



Radiologic Technology
Program Handbook
2023 – 2025

This handbook supersedes all previous editions and is the Radiologic Technology Program Handbook as of May 11, 2023.

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Clinical Practicum and Competency Based Evaluation System Documents:

All program clinical paperwork is distributed by the Clinical Coordinator and managed by the Trajecsyst system.

JRCERT Standards for Accreditation: a copy is located in a document holder located in rad tech classroom.

Program Accreditation Information:

The program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

JRCERT

20 N. Wacker Drive, Suite 2850

Chicago, IL 60606-3182

Phone: (312) 704-5300

Fax: (312) 704-5304

Email: mail@jrcert.org

www.jrcert.org

Institutional and Program Statements

Dalton State College
650 College Drive
Dalton, Georgia 30720

Dalton State College Mission Statement

Dalton State College provides a diverse student population with opportunities to acquire the knowledge and skills necessary to attain affordable baccalaureate degrees, associate degrees, and certificates and to reach their personal and professional goals. Through challenging academics and rich collegiate experiences, we promote lifelong learning, active leadership, and positive contributions in Northwest Georgia and beyond.

Vision Statement

Dalton State College will be recognized as a first-choice destination college dedicated to the transformative power of education. By challenging all students to reach their full potential, we will nurture, inspire, and empower a diverse community of scholars in an accessible, learning-centered, and service-oriented environment. As an exceptional place to learn, work, and teach, Dalton State College will cultivate leaders who proudly serve and improve our community and our world.

Dalton State College Accreditation:

DSC is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Associate's and Bachelor's degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Dalton State College. A Unit of the University System of Georgia and is an Affirmative Action Institution.

Radiologic Technology Program Accreditation:

The Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Contact the JRCERT:

JRCERT

20 N. Wacker Dr., Suite 2850

Chicago, IL 60606-3182

Phone: 312-704-5300 Fax: 312-704-5504

Email: mail@jrcert.org Web: www.jrcert.org

Dalton State College
Radiologic Technology Program
Policy/Equipment Confirmation Form 2023

Signature : _____ Date: _____

Directions: Supply your initials and the date by each policy or revision review and receipt of program equipment/supplies.

Program Policies:	Initial Review	Revision	Revision
1. Academic Standards/Grading/Progression	_____	_____	_____
2. Attendance/Calendar/Clinical Obligations	_____	_____	_____
3. Accident & Post-Exposure Insurance	_____	_____	_____
4. Blood/Body Fluids/Covid Precaution	_____	_____	_____
5. Communication, Student Representation/Recognition	_____	_____	_____
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11. Due Process/Grievance/Complaint Resolution	_____	_____	_____
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15. Liability Insurance/Medical Insurance	_____	_____	_____
16. Professional/Clinical Accountability/Classroom Behaviors	_____	_____	_____
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19. Student Understandings	_____	_____	_____
24. Clinical Supervision of Students	_____	_____	_____
25. Substance Abuse and Testing	_____	_____	_____
26. Venipuncture/IV Administration	_____	_____	_____
27. Background Verification	_____	_____	_____
28. Program Laboratory Management	_____	_____	_____
30. Technical Standards/Skills	_____	_____	_____
31. Test Corrections (Guidelines & Form)	_____	_____	_____
32. MRI Safety Form Completed	_____	_____	_____
32. Clinical Expectations Completed	_____	_____	_____
33. College/Program Contingency Plan	_____	_____	_____
*** DSC Travel Liability Waiver Completed	_____	_____	_____
*** DSC Clinical Considerations Completed	_____	_____	_____
*** Rad Tech Travel Liability Waiver Completed	_____	_____	_____
*** Release of Information Completed	_____	_____	_____
*** DSC Student Trip Registration Form Completed	_____	_____	_____

Program Equipment/Supplies Distribution

	<u>Initials</u>	<u>Date</u>
Student Handbook	_____	_____
Radiation Monitoring Device	_____*	_____
Anatomical (Lead) Markers	_____*	_____
I have purchased: Required Textbooks/Codes	_____	_____
Name Tags	_____*	_____

I have a working desk top/laptop computer/IPad for online testing and assignments: Please sign and date: _____

I am aware that a copy of the JRCERT Program Accreditation Standards is located in the rad tech classroom for my review.

*Note: Anatomical markers are \$30.00/set; name tags are \$5.00; radiation monitoring device are estimated at \$50.00 for replacements, extra if shipped overnight see clinical coordinator for details.

NOTICE TO ALL PERSONS PARTICIPATING IN INTRAMURAL SPORTS AND RECREATIONAL LEISURE ACTIVITIES A5

Many recreational activities and athletic programs involve substantial risks of bodily injury, property damage, and other dangers associated with participation in such activities. Dangers related to such activities include but are not limited to: hypothermia, broken bones, strains, sprains, bruises, drowning, concussion, heart attack, and heat exhaustion.

Each participant in such activities should realize that there are risks, hazards, and dangers inherent in such activities, and in training, preparation for, and travel to and from such activities. It is the sole responsibility of each participant to participate only in those activities for which he/she has the prerequisite skills, qualifications, preparations, and training.

The undersigned acknowledge that Dalton State College does not want or guarantee in any respect the competency or mental or physical condition of any trip leader, vehicle driver, or individual participant in any athletic or recreational activity.

All participants in recreational activities and athletic programs will be required to sign the RELEASE WAIVER OF LIABILITY, AND COVENANT NOT TO SUE form below.

I acknowledge that I am solely responsible for any hospital or other costs arising out of bodily injury or property damage sustained through my participation in such voluntary athletic or recreational activities. In this regard, I certify that I am covered by a 24-hour health and accident insurance policy. I have received a copy of this Notice which I have read and understand. I accept and assume all risks, hazards, and dangers involved in any such activities in which I may elect to participate, including the training and preparation for and travel to and from the site of such activities.

RELEASE, WAIVER OF LIABILITY AND COVENANT NOT TO SUE

The undersigned hereby acknowledge that participation in athletic programs and recreational activities involves inherent risks of physical injury, illness, or loss of personal property and assumes all such risks. The undersigned hereby agrees that for the consideration of Dalton State College allowing the undersigned to participate in athletic activities and in connection therewith, making available to the undersigned for his/her use while participating in such programs or activities, certain equipment, facilities, ground, or personnel of the institution, the undersigned participant does hereby waive liability, release, and forever discharge the Institution and the Board of Regents of the University System of Georgia, its members individually, and its officers, agents, and employees of and from any and all claims, demands, rights, and causes of action of whatever kind or nature, arising out of all known and unknown, foreseen and unforeseen bodily and personal injuries, damage to property and the consequences thereof, including death, resulting from my voluntary participation in or in any way connected with such recreational programs and athletic activities.

I further covenant and agree that for the consideration stated above I will not sue the Institution, the Board of Regents of the University System of Georgia, its member's individually, its officers, agents, or employees for any claim for damages arising or growing out of my voluntary participation in recreational programs and athletic activities.

I understand that the acceptance of this release, waiver of liability, and covenant not to sue the Institution of the Board of Regents of Georgia or any agent or employees thereof, shall not constitute a waiver, in whole or in part of sovereign or official immunity by said Board, its members, officers, agents, and employees.

Further, I understand that this release, waiver of liability and covenant not to sue shall be effective during the time period indicated below while I am enrolled or employed at Dalton State College.

I have received a copy of this document and that I have read the above carefully before signing. If I need special accommodations due to a disabling condition, I should contact the school's Student Activities Office with in a reasonable time, and no less than seven days prior to the proposed activity.

**DALTON STATE COLLEGE
SCHOOL OF HEALTH PROFESSIONS
HEPATITIS INFORMED CONSENT/WAIVER**

A6

HEPATITIS is an inflammation of the liver. Hepatitis B Virus (HB.) is the major infectious blood borne hazard you face on the job. It infects approximately 8,700 health care workers a year, resulting in more than 400 hospitalizations and 200 deaths. You may feel no symptoms at all, or you may suffer from flu-like symptoms becoming so severe that you may require hospitalization. Your blood, saliva and other body fluids may be infectious. You may spread the virus to sexual partners, family members, and even an unborn infant.

HEPATITIS may severely damage your liver, leading to cirrhosis and almost certain death.

IMMUNIZATION WITH HEPATITIS B VACCINE IS THE MOST EFFECTIVE MEANS OF PREVENTING HB. INFECTION AND ITS CONSEQUENCES.

