign appropriate consents prior to the screening. Consents will be kept in the student's file.
3. Background screening will include the following:

Criminal history: Reveals felony and misdemeanor convictions, and pending case usually including date, nature of offense, sentencing date, disposition and current status.

Sex Offender Check: A search of the state or county repository for known sexual offenders.

Social Security Number Trace: Verification that the number provided by the individual was issued by the Social Security Administration and is not listed in the files of the deceased.

Office of Inspector General: Identifies individuals who have committed offenses deeming them ineligible to care for patients receiving Medicare benefits.

4. The student will be notified of positive findings by the Radiology Program Coordinator prior to notification of the clinical facilities for a determination regarding student acceptance for clinical experience.
5. Positive findings on the background screening will be reported to the Director of Human Resources or other designated person at the appropriate clinical facility who will determine if the student will be accepted for clinical experience.
6. Background screens which would render a student ineligible for placement include, but are not limited to, certain convictions or criminal charges which could jeopardize the health and safety of patients and sanctions or debarment.

Confidentiality:

The Radiology Program Coordinator will receive all screening results. Confidentiality of test results will be maintained with only the Program Coordinator, and the student having access to the results with the exception of legal actions that require access to test results.

**JEFFERSON STATE COMMUNITY COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM**

STUDENT BACKGROUND CHECK PARTICIPATION FORM

I understand that Jefferson State Community College has a required component of clinical rotations.

I also understand that the health care agencies require that, because I am participating in the clinical rotation at these facilities, I will be subject to the same rules as the employees. I understand that these agencies require all employees to have a Background Check which shows negative results for criminal history, sex offender check, social security number check, Office of Inspector General check. Because of this, I understand that prior to participation in the clinical rotations; I must submit to a certified background check and provide a certified negative result from that screen to the Radiologic Technology Program Coordinator. I also understand that random or incident testing may be required during participation in clinical rotations.

I further understand that if I fail to provide such a certified negative result, either on initial pre-clinical screening or on random or incident related screening, I will be unable to participate in the clinical portion of the radiology program.

BY SIGNING THIS DOCUMENT, I AM INDICATING THAT I HAVE READ, UNDERSTAND AND VOLUNTARILY AGREE TO THE CLINICAL AGENCIES' REQUIREMENT TO SUBMIT TO A BACKGROUND SCREEN AND TO PROVIDE A CERTIFIED NEGATIVE DRUG RESULT PRIOR TO PARTICIPATION IN THE CLINICAL COMPONENT OF THE RADIOLOGY PROGRAM.

A COPY OF THIS SIGNED AND DATED DOCUMENT WILL CONSTITUTE MY CONSENT FOR THE CERTIFIED LABORATORY PERFORMING THE BACKGROUND SCREEN AND TO RELEASE THE ORIGINAL RESULTS OF ANY SCREEN TO THE RADIOLOGIC TECHNOLOGY PROGRAM. I DIRECT THAT THE CERTIFIED AGENCY HEREBY RELEASE THE RESULTS TO THE RADIOLOGY PROGRAM COORDINATOR. FURTHERMORE, I DIRECT JEFFERSON STATE COMMUNITY COLLEGE TO RELEASE MY BACKGROUND SCREEN RESULTS TO CLINICAL AGENCIES THE COLLEGE HAS CONTRACTED FOR CLINICAL ROTATIONS.

I further understand that my continued participation in the Jefferson State Community College Radiologic Technology Program is conditioned upon satisfaction of the requirements of the clinical agencies providing clinical rotations for the radiology program. Conviction of a criminal offense that would make me ineligible to participate in the clinical component of the course will result in my dismissal from the program. If convicted of a criminal offense while enrolled in the program I understand that I must report the conviction to the Radiology Program Coordinator within seven days of the conviction. Failure to notify the Radiology Program Coordinator within seven days will result in immediate and permanent dismissal from the radiologic technology program.

Student's Signature

Student's Printed Name

Date

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 concerns of personal attributes or the nature of the disease or illness, and without discrimination, on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age or any other legally protected basis.
4. The Radiologic Technologist practices technology founded upon theoretical knowledge and concepts, utilizes equipment and accessories consistent with the purpose for which they have been 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 management of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The Radiologic Technologist utilizes equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice and demonstrates expertise in limiting the radiation exposure to the patient, self and other members of the health care 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, protects 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 educational and professional activities, sharing knowledge with colleagues and investigating new aspects of professional practice.
11. The Radiologic Technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

Code of Ethics as adopted by:

THE AMERICAN SOCIETY OF RADIOLOGIC TECHNOLOGIST
THE AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGIST
as reviewed in June 2021

ELIGIBILITY FOR CERTIFICATION

General Qualifications

Candidates must comply with the “Rules of Ethics” contained in the ARRT Standards of Ethics. The Rules of Ethics are standards of minimally acceptable professional conduct for all Registered Technologists and applicants. The Rules of Ethics are intended to promote the protection, safety and comfort of patients. Registered Technologist and applicants engaging in any of the conduct or activities noted in the Rules of Ethics, or who permit the occurrence of said conduct or activities with respect to them, have violated the Rules of Ethics and are subject to sanctions as described. One issue addressed by the Rules of Ethics is the **conviction of a crime**, including a felony, a gross misdemeanor, or a misdemeanor with the sole exception of speeding and parking violations. All alcohol and/or drug related violations must be reported. Conviction as used in this provision includes a criminal proceeding where a finding or verdict of guilt is made or returned, but the adjudication of guilt is either withheld or not entered, or a criminal proceeding where the individual enters a plea of guilty or nolo contendere. All potential violations must be investigated by the ARRT in order to determine eligibility. Registered technologists and applicants who violate the Rules of Ethics must provide the ARRT with a written explanation, including court documentation of the charges, with the application for examination. The court documentation must verify the nature of the conviction, the nature of the sentence imposed by the courts, and the current status of the sentence.

Individuals who have violated the Rules of Ethics should request a pre-application review of the violation in order to obtain a ruling of the impact on their eligibility for ARRT examination. The individual should submit a pre-application form at any time before entry into Jefferson State Community College’s radiologic technology program. This review may enable the individual to avoid delays in processing the application for examination that is made at the time of graduation.

If the radiology program applicant’s background check is returned with any detection of drug and/or alcohol offense or an offense that involves a minor child, it is mandatory to get the American Registry of Radiologic Technologist (ARRT) clearance prior to accepting the seat of admission. You will find information at ARRT.org.

GENERAL INFORMATION

The following information is presented to apprise you of the College Policies which govern student rights, privileges and responsibilities in a general fashion.

The Family Educational and Privacy Rights Act, 1974 ("Buckley Amendment")

Jefferson State complies with the provisions of this Act, which relates to that section of Public Law 93-380 (H.R. 69) entitled "Protection of the Rights of Privacy of Parents and Students." This act in its entirety is available in the offices of the Deans and Enrollment Services.

Equal Opportunity Statement

Jefferson State Community College has filed with the Federal government an Assurance of Compliance with all requirements imposed by and pursuant to Title VI of the Civil Rights Act of 1964 and the Regulation issued thereunder, to the end that no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under any program or activity sponsored by this institution. It is also the policy of Jefferson State Community College to be in accordance with Title IX of the Education Amendments of 1972 which provides that "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." The coordinator of Title IX for Jefferson State is Scott Marshall. If you believe yourself or any specific class of individuals to be subjected to discrimination prohibited by Title VI or Title IX of the Act and Regulation issued thereunder you may, by yourself or by a representative, file with the United States Commissioner of Education or with this institution, or both, a written complaint.

It is the official policy of the Alabama State Department of Postsecondary Education, including postsecondary institutions under the control of the Alabama State Board of Education, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

Rehabilitation Act of 1973

Jefferson State Community College offers equal opportunity in its employment, admissions and educational programs and activities in compliance with Section 504 of the Rehabilitation Act of 1973.

Americans with Disabilities Act of 1990

Jefferson State complies with the provisions of the Americans with Disabilities Act which makes it illegal to discriminate against individuals with disabilities in employment, public accommodation, public services, transportation, and telecommunications. Please see college catalog for complete information and details.

AIDS Policy

Students or employees infected by AIDS or who is HIV positive will not be excluded or dismissed from enrollment or employment, nor shall they be restricted in their access to services or facilities on the basis of these conditions.

Coronavirus/COVID-19 policy

Jefferson State Community College has monitored the outbreak of the novel coronavirus (COVID-19) and is preparing ongoing contingency plans as the virus spreads across our nation and the world. Jefferson State is enacting precautionary measures to protect our students, faculty, staff and the broader community.

The latest Jefferson State communication to students and employees will be posted in the links on this page <https://www.jeffersonstate.edu/covid-19info/> and sent via the college's email account. Please monitor this page and your Jefferson State email for the latest information.

STUDENT SERVICES

A number of services are available to you to enhance the learning environment and to assist you in achieving your educational goals. The following information describes some these services and provides some information that you simply need to know. A full list of student services are available on the college's website in the College Catalog and Student Handbook.

Food Services

For your convenience the food services area is located on the second floor of the Fitzgerald Student Center on the Jefferson Campus with snack bar, and dining area with banquet facilities. The Bistro café is available on the Shelby campus for dining. The Chilton and St. Clair campus offer a variety of snack items via vending. These facilities are available to the faculty, staff, and students. Prices and hours of operation vary from semester to semester and are subject to change without prior notice. Be sure to check each semester.

While engaged in activities at the various clinical agencies, students may utilize the food service facilities available to staff. Employee discounts may or may not apply at the discretion of the affiliating agency.

Housing

Jefferson State does not provide on- or off-campus housing. Students must make their own arrangements for housing, and the college assumes no responsibility for any problems between landlords and students.

Lost and Found

Lost and found articles should be taken to the campus police. Articles found and left with the campus police will be inventoried, dated, and held for a period of thirty calendar days. During this time these articles may be claimed upon proof of ownership. After thirty days the college automatically disposes of unclaimed articles.

Cash will be held for sixty days. After sixty days, if no one has claimed the money, it will be returned to the finder (faculty and staff excluded). Otherwise, the money will be deposited in miscellaneous revenue.

Pioneer Bookstore

The Pioneer Bookstore I, located in the Allen Library on the Jefferson Campus, and Pioneer Bookstore II, located at the Shelby Campus in the Health Science Building, and the locations at the St. Clair - Pell City and on the first floor of the Chilton - Clanton Centers offers new and used textbooks, school supplies, study aids, computer software, college emblematic clothing and gifts, and other items. Bookstore

prices are competitive with other college bookstores. The bookstore's hours of operation are designed to accommodate the student population. The hours of operation are subject to change as appropriate to class scheduling, orientation, book buy-back during finals, and during the beginning of classes. Other policies and procedures regarding the Pioneer Bookstore, Textbook and Textbook Buybacks are available in the College Catalogue and Student Handbook.

Telephone Use

Students are permitted to use faculty and staff and clinical education affiliate telephones only in emergency situations. Cell phones are not to be used in the classroom or lab settings without permission of the instructor. Cell phones or other electronic devices are not to be used at all in the clinical setting. They are to be placed in the student's personal belongings at the beginning of each clinical shift. See the clinical education guidelines for penalties. Instructor's personal cell phone numbers are given to students for emergency situations only. They should not be used to call or text questions concerning program or classroom information. Doing so will result in a Disciplinary Warning.

Emergency Messages

In an emergency situation, it may become necessary for a student's family to contact them while they are attending class. If your family member knows the student's specific class schedule, this task is much easier. For Emergency situations only, family members may contact the Division Office Manager, 983-5225. He/She will make every effort to locate you.

Financial Concerns

Finances are often high on a list of student concerns. Listed below are some of the anticipated expenses in the program. All prices are estimated, and fees are subject to change without notice. *All cost listed are estimated based upon the average cost over a 5-semester period.*

Tuition

Current tuition cost may be found on the Jefferson State Community College website. Other fees such as facilities renewal, athletic, and parking decals may be applicable.

Books

\$300 per semester (*estimate*). Actual cost is determined by the requirements of individual courses. Some semesters are more than the estimate, and some are less than the estimate.

Professional Liability Insurance

\$15.00 paid upon acceptance and again the second year

Medical Exams

Cost varies with choice of provider for exams, tests, and immunizations. Exams and certain immunizations are required. See Medical Form for more information.

Jeffstate Student ID Badge

\$5.00 paid upon acceptance to the program. All JSCC students must wear an ID badge during clinical requirement.

RAD Pin

RAD Pin \$40. This is paid the final semester of program. Purchase is optional.

Radiation Monitoring

Radiation Monitoring \$275.00 (estimate)

Unreturned or lost badges will be charged a \$40.00 fee and students will not be allowed to return to clinic until paid in full.

Fetal Monitors are available if needed. Cost will vary and will be determined by the length of use. The Program Coordinator or Clinical Coordinator will determine the cost.

Board Certification Photos and Class Picture

Photos \$40. Photos are purchased during the Spring Semester and are used for the ARRT exam purposes.

Diploma fee

Diploma fee \$25. This is paid the final semester of program. Purchase is optional but recommended.

Drug Screening

Drug Screening \$70 (cost may vary). This is mandatory for all students who participate in clinical education. It must be paid prior to the 1st clinical semester. Cost covers Background screening as well.

Background Screening

Background screening is mandatory for participation in clinical education. It must be paid for by the student prior to the 1st clinical semester. Approximate cost is \$70 which also covers the Drug Screening.

Graduation

Although participation is optional, you are encouraged to participate in graduation to celebrate the achievement of your goal. The college has one graduation ceremony each year in May for all who completed degree requirements since the last graduation ceremony. Participation requires rental of cap, gown, and tassel. Cost is approximately \$100 paid during spring semester, determined by the college prior to May graduation ceremony.

ARRT application fee

Upon graduation, students are eligible to take the American Registry of Radiologic Technologist exam. The cost of the application fee is paid in the Spring semester prior to graduation and is approximately \$200.00 for primary certification.

Other Financial Concerns

You may find financial assistance from a number of sources. You may obtain information and applications for financial aid in the Financial Aid Office in Allen Library on the Jefferson Campus, in the General Studies Building on the Shelby Campus, in enrollment services or via the college website. A financial aid representative is also available at the Chilton and St. Clair locations on specific days of the week. Please refer to the college website for more information. The Application for Federal Student Aid is used to determine financial need for such programs as the Pell Grant, Federal College Work Study, Supplemental Educational Opportunity Grants, Perkins Loans, and Guaranteed Student Loans. You must apply for financial aid annually. Those students who apply before May 1 receive priority. Before financial aid is awarded, you must be accepted for admission to the College. The disbursement of financial aid depends upon the availability of federal, state, and local funds.

Learning Resources Center

The Learning Resources Center are to provide library materials, services and facilities necessary to support the College's instructional programs, to meet student course and non-course related library needs, and to meet administrative and public service requirements. The LRC is located on the top floor of the James B. Allen Library building in the center of the campus, of the General Studies Building at the Shelby-Hoover Campus, on the first floor of the St. Clair- Pell City Center, and on the first floor of the Chilton- Clanton Center.

The Learning Resource Centers' collections consist of print and electronic books, current periodicals, United States Government documents, and audiovisual materials. The Centers also provide access to premier full text electronic research databases either through license agreements or the Alabama Virtual Library. These resources and our complete catalog are available online. Our collections are continually evaluated, and students and faculty are encouraged to suggest new materials. Photocopiers, study tables and carrels are available in the Learning Resource Centers. Computers are provided for access to the internet and the library's content management system [website]. All resources are accessible from the library's website, regardless of location.

Professional librarians are available at all locations and virtually to assist students in using the library and accessing services. Instruction in using the library's resources is provided virtually and to both classes and individuals. The Learning Resource Centers' facilities and privileges are extended to all students, faculty, support personnel, and administrators of the College. Persons in the community may use the facilities and services. The Learning Resource Centers also have cooperative lending and borrowing agreements with area colleges and universities

Other Services

There are many services that are available to students. The [student hub](#) is a valuable resource for students to find out information for their specific needs.

Copier Use

A copier for use by students enrolled in Division programs is available in the bookstore or Allen Library during regular operating hours on the Jefferson Campus and in the General Education Building on the Shelby Campus. A full-service library is available on the first floor of the Chilton campus where copier use is available. There is a nominal charge per copy with copy cards available for purchase in the bookstore.

Health and Insurance

HEALTH INSURANCE

All students must have health insurance or indigent care coverage. Verification of coverage must be presented prior to the clinical rotation.

HEALTH / MEDICAL FORM

Student medical forms must be completed by a physician and be submitted by the prescribed deadline.

HEPATITIS B VACCINE POLICY

Hepatitis B (series of 3) immunization is required. Students may not attend clinical experiences until 2 immunizations have been administered. If the series has been completed more than 5 years previously, immune status by titer must be documented. Students have been informed of the risks of HBV exposure. If immunization is refused, a declination form (may obtain from the Program Coordinator) must be signed by the student.

PROFESSIONAL LIABILITY INSURANCE

Students must be covered by professional liability insurance which is purchased through the college upon admission to the program and again the second year.

DRUG SCREENING

All radiologic technology students must undergo a drug screen prior to the first clinical rotation. The cost is \$45.00 (*estimated.*) In addition, random drug screens will be performed each semester. The cost is approximately \$25 and the responsibility of the student.

BACKGROUND SCREENING

All radiologic technology students are subject to completion of background screening as required by clinical agencies. Students must complete background screening in order accept their seat for admission. The cost is approximately \$25. Students are subject to the rules and regulations provided in the Radiography Student Handbook regarding clinical participation and background screening.

EMERGENCY TREATMENT

Should the student be injured while at the clinical site or classroom laboratory, emergency care will be available. Baseline studies for certain infectious diseases may be provided by the clinical affiliate in accordance with the risk management policy of the affiliate. The cost of any treatment is the responsibility of the student.

Security of Personal Property

The college cannot be responsible for personal property, nor can the college assume responsibility for the protection of vehicles or their contents. The campus police recommend that students conceal books, supplies, and other valuables in the trunks of their cars or always keep valuables in their possession. Items such as purses, handbags, book bags, and knapsacks should not be unattended.

Other policies and procedures regarding campus security including accident reporting are listed in the College Catalog and Student Handbook. Other questions or concerns should be directed to Campus Security at 205 856-6093.

Identification Cards

All students are required to carry Jefferson State student identification (I.D.). Jefferson State Police Department will coordinate the production and distribution of the photo identification card. Students will need to provide a schedule bill and proof of identification at the time the identification is issued. Proof of identification includes: State Issued Driver's License, State Issued Non-Driver's Identification, US Military identification, social security card, birth certificate, or any other government issued photo identification. Decals will be added to the identification cards each semester after the registration process is completed. Distribution of the decals will be coordinated by the Campus Police Department. Students that lose or misplace their student identification can purchase a replacement for \$5.

When college officials request display of I.D. cards, students must present their cards. Failure to present I.D. cards may result in disciplinary action or arrest for trespassing. Student I.D. cards are made for personal use only. Students violating the I.D. card privileges are subject to probation, suspension or dismissal.

Students may be required to show their I.D.:

- Checking out books from the library,
- Admission to school sponsored social or cultural events
- Identification verification on the first day of class,
- Identification verification during testing

Radiography students are required to wear a JSCC ID badge when attending clinical rotations.

Smoke Free Campus Policy

Each of Jefferson's State's campuses and instructional sites are smoke-free. Smoking is prohibited inside all campus buildings and in the areas immediately surrounding them. Smoking is permitted exclusively in the parking lots inside private automobiles. Appropriate containers for disposing of smoking materials are provided, and students and visitors are expected to use them.

All clinical students must abide by the smoking policies of the clinical facility in which they are assigned.

Student Organizations and Activities

Jefferson State is dedicated to the total development of the individual; therefore, many opportunities are available for co-curricular activities. Organizations and activities are a vital part of the college's commitment to the total development of the individual student. Student organizations and activities exist to enhance and support the academic experience. Student organizations provide opportunities for students to voice their comments and suggestions as well as to make positive contributions to both the community and the institution. All students are encouraged to contribute positively to the decision-making process of the college. Student organizations are open to all students of Jefferson State who qualify for membership. No student may be denied membership based upon age, sex, race, religion, national origin, or disability. The vice president for Student Affairs may temporarily suspend the recognition of a recognized student organization if the members of the group conduct themselves in such a manner that their actions could and/or do present a clear and present danger to the orderly educational process of the college. Any temporary suspension would be no longer than the time necessary to have an investigation of the circumstances that led to the suspension. Organizations operate with the advice and consent of their advisors in conjunction with Student Activities.

A wide variety of Campus Organizations exist. A comprehensive list is provided in the Jefferson State Catalog.

Professional Organizations

Students admitted to the RAD program are eligible for student membership in the American Society of Radiologic Technologist, the Alabama Society of Radiologic Technologist and the Association of Radiologic Technology Students at Jefferson State. Students are encouraged to join all these professional organizations.

STUDENT CONDUCT

Academic Honesty Code

All students enrolled in Jefferson State Community College are expected to conform to the College's Academic Honesty Code. This code requires that all students act with integrity in the performance of their academic work. Any student who fails to act with integrity in the performance of his or her academic work may be charged with a violation of the Academic Honesty Code.

Violations of the Academic Honesty Code include, but are not limited to, the following:

1. Looking on another student's paper during a test or examination or communicating in any way with anyone other than the test administrator.
2. Using unauthorized materials and/or devices in the preparation of any assignment or in the taking of any tests or examinations.
3. Having in the immediate testing area materials and/or devices not expressly authorized by the test administrator.
4. Accepting or providing unauthorized assistance in the preparation of assignments or the taking of any tests or examinations.
5. Submitting as one's own work essays, term papers, nursing care plans, lab reports or other projects which have been prepared by others.
6. Obtaining, possessing, or gaining knowledge of answers to a current test or assignment before it has been distributed to the class and without the knowledge and consent of the instructor.
7. Gaining, without authorization, access to the work of another student (Example: accessing the computer file of another student).
8. Plagiarizing (presenting as one's own the ideas, the data and/or the words of another);
9. Inventing data or information in the preparation of assignments except when such invention is expressly authorized; and
10. Violating supplementary academic honesty codes which have been adopted and approved in individual divisions of the college and distributed to students within those divisions.
11. Students registering for Internet courses, hybrid/blended courses or courses that use instructional technology do so with the understanding and agreement to keep passwords and access codes confidential, to produce their own work, to complete course activities themselves, and to take course exams, tests or quizzes without the assistance of others. Failure to comply violates the academic honesty code.

Penalties for violation of the Academic Honesty Codes and Disciplinary Procedures are outlined in the Jefferson State Community College Student Handbook under the section labeled "Academic Honesty Code".