CONTRAINDICATIONS: Any person with hypersensitivity to yeast.

PREGNANCY: It is not known whether Hepatitis B Vaccine can cause fetal harm when administered during pregnancy, or if it can affect reproduction capacity. Hepatitis B Vaccine should be given during pregnancy only if clearly needed.

SIDE EFFECTS: Most common are redness and soreness at the injection site. Less common are swelling, warmth or induration at the injection site, malaise (general body weakness), fatigue, headache, nausea, dizziness, myalgia (muscular pain) and arthralgia (joint pain).

ARRANGEMENTS AND PAYMENT FOR THE IMMUNIZATION ARE THE RESPONSIBILITY OF THE STUDENT.

The student must have the hepatitis vaccine or sign a waiver indicating they do not wish to take the vaccine.

=====

I have been informed by Dalton State College, that due to my clinical experience in areas with the potential for blood/body fluid contact, I am at risk for exposure to Hepatitis B and understand that I am at an increased risk of acquiring the disease. I have also been advised that the efficiency of the vaccine is documented to be greater than 90%. I understand that arrangements and payment for the immunizations are my responsibility.

I choose to be immunized: _____ Yes _____ No

Signature _____ Date _____

Reviewed 5/3/23
Revised 5/3/223

PLEASE REVIEW THE FOLLOWING STIPULATIONS CONCERNING ALLIED HEALTH PROGRAMS AT DALTON STATE COLLEGE. IF YOU FULLY UNDERSTAND AND AGREE WITH THESE TERMS, PLEASE INDICATE YOUR AGREEMENT BY SIGNING BELOW.

- 1) Dalton State College uses several different clinical affiliation sites. Due to the limited number of students which can be placed at any given clinical affiliate, Dalton State College cannot guarantee that a student will be assigned to the clinical site of his/her choice. Clinical assignments are made by the appropriate faculty and cannot be changed for the convenience of the student.
- 2) Clinical rotations are assigned within 60 miles of the college campus. If a student wishes to drive beyond that 60-mile distance to a clinical site, the student is required to sign a volunteer travel distance waiver.
- 3) Clinical rotation is an important learning tool in all allied health programs. Because these sites may be limited in number of students accommodated or in scope of practice offered, a student may be subject to delay in being assigned a clinical rotation. Every effort will be made not to delay a student's academic progress. However, such delays cannot be completely ruled out.
- 4) In many programs students must learn to perform venipuncture and micro-sampling (finger stick) techniques. If course requirements call for those competencies, students taking such courses must agree to these stipulations although you will initially perfect your technique on manikins, you will be required to draw blood samples from a lab partner and have blood drawn by a student in return. Clinical facilities nor Dalton State College will assume responsibility for needle sticks.
- 5) Because there is potential risk for venipuncture and finger stick procedures performed either in the student lab or in the clinical facility, it is mandatory that students show proof of appropriate malpractice insurance before being allowed to draw blood from anyone. Students failing to purchase the appropriate insurance by the advertised deadline, will be asked to withdraw from class.
- 6) I understand that during my clinical rotations, I may come in contact with infectious disease and that it is my responsibility to follow all precautions and utilize all safety equipment. Furthermore, I understand that it is my responsibility to follow-up on any incident/accident that is incurred by me due to neglect or improper procedure. Clinical facilities nor Dalton State College will assume responsibility for such incidents/accidents.
- 7) Each student must complete, at his/her own expense, a special medical form and any immunization which is lacking. Students may not begin their clinical rotation until the medical form has been completed and returned to the appropriate faculty member.
- 8) Hepatitis B vaccine series is now available through the public health department and is recommended but not required. A particular clinical affiliate may even refuse to accept a student who has not taken the HBV immunization. However, as is true with any immunization, there are certain risks in taking the HBV series. You should speak with your physician about the benefits and possible side effects, so that you can make an informed choice. *See note below.
- 9) Students must conform to all policies of the program and to the dress code and the rules of conduct at their assigned clinical affiliates. Infractions may result in the student being withdrawn from clinical rotations and activation of disciplinary procedures.
- 10) Students must follow all clinical facility policies concerning exposure and precautions for Flu/Covid viruses, including requirements for vaccinations and/or approval of reasons for denying vaccines.
- 11) Students must park in clinical facilities' designated lots for student parking.
- 12) Should a student be asked to not return to any clinical facility, the student is dismissed from the program.

Student Signature : _____ Date: _____

* If the student is declining the Hepatitis B vaccine series, please sign below:

Student Signature: _____ Date: _____

POLICY XIX: STUDENT UNDERSTANDINGS

A 8 and E 19

Directions: After reading and discussing each statement, the student will place his/her initials beside the number. **I understand that:** (initial each line below)

- _____ 1. I am expected to know and abide by all program policies; and that a copy of the JRCERT Accreditation Standards is located in the rad tech classroom.
- _____ 2. Classroom and clinical learning will focus on self-directed and self-motivated methods.
- _____ 3. I will be expected to work as a **team** member in both classroom and clinical environments. Bullying and harassing others will not be tolerated.
- _____ 4. I cannot obtain CBE practices or attempt a CBE until I have passed the lab evaluation on that body area.
- _____ 5. I will be responsible to read each course syllabus and prepare my own assignments.
- _____ 6. I am expected to be on time for each class and clinical rotations, and that deductions on my clinical grade and disciplinary actions will occur for too many absences, tardies and leaving early incidences.
- _____ 7. I will be expected to accomplish a specified number of clinical competencies each semester and it is my responsibility to keep up with the number I have obtained and make that information available to the clinical sites that I am scheduled.
- _____ 8. I cannot attend clinic and/or class and/or any program activity on or off campus under the influence of or in possession of pain medicine, alcohol, or any mind-altering drug. This includes any educational seminar attended (per DSC policy).
- _____ 9. I will keep all of my evaluations and grades confidential.
- _____ 10. I cannot solicit money, drugs (prescribed or illegal), and/or gifts from clinical facility's physician/healthcare personnel, and/or students.
- _____ 11. I may request help from my classroom and clinical preceptors.
- _____ 12. Cheating in any form will not be tolerated: This includes obtaining test and/or quizzes and/or assignment information from present and/or past program graduates; sharing correct answers on test review materials; recording information via electronic/smart phones/paper-pencil/iPad/ etc. in class and/or during test review sessions; and/or offering 'cheat notes' to other students. Students will be dismissed from the program in cases of academic/ethical dishonesty. The student will receive a letter of "F" in the course the dishonesty occurred. The student will be given a letter grade of "W" for all other currently enrolled courses. In such cases, the student is not eligible for program re-entry.
- _____ 13. The use of personal pagers, cell-phones, smart watches used during test reviews/testing are not permitted in clinical or class time.
- _____ 14. A positive attitude and willingness to help others are necessary for my continued participation in the program. I understand that I am on an educational visit while in clinical assignments and that all students must abide by the policies of the clinical facility and the college to continue in the program. The medical facilities have the right to refuse a student's clinical assignment.
- _____ 15. I will be required to prepare and present oral reports, class topics, and various projects.
- _____ 16. Notification of absences and tardies to program faculty are required for both class and clinicals while in the program.