Drug and Alcohol-Free Campus

As required by Section 22 of the Drug Free Schools and Communities Act of 1989(Public Law 101-226) and in recognition of this institution's responsibility to serve as a beneficial influence on its students, its employees, and the community at large, Jefferson State Community College is designated as a drug and alcohol-free campus and will comply with all the provisions of Public Law 101

1. The College expects its students and employees to obey all federal, state, and local laws concerning the possession, use, distribution, and sale of alcohol and illegal drugs and will consider violation of such laws as grounds for appropriate sanctions up to an including expulsion of students and termination of employees when such violations occur on our campus or during an activity officially approved by the College.
2. The College also expects its students and employees to be aware that such violations of law are subject to penalties including fines and imprisonment and that, when appropriate, the College will refer to the appropriate enforcement agency any employee or student who is in violation of such laws.
3. The College also expects its students and employees to be aware that abuse of alcohol and illegal drugs has serious negative consequences to the health of the abuser including, but not limited to, cardiovascular disease, liver failure and death.
4. The College expects its students and employees to be aware that they may seek information about drug and alcohol abuse and may seek aid in the form of referrals to appropriate treatment programs and support groups by contacting the director of Enrollment Services, Jefferson Campus (AL 101) or the director, Shelby Campus (HSB 134).
5. The College reserves the right to require employees or students who violate the statutory laws and/or policies of the College concerning drug and alcohol abuse to take part at their own expense in an appropriate counseling and/or treatment program as a condition of continued employment or enrollment at the College. The College also reserves the right to establish a program of early intervention in cases where employees are exhibiting behavior normally associated with drug or alcohol abuse.
6. Nothing in this policy may be construed in such a way as to deny any student or employee his or her right to due process or any other constitutional or civil protection, nor should anything in this policy be construed in such way as to conflict with statutory law.

Disciplinary Procedures for Students in Clinical Affiliate Rotation

Disciplinary actions against students enrolled in clinical courses in the Radiologic Technology Program may proceed as follows:

A. *Professional Disciplinary Warning:*

When, in the opinion of the clinical faculty, a student is behaving in a manner which is contrary to the best interests of the RAD program or assigned clinical facility, the Clinical Preceptor will inform the student and the Program Coordinator of his/her concern and warn the student that disciplinary action may follow if the student shows no improvement in attitude or behavior. At this time, the Clinical Preceptor and/or the Program Coordinator will discuss the student's undesirable conduct and explain, or review, what is expected of the students. A written confirmation of this interview will be placed in the student's file and copies will be sent to the student and appropriate faculty members (see Professional Disciplinary Warning Form at the end of the Student Handbook).

B. *Professional Disciplinary Probation:*

When a student who has been previously given a "professional disciplinary warning" continues to behave in a manner which is considered by the CP/Program Coordinator to be detrimental to the best interest of the program and clinical facility, and after that student is interviewed and it is determined that the student has a lack of insight into the problem, cannot readily accept criticism, or is unresponsive to suggestions concerning the behavior or attitude, that student may then be temporarily suspended and/or placed on probation. A summary of the events leading to this status will be placed in the student's file. Notification of the student's probationary status will also be sent to the student and the Associate Dean or Dean of this division. A student wishing to appeal the decision of the Program Coordinator may do so through the Division Associate Dean or Division Dean.

A student may be removed from probation by the Program Coordinator after one semester if the problem is corrected. Notice of such removal shall be in writing. If not removed, the student may appeal through the Program Coordinator and Associate Dean or Division Dean at this time.

C. *Professional Disciplinary Suspension*

When a student who has been placed on probation continues or increases the conduct or attitudes which brought about the original probation, the Program Coordinator may take either or both of the following actions:

1. Recommend to the appropriate clinical agencies that the student be suspended from the agencies, as is their prerogative under the contractual agreement with Jefferson State Community College.
2. Recommend to the Dean that the student be considered for disciplinary suspension from the College as outlined in the Student or College Handbook.

Under either option, the student will be removed from that clinical site and in most cases would not be welcome at another site. This would result in the student being dropped from the program.

D. Complaint Resolution

1. Student Resolution

Any student who has issues or concerns about disciplinary or other actions taken during their term of enrollment in the radiologic technology program are examined through established channels of communication. Based upon the nature of a comment or complaint, the student should present a written complaint to and follow the appropriate channel of communication as listed below within 15 working days of the complaint.

1. Radiologic Technology Program Coordinator and / or Clinical Coordinator
2. Associate Dean or Dean of the Division
3. Dean of Instruction

If the student feels that the issues raised are not addressed through the above-mentioned channels of communication, then the radiologic technology program abides by the college policy and procedures. Specific information may be found in the College Catalogue and Student Handbook under Student Policies.

2. Non-student resolution

Persons who are neither students nor employees of Jefferson State Community College may readdress issues and other concerns through procedures outlined above or through a formal complaint procedure outlined in the College Catalogue and Student Handbook.

3. Time of response

A complaint raised by a student in writing to the aforementioned channels of communication will be considered and acted upon in a timely manner. After submission of a formal complaint, a decision will be rendered within 10 working days. If the student is not satisfied with the resolution, they may proceed with other channels of communication as prescribed by the College Catalog and Student Handbook.

PROGRAM INFORMATION

Grading Policies

Letter grades are assigned according to the following scale:

A	Excellent	(90- 100%)	W	-	Withdrawal
B	Good	(80 – 89%)	WP	-	Withdrawal Passing
C	Average	(75 - 79%)	WF	-	Withdrawal Failing
F	Failure	(below 75%)	I	-	Incomplete

A GPA of 2.5 from program admission must be maintained, with a minimum grade of C required to pass each course.

Performance in campus labs as well as in the clinical rotations will be evaluated by instructors using performance evaluation forms. These campus labs are considered critical competencies. Failure to pass lab will result in failure of the course.

Progression and Readmission Policies

Students admitted to the program must maintain a 2.5 GPA, make at least a C on all required courses, (RAD and general education), and complete the program taking required courses concurrently and consecutively. Students who make a final grade of D or F in any course are ineligible to continue their progression. Students who fail a RAD course may repeat the course once only. Students who fail a RAD course the second time or who fail two RAD courses will no longer be eligible to continue in the program.

Students who do not take the RAD program courses in the correct order and time are termed out of progression students. A student who is out of progression and desires to re-enter the program must write a letter to the program director requesting readmission prior to the beginning of the term immediately preceding the term of readmission and follow the procedure outlined in the out of progression section in the Radiography Student handbook. The letter should state the course and term the student wishes to reenter. Students will be readmitted to the program on a space available basis. Re-entry into the program is not guaranteed.

Re-entry to the program must occur within twelve months from the time the student gets out of progression. Priority will begin with the 5th term students and move downward to the 3rd term students. Students who are out of progression because of pregnancy during the clinical courses will have priority over any other student. If more than one student applies for re-entry in the same class, the GPA of the RAD courses will determine the order of admission.

Class and Clinical Attendance Policy

Class attendance is an essential part of the educational process at Jefferson State, and students are expected to attend all classes for which they are registered to facilitate their academic success. Students should attend all classes and scheduled clinical days and be on time for each class and clinic meeting. Instructors' expectations are high, and classes are challenging; therefore, students who are absent may experience difficulty in meeting expected outcomes of the course. Students will be held responsible for all information presented in class. It is the responsibilities of the student to gather all information and student expectations in their absence. All exams are expected to be taken as scheduled unless excused by the instructor prior to the exam. Make-up exams will be given at the instructor's discretion. It is the responsibility of the student to provide documentation of the reason for absence.

Clinical Education Hours

The clinical education hours vary according to the semester in which enrolled. Students are strongly urged to refrain from calling in sick and scheduling off days while on clinical rotations. If a student needs to be off, pre-scheduling with the clinical preceptor and clinical coordinator is preferred. For those instances in which pre-scheduling cannot be utilized, the clinical preceptor must be notified prior to the beginning of the shift in which the student is scheduled. If the clinical instructor is unavailable, a designated person at each clinical facility will be identified. If on initial contact with the clinical education facility, the clinical preceptor is unavailable to report the absence, the student should call back before the end of the shift to confirm the clinical instructor has been informed of the absence. The student should also call the Clinical Coordinator or the Program Coordinator to report such absences prior to the beginning of the clinical shift. Employment or any work for pay cannot substitute for clinical education hours.

Clinical Education Attendance Regulations

- Students will attend all Clinical Assignments as scheduled. One day per semester will be given to the student to take at their discretion without an excuse. All other absences will require appropriate documentation to be considered excused. If absences occur for any reason, the student's "free" day must be taken first before any other rescheduling can be completed.
- If unavoidable circumstances will result in tardiness or absence, students are required to notify the Clinical Instructor and Program Faculty as soon as possible and before the assigned clinical time. If the student is unable to contact the Program or Clinical faculty or be in clinic by 8:00 AM on the day of the assigned clinical, a full make up day is required.
- Timecards will be used to keep accurate records of clinical attendance as set up by the Clinical Affiliate. It is the student's responsibility to utilize a timecard to document attendance. Timecards are provided by the program and no other record such as paper copies or clinical instructor's signatures are acceptable. Days documented on other forms, will result in a 5% reduction in the overall clinical grade for each occurrence. A student is considered late at 1 minute after the assigned clock in time. For example, if the student is scheduled to be at clinic at 7:00 AM, and clocks in at 7:01 AM, the student is considered late. Late attendance times are deducted from the clinical evaluation form. Excessive late attendance is exceeding 3 per semester and will be graded according to the tardy policy. A 5-minute grace period is given for tardiness. For example, if the student is scheduled to be in clinic at 7:00 AM and clocks in at 7:06 AM, they would be considered tardy. Tardies are graded according to the tardy policy. Students who arrive after 8:00 AM without a call prior will be considered absent and will be required to make up the entire day. Students who arrive after 8:00 AM with a call will be required to make up any time missed from clinic. (see information above)
- All tardiness and absences will be made up. Make-up times will be scheduled by the Clinical Preceptor and/or Clinical Coordinator and preferably completed prior to the end of the semester in which they occurred. Tardiness is excessive if they exceed 3 per semester. Unexcused absences are excessive if they exceed one per semester.
- All absences require a doctor's excuse and or other approved documentation. Students with excessive absences/tardiness/ attendance will receive a reduction in the final clinical grade of 10 points for each occurrence. Students with excessive late attendance will receive a reduction in the final clinical grade of 5 points for each occurrence. Unexcused absences also result in a loss of 10 points from clinical grade and 2 make-up days. Unexcused absences are: absenteeism without a call before the beginning of a clinical rotation shift, absenteeism without a doctor's and or other approved excuse, being sent home for not having on the appropriate uniform and being sent home for not having the clinical competency book.

- Students are off when the school closes for Christmas and will return when the school reopens in January. Students are also off between each Semester. Each student will also have the following holidays: Martin Luther King/Robert E. Lee's Birthday, Spring Break, July 4, Labor Day, Veterans Day, and Thanksgiving weekend.
- Students will be excused from clinical if weather conditions in the College service area are such that the College closes. Students will be notified by Program Faculty and or college notification system of such conditions during the normal operating hours of the college.
- Students may be excused from clinical assignments to attend educational meetings by the Clinical Coordinator and/or the Program Coordinator. The request to attend should be made as early as possible and a minimum of 2 weeks prior to attendance. The student may be asked to make an oral report to the class concerning the meeting for the benefit of those unable to attend. Educational meetings will include but are not limited to: State Conventions, National Conventions, and Student Seminars.

Withdrawal Information

WITHDRAWAL FROM A COURSE

If you wish to withdraw from a course after the official Change in Registration period, you may do so by completing a "Withdrawal from Course" form in Enrollment Services. A grade of "WP", "WF" or "W" will be applied according to college policy.

WITHDRAWAL FROM THE COLLEGE

You may withdraw at any time during the term by completing a "Withdrawal from the College" form in Enrollment Services. Official notices of withdrawal will be sent to the instructor(s) and, for veterans, to the Office of Veterans Assistance. Until midterm, a grade of "W" (withdrawal) will be assigned provided the above procedure is followed. After midterm, upon your withdrawal, the instructor will assign a grade of "WP" if work is satisfactory or a grade of "WF" if work is unsatisfactory. A WF in a RAD course counts as an unsuccessful attempt in the RAD Program.

WITHDRAWAL FROM A RAD COURSE

If a student withdraws from a RAD course, the Program Coordinator needs to be notified prior to withdrawal to be considered for readmission as an out of progression student.

Guidelines for Clinical Students in Rotations

Clinical Education Eligibility

In order to advance to clinical courses, the student must:

- be admitted to the program.
- have and maintain a cumulative grade point average of 2.5 on a 4.0 scale on the last 24 hours attempted.
- demonstrate competence in CPR at the Health Care Provider Level
- cleared status from a program approved drug screen
- cleared status from a program approved background check
- proof of program approved professional liability insurance
- proof of hospitalization insurance
- proof of payment for radiation dosimetry monitoring

- meeting the Essential Functions
- Complete the Health Assessment Medical Form
- Purchased appropriate program approved uniform
- Complete assessment exams for HIPAA, Medical Emergencies, MRI Safety and Basic Radiation Protection in RAD 114.
- Valid driver's license
- Purchase of program approved radiographic initial markers
- Completed courses in appropriate sequence
- Acknowledgement of appropriate program forms
- Patient care pre-clinical check offs

Clinical Assignment

Students enrolled in the JSCC Radiologic Technology Program will be scheduled and may be rotated through the various Clinical Affiliates by the Program Coordinator and or Clinical Coordinator in order to meet the requirements of the certification exam. Clinical Education Hours are from 8:00 – 3:00 in the first clinical semester and from 7:00 – 3:00 each consecutive semester.

Clinical Education

The Clinical Affiliates reserve the right to refuse admission to any Radiologic Technology student who is involved in any activity not considered professional or conducive to proper patient care. Students are subject to all rules and regulations of the Clinical Education Affiliate. The Clinical Education Affiliate does not have the authority to modify the clinical education rules and regulations. All program rules and regulations are set by the program with input from the Clinical Education Affiliate. All program students will:

- * report to the clinical assignment in an alert condition.
- * report to the clinical assignment in the proper complete uniform.
- * not be in possession of drugs or liquor, nor engage in their use while on clinical assignment.
- * not sleep on clinical assignment.
- * not engage in theft of any articles from the clinical affiliate.
- * not engage in immoral conduct.
- * not smoke or vape in areas where it is prohibited on clinical assignment nor at a time that has not been approved by the clinical instructor.
- * not chew gum while working with patients.
- * not eat in areas not designated for that purpose.
- * not use the clinical affiliate telephone for personal use.
- * not use personal cell phones during clinical education time. Cell phones should be placed in the silent mode and placed in the student's personal belonging location during clinical hours. Cell phones or any other electronic device should not be in the personal possession of the student during clinical time. Students who attempt to use their personal cell phones will result in a reduced clinical grade on the clinical evaluation form. Excessive misuse of personal phones will result in program dismissal.

- * not use smart watches in the clinical setting. Text, calls or other communication should NOT be used while the student is in the clinical environment. Smart watches are considered electronic devices and will be graded as such. Only analog/digital watches which do not connect to the internet or other device may be used for timekeeping.
- * not refuse to accept assignments by the clinical instructor commensurate with their abilities, or to take directions from the individual designated by the clinical instructor or clinical coordinator.
- * not leave their assigned area within the radiology department.
- * not punch in or otherwise fill in the attendance record of another student.
- * not repeat a radiograph without a technologist present.
- * pay for parking in facilities which do not provide free parking.
- * not substitute clinical hours for paid work time.
- * not falsify records.
- * take all clinical competency quizzes at the assigned clinical site between the hours of 7am – 3pm. The clinical instructor has to be notified prior to taking the clinical comp quiz. The comp quiz must be taken within 7 days of completing the competency. Any clinical competency quizzes taken outside of the clinical setting without clinical instructor permission will be viewed as cheating. A zero will be assigned for the quiz. Receiving a zero on the quiz will result in a failure of the clinical course. Failing the clinical course will make the student ineligible to continue in the program. All procedural competencies and online quizzes must be done alone, without a book, or any notes, internet or any electronic device including watches or smart jewelry, or a helpful friend or technologist. Using any of the previous mentioned assistance is considered cheating and the student will be dismissed and out of program progression. All college policies for cheating will be followed, including but not limited to academic dishonesty.
- * not study while other duties are assigned. Studying during a clinical rotation is a privilege. Students must complete any duties assigned before utilizing clinical time for studying. Points will be deducted from the clinical evaluation grade if a student does not adhere to this policy.

Violating any of the above policies may result in a reduce grade or dismissal from the program.

Supervision of Students

Supervision of the radiography students may be direct or indirect, depending on the progress of the student.

Direct Supervision means a qualified radiographer who is physically present in the radiographic room during the conduct of the procedure, or a qualified radiographer is present during the repeat performance of any procedure or image that is unsatisfactory. During direct supervision a qualified radiographer must evaluate the condition of the patient in relation to the student's knowledge and must review and approve the procedure and/or image completed under direct supervision.

During all mobile radiography and surgical / mobile fluoroscopy procedures a qualified radiographer **MUST** accompany students performing the exam. *Mobile radiography and surgical / mobile fluoroscopy must **always** be done under direct supervision.* Direct supervision is given for students who have not completed a competency on the procedure. If procedural competency has been achieved by the student, a qualified radiographer must be present for indirect supervision, with the exception of mobile, surgical / mobile fluoroscopy as stated above.

Indirect Supervision is only permitted after the student has successfully completed a competency on that particular examination. It will allow students to perform radiographic procedures without the presence of a qualified radiographer in the room. Indirect supervision is defined as student supervision provided by a qualified radiographer who is immediately available to assist students regardless of the level of student achievement.

Repeat Policy

All repeat images or procedures performed by a student require the presence of a registered technologist in the radiographic room at the time of the repeat.

A competency is declared prior to bring the patient in the exam room. Once a student has "declared" or stated that the student would like to complete a competency exam in the clinical environment, the student will then be graded on that "declared" comp. If any image is unacceptable in the exam series, a repeat is given for the competency exam. Each repeated competency exam results in a loss of 5 points off the final course grade. A competency may be "undeclared" by the technologist in charge if an emergency change in the patient condition occurs.

Dress Code

- * Radiography students are expected to be present in the clinical facility as scheduled in the appropriate uniform. If the student does not have on the appropriate uniform or if the uniform is soiled or excessively wrinkled, the clinical instructor may send the student home for an "unexcused clinical absence" for the day resulting in 2 days of make-up time.
- * Uniforms are available by order only after admission to the program. Choices are limited to approved styles only for males and females. The entire uniform consists of: approved top with sleeve patch and bottom uniform, white undershirts and or socks, predominately white shoes, radiation badge, ID badge, markers, time cards and clinical competency book. Radiography student uniforms may not be worn for employment purposes at any facility.
- * The radiography Clinical Competency book is considered part of the radiography student uniform. The clinical competency book should be on the clinical premises when the student is scheduled. If a student

fails to have their Clinical Competency book during a clinical rotation, they will be dismissed from clinic for the day and gets an “unexcused absence” for the day resulting in 2 days of make-up time.

- * Timecards are a part of the clinical uniform. Timecards are provided by the program faculty. It is the student’s responsibility to obtain a timecard from the college before going to the clinical site. No other forms of documentation for attendance will be accepted. *See Clinical Education Reports*
- * Shirts worn under the uniform top must be white in color with no writing.
- * Shoes must be enclosed entirely and predominately white in color. No open heel, holes or mesh coverings.
- * JSCC patches stock number PLU 700111 will be worn on the student's uniform (left upper sleeve) and on lab jackets. Lab jackets must be white.
- * Oral and Personal hygiene is important to patients and any unusual odor may be offensive. No excessive perfume or strong scent is permitted.
- * Visible jewelry should be limited. No visible external piercing except females may wear one post-type earring (not long dangling) in each ear lobe. Tongue piercings are not allowed in the clinical education setting.
- * All Tattoos should be covered at all times.
- * Hair (male or female) must be neat and clean. Long hair must be pulled back and pinned up. Facial hair must be trimmed and neatly kept. Conservative hair styles and colors must be worn. Hair color should represent a color that you could be born with. No colors like blue, purple or pink.
- * Fingernails must be trimmed and neatly kept with NO acrylic overlays of any type. Fingernail polish must be clear or pastel in color.
- * If head coverings need to be worn for religious purposes, it must be white in color and approved by program faculty.
- * Surgery uniforms will be worn only during the performance of the surgery assignment. If the student leaves the OR in scrub suit, a white jacket or lab coat should be worn also. Surgery uniforms will not be worn away from the hospital.
- * Eye lashes must be natural in color and texture. No eyelash extension or false eye lashes are acceptable.

Clinical Education Reports

- * Documentation of clinical experience is the basis for the student’s clinical competency. The completeness and accuracy are the responsibility of the student. The reports are to be turned in according to class policy. Once submitted the clinical education report becomes the property of Jefferson State Community College and cannot be returned. If the report is required for student purposes, it is the student’s responsibility to make copies of the forms prior to submitting it to Radiography Program Faculty.
- * Performance evaluation is one of the basics of the clinical grade. The forms will be filled out at the middle and end of each rotation by the technologist with whom the student has been assigned. All

evaluations will be discussed with the student by the clinical instructor and/or the clinical or program coordinator and signed by the student. The student's signature does not signify agreement with the evaluation, just that the evaluation has been reviewed. Students may write comments on the evaluation or attach additional sheets as necessary. The evaluation conference should be an opportunity for guidance and assistance to the student.

- * Timecards are the only acceptable method of documenting the student's clinical attendance. Timecards should be turned in by the student to the clinical coordinator as prescribed by the course in which enrolled. Failure to turn times cards accurately reflecting the student's clinical attendance will be considered as a missed clinical day and will affect the student's grade accordingly. No other form of attendance record will be accepted for documentation of clinical time. Days documented on other forms, will result in a 5% reduction in the overall clinical grade for each occurrence.
- * Copies of Clinical Evaluation forms should be turned in to the clinical preceptor and /or clinical coordinator by the student at the end of each rotational period, (monthly).

Clinical Education Rotation Regulations

- Radiography students rotate to various areas within the Medical Imaging Department. Most of the rotations are one month in length but vary according to the area of the department in which they are scheduled. When a student is scheduled in the Operating Room or surgical rotation or Computed Tomography rotation, the minimum amount of time a student should be scheduled is one consecutive month.
- There are a few procedures which are gender specific such as Hysterosalpingography and Mammography. The program has maintained that all students should be able to set up for any procedure prior to the patient entering the procedure room allowing for fair and equitable learning opportunities. If procedures are gender specific, the student is not allowed to observe the actual procedure with the exception of Mammography. In addressing the fair and equitable rotations for mammography, the program has provided a clinical facility which will allow both male and female students to observe mammogram procedures.
- Toward the end of the student's clinical education, the program provides an avenue for students to explore advanced imaging modalities such as Radiation Therapy, Nuclear Medicine, Sonography, MRI, Cardiovascular Imaging and Mammography. Students should have completed all mandatory competencies and most of the elective competencies prior to this Specialty rotation. Specialty rotations must be two weeks in length minimum in order to receive an evaluation for the rotation. Each advanced imaging modality rotation should be a minimum of two weeks for appropriate clinical evaluation. Advanced imaging modality rotations should be scheduled through the appropriate clinical preceptor and Clinical Coordinator.
- Although all the clinical facilities affiliated with the program perform pediatric and operating room procedures, there are a few clinical facilities which do not provide enough pediatric or operating room experience for students to obtain adequate competency. For students scheduled in those facilities, a rotation to The Children's Hospital and /or Children's South will be scheduled for those students to observe, assist and obtain competence.
- Physical, cognitive, psychomotor, affective and social abilities are required in unique combinations to function as a radiologic technologist. The student must be able to meet the essential functions as listed on the radiography application for the duration of their clinical rotations. If a student has a medical incident which requires an absence during a clinical rotation, a medical release by a physician is required to return to the clinical environment. Light duty for radiography students' clinical rotations is not available.

Release must state no restrictions or limitations in order for the student to resume clinical activity. The student should contact the Clinical Coordinator immediately to discuss options for making up any missed clinical rotations. Clinical Preceptors are not authorized to may adjustments to students' clinical rotations.