- ___ 17. Personal incoming and outgoing phone calls should be limited while I am involved in program activities.
- ___ 18. The care and modesty of the patient is my first priority.
- ___ 19. I am not to discuss my personal/social life in the hearing range of my patients nor will I post anything questionable on social media concerning my personal life.
- ___ 20. I am expected to be honest and trustworthy at all times, including class and clinical assignments.
- ___ 21. I have three personal days a year to be used as excused absences from clinic. It is my responsibility to keep a record of the number of hours I have used. Any clinical time missed beyond the 3 personal days, is required to be made up prior to the start of the subsequent semester. I have read and understand the attendance policy.
- ___ 22. I cannot extend program/college breaks using my PTO unless I have seen a doctor and a doctor's note has been submitted to the Program Director detailing the sickness.
- ___ 23. I am required to have a registered technologist in the room until I receive a passing competency grade from program faculty or for any student-generated repeat images.
- ___ 24. I am required to have a registered technologist accompany me on all mobile, mobile fluoroscopic, and surgical procedures regardless of level of student competency or year in program.
- ___ 25. I am not to engage in any type of unprofessional language and/or behavior directed towards or about any other person to include gossiping and/or sexual harassment/misconduct; this includes items posted on social media.
- ___ 26. All of my images must be approved by a registered technologist prior to sending to a physician or radiologist for interpretation.
- ___ 27. All program information is cumulative in nature and that I will be tested and re-tested over some of the same material for positive re-enforcement and some overlap of topics will occur.
- ___ 28. The use of tobacco products is prohibited during program clinical and classroom activities/time and any time the student is in uniform.
- ___ 29. Sleeping on clinical or class time is prohibited.
- ___ 30. After the third (3rd) absence from a classroom course, I will be dropped from the course with a grade of "F" and will be dismissed from the program.
- ___ 31. I will be expected to study each night to be successful in my course work.
- ___ 32. I am required to contact the course instructor on the first day back from an absence to review missed classwork, takes tests, etc.
- ___ 33. Absences on test re-test days will forfeit the re-test opportunity.
- ___ 34. I am required to purchase course textbooks no later than the second class meeting of a course.
- ___ 35. I am to bring my own textbook, workbook, and/or course materials to each class meeting for each course.
- ___ 36. I am to treat all patients and co-workers/co-students as I would like to be treated. Bullying or mis-treatment of others will not be tolerated.
- ___ 37. I am expected to use the **ALARA** principle of radiation protection for all exposures to include that I am not to hold image receptors or patients during time the x-ray beam is activated.
- ___ 38. I am expected to notify the clinical coordinator if I am unable to perform the Technical Skills of a Radiologic technologist and that a medical release will be required to continue in program activities should a change in my physical and/or mental capabilities occur.

- ___ 39. I am expected to complete the application for the ARRT examination (to include fee payment and mailing) in the spring of my last program semester.
- ___ 40. Females: If I should become pregnant during program enrollment, I have the option to “declare” my pregnancy to program faculty or to not declare my pregnancy or withdraw the declaration. Any declaration for pregnancy and/or withdrawal must be in writing and given to the Program Director.
- ___ 41. I will maintain a DSC web mail account and am aware that my instructors may contact me or send instructions to this email account. Personal email accounts are not accepted.
- ___ 42. I have paid for my liability (malpractice) insurance for the current year, May through May.
- ___ 43. I have had my annual 2-step TB skin test or a more recent one from my employer and have provided a copy to the clinical coordinator.
- ___ 44. I have had my annual 10-panel Drug Screen prior to the beginning of classes for Summer semester and have had the results forwarded to the program’s clinical coordinator.
- ___ 45. I am expected to have a current and valid CPR card during the entire program.
- ___ 44. I am expected to park in campus parking lots designated for students at both college and clinical sites.
- ___ 46. I am expected to attend the Rad Tech Pinning Ceremony in both my freshmen and sophomore years and to follow the prescribed dress code.
- ___ 47. I have read and agree to uphold the Standards, Rules and Ethics for radiographers as set by and published on the web site of the ARRT and the ASRT. These rules of professional conduct include remaining free of misdemeanor and/or felony convictions and/or actions which may lead to such a conviction. (Links: RadTech home page).
- ___ 48. Should I get arrested for any violation (DUI, Criminal, Drugs, etc.), I must notify the program director and/or coordinator so that the proper notification to the ARRT is begun so student eligibility to take the ARRT examination has been determined by the ARRT.
- ___ 49. I understand that in order to build TEAM attitudes and atmospheres, there will be activities that I will be expected to attend and participate in.
- ___ 50. I understand that if one of my instructors offers an assignment and/or self-test that it is not an option to complete it.
- ___ 51. I understand that if I am employed as a student technologist that I may not clock-out to obtain a program competency examination unless the entire class is employed; this is only fair to all students. I am not allowed as a worker to evaluate images of currently enrolled students in the Rad Tech program.
- ___ 52. I cannot have CBE practices or evaluations completed by a student radiologic technologist whether or not the student is employed at the clinical facility.
- ___ 53. For procedures’ courses: a grade of at least a 75% is required on the written exam to be eligible to attempt the final lab evaluation. A maximum of two written finals per procedures’ course will be allowed, with the average grade of the two exams counted.
- ___ 54. I can rotate through mammography as an elective at Murray Medical Center, whether I am male or female.
- ___ 55. I am required to make at least a 75% on the program exit exam to meet graduation eligibility. Two attempts will be given.

- ____ 56. I will be dismissed from the program if a clinical facility requests that I cannot return as a student to that facility.

- ____ 57. I will be expected to have a working desktop/laptop/iPad for online course work/testing.
- ____ 58. If I am directly exposed to Covid-19 or have symptoms, I must complete the self-disclosure form on the Dalton College Ken White Student Center Health Center site.
- ____ 59. If I am placed on quarantine from the DSC Health Center, I am required to attend class as scheduled via a virtual format and online testing if my health allows.
- ____ 60. If I am absent for clinic more than two weeks due to Covid, the time must be made-up prior to graduation.

Signature: _____ Date: _____

Dalton State College
Radiologic Technology Program

RELEASE OF INFORMATION FORM

I hereby give my permission for the faculty of the Dalton State College Radiologic Technology Program to release information regarding my academic status, clinical competence, and general work-related attributes to future employers and advanced educational institutions.

I have the right to change my mind at any time by written notification to the Program Director.

Student's Signature: _____

Date: _____

Dalton State College Rad Tech Program

A10

MRI Student Safety Questionnaire

Student Name: _____

Date: _____

The following questions are being asked to ensure your safety while in clinical assignments in an MRI suite. These questions will make the clinical staff aware of any conditions that could interfere with your MRI clinical rotation. If you are unsure of some of the questions, please ask the program faculty.

WARNING! The following items can present significant health safety hazards in MRI environment. If you have any of the following items, implants or devices, you MUST notify the receptionist and/or technologist immediately.

PLEASE PLACE A CHECK MARK NEXT TO ANY DEVICE OR ITEMS THAT YOU HAVE:

- Cardiac (heart) Pacemaker, Neurostimulator, Coronary Artery (heart) stent, Implanted pacing leads or wires, Cochlear (ear) implant or cataract (eye) lens implant, Aneurysm clip in brain (or surgery for cerebral aneurysm), Dental Magnet, Implanted heart defibrillator, Bullets, shrapnel or bullet fragments, Insulin Pump

I DO NOT HAVE ANY OF THE ABOVE ITEMS. (PLEASE INITIAL)

Empty box for initials

ATTENTION! The following items can affect the quality of MRI exams, but are unlikely to cause safety hazards; we need to know if any of these items are present as it may influence the way we perform your examination.

- Artificial heart valve replacement, Removable dental work, Bone rods, plates, screws or nails, Joint replacements, Vascular clips from the surgery other than in the brain, Patches used to apply medications (Nicotine, Nitro Patch)

I DO NOT HAVE ANY OF THE ABOVE ITEMS. (PLEASE INITIAL)

Empty box for initials

The following questions are to determine if further screening procedures are necessary to ensure your safety before the MRI exam.

- Have you done work involving welding or grinding of sheet metal? Have you ever had any metal pieces or fragments under your skin or in your eye? No/Yes options

Do NOT BRING ANYTHING INTO THE SCAN ROOM WITH YOU. YOUR TECHNOLOGIST MAY ASK YOU TO CHANGE INTO A GOWN PRIOR TO YOUR EXAM. Some items, if brought into a magnetic field could pose harm, could damage the equipment, and could also themselves be damaged or destroyed.

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

Today's Date _____ Signature _____

**POLICY XVI: PROFESSIONAL ACCOUNTABILITY/PARKING AND TRANSPORTATION
RAD TECH CLASSROOM/LAB/BREAKROOM RULES OF BEHAVIOR
STUDENT CLINICAL EXPECTATIONS**

Professional Accountability

While enrolled in the radiologic technology program, the student will abide by the following policy. Any deviation from the policy will lead to disciplinary action.