Nursing Mothers and Lactation Support

- An appropriate location and breaks are given to nursing mothers to express breast milk for her nursing child up to one year after the child's birth. Students must refer to the clinical site to obtain the lactation center location. Students will follow clinical affiliate policies concerning lactation times.

**JEFFERSON STATE COMMUNITY COLLEGE
RADIOLOGIC TECHNOLOGY
POLICY
MANAGEMENT OF STUDENTS
EXPOSED TO BLOOD AND BODY FLUIDS**

I. PURPOSE

To specify a procedure to be followed by students at Jefferson State Community College Radiologic Technology Program in the event that an exposure to blood or body fluids occurs while participating in clinical or laboratory experiences.

II. PROCEDURE

In the event that a student is exposed to blood or body fluids via parenteral, mucous membrane, or open skin routes, the following should be implemented:

A. Exposure Report

1. If the exposure occurs at a clinical site, the exposure incident procedures of the facility as they apply to students should be followed.
2. The student will seek medical attention through either the employee health service of the clinical facility or the individual's private physician. Payment of medical bills is the responsibility of the exposed individual.
3. The faculty member responsible for student supervision and the student will submit a written report of the incident within two working days to the Associate Dean or Dean of the division in which the student is enrolled which includes:
 - a. date and time of exposure.
 - b. details of the exposure, including procedure being performed, where and how the exposure occurred, if the exposure involved a sharp device, type and amount of fluid or material involved in exposure, and condition of skin (e.g., intact, chapped, abraded) of student.
 - c. information about exposure source or individual determining infection risk, when policies of facility prohibit direct release of this information.
 - d. information about follow-up.
4. The exposure incident report will be permanently placed by the Program and/or Clinical Coordinator in the student's file.
5. A copy of the incident report will be placed in a permanent file kept by the Program Coordinator.
6. The Program Coordinator will notify the Business Manager and Legal Services of the incident with a copy of the incident report.

POLICY: MANAGEMENT OF STUDENT EXPOSURE TO BLOOD OR BODY FLUIDS

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B. Exposure Management

It is the responsibility of the student to arrange and finance post-exposure medical follow-up and care. However, the student is advised of the following recommendations:

1. Wounds and skin sites that have been in contact with blood or body fluids should be washed with soap and water; mucous membranes should be flushed with water.
2. OSHA Guidelines direct the clinical facility's infection control officer to attempt to determine the infectivity status of the source individual.
3. The student's physician should clinically and serologically evaluate the student member as soon as possible to determine the need for post exposure prophylaxis. The attachment to this policy "Bloody and Body Fluid Exposure Management" (HIV-AIDS Information Center) should be presented to the physician to guide decisions regarding the need for post exposure prophylaxis.
4. The "Evaluating Physicians Statement" should be presented to the physician for completion and returned to the student. This form should be returned to the division chairperson and attached to the incident report.
5. Baseline testing for HIV antibody should be performed. If initial testing is negative, it is suggested that the student be retested at 3- and 6-months post exposure.
6. In the event a student is exposed to blood or body fluid from an individual who is positive for Hepatitis B viral antigen, or if the infectivity status of the source individual cannot be determined, the student should immediately have their Hepatitis B immunity status evaluated by their physician utilizing appropriate serologic testing such as Anti-HBs antibody titer.
7. In the event a student does not have immunity nor has low immunity to the Hepatitis B virus, the student should seek medical treatment at once. Hepatitis B Immune Globulin (HBIG), if recommended by the physician, should be administered with seven (7) days following an exposure. Repeat vaccination may also be recommended.
8. In the event that the student declines to seek medical care, the division chairperson shall have the student sign the "Declination to Seek Post-Exposure Medical Follow-up form. This form shall be attached to the incident report and a copy of the form shall be forwarded to the Business Manager and Legal Services.

Reference: Universal Precautions: Employer's Compliance Manual for Healthcare Facilities (1992) Medcom, Inc. Garden Grove, California

Public Health Guidelines for the Management of Health Care Work Exposures to HIV and Recommendations for Post-exposure Prophylaxis, 1998

APPROVED 2-1-99

Revised 2013 Reviewed 2021

**JEFFERSON STATE COMMUNITY COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM
INCIDENT/ACCIDENT REPORT**

Name:	SS#
Patient's Name:	Room#:
Patient's Hospital Number:	Date/Time of Incident/Accident:
Agency/Affiliation Site:	Exact Location of Incident/Accident:
Client's Infective Status:	
Determined by(Name/Title):	
Was there a witness to the Incident/Accident? Yes___ No___	
If Yes, print name/title/position:	
Describe the actual circumstance in which the incident/accident occurred:	
If the incident/accident involved exposure to blood and/or body fluids, describe:	
1)type and amount of fluid involved	
2) condition of skin of exposed individual:	
Describe follow-up actions taken (e.g., examination by physician/employee health service, post exposure prophylaxis):	
Evaluating Physician's Statement Attached? Yes___ No___	
Signature	Date:
Printed Name	

Jefferson State Community College
Evaluating Physician's Statement

Student/Faculty Member Name

Date

This individual presents to you for evaluation of a possible exposure incident as defined in the Bloodborne Pathogens Standard. After your evaluation, please:

(1) Inform them regarding the evaluation results and any follow-up needed.

(2) Provide your initials beside the following statements:

_____ This individual has been informed of the results of this evaluation.

_____ They have been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation and/or treatment.

Please return this form to the patient. Thank you

PHYSICIAN'S SIGNATURE

PHYSICIAN'S NAME (PRINTED)

DATE

FACULTY/STUDENT: PLEASE RETURN THIS FORM TO THE RADIOLOGIC TECHNOLOGY PROGRAM AND/OR CLINICAL COORDINATOR AS SOON AS POSSIBLE AFTER YOUR EVALUATION.

THANK YOU

Radiologic Technology Pregnancy Policy

Every student entering the radiologic technology program at Jefferson State Community college must document acknowledgement of the pregnancy policy. Students who think they may be pregnant have the option of voluntary disclosure of pregnancy. The student is urged to notify faculty and fill out a declaration of pregnancy form and submit it to program faculty. A student will not be considered pregnant until the declaration of pregnancy form is turned in to program faculty. Students who wish to continue in the program will do so according to guidelines established by the Nuclear Regulatory Commission 8.36.

Plan of actions included on the declaration of pregnancy form are:

1. **Continuation in the radiologic technology program without modification.**

This acknowledgement means that the student will continue all didactic and clinical requirements as mandated by program guidelines without alterations in those requirements.

2. **Continuation in the radiologic technology program with modification.**

This acknowledgement means that the student will continue didactic and clinical requirements with the exception of high exposure areas such as mobile and surgical radiography.

3. **Declare out of progression status and request to continue the radiologic technology program's progression guidelines for readmission.**

This acknowledgement means that the student may apply for readmission according to the policies in the radiology student handbook.

4. **Withdraw from the radiologic technology program without consideration of readmission.**

This acknowledgement means that the student may not apply for readmission into the program.

5. **"Un-declare" Pregnancy**

This acknowledgement means that at any point during the "declared" pregnancy, the student may return to the "undeclared" pregnancy status.

An additional fetal radiation monitor is required and must be purchased at the student's expense. The fetal radiation badge should be purchased within 10 days of declaring pregnancy. The student may not return to clinic without a fetal badge after the 10-day period.

Jefferson State Community College Center for Professional, Career and Technical Education Radiologic Technology Program

Options for Pregnancy Policy

I _____, in accordance with the radiologic technology program’s policies, do declare my pregnancy on this day.
The estimated date of conception is _____.

In compliance with the radiologic technology program’s pregnancy policy:

- I wish to continue the radiologic technology program without modification.
- I wish to continue the radiologic technology program with modification.
- I wish to declare out of progression status and request to continue the radiologic technology program’s progression guidelines for re-admission.
- I wish to withdraw from the radiologic technology program without consideration of readmission.
- I wish to “Undeclare” my pregnancy status.

Student’s Signature

Student’s Printed Name

Date

**Jefferson State Community College
Center for Professional, Career and Technical Education
Radiologic Technology Program**

Acknowledgement of Student Pregnancy Policy

I certify that I have received a copy of the Jefferson State Community College Radiologic Technology Program Student Pregnancy Policy. I have read, understand, and agree to the requirements of these policies and guidelines concerning instruction on prenatal radiation exposure and radiation protection.

Student's signature

Student's printed name

Date

RADIATION PROTECTION POLICY

Payment

All radiography students are required to purchase and wear radiation dosimeters. Students will be given payment information during the radiography new student orientation and admission packet.

Use and Wear of Monitor

The radiation dosimeter must be worn by radiography students both in the clinical environment and the on-campus lab. The dosimeter is a part of the radiography uniform. Students who do not have their dosimeters, will not be allowed to complete on campus competency simulations nor participate in clinical activities. Instructions on the use and wearing of the dosimeter will be given in the pre-clinical and pre-lab instruction sessions. Students should only wear the dosimeter that was assigned to them. Dosimeters should be worn at the collar level outside of a radiographic lead apron. Dosimeters must be turned into the Clinical Coordinator at the prescribed times. Readings from the dosimeter are released to the individual student by the Clinical Coordinator. Lost or misplaced dosimeters will require payment for a replacement. At the end of the program, dosimeters will need to be returned in order for graduation requirements to be met. (See Radiation protection practice for more information).

Fetal Monitors

Students who declare pregnancy will be required to purchase an additional Fetal dosimeter. Fetal monitor cost will vary according to the amount of use time required. Fetal monitors must be worn at waist level, under a lead apron, if appropriate. Use and instruction will be given by the Clinical Coordinator at time of purchase.

Recommended Radiation Dose Limits:

NCRP report # 116 has established maximum annual dose limits for all adult radiation workers at 5,000 millirems mR or 50 millisieverts mSv and quarterly dose limits of 1,250 mR or 12.5 mSv. Therefore, adult (at least 18 years of age) radiology students have the same dose limits as do other radiation workers.

In compliance with the ALARA (as low as reasonably achievable) principles, the program recommends the maximum annual dose limit for adult radiography students be 500 mR (5 mSv) or 83.3 mR (.83 mSv) per monitoring period. The monitoring period for radiation badge change is every two months. The monitoring report is reviewed by the Radiation Safety Officer/ Clinical Coordinator each reporting period and has each student acknowledge with their signature; review of their radiation exposure levels. In the event, should a currently enrolled student's dosimeter reading exceed either of the programs recommended limits, the NCRP report will take precedence, however the following program guidelines will be employed:

The Radiation Safety Officer will:

1. Counsel with student and discuss the level of overexposure.
2. Review students clinical/lab assignment to determine possible cause of excessive exposure and re-assign student if necessary.
3. Consult with Clinical facility officials if required to address cause of overexposure and to correct/modify professional practice of student.
4. The current Radiation Safety Officer for the program is the Clinical Coordinator.

Radiation Protection Practice

- * A student is required to always exercise sound radiation protection practices.
- * A student should not hold a patient while an exposure is occurring and never without proper radiation protection attire.
- * Always wear radiation monitors on clinical assignment. Monitors will be worn at the neck and outside the lead apron. (Fetal monitors are available if needed for an additional cost. Fetal monitor instruction and use will be given by the Clinical Coordinator.)
- * Always maximize the use of collimation.
- * Never make a radiograph while the door of the radiographic room is open.
- * Radiography students must never operate the classroom lab equipment in the energized mode without the presence of an instructor (See Radiation Protection Policy for more information)
- * Following the recommendation of the JRCERT, routine use of gonadal shielding for abdominopelvic radiography exams should not be standard practice for clinical radiography students when the use of such could interfere with the diagnostic quality of the exam and may result in the risk of a repeat exposure. Appropriate student education of such practices are a standard of the program.



MRI Safety Policy

Jefferson State Community College Radiologic Technology students who have potential access to Magnetic Resonance environment or wish to complete an elective MRI rotation must adhere to the following standards.

1. Watch the MRI safety video supplied by the college.
2. Complete an MRI safety screening form at the college prior to entering the clinical site.

Other MRI safety concerns for radiologic technology students.

1. MRI stands for Magnetic Resonance Imaging
2. The MRI machine is a magnet and is ALWAYS turned on, even when the power goes out, it is still a magnet.
3. There are 4 zones with regards to MRI.
 - a. Zone 1 is the general public area.
 - b. Zone 2 is for unscreened patients.
 - c. Zone 3 is screened MR patients.
 - d. Zone 4 is screened patients under the direct supervision of an MR staff member.
4. Students may not enter Zone 4 without an MRI technologist being present.
5. Students must be screened by an MRI technologist prior to entering Zone 3.
6. Students may not have watches, keys, credit cards, bank cards, coins, pens, hair pins, phones, hearing aids as well as nothing in your pockets or on clothing such as metal fasteners or metallic threads.
7. Students who have magnetic implants such as pacemakers, aneurysms clips or mechanical pumps will not be allowed in Zone 4.
8. If safety precautions are not followed, someone could be harmed or even killed.
9. Students should notify the college should a change in their status occur.

MRI Screening for Student Radiographers

Name _____

Date _____

1. Have you had ANY prior surgery or an operation of any kind? (circle one answer)

YES

NO

If yes, please indicate the type of surgery:

Type of surgery _____

Type of surgery _____

Type of surgery _____

2. Have you had an injury to the eye involving a metallic object or fragment? (circle one answer)

YES

NO

If yes please describe: _____

3. Have you ever been injured by a metallic object or foreign body? (circle one answer)

YES

NO

If yes please describe: _____

4. Do you have any of the following items? (circle if yes)

Aneurysm clip

cardiac pacemaker

loop recorder

Electronic implant

neurostimulation system

magnetically activated device

Spinal cord stimulator

cochlear or ear implant

insulin or other infusion pump

Prosthesis

heart valve prosthesis

eyelid spring or wire

Prosthetic limb

metallic stent

shunt

Radiation seeds

Swan-Ganz catheter

medication patch

Metallic foreign body

wire mesh implant

surgical staples

Joint replacement

bone pin, screw or nail

tattoo or permanent makeup

Hearing aid

body piercing

Implanted drug infusion
device

implanted cardioverter defibrillator

WARNING: Certain implants, devices or objects may be hazardous to you. Do not enter the MR room or the MR environment without an MRI technologist present. If you have any questions, please consult with program faculty or MR technologist BEFORE entering the MR system room.

**Jefferson State Community College
Center for Professional, Career and Technical Education
Radiologic Technology Program**

Acknowledgement of MRI Safety Policy

I certify that I have received a copy of the Jefferson State Community College Radiologic Technology Program MRI Safety Policy. I have read, understand, and agree to the requirements of these policies and guidelines concerning instruction on MRI safety. I also agree to notify the college if any change in my status as relates to safety guidelines and MRI.

Student's signature

Student's printed name

ILLNESS AND COMMUNICABLE DISEASE

A student who is exposed to any communicable disease to which he may be susceptible must report the exposure to the Program Coordinator, Clinical Coordinator or designate. The Clinical Coordinator will notify the infection control personnel at the appropriate clinical site. Together a decision will be made about the student's risk to patients. The infection control officer of the clinical site will have the final authority regarding patient contact.

STUDENT INJURY/EXPOSURE TO CONTAGIOUS DISEASE WORKPLACE HAZARDS

In the event of student injury during the clinical experience or exposures to contagious/infectious diseases, students should report the incident to the Clinical Preceptor, Clinical Coordinator and Program Coordinator as soon as possible after said incident. If the student wishes to be treated, they should report to the Emergency Department as soon as possible and follow established treatment plan. If the student does not wish to be treated, he/she should indicate that in writing to the Program Coordinator within 24 hours of said incident. Reports should include trauma or life-threatening injuries, blood and body exposure (including needle sticks) and exposure to infectious diseases such as Tuberculosis, hepatitis A, Chickenpox or shingles, measles, mumps, rubella, meningococcus. Non-clinical related exposures to infectious diseases should be referred to the student's private physician or local health department for treatment.

STUDENT ILLNESS / INJURY

If at any time during the student's enrollment, they are unable to meet the essential functions due to an illness or injury, including pregnancy, a medical release from a physician is required prior to returning to the clinical environment.

Jefferson State Community College
Center for Professional, Career and Technical Education
Radiologic Technology
Clinical Competency Requirements

According to the JRCERT, all schools must provide a competency based clinical education program. To meet this requirement, the program has devised a program suitable for the curriculum.

The radiographic exams are divided into twelve categories: (1) Chest and Thorax; (2) Upper Extremity; (3) Lower Extremity; (4) Head; (5) Spine and Pelvis; (6) Abdomen; (7) Fluoroscopy studies; (8) Surgical studies (9) Mobile studies and (10) Pediatrics, age 6 or younger (11) Geriatrics (12) Computed Tomography . The student must pass all mandatory and the required number of elective competency exams in all categories before program completion.

The student should have done sufficient exams for each procedure in a given category, with direct supervision, before requesting a competency exam. The student requests the exam when they feel confident enough to do the exam. The exams must be done with 80% accuracy.

Competency exams should be done under the direction of the clinical preceptor (CP) or appointed individuals designated for that affiliate. Any competency exams done in which an image must be repeated cannot be counted toward completion of that competency. Students must identify during the competency exams by the CP, modifications necessary for the pediatric and the trauma patient. Once a student has performed a competency, the student may then do that procedure with indirect supervision. The clinical preceptor may require periodic rechecks to ensure competency is maintained.

After completing the procedural competency, the student must take an online quiz to access the image evaluation and other components of the exam.

If the student does not pass the mandatory or elective competency exams, he or she must prepare themselves for repeating the competency exam. This could be observing the procedure with the assistance of a registered certified technologist, studying the procedure specifications for comp quizzes or through simulations.

Students must demonstrate competence in 43 Mandatory procedures including CT. The mandatory procedures are listed as follows:

Trauma is considered a serious injury or shock to the body. For testing purposes, a trauma patient is an accidental injury patient from the emergency room

Chest & Thorax

1. Chest Routine
2. Chest AP (wheelchair or stretcher)
3. Ribs

Projections

- PA and Lateral
 AP
 APAD, APBD, Oblique

Upper Extremities

4. Thumb or Finger
5. Hand
6. Wrist
7. Forearm
8. Elbow
9. Humerus
10. Shoulder non trauma

Projections

- AP or PA, Oblique, Lateral
 PA, Lateral, Oblique
 PA, Lateral, Two Obliques
 AP, Lateral
 AP, Lateral, Two Obliques
 AP, Lateral
 Internal and External rotation

- | | |
|--|--|
| 11. Shoulder (trauma) | Either a scapular Y,
tranthoracic or axillary |
| 12. *Trauma upper extremity*
(non-shoulder) | Two views at 90-degree angle |
| 13. Clavicle | AP, AP with cephalad angle |

Lower Extremities

- | | |
|------------------------------|--|
| 14. Foot | <u>Projections</u>
AP, Medial oblique, Lateral |
| 15. Ankle | AP, Lateral, Two Obliques |
| 16. Tib-fib | AP, Lateral |
| 17. Knee | AP, Lateral, Two Obliques |
| 18. Femur | AP, Lateral |
| 19. *Trauma lower extremity* | Two views at 90-degree angle |

Spine and Pelvis

- | | |
|--------------------|--|
| 20. Cervical-spine | <u>Projections</u>
AP, Lateral, Odontoid, Two Obliques |
| 21. T-spine | AP, Lateral, Swimmers |
| 22. L-spine | AP, Lateral, Lateral Spot |
| 23. Pelvis | AP |
| 24. Hip non trauma | AP, Frog Lateral |
| 25. Trauma hip | Danelius-Miller XTL |
| 26. Trauma C-spine | XTL c-spine |

Abdomen

- | | |
|---------------------|-----------------------------------|
| 27. Flat Abdomen | <u>Projections</u>
KUB, |
| 28. Upright Abdomen | ↑ KUB |

Surgical Studies

29. C-Arm procedure orthopedic
Requiring manipulation to obtain
more than one projection

Mobile Studies

- | | |
|-------------------------|---------------------------------|
| 31. Portable CXR | <u>Projections</u>
AP |
| 32. Portable Abdomen | AP |
| 33. Portable Orthopedic | Two views 90-degree angle |

Pediatrics (age 6 years or younger)

- | | |
|-----------|--|
| 34. Chest | <u>Projections</u>
PA, Lateral |
|-----------|--|

Fluoroscopic Studies

- | | |
|---------------------------|---|
| 35. UGI | <u>Projections</u>
PA, RAO, Rt. Lateral |
| 36. BE or Air Contrast BE | PA, AP, Oblique, Lateral Rectum, Decubitus, Sigmoid |
| 37. Myelography | X-table lateral |
| 38. *Small Bowel Series | Scout KUB, 15 min KUB, Terminal Ileum Spot |
| 39. *Esophagus | RAO |

Geriatric Patient (70 years or older)

- | | |
|---------------------|---|
| 40. Chest | <u>Projections</u>
AP or PA and Lateral |
| 41. Upper Extremity | AP, oblique and Lateral |

42. Lower Extremity AP, oblique and Lateral

Computed Tomography

43. Suggestions are:
Non contrast Head, Chest
Or Abdomen

Projections

Scout, Axial, Archive Images

* **Digital images may be substituted for overhead films.**

All of the above list examinations must be performed on actual patients in the clinical setting. Exam simulations must be performed on an actual clinical patient as well. Performing examinations through simulation on mock patients is no longer accepted.

Students must also perform competencies in 15 of 30 elective procedures. Elective procedures should be performed on actual patients in the clinical setting. One elective imaging procedure should come from the head section. Two elective imaging procedures form the fluoroscopy studies section, one of which must be either an UGI or BE.

The following are elective procedures.

Chest and Thorax

Chest Lateral Decubitus
Sternum
Upper airway (soft-tissue neck)

Projections

AP or PA
RAO, Lateral
Lateral

Upper Extremity

Scapula
AC Joints

Projections

AP, Lateral
AP w and w/o weights

Lower Extremity

Patella
Calcaneus
Toe

Projections

AP or AP axial (Sunrise) and Lateral
AP axial and Lateral
AP, Lateral, Medial Oblique

Head

Students must select at least one elective procedure from this section.

Facial Bones
Orbits
Zygomatic Arches
Nasal Bones
Mandible
Skull
Paranasal sinuses
Temporomandibular Joints

Projections

Waters, Caldwell, Lateral
Waters, Rheese
SMV
Waters, Lateral (bone and soft tissue)
AP, Axiolateral
PA or AP, Lateral, Axial (Townes)
Caldwell, Waters, Lateral
Lateral

Spine and Pelvis and Hip

Sacrum and/or Coccyx
Scoliosis Series
Sacroiliac Joints
Danelius-Miller Hip

Projections

AP and Lateral
AP and Lateral
AP and Both obliques
Axiolateral inferosuperior projection

Abdomen

Abdomen Decubitus
Intravenous Urography

Projections

LLD Decubitus Abdomen
Scout, 5-minute, kidney tomograms, Post-void

Fluoroscopy Studies

*Cystography
*ERCP
*Arthrography / Joint injections

Projections

Scout, AP, Lateral, Both Obliques
Spot films during procedure, Post procedure film
Scout films, Post injection films

Surgical Studies

C-arm non- orthopedic

Projections**Pediatrics (age 6 or younger)**

Upper extremity
Lower extremity
Abdomen
Mobile study

Projections

AP, Lateral
AP, Lateral
KUB
AP

* **Digital images may be substituted for overhead films.**

Term grades for the student will be determined by the following criteria. All competency areas must be completed, and competency exams passed for each category before the student can obtain program completion.