The student will:

1. Comply with all program policies and JRCERT accreditation Standards, especially those concerning academic standards, radiation safety, student supervision, repeat films, pregnancy declaration, dress code, and attendance.
2. Abide by the ASRT Rules of Ethical Conduct.
3. Recognize abilities and limitations.
4. Have a registered technologist in the x-ray room for all student generated repeats so that a second repeat will not be necessary.
5. Accept and profit from constructive criticism and suggestions.
6. Establish and maintain a good rapport with applicants, classmates, faculty, and all health care team members.
7. Make the care and safety of the patient your first priority.
8. Have each student generated image passed by a registered technologist for accuracy prior to sending to physician/radiologist for interpretation.
9. Display empathy and sympathy with your patients and others.
10. At no time engage in or post to social media any type of harassment/bullying/negative attitude or actions and/or sexual/negative misconduct (speech and/or behavior) directed towards or about patients, physicians, technologists, college and/or program faculty, college students, and/or rad tech classmates.
11. Use time and resources purposefully.
12. Cope with own anxiety or seek appropriate help.
13. Utilize appropriate channel of communication using program hierarchy.
14. Promote the radiologic technology profession in a positive manner.
15. Represent the program and the college in a professional manner while engaged in all program activities and assignments to include off-campus field trips/seminars.
16. Promote positive interactions within the program by actively participating in program activities which build TEAM attributes and behaviors.
17. Abide by the following Classroom Rules of Behavior.
18. Do not contact any clinical facility or clinical personnel at any time other than to report a clinical absence or tardy.
19. Follow the hierarchy of program organization. Do not go over the Program Director's position to College/Health Professions Administration unless a student has discussed issue with Program Director first.
20. Transportation and Parking: Students are responsible for transportation to and from the College and clinical affiliates. Students will travel to clinical affiliates located throughout the north Georgia and southern Tennessee regions.

**POLICY XVI: PROFESSIONAL ACCOUNTABILITY/PARKING AND TRANSPORTATION
RAD TECH CLASSROOM/LAB/BREAKROOM RULES OF BEHAVIOR
STUDENT CLINICAL EXPECTATIONS**

Parking on the DSC campus: requires that students register their vehicle Summer and Fall semesters with the DSC Public Safety department. Students are required to park on the college campus in area designated for student parking only. Parking in faculty parking lots is prohibited.

Parking at clinical affiliates: students are required to park in parking lots designated for students and visitors.

Traveling to clinical affiliates: Students are assigned to clinical rotations within a 60-mile radius from the college campus. If a student chooses to rotate in a facility over the 60-mile radius, a Travel Waiver must be signed and submitted to the clinical coordinator.

Student signature: _____ Date: _____

**POLICY XVI: PROFESSIONAL ACCOUNTABILITY/PARKING AND TRANSPORTATION
RAD TECH CLASSROOM/LAB/BREAKROOM RULES OF BEHAVIOR
STUDENT CLINICAL EXPECTATIONS**

The Rad Tech Classroom/LAB/Breakroom Rules of Behavior

1. Classroom computer use is for educational purposes only.
2. Internet surfing to any type of offensive site will lead to program dismissal. Computer usage is monitored by DSC computer department (OCIS).
3. Turn off computers at the time class is scheduled to start.
4. Do not use computers during class sessions unless assigned by the instructor.
5. Do not download anything from the Internet to a classroom computer.
6. Do not load classroom computers with personal e-mail attachments.
7. Do not change the Desktop on a classroom computer.
8. Do not use any language that is offensive in class (to include swearing, cussing, dirty jokes, poking fun at others, etc.)
9. Treat others in a respectful manner in both speech and actions. Any harassment/bullying or negative conduct towards others will not be tolerated.
10. Remember to display the characteristics of a positive, professional role model.
11. While an instructor is teaching/lecturing, please limit personal conversation and/or laughing until after class is over.
12. Personal phones must be either turned-off or placed on silent, and placed in the phone prison basket when the instructor enters the room for class.
13. Please be mindful that the program's reputation is at stake with your every action both inside and outside the classroom.

Student Signature sign ifying that the policy has been reviewed.

Date signed

STUDENT CLINICAL ROTATION EXPECTATIONS

**POLICY XVI: PROFESSIONAL ACCOUNTABILITY/PARKING AND TRANSPORTATION
RAD TECH CLASSROOM/LAB/BREAKROOM RULES OF BEHAVIOR
STUDENT CLINICAL EXPECTATIONS**

1. Clean and stock rooms and dressing rooms. (this includes any modality you are rotating through and fluoro as well as the radiology department).
2. Empty linen bags in rooms and dressing rooms. (this includes any modality you are rotating through and fluoro as well as the radiology department).
3. Keep tech work area and hallway neat.
4. Studying is permitted when not busy. Put books away when not studying.
5. Clean up after yourself. This includes books, papers, drinks, etc.
6. Master all the x-ray equipment and PACS system (other systems where applicable).
7. Critique images within one week of performance (if possible) with a CI. Limit 2 critiques per day per CI. Students may complete an unlimited number of CBE performances if the student feels ready to complete a competency. Limiting the CI's critiques to 2 a clinical day is due to the business of the imaging department.
8. Only one student in the designated room. If it is something rare, we will discuss it and get the patient's permission for you to observe.
9. No discussions, talking, laughing, etc., when a patient is within hearing distance.
10. **DO NOT** question peers or technologist in front of the patient. If you have a question, ask in private.
11. Help with procedures and patients. Do the procedures you have comped and assist with the ones you have not. You should never be standing around even if someone else is doing so.
12. Check the printer for requisitions (where applicable). These are your patients. First come, first serve. Be aggressive.
13. Must be professional at all times.
14. Must be aggressive at all times. This cannot be stressed enough.
15. **DO NOT SAY, "I'VE ALREADY COMPED THAT."** If you are working with other students and the requisition is for something that you have already comped, you may tell the tech and then ask the other students if they need the exam. If they do not, then it is yours to do. Always be willing to go and do whatever is needed to help. If you do not do this, it makes the techs unhappy and they assume you do not want to work or help when needed. **THIS TYPE BEHAVIOR WILL BE EVALUATED AND WILL RESULT IN A LOWER GRADE ON YOUR END ROTATION EVALUATION.**
16. Your evaluations will be graded strictly on your performance. This means to stay busy and do what is asked and expected of you at all times. Perform at your greatest potential. These techs will give you their best and you are expected to also give them your best and your respect.
17. **SOPHOMORES:** We expect you to run the room by yourself with the technologist's limited assistance. This is after you have comped this procedure. The techs will be close by, but you doing most to all of the exam without the techs direct help, prepares you for the real world after school. Always be respectful to the patient and the tech and never demand that they do something for you. Use your manners.
Remember you must ALWAYS have a tech in the room for a repeat.

SIGNATURE: _____ DATE: _____

Reviewed/Revised 5/9/23

Health Requirements and Pregnancy Policy Awareness Form

Student Name Printed: _____

Student Signature: _____ Date: _____

_____ By initialing this form, I acknowledge that I have received the DSC Radiologic Technology Program Policy for Health Requirements and Pregnancy that was given to me in the Radiologic Technology Student Handbook.

_____ By initialing this form, I acknowledge that I understand that I can discuss this and all policies with the Program Director and/or Clinical Coordinator at any time.

_____ By initialing this form, I acknowledge that I have the right to “Declare” and “Undeclare” my pregnancy by submitting the required documentation to the Program Director in writing. I can withdraw the declaration at any time by submitting a written statement to the Program Director.

Emergency Notification: School of Health Professions

Student Name: _____ DOB: _____
 First Middle Last Graduating Year: _____

Mobile phone: (____) _____ Land Phone: (____) _____
 (Area code) (Number) (Area code) (Number)

Address: _____
 Number Street City State Zip Code

DSC ID#: 900 _____ SSN# _____

Car Make: _____ Color: _____ DSC Parking ID# _____

Mother's Name: _____

Mother's Address: _____
 Number Street City State Zip Code

Mother's mobile phone: (____) _____

Father's Name: _____

Father's Address: _____
 Number Street City State Zip Code

Father's mobile phone: (____) _____

Spouse/Significant Other's Name: _____

Spouse/Significant Other's Mobile phone: (____) _____

*First person to contact for you in case of emergency is: _____
who has the phone number of: _____

* Make sure their name and mobile/land phone is listed.

TRAVEL WAIVER

I am signing this waiver realizing that it will allow me to go over the specified mileage available (60 miles one-way from the college campus) for clinical site travel. This is strictly voluntary, and I realize I will be exceeding the mileage limit, but I want to benefit fully from exposure to various clinical sites. By signing this waiver, I release the program of all liability from the extended travel and agree to get to the clinical sites in a timely manner, not using the extra mileage as an excuse for tardiness.

Student Signature

Date

Faculty Signature

Date

A 15 Form

**Accountability Student Contract For Pandemic Supplies/Class/Lab/Clinical/Student
Tech Jobs (Rad Tech) 2023**

Student Name: _____

Graduating Year: _____

Please initial each statement that you understand and know the statement is true and sign/date at bottom of page.