1. The student must make 80% or above on the performance portion of the competency exam and an overall 80% average on competency performance and quiz grade.
2. All competency exams attempted will be averaged for grading, regardless of if 80% pass is achieved or not. If 80% is not achieved, the student will be given a repeat for the competency. All repeats will receive a 5% overall semester grade reduction in the semester in which they occur.
3. A maximum of 5 repeats may be obtained in one semester. A 6th repeat will result in failure of the clinical course enrolled.
4. Grading of performance competencies will be done by the Clinical preceptor (or approved observer if CP is unavailable). Forms in Competency book will be used for grading comps.
5. If in the event that required competencies are not completed, a grade of "I" will be awarded until comps are completed. Incomplete grades must be cleared before entering into the next clinical semester. If an "I" is received in the fifth semester of the program, and cannot be resolved before the graduation requirements deadline, then the student will be delayed in program completion.

Suggested Grading System for Determination of Grade per Clinical Course are:

RAD 114 Clinical Education I

- | | | |
|----|--|------------|
| 1. | No competencies are required for this clinical term. | |
| 2. | Minimum of 3 Clinical Performance Evaluations | 75% |
| 3. | Online assessments | <u>25%</u> |
| | | 100% |

90 – 100%	=	A
80 – 89%	=	B
75 – 79%	=	C
Below 75	=	Failure

RAD 124 Clinical Education II

1. Points may be accrued as follows:

- a. A minimum of 10 competencies must be completed from the previously prescribed list. Competencies should be performed from simple to complex according to the student's level of knowledge from on campus lab competencies. All clinical comps completed in this semester should only be attempted in the clinical environment if competency on that same procedure or exam has been completed in RAD 112 or RAD 122. Each competency must be completed with 80% accuracy (see Clinical Competency Book and online quiz). This component comprises 50% of the overall clinical grade.
- b. Minimum of two clinical performance evaluations. The student must attain 75% to pass the evaluation. This component comprises 50% of the overall clinical grade.

2. The final grade is the sum of the clinical performance assessment evaluations and the clinical competencies.

90 – 100%	=	A	75 – 79%	=	C
80 – 89%	=	B	Below 75	=	Failure

Hospital Orientation Check off completed as required by clinical affiliates within the first two weeks of the home hospital rotation. Failure to complete will result in failure to continue in the clinical rotation.

RAD 134 Clinical Education III

1. Points may be accrued as follows:

- a. A minimum of 13 competencies must be completed from a prescribed list. Each competency must be completed with 80% accuracy (see Clinical Competency Book and online quiz). This component comprises 50% of the overall clinical grade.
- b. Minimum of two clinical performance evaluations. The student must attain 75% to pass the evaluation. This component comprises 50% of the overall clinical grade.

2. The final grade is the sum of the clinical performance evaluations and the clinical competencies.

90 – 100%	=	A
80 – 89%	=	B
75 – 79%	=	C
Below 75	=	Failure

RAD 214 Clinical Education IV

1. Points may be accrued as follows:
 - a. A minimum of 18 competencies must be completed from a prescribed list. Each competency must be completed with 80% accuracy (see Clinical Competency Book and online quiz). This component comprises 40% of the overall clinical grade.
 - b. Minimum of three clinical performance evaluations. The student must attain 75% to pass the evaluation. This component comprises 40% of the overall clinical grade.
 - c. Cross-Sectional anatomy evaluation grades. This component comprises 20% of the clinical grade.
2. The final grade is derived as follows:

40%	Clinical Competency	
40%	Clinical Evaluation	
20%	Cross-Sectional anatomy evaluation	
	70% online quiz	
	30% mid-term and final	
90 – 100%	=	A
80 – 89%	=	B
75 – 79%	=	C
Below 75	=	Failure

RAD 224 Clinical Education V

1. Points may be accrued as follows:
 - a. A minimum of 17 competencies must be completed from a prescribed list. Each competency must be completed with 80% accuracy (see Clinical Competency Book and online quiz). This component comprises 50% of the overall clinical grade.
 - b. Minimum of three clinical performance evaluations. The student must attain 75% to pass the evaluation. This component comprises 50% of the overall clinical grade.
2. The final grade is the sum of the clinical performance evaluations, evaluation of special modalities and the clinical competencies.

90 – 100%	=	A
80 – 89%	=	B
75 – 79%	=	C
Below 75	=	Failure

Once students complete all mandatory and most of the elective competencies, they are able to schedule a specialty rotation in either Radiation Therapy, Nuclear Medicine, Sonography, MRI, Cardiovascular Imaging or Mammography. Schedules are coordinated with the clinical preceptor and clinical coordinator for the rotation.

RAD 112 MANDATORY LAB COMPETENCIES / SIMULATIONS

Categories / Procedures

Views

Chest & Thorax

CXR
CXR

PA, Lateral
PA and Lateral phantom

Abdomen

Abdomen Series

↑ KUB, → KUB,

Upper Extremities

Finger / thumb

PA, Oblique, Lateral

Humerus

AP, Lateral

Hand; *Phantom Hand*

PA, Lateral, Oblique; *PA*

Wrist

PA, Lateral, Obliques

Forearm

AP, Lateral

Elbow

AP, Lateral, Obliques

Shoulder

Internal and External Rotation,

Clavicle

Transthoracic Lateral
AP, Axial

Scapula

AP, Y view

Lower Extremities

Foot

Dorso-plantar, Oblique, Lateral

Ankle

AP, Lateral, Obliques

Tib-fib

AP, Lateral

Knee

AP, Lateral, Obliques

Patella

PA, Lateral, Settegast, Sunrise

Femur

AP, Lateral

Os calcis

Plantodorsal, Lateral

Pelvis

AP

Hip

AP pelvis, Frog leg

JSCC radiologic technology program faculty recognizes that energized laboratories must be under the guidance of a qualified practitioner. No radiology student can operate the energized lab without the supervision of an instructor.

RAD 122
MANDATORY LAB COMPETENCIES / SIMULATIONS

Categories / Procedures

Views

Bony Thorax

Ribs
 Sternum

AP (↑ and ↓ diaphragm), Oblique
 Oblique, Lateral

Head and Neck

Facial bones
 Nasal bones
 Skull
 Orbits
 Paranasal sinuses
 Mandible
 Zygomatic Arches

Waters, Caldwell, Lateral, SMV
 Waters, Lateral
 AP, Townes, Lateral
 Bilateral Rhese
 Caldwell, Waters, Lateral, SMV
 AP, Townes, Oblique Lateral
 SMV

Fluoroscopy Studies

Esophagus
 BE
 Abdomen
 UGI

RAO
 PA, PA tilt, Oblique, Lateral Rectum
 Decubitus Abdomen
 PA, Lateral, LPO

Spines

Cervical spine
 X-table Lateral C-spine
 Sacrum and coccyx
 Thoracic spine
 Lumbar spine

AP, Lateral, Odontoid, Obliques
 Phantom Lateral
 AP, Lateral
 AP, Lateral, Swimmers
 AP, Lateral, Lateral Spot

Other

Mammogram
 Portable Chest
 Portable Abdomen
 Danielus-Miller

Cranio-caudal, Medio-lateral
 AP stretcher Phantom
 KUB
 Hip

JSCC radiologic technology program faculty recognizes that energized laboratories must be under the guidance of a qualified practitioner. No radiology student can operate the energized lab without the supervision of an

instructor.

JEFFERSON STATE COMMUNITY COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM
SEMESTER CURRICULUM

Fall	Spring	Summer
TERM I	TERM II	TERM III
*BIO 201 Human Anatomy & Physiology I 4	*BIO 202 Human Anatomy & Physiology II 4	*ENG 101 English Composition I 3
*MTH 100 Intermediate College Algebra 3	RAD 122 Radiographic Procedures II 4	RAD 135 Exposure Principles 3
RAD 111 Introduction to Radiography 2	RAD 125 Imaging Equipment 3	RAD 136 Radiation Protection and Biology 2
RAD 112 Radiographic Procedures I 4	RAD 124 Clinical Education II 5	RAD 134 Clinical Education III 5
RAD 113 Patient Care 2		
RAD 114 Clinical Education I 2		
TOTAL CREDIT HOURS 17	TOTAL CREDIT HOURS 16	TOTAL CREDIT HOURS 13
Fall	Spring	
TERM IV	TERM V	
*ENG 102 or SHP 107 or SPH 106 3	*Humanity Elective 3	
*PSY 200 General Psychology 3	RAD 227 Review Seminar 2	
RAD 212 Image Evaluation and Pathology 2	RAD 224 Clinical Education V 8	
RAD 214 Clinical Education IV 8		
TOTAL CREDIT HOURS 16	TOTAL CREDIT HOURS 13	

Total General Education Hours 23

NOTES:

Total Radiography Hours 52TOTAL CURRICULUM HOURS 75

* Students may choose to enroll in these courses during another semester provided that they have completed them by the prescribed semester.



Radiologic Technology Program

Student's Daily Report of Clinical Experience

Student Name: _____

#	Date	Accession #	Examination/Procedure	Patient Age	H/O/E	O/A/I	Tech Initials
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							

(H/O/E) H - House O - Outpatient E - Emergency
(O/A/I) O - Observe A - Assist I - Independent



**Radiologic Technology Program
Professional Disciplinary Warning**

Student's Name

Clinical Instructor's Name

Name of Person Preparing Report

Date

Describe the Attitude or Behavior that is undesirable:

Student's Signature

Date

Clinical Preceptor's Signature

Date



RAD 114
Clinical Education I
Clinical Performance Assessment

Student Name: _____

Date: _____

Clinical Site: _____

Clinical Preceptor: _____

For each of the objectives listed below, please indicate whether the student successfully completed the objective or did not complete the objective.

(Please check the appropriate box to indicate your level of agreement with each objective)

Once submitted this form becomes the property of Jefferson State Community College and cannot be returned to the student. If a copy of this form is required, it is the student's responsibility to make copies prior to submitting it to Radiography Program Faculty.

Unit I. Attendance, Attitude, and Personal Appearance

Objective	Did not Complete Objective 0 points	Successfully Completed Objective 2 points
Attend all orientation visits as scheduled.		
Arrive on time and leave as scheduled.		
Perform assigned tasks.		
Arrive in the proper uniform.		
Show initiative.		
Adhere to professional code of ethics.		

Unit II. Personal Record Keeping and Unit Management

Objective	Did not Complete Objective 0 points	Successfully Completed Objective 2 points
Punch timecard and be on time.		
Record all cases performed or observed.		
Does not use personal electronic devices during clinical hours.		

Unit III. Basic Radiation Protection

Objective	Did not Complete Objective 0 points	Successfully Completed Objective 2 points
Wear film badge on collar of uniform.		
Close door during exposure.		
Wear lead apron in room during exposure or portables.		
Observe appropriate collimation and shielding techniques during procedures.		

Unit IV. Procedures to Observe

Objective	Procedure Observed	Date Completed	Technologist Signature
Fluoro Procedure			
Portable Radiographic Procedure			
Routine radiographic Procedure			
Chest			
Abdomen			
Extremity			

Total Points achieved: _____
Total Possible points: 26
Average of Evaluation: _____

Clinical Preceptor's Signature

Date

Student's Signature

Date

COMMENTS: _____

**JEFFERSON STATE COMMUNITY COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM
EVALUATION OF CLINICAL PERFORMANCE**

Clinical Course (circle one) RAD 124 RAD 134 RAD 214 RAD 224

Student: _____

Rotation Area: _____ Month/Year _____

Evaluator: _____ Title: _____

I. Grading System

Students are evaluated based on the performance objectives listed on this form and on the supplementary clinical competency forms.

Students must pass all required competencies at an 80% level and must achieve at least a total grade of 75% on this evaluation form in order to pass the clinical course in which the student is enrolled.