- _____ 1. The rad tech classroom/lab and each clinical site have visible and easily accessible supplies for sanitizing desks, computer keyboard, monitors, mouse, and lab equipment (or anything a student comes in contact with).
- _____ 2. Each student is responsible for using sanitizing products to sanitize their desks, keyboard, monitor, and anything the students touch.
- _____ 3. I have been shown where these items are in the classroom and lab.
- _____ 4. There is a bottle of hand sanitizer in the classroom and lab.
- _____ 5. I must wear a face mask over my mouth and nose at all times while in the classroom or lab if college requires them.
- _____ 6. I must take my temperature and log the results for each class day if the college requires it.
- _____ 7. The thermometer and ink pen must be sanitized between students or gloves are to be worn or student can use their own thermometer and ink pen to log temps.
- _____ 8. Student phones and watches are placed in the phone basket during class and testing, and are to be sanitized by the student when retrieval occurs of their items. There are working clocks in each room/lab.
- _____ 9. Anytime I feel that cross contamination of germs has or is occurring, there are gloves (found in classroom or lab) that I can wear.
- _____ 10. As an adult, I understand that taking safety precautions is my responsibility.
- _____ 11. I understand that I am required to complete the self-disclosure for to the DSC Student Health Center if I am directly exposed, have symptoms, and/or test positive.

- _____ 12. I cannot attend (in person) class or clinic if I feel that I am coming down with sinus issues, allergy issues, sore throat, and/or running a fever over 99.0 F degrees. I must complete the self-disclosure form on the DSC Ken White Health Center website.
- _____ 13. If you are placed in quarantine and you are not sick, then you are required to attend scheduled class through an online, real-time format that is set-up with your instructor (such as Zoom or Teams or GaView). Students are required to have working technology (video/audio) for virtual class/testing.
- _____ 14. On the first quarantine period, the student will be required to make-up 50% of the missed clinical time prior to the end of the current semester if possible or by the end of the program year for a first year or by graduation if a second year student. After the initial (first) quarantine, future quarantine clinical time is required to be made-up for prior to graduation. All competencies are required to be completed successfully to meet graduation eligibility. See Form A16 for additional information.
- _____ 15. If a student has had the Covid vaccine, the student is required to send a copy of the card, front and back to the DSC Student Health Center within one week of the completed the vaccines. Student should submit a copy of the card to clinical sites if requested.
- _____ 16. If you are placed in quarantine, you are not allowed to go to work at your place of employment on the days/times you are scheduled for class.
- _____ 17. If you are placed in quarantine, you must disclose this information to your employer.
- _____ 18. You are required to read and sign Form A16: Covid Rad Tech Quarantine (Class and Clinic) Policy.

Additional Student "Tech" employment:

- _____ 19. If you are hired at any facility for a student imaging job which occurs after program hours, it is important to share the available hours for work among ALL of those students who are employed. Not sharing and students arguing amongst themselves has interfered with the learning in the program.
- _____ 20. Working student technologists are **prohibited** to evaluate enrolled radiologic technology students in any capacity (including competencies, image critiques, and/or graduate competencies). This policy is an accreditation policy set forth by the JRCERT (The Joint Review Committee on Education in Radiologic Technology).

_____ 21. Working student technologists may not count any examination/procedure as program competencies while at work. The students cannot “clock-out” of work or come to a clinical facility to do any/all procedures. Program competencies can only be counted while a student in on official program time.

Student Signature: _____ Date: _____

DSC Rad Tech 5/9/23

Covid Rad Tech Quarantine (Class and Clinic) Policy and Form

Self-Disclosure: A student is required to self-disclose to the DSC Ken White Student Health Center if a student has symptoms and/or exposure to a positive Covid person and/or has a positive Covid test.

Quarantine: If a student is placed in quarantine (class and clinical) via the DSC Ken White Student Health Center due to a positive Covid test or a positive Covid exposure or is exhibiting symptoms, the student will be required to miss (class and clinical) the prescribed days of the quarantine. The following rules for missed quarantine days are:

1. Class days are to be experienced virtually if the student is well enough to attend. All class work/quizzes/tests are to be completed as scheduled or arrangements made with course instructor.
2. Clinical days:
 - A. On the first quarantine period, the student will be required to make-up 50% of the missed clinical time prior to the end of the current semester if possible or by the end of the program year for a first year or by graduation if a second year student.
 - B. Clinical assignments for both normally assigned and make-up time cannot exceed 10 hours per day and/or 40 hours a week unless the student voluntarily signs the clinical times exception form with the Clinical Coordinator. The Coordinator will make the final determination if such a request is granted.
 - C. If additional quarantine periods occur, the student will be required to make-up all of the missed clinical time prior to the end of the current semester if possible or by the end of the program year for a first year or by graduation if a second year student.
 - D. If the student is unable to make-up the clinical time by the end of the semester and/or does not have the required number of clinical competencies, the student will receive an Incomplete (I) in the clinical course. The "I" will be changed to a grade when clinical make-up and required semester competencies have been completed. Due to program progression, an incomplete must be resolved by the mid-term of the subsequent semester or it will be changed to an "F".
 - E. All made-up time is to be scheduled with the Clinical Coordinator (Holly Miller).

_____ Student Signature

Date: _____

(Use this form if you owe more than 2 hours or have no personal time remaining. Use additional forms if more than one day will be scheduled.)

Dalton State College
Radiologic Technology Program
 650 College Dr.
 Dalton, GA 30720

Student Make-Up Time Commitment

Student:

I understand that I have exceeded my personal time for contact time from clinic. I am scheduling the time below to make-up my total time commitment. I understand that the time listed below is considered scheduled time and all applicable program policies are in effect. Make-up time is allowed on College Holidays on a volunteer basis. Make-up time cannot exceed 10 hours per day.

I am to report to a clinical preceptor or registered technologist at the location below unless otherwise indicated on this form by the clinical coordinator. I am to clock in and out using this form with the clinical preceptor or technologist to sign me in and out of the clinical assignment. **Invalidated time will not count.**

Current Time Owed: _____ from what rotation _____

I plan to make-up time of: _____ at what location _____

I will arrive at _____ time on _____ date and remain until _____ time.

Date	Time IN	Time OUT	Total Time	Tech Signature

I will owe _____ hours at the completion of this plan. If you still owe any additional hours, an additional form must be completed and scheduled with the clinical coordinator.

Students should review Policy II: Attendance for additional clarifications. Remember: time owed less than 2 hours must be made up that day or by the end of the week that time owed occurred. Time greater than 2 hours must be scheduled using this form and scheduled by the end of the week. Students cannot exceed 40 total contact hours in a week and/or 10 hours per day.

Comments:

 Student Signature

 Date

 Faculty Signature

 Date

POLICY XXX: TECHNICAL STANDARDS/SKILLS POLICY/FORM

FOR ADMISSION TO AND RETENTION IN THE RADIOLOGIC TECHNOLOGY PROGRAM

This form must be read and signed by the applicant.

- A candidate for the radiologic technology program must have abilities and skills to perform radiologic procedures in an independent manner that will not endanger other students, staff members, themselves, or the public, including patients.
- Clinical facilities have the right to deny any applicant or student who cannot perform the technical skills expected for the radiologic technology profession.
- Should an applicant be denied access to one clinical facility, the applicant cannot be assigned clinical apprenticeship or move forward to program student status. The program routinely rotates each student to many clinical facilities and the applicant or student cannot be located at only facility for the entire program due to the need to accomplish performance evaluations during program enrollment.
- To be considered, accepted, or to be retained in the program after acceptance, all applicants with or without accommodations must:

Communication Skills: Possess sufficient skills to:

- Provide verbal communication to and receive communication from patients, members of the healthcare team, and be able to assess care needs through the use of monitoring devices, stethoscopes, infusion pumps, fire alarms, audible exposure indicators, sphygmomanometers, etc.
- Possess adequate hearing (i.e., ability to hear patients/patients family, instructions from physicians and other staff, alarms, medical equipment).
- Provide communication effectively with patients/clients and other members of the health care team using all types of communication methods including verbal, nonverbal, and written techniques.

Visual Acuity: Possess sufficient visual acuity to:

- Interpret requisitions without assistance
- Prepare contrast media and medications without assistance
- Perform observation (listening, seeing, touching, and smelling) necessary for patient assessment and nursing procedures at a maximum distance from patient of seven feet
- Ability to see within 20 inches and as far as 20 feet or more (corrective lenses acceptable)
- Be able to distinguish 6 line pairs per millimeter on a radiographic test phantom to assure the ability to evaluate the diagnostic quality (resolution, distortion) of radiographic images produced

- Be able to distinguish tonal qualities of a radiographic image from black through shades of gray to white for assessment of contrast and density
- Accurately perform patient vital signs assessments
- Visual observation of a patient to include recognizing (near or far) a patient's condition and/or change in condition:
 - o Difficulty breathing
 - o Signs of a stroke
 - o Pain
 - o Dizzy
 - o Sweaty
 - o Hives/Reddening of the skin/neck
 - o Pallor
 - o Cyanosis: skin/lips/nail beds
 - o IV line infiltrate/extravasation
 - o Monitor and correct patient's compliance with breathing instructions
 - o Monitor patient's compliance to hold still before and while an exposure is being made while standing behind the control panel or at a minimum of six feet from patient for portable exams
- Working in all patient environments of radiography (Trauma, surgery, ICU and IP/OP)
- Checking patient's ID on wristband without moving patient's body parts
- Starting an IV visualizing the correct site and size needle
- Being able to safely maneuver wheelchair/stretchers in and out of room/hallways/elevators
- Being able to see bubble mirrors at a minimum distance of three feet in order to monitor traffic while transporting patients
- Seeing/reading the computer monitor and selecting the correct processes with efficiency
- Being able to see IV's, O₂ regulator, oxygen tubing, etc., while moving a patient
- Reading and explaining consent forms
- Reading isolation and warning signs
- Accurately reading blood pressure sphygmomanometers
- Being able to read drug vials correctly
- Ability to distinguish colors
- Being able to correctly draw ml (amount) of contrast media
- Performing independently with c-arm or portable unit and being able to visualize the body part while positioning.
- Using the laser light on a c-arm and seeing the monitor from a distance

- Preserving the sterile field
- Being able to read patients charts on computer and paper chart, to identify reason for exam, meds, etc.
- Positioning patient correctly in light or laser field and assuring patient remains in field after positioning patient, before exposure
- Being able to see the controls necessary to operate equipment while maintaining awareness of patient condition.

Gross and Fine Motor Skills: Possess gross and fine motors skills to:

- Manipulate a variety of radiographic equipment, position and lift patients/objects (up to fifty pounds)
- Reaching with both arms: up, down, side to side
- Operate adjunct instrumentation (wheelchairs/stretchers, IV poles/etc.: assisted and non-assisted)
- Perform other skills required in meeting the job performance needs of a radiologic technologist (including performing life saving measures, CPR, etc.)
- Be able to endure frequent standing, walking, sitting, bending, crawling, crouching, and lifting for long periods of time
- Operate both mobile and surgical imaging equipment and perform related radiological procedures
- Tolerate physically taxing workloads and standing for long periods of time

Mental Health and Attitudinal Skills: Possess effective mental health and attitudinal skills to:

- Function effectively during stressful situations
- Adapt to ever-changing environments and display flexibility when encountering new or usual situations.
- Be self-reliant and independently problem-solve
- Work effectively with all types of races, gender, sexual orientations, etc.
- Provide quality patient care to all patients.

It is the student's responsibility to discuss with program faculty any change of physical and/or mental health that would limit or prohibit the student from performing the technical job skills expected of a radiologic technologist; as described in the Technical Skills document during the program application and apprenticeship process.

I believe I possess the physical and mental abilities to adequately perform the duties of a radiologic technologist.

Student Signature: _____

Date: _____



Dalton State College (DSC) Allied Health Department

Health Risks Acknowledgement Form

Acknowledgement of Health Risks Associated with Class, Off-Campus Clinical/Practicum and On-Campus Clinical, Lab, and Simulation Experiences

As an Allied Health student, you are required to engage in class and clinical/practicum experiences to meet regulatory and accreditation requirements. Substitution of other coursework may not be acceptable for all class or clinical/practicum requirements of your program. Inherent in clinical/practicum experiences are risks of illness and injury including exposure to infectious diseases such as COVID-19. DSC and our clinical partners are closely monitoring and responding to the COVID-19 outbreak and are following guidance and recommendations from the Center for Disease Control and the Georgia Department of Public Health.

You acknowledge that you assume the risks of exposure to injury, infection, or illness when participating in class, clinical/practicum and lab experiences. You understand that you are required to follow the guidelines and procedures established for class, clinical, simulation, and labs and off campus clinical/practicum experiences. These requirements include but are not limited to : pre-clinical/practicum screening, self-reporting of COVID-19 symptoms, exposure,; utilization of PPE as required by the clinical/practicum facilities, everyday preventative measures <https://www.cdc.gov/coronavirus/2019-nCoV/index.html> and physical distancing guidelines when appropriate.

Your signature on this document indicates that you acknowledge and understand the above statements.

Student Name (Print): _____ **DSC ID#: 900** _____

Student Signature: _____ **Date:** _____

Program enrolled in: _____ **Graduation Date:** _____

POLICY 28: X-RAY ENERGIZED LABORATORY MANAGEMENT PLAN

Laboratory Location: Rooms #236 and #Sim Room #4 Health Professions Building Dalton State College
Certificate of Shielding: West Phoenix Technology Consultants, Inc.
555 Sun Valley Drive, Suite E-3
Roswell, GA 30076

Equipment Listing:

- | | |
|--|---------------|
| 1. TXR 325 D Standard Frequency General Radiographic Unit Room Sim Lab 4 | May 2000 |
| CR and DR upgrade | May 2018 |
| 2. C-Arm | May 2018 |
| 3. Portable | May 2019 |
| 4. DEL Medical CM Series Standard Frequency General Radiographic Unit Room 236 | February 2023 |

Lab Hours: Scheduled Hours during Procedure course labs.

Non Scheduled Hours: Anytime that a Radiology Faculty member is immediately available.

Energized Lab Procedure for Use and Safe Operation:

The students may only generate x-rays on a phantom in the presence of a program faculty member. Students may practice in lab, but cannot physically be within the control booth area and cannot operate the control panel or exposure button on any x-ray equipment including portable and C-Arm.

X-ray Unit procedures allowed ONLY with faculty present in the room:

Turn on the main power switch which is located on the wall.
Turn on the unit's main power switch located on the control unit.
Follow the warm up procedure as posted by the unit.
Expose phantoms under direct supervision of faculty.

General Rules for Unit:

No one is allowed in the radiographic room during any exposures on a phantom; must be within control booth area.
Only Radiographic phantoms and devices are to be exposed to radiation; no human exposures.
Under no circumstances are students to radiate each other.
The doors to rooms 236 and Sim Room 4 must be closed before any exposures are made.
All lab progression sheets and Seminar Lab Evaluation Sheets are to be brought into the lab.
Lead aprons are available in each imaging room.

Digital Computer System and Digital Imaging Receptor

View Works 14 X 17 wireless Digital Radiography system. The instructions/password computer monitor and the image receptor for this system are located in the lab.

For the IR (Image Receptor):

THE IR MUST BE STORED IN THE TABLE BUCKY WHEN NOT IN USE. THE BATTERY MUST BE REMOVED AFTER USE!!

For All Laboratory Equipment

Report any suspicious wires, smells, electrical malfunctions immediately to faculty.
Do not attempt to fix any of the above listed equipment. Inform the faculty of any concerns.

I understand this policy and will abide by the rules set forth.

Student Signature

Date: _____

Faculty Member acknowledgement: _____ Date: _____

TO THE STUDENT: Welcome to Rad Tech!

The faculty of the Radiologic Technology Program congratulates you on meeting the requirements for admission to the A.A.S. program at Dalton State College. We welcome you and sincerely hope you will progress through this program successfully and will meet the requirements for graduation.

This handbook has been designed to provide you with helpful information you will need throughout the radiologic technology program. It is intended to supplement the Dalton State College Catalog & Student Handbook. We expect that you will become familiar with all college and program policies and that you will follow them explicitly. Your signed statements (Student Understandings and Policy Affidavit Form) will be retained in a file along with your physical form, CPR certification, grade and advisement folder, and clinical education folder. This file is maintained securely in the faculty offices. Students may review his/her file at any time in the presence program faculty.

This handbook is provided to assist you as you progress through the radiologic technology program. The faculty reserves the right to make revisions or additions as needed. You will be informed of all changes in a timely manner.