Students are graded on achievement of required performance objectives at mid-rotation (50% of rotation grade) and at the end of the rotation (50% of the rotation grade). However, students' daily performance of objectives will be considered in determining mid and end rotation grades.

Grades awarded are:

- 0 = does not meet objective.
- 1 = does not consistently meet objective or requires maximum assistance.
- 2 = meets objective with minimum assistance.
- 3 = meet objective with no assistance

Criteria for No Assistance:

- 1) Student is able to perform function safely and effectively and
- 2) Student is able to transfer knowledge from one situation to another similar situation

Criteria for Minimum Assistance:

- 1) Student is able to utilize suggestions, explanations, directions, and/or supervision to function safely and effectively; and
- 2) Student is able to transfer knowledge and guidance from one situation to another similar situation.

Criteria for Maximum Assistance:

- 1) Student is unable to utilize suggestions, explanations, directions, and/or supervision to function safely and effectively; and
- 2) Student is unable to transfer knowledge and guidance from one situation to another similar situation.

- II. Failed rotations must be repeated by the end of the semester, or the student will receive a grade of (I) incomplete. Incomplete grades must be cleared before the beginning of the next clinical semester or the "I" grade converts to a grade of F.
- III. Students are responsible for maintaining a standard of conduct that complies with all program and college guidelines and policies, clinical affiliate guidelines and policies, and with professional and legal/ethical standards. Any conduct on the part of the student which leads to a major breach in safety, confidentiality, legality, or accountability may result in the failure of or dismissal from a RAD course or from the Radiologic Technology Program. (Examples of major breaches in conduct but not limited to are: reporting for clinical rotations under the influence of alcohol or drugs; harming a patient; creating serious potential harm to a patient or co-worker; abandoning a patient; falsifying documents or verbal reports; consistent failure to follow hospital or program policies, breaching patient confidentiality and/or HIPAA regulations, etc.).
- IV. Students who withdraw from a clinical course should follow college and program policies. Grades will be determined by these policies.
- V. Students' final grades are determined differently for each clinical course. Refer to the Radiography Student Handbook for specific guidelines.
- VI. Once submitted this form becomes the property of Jefferson State Community College and cannot be returned to the student. If a copy of this form is required, it is the student's responsibility to make copies prior to submitting it to Radiography Program Faculty.



RADIOLOGIC TECHNOLOGY PROGRAM EVALUATION OF CLINICAL PERFORMANCE

Student name _____

For completion of this clinical rotation in (circle one) RAD 124, RAD 134, RAD 214, RAD 224 the student has demonstrated achievement of the following objectives:

1. The student is accountable.

Performance Objectives	Monthly Mid- Rotation				Monthly End- Rotation			
	Please Document Below Suggestions for Improvement.							
a. Complies with attendance policies, is punctual and reports absences in appropriate policy manner, etc.	0	5			0	5		
b. Complies with dress codes and/ or uniform regulations	0	5			0	5		
c. Adheres to agency policies	0	5			0	5		

2. The student applies didactic knowledge during clinical assignments.

Performance Objectives	Mid Rotation				End Rotation			
	Please Document Below Suggestions for Improvement							
a. Uses correct medical and radiographic terminology in verbal and written communication.	0	1	2	3	0	1	2	3
b. Using correct terminology, identifies component parts of diagnostic imaging equipment, and describes the function of each part and the purpose of the whole.								
c. Operates permanently installed and mobile imaging equipment correctly and safely.								
d. Produces radiographic images using knowledge of concepts and principles of radiographic exposure								
e. Evaluates the diagnostic quality of radiographs at level of knowledge and explains or takes actions to improve images.								
f. Protects self, other health care workers, and the public from radiation hazards.								
g. Demonstrates computer literacy in clinical situations.								
h. Maintains universal precautions regarding blood-borne pathogens.								

3. The student performs x-ray procedures according to competency exam protocols at the 80% level or above. See Separate handbook for competency performance objectives.



RADIOLOGIC TECHNOLOGY PROGRAM EVALUATION OF CLINICAL PERFORMANCE

	<u>Mid Rotation</u>	<u>End Rotation</u>
Total points possible	84 _____	84 _____
Total points achieved	_____	_____
% grade	_____	_____
Rotation Grade _____ (Passing 75% of total points possible)		

Monthly Mid-term

Signature of Evaluator

Date

•Signature of Student

Date

Monthly End-term

Signature of Evaluator

Date

•Signature of Student

Date

• My signature indicates I have had an opportunity to discuss this evaluation with my instructor.

Clinical Preceptor or Evaluator Notes:

Student Notes:

**Jefferson State Community College
Radiologic Technology Program Medical Form**

Student Name: _____ A# _____

Person to call in case of emergency: _____ Relationship: _____

Phone number: _____ Alternate number: _____

***This medical form MUST be started and completed by the Radiologic Technology dates established in your acceptance letter. If you have any questions, please call Clinical Coordinator 205-983-5217.
Failure to meet these deadlines may forfeit your placement in the Radiologic Technology program.***

I am aware that during clinical/ laboratory experiences there may be a risk of exposure to various communicable/ transferable disease or illnesses. The College will provide instruction regarding safe health care practices when caring for patients with communicable/transferable conditions. However, my personal protection against these conditions, that is, following safe health care practices for self and patients and becoming immunized when available, is my responsibility. I must consult with my own physician or the Department of Public Health for assistance or advice regarding immunizations or protection for conditions other than the tests and immunizations included in this physical. I understand that my personal protection against communicable/ transferable conditions is my responsibility. The physician performing this physical examination has permission to release the findings to the JSCC Radiologic Technology Program. **Medical information may be released to clinical affiliates. I attest that this information is true. I am aware that falsification of results will result in disciplinary action which may include dismissal from the Radiologic Technology Program.**

NOTE: *Additional medical examinations and a specific release from a physician may be required at any time (for example, during pregnancy, infectious disease, interference with mobility, emotional instability, etc.) if it is deemed necessary for the faculty to evaluate the state of health.*

► Student's Signature: _____ Date: _____

TB Skin Test: (Mantoux only):

Date: _____ 48-72-hour Results: _____ HCP Signature: _____

******A 2nd TB Skin Test will be needed in program when 1st TB has expired in 1 year.******

Date: _____ 48-72-hour Results: _____ HCP Signature: _____

Chest X-ray (required only if TB test is positive; suggested for smokers)

Date: _____ Results: _____

► Provider Name (please print): _____ Signature _____

Agency _____

IMMUNIZATION INSTRUCTIONS BELOW: Please follow these directions.

- All of the following must be addressed by checking EITHER vaccination OR positive titer – they are not optional.
- If your MMR & Varicella is older than 1 year; you must get a shot or a blood titer to prove immunity.
- If your Tetanus is more than 10 years old, you must get another shot.
- If your Hepatitis B is more than 5 years old, you must get a booster or a blood titer to prove immunity.
- If your Hepatitis B blood titer is showing non- immunity; the physician will decide if you need the series of 3 shots again or just a booster.
- A copy of ALL actual titer results must be presented to the Radiology Clinical Coordinator

IMMUNIZATIONS:

Measles: Date of last dose: _____ Date of current dose: _____ Titer results: Immune Non-Immune Date: _____
(Rubeola)

Mumps: Date of last dose: _____ Date of current dose: _____ Titer results: Immune Non-Immune Date: _____

Rubella: Date of last dose: _____ Date of current dose: _____ Titer results: Immune Non-Immune Date: _____

Chicken Pox (Varicella): Date of last dose: _____ Date of current dose: _____ Titer results: Immune Non-Immune Date: _____

Hepatitis B: (Must have proof of #1 and #2 injections before participating in clinical activities)

#1 Date: _____ #2 Date: _____ #3 Date: _____

Titer: Date _____ Titer results: Immune Non-Immune (Repeat Adult series x3 per CDC protocol)

Tetanus: _____ Date: _____ (must be within 10 years)

Influenza Vaccine Date: _____ (administer when Seasonal Flu Vaccine/ Mist is available)

COVID Vaccine Date: _____ (preferred, but not mandatory until Clinical facilities require mandatory)

Provider Name (please print): _____ **Signature** _____

Agency _____

Note to healthcare providers:

Students often get immunizations and TB testing at different facilities. HCPs may omit what is not provided at their facility and still submit the form's physical exam portion. Students will be responsible for gathering the additional information.

HEALTH RELATED PROGRAMS
RADIOLOGIC TECHNOLOGY PHYSICAL EXAM

Physical Exam: Students are expected to be in good health as they will deal directly with patients in health care settings. The Radiologic Technology Program requires proof of a satisfactory level of health and may require proof of physical ability to meet program **Essential Functions**. Admission or progression may be denied if a student's level of health is unsatisfactory or if physical limitations prevent a student from maintaining personal or patient safety during campus and clinical laboratories. Students are expected to be physically fit to undertake clinical assignments, be free of chemical dependency, and be mentally competent.

ESSENTIAL FUNCTIONS

The criteria that is listed below is not intended as a complete listing of behaviors required for radiologic technology but is a sampling of the types of abilities needed by the radiologic technology student to meet program objectives and requirements. Admission or progression may be denied if a student is unable to demonstrate the essential functions with or without reasonable accommodations.

Radiologic Technology is considered a strenuous profession. In order to perform as a radiologic technologist, the student must be able to:

MOBILITY

Have physical stamina to stand and walk for 8 hours or more in a clinical setting.
Stand on both legs, move from room to room, and maneuver in small spaces.

FLEXIBILITY

Can bend the body downward and forward by bending at the spine and waist.
This factor required full use of lower extremities and back muscles.
Can flex and extend all joints freely.

STRENGTH

Can raise objects from a lower to a higher position or move objects horizontally from position to position
This factor requires the substantial use of the upper extremities and back muscles
Possess mobility, coordination and strength to push, pull or transfer heavy objects
(Strength to lift 25 lbs. frequently and 50 lbs. or more occasionally.)

FINE MOTOR SKILLS AND HAND/EYE COORDINATION

Possess manual dexterity, mobility, and stamina to perform CPR.
Can seize, hold, grasp, turn and otherwise work with both hands.
Can pick, pinch, or otherwise work with the fingers.

AUDITORY ABILITY

Possess sufficient hearing to assess patient's needs, follow instructions, communicate with other healthcare workers, as well as respond to audible sounds of radiographic equipment.

Based on the history and your examination, is this student's physical health and ability of essential functions sufficient to perform the classroom and clinical duties of a Radiologic Technology student?

► **Physician/CRNP's Initials Required:** Yes ___ No ___ **If answer is "NO" please comment below:**

► **Physician / CRNP Name (Please Print)** _____ Signature: _____
Address: _____ Date of Exam _____
Phone Number _____

Health Insurance Portability and Accountability Act (HIPAA) Acknowledgement Form

I, _____, as a student in Jefferson State Community College's _____ program, hereby agree and acknowledge my obligations under the Health Insurance Portability and Accountability Act, as amended, ("HIPAA"). Specifically, I acknowledge that this law prohibits me from disclosing, except as permitted by law, any person's "protected health information" to which I may have access. I understand that the full text of this law is available at <http://www.hhs.gov/ocr/privacy/hipaa/understanding/index.html> I further acknowledge that I have undergone training during which I was given an explanation of "protected health information" as it relates to clinical activities required as part of my program of study.

Signature

Date

**JEFFERSON STATE COMMUNITY COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM**

ACKNOWLEDGEMENT OF STUDENT HANDBOOK

I certify that I have received a copy of the Jefferson State Community College Radiologic Technology Program Student Handbook. I have read, understand and agree to the requirements of these policies and guidelines concerning instruction on prenatal radiation exposure, MRI safety and exposure dose limits for radiography students. I understand who the Joint Commission on Education in Radiologic Technology is and have been instructed on who to contact in case of an unresolvable complaint at the college level.

Student's Signature

Student's Printed Name

Date