During your radiology education, the program faculty strives to prepare you to be a professional radiologic technologist who is eligible to sit for the national certification examination administered by the American Registry of Radiologic Technologists (ARRT). Historically, program graduates consistently perform well on the national registry exam; however, graduation does not guarantee passage of the exam. The faculty encourages each student to learn all program course material in a comprehensive, cumulative manner.

We hope you enjoy your studies at Dalton State College. Two years of intensive study lie ahead of you, but we feel that your graduation from this program will be the reward for your efforts. We encourage you to come to us with any difficulties you may have during your radiologic technology education.

Dalton State College
Radiologic Technology Program
Program Effectiveness Data 2022 Annual Report

B2

Revised 2/14/23

Program Mission Statement: The purpose of the Radiologic Technology Program is to provide students with integrated learning experiences in theory and practice that will enable them to provide high quality images and patient care in keeping with the service excellence philosophy of Dalton State College. In the professional course providing these skills and experiences, students are expected to successfully complete the national registry/certification examination.

Goal #1: The student will demonstrate clinical competence.

Student Learning Outcomes:

- 1.1 The student will select appropriate technical factors for both standard and digital imaging.
- 1.2 The student will apply appropriate positioning skills.
- 1.3 The student will practice/apply appropriate radiation protection.

Goal #2: The Student will demonstrate effective communication skills.

Student Learning Outcomes:

- 2.1 The student will demonstrate effective written communication skills with patients and healthcare staff.
- 2.2 The student will demonstrate effective verbal communication skills with patients and healthcare staff.

Goal #3: The Student will utilize critical thinking.

Student Learning Outcomes:

- 3.1 The student will demonstrate logical image sequencing for patients with multiple exams.
- 3.2 The student will evaluate the quality of images.

Goal #4: The student will exhibit professionalism.

Student Learning Outcomes:

- 4.1 The student will utilize professional judgment in delivering patient care.
- 4.2 The student will demonstrate dependability and adaptability to the clinical environment.

Goal #5: The student will be adequately prepared to acquire professional employment within twelve months of program graduation.

Student Learning Outcomes:

- 5.1 The student will complete the program within the stated program length of six semesters.
- 5.2 The students will pass the ARRT certification examination on the first attempt within six months of program graduation with a passing score of 75%.
- 5.3 The students will demonstrate job satisfaction one-year after program graduation.
- 5.4 The student will demonstrate employer satisfaction one-year after program graduation.

Dalton State College
Radiologic Technology Program
Program Effectiveness Data 2022 Annual Report

B2

Revised 2/14/23

Six Major Indicators of Program Effectiveness and Benchmarks:

Indicator	Program Benchmark
1. Program Completion Rate	Annual program completion rate of at least 75%
2. Program Course Effectiveness	Three-year course evaluation average of at least 3.50/5.0
3. ARRT Scores	Five-year average passing rate of at least 75% for first time attempt examinees within six months of graduation
4. Job Placement Rate	Five-year job placement average rate of at least 75% within twelve months of graduation
5. Satisfaction Rate Graduate	Three-year average graduate satisfaction scores of at least 75% one year post graduation
6. Satisfaction Rate Employer	Three-year average employer satisfaction scores of at least 75% one year post graduation

1. First Indicator of Program Effectiveness: Annual program completion rate of at least a 75% is the benchmark set for the DSC program. The JRCERT Completion Rate definition is as follows:

*Note: Per JRCERT Policy (Standards 2021: **Program Completion Rate:** The number of students who complete the program within the stated length. The program specifies the entry point (e.g., required orientation date, final drop/add date, final date to drop with 100% tuition refund, official class roster date, etc.) used in calculating the program's completion rate. When calculating the total number of student enrolled in the program (denominator), programs need not consider graduates who attrite due to nonacademic reasons such as: 1) financial, medical/mental health, or family reasons, 2) military deployment, 3) a change in major/course of study, and/or 4) other reasons an institution may classify as a nonacademic withdrawal.

Graduation Year	Percent Completion	Number of Students	Benchmark of 75% Met
2015	100% 14/14	17 began, 14 graduated • 3 voluntary w/d	Yes
2016	100% 15/15	17 began, 15 graduated • 2 voluntary w/d	Yes
2017	100% 14/14	17 began, 14 graduated • 2 voluntary w/d	Yes

Dalton State College
Radiologic Technology Program
Program Effectiveness Data 2022 Annual Report

B2

Revised 2/14/23

2018	100% 15/15	17 Began, 15 graduated • 2 voluntary w/d	Yes
2019	100% 14/14	17 Began, 14 graduated • 3 voluntary w/d	Yes
2020	100% 16/16	18 Began, 16 graduated • 2 voluntary w/d	Yes
2021	100% 17/17	18 Began, 17 graduated • 2 voluntary w/d	Yes
2022	100% 12/12	18 Began, 12 graduated * 5 voluntary w/d	Yes
2018-2022	100%	*74/74 = 100%	Yes

2. Second Indicator of Program Effectiveness: **Three-year** course evaluation average of at least 3.50/5.00 (70%).

Graduation Year	Didactic Course Evaluation Ave	Benchmark: 70%
2017	4.25/5.00 (85%)	Yes
2018	4.71/5.00 (71%)	Yes
2019	4.59/5.00 (91.80%)	Yes
2020	4.72/5.00 (94.4%)	Yes
2021	4.72/5.00 (94.4%)	Yes
2022	4.95/5.00 (99%)	YES
3 Year average 2020-2022	4.80/5.00 (96%)	Benchmark Met

Dalton State College
Radiologic Technology Program
Program Effectiveness Data 2022 Annual Report

B2

Revised 2/14/23

3. Third Indicator of Program Effectiveness: **Five-year** average credentialing examination (ARRT) pass rate of not less than 75% for first attempt examinees within six months of graduation.

Graduation Year	Percent Passing on 1st ARRT attempt	Number of Program Students	Benchmark: 75% or greater passing rate
2014	100%	13 of 13 graduates passed on 1 st attempt within 6 months of grad	Yes
2015	100%	14 of 14 graduates passed on 1 st attempt within 6 months of grad	Yes
2016	93%	14 of 15 graduates passed on 1 st attempt within 6 months of grad	Yes
2017	93%	14 of 15 graduates passed on 1 st attempt within 6 months of grad	Yes
2018	100%	15 of 15 graduates passed on 1 st attempt within 6 months of grad	Yes
2019	100%	14 of 14 graduates passed on 1 st attempt within 6 months of grad	Yes
2020	100%	16 of 16 graduates passed on 1 st attempt within 6 months of grad	Yes
2021	100%	17 of 17 graduates passed on 1 st attempt within 6 months of grad	Yes
2022	100%	12 of 12 graduates passed on 1 st attempt within 6 months of grad	Yes
5 Year average 2018-2022	100% 74 passed/74 takers	74/74 = 100% Raw data calculation	Benchmark Met

Dalton State College
Radiologic Technology Program
Program Effectiveness Data 2022 Annual Report

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Revised 2/14/23

DSC Program and National Statistics ARRT Exam:

Grad Year	# Taking Exam	# Passing on 1 st Attempt	Program Percent Passing ARRT	Program Ave ARRT Score	GA ARRT Ave Score	Ga ARRT Pass Rate	National Ave ARRT Score	National Ave Passing Rate
2014	13	13	100%	86%	84.5%	87.1%	84%	89%
2015	14	14	100%	85%	84.5%	91.3%	84%	88%
2016	15	14	93.33%	84%	83.4%	86%	83%	87%
2017	15	14	93.33%	81%	84.2%	91.7%	83.6%	89.3%
2018	15	15	100%	88%	82.6%	86%	83.6%	89.4%
2019	14	14	100%	83.4%	84%	86%	89%	83.4%
2020	16	16	100%	86.2%	82.3%	81.3%	83.3%	88.2%
2021	17	17	100%	86.4%	83.1%	88.1%	82.3%	83.8%
2022	12	12	100%	87.9%	84%	87.6%	83.2%	84.2%
Total	74	74	74/74 = 100%	84.28%	83.74%	88.2%	83.8%	87.28%
	2018-2022		Raw data calculation	5 Year Ave	5 Year Ave	5 ear Ave	5 Year Ave	5 Year Ave

DSC Program (Prog) ARRT Category and National (Nat) Category Averages: Prog/Nat

Category →	1 Patient Care 33 Qs	2 Rad Physics/Bio 22 Qs	3 Rad Protection 31 Qs	4 Image Acq Tech Eval 21 Qs	5 Equip Op/ QA 29 Qs	6 Head/Spine Pelvis Proc 18 Qs	7 Thorax/ Abd Proc 21 Qs	8 Extremity Proc 25 Qs
Year ↓								
Program/ National	Pro/Nat	Pro/Nat	Pro/Nat	Pro/Nat	Pro/Nat	Pro/Nat	Pro/Nat	Pro/Nat
2017	8.1/8.4	8.3/8.2	8.1/8.2	7.9/8.2	8.1/8.1	8.7/8.9	7.9/8.4	8.3/8.7
2018	9.0/8.6	9.1/8.3	9.0/8.5	8.7/8.2	8.4/8.0	8.4/8.1	8.3/8.1	9.0/8.8
2019	8.7/8.4	8.4/8.2	8.5/8.2	8.2/8.1	8.3/8.1	8.7/8.5	8.7/8.4	8.7/8.6
2020	8.4/8.4	9.0/8.4	8.7/8.3	8.3/8.3	8.6/8.2	8.4/8.4	8.6/8.3	8.8/8.5
2021	8.5/8.4	8.7/8.2	8.9/8.1	8.6/8.2	8.2/8.1	9.0/8.3	8.7/8.2	8.7/8.3
2022	8.8/8.4	8.9/8.4	9.1/8.4	8.3/8.2	8.6/8.1	9.1/8.5	9.0/8.5	8.9/8.6
Five year Prog Ave 2018-2022	8.64	8.82	8.84	8.42	8.42	8.72	8.66	8.2

Dalton State College
Radiologic Technology Program
Program Effectiveness Data 2022 Annual Report

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Revised 2/14/23

4. Fourth Indicator of Program Effectiveness: **Five-year** average job placement rate of not less 75% within 12 months of graduation.

Graduation Year	Percent Job Placement	Number of Students
2014	92%	12 of 13 graduates employed w/in 12 months of graduation; 1 not actively seeking employment
2015	100%	14 of 14 graduates employed w/in 12 months of graduation
2016	100%	15 of 15 graduates employed w/in 12 months of graduation (1/15 employed even though the student did not pass the ARRT exam on the 1 st attempt)
2017	100%	15 of 15 graduates employed w/in 12 months of graduation
2018	100%	15 of 15 graduates employed w/in 12 months of graduation
2019	100%	14 of 14 graduates employed w/in 12 months of graduation
2020	100%	16 of 16 graduates employed w/in 12 months of graduation
2021	100%	17 of 17 graduates employed w/in 12 months of graduation
2022	100%	12 of 12 graduates employed w/in 12 months of graduation
5 Year average 2018-2022	100%	Benchmark Met: 75% Five year average job placement rate within 12 months of graduation

*Note: Not actively seeking employment (as defined by the JRCERT Standard Five: Obj. 5.2) is described as:

- 1) Graduate fails to communicate with program officials regarding employment status after multiple attempts OR
- 2) Graduate is unwilling to seek employment that requires relocation OR
- 3) Graduate is unwilling to accept employment due to salary or hours OR
- 4) Graduate is on active military duty OR
- 5) Graduate is continuing education.

Dalton State College
Radiologic Technology Program
Program Effectiveness Data 2022 Annual Report

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Revised 2/14/23

5. Fifth Indicator of Program Effectiveness: **Three-year average rate for graduate surveys of at least 75% one-year post graduation.**

Graduation Year	Graduate Evaluation Ave	Benchmark: 75% or greater evaluation score
2016	98%	Yes
2017	96.32%	Yes
2018	95.51%	Yes
2019	96.32%	Yes
2020	100%	Yes
2021	97%	Yes
2022	98%	Yes
3 Year average 2020-2022	98.33%	Benchmark Met

6. Sixth Indicator of Program Effectiveness: **Three-year average rate for employer surveys of at least 75% one-year post graduation.**

Graduation Year	Employer Evaluation Average	Benchmark: 75% or greater evaluation score
2016	97%	Yes
2017	95%	Yes
2018	96%	Yes
2019	96%	Yes
2020	100%	Yes
2021	100%	Yes
2022	100%	Yes
3 Year Average 2020-2022	100%	Benchmark Met

Development and Revision of Mission, Goals, and Outcomes:

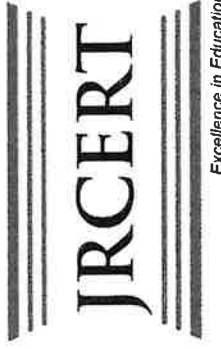
The program director and faculty will develop and review annually the program's mission statement, goals, outcomes, and assessment procedures. Each of the aforementioned will be reviewed and revised by the Program Advisory Committee.

Dalton State College
Radiologic Technology Program
Program Effectiveness Data 2022 Annual Report

B2

Revised 2/14/23

For more information regarding program effectiveness data visit the JRCERT website at www.jrcert.org



Clinical Settings Summary Report

Dalton State College, Dalton, GA (Program #0460)

<u>Setting Name/Address</u>	<u>Setting Number</u>	<u>Setting Status</u>	<u>Capacity</u>	<u>Preceptor(s)</u>
AdventHealth Gordon 1035 Red Bud Road Calhoun, GA 30703-7031	5142	Approved	1	McKinsey M. Rupert, R.T.(R) (CT) 1(443)-949 - 5730 Terri A. Korb, R.T.(R)(M)
AdventHealth Murray 707 Old Dalton Ellijay Road Chatsworth, GA 30705	6346	Approved	4	Angela A. Blaylock, R.T.(R)(M) (706) 483-6125 James Cameron Noble, R.T.(R) (T)(CT) 1(301) 871-7439
AdventHealth Redmond 501 Redmond Road NW Rome, GA 30165	5026	Approved	4	Bobbie S. Abbott, R.T.(R) (CV)RDMS (706) 767-2970 Joshua M. Barlow, R.T.(R)(CT) Matthew A. Russell, R.T.(R) (706) 506-4619
Associates in Orthopedics and Sports Medicine, P.C. 1300 Cleo Way Dalton, GA 30720	6603	Approved	2	Alexandria Johnson, RT(R) (706) 618-8099 Samantha Lauren Patrick, R.T. (R)
CHI Memorial - Georgia 100 Gross Crescent Street Fort Oglethorpe, GA 30742	2300	Approved	3	Candance Rhodes, R.T.(R) 1(423) 681-0160 Christy Holmes, R.T.(R) 1(423) 316-8105 Daniel H. Morton, R.T.(R) Jason Erwin Norrell, R.T.(R)
CHI Memorial Parkway Imaging Center 4700 Battlefield Pkwy Ringgold, GA 39736	14804	Approved	1	Candance Rhodes, R.T.(R) 1(423) 681-0160 Christy Poteet, R.T.(R)(CT) 1(423) 316-8105 Jerry Jeffers, RT(R) 1(423) 902-4389

B3 revised 5/16/23



Clinical Settings Summary Report

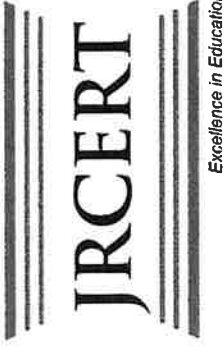
Dalton State College, Dalton, GA (Program #0460)

Cleveland Imaging 2253 Chambliss Ave. Suite 102 Cleveland, TN 37311	9772	1	Approved	Alexandria G. Chapman, R.T. (R)(CT) (423) 509-5687 CT Dept. (423) 478-0106
Dalton Imaging 1502 North Thornton Ave Dalton, GA 30722	14690	1	Approved	Brandy Thomas, R.T.(R)(CT) 1(706)980-3304
Erlanger Baroness Hospital 975 East 3rd Street Chattanooga, TN 37403	3243	1	Approved	Genna M. Taetsch, R.T.(R) Kristen Nicole Hutsell, R.T.(R) 1(423)779-4187 Phillip C. Williams, R.T.(R)
Georgia Bone and Joint 15 Medical Drive, NE Cartersville, GA 30121	15690	1	Approved	Karen Ragozzino, R.T.(R) 1(678)761-7492 Carla Teems, Manager, (770) 548-6482
Hamilton Ambulatory Surgery Center 1250 Broadrick Drive Dalton, GA 30720	13934	1	Approved	Bria D. Hale, R.T.(R)(M)(CT) 1(423)580-1098
Hamilton Convenient Care 1012 Burleyson Road Dalton, GA 30720	13932	1	Approved	NOT SENDING STUDENTS AT THIS TIME!
Hamilton Diagnostic Center 1407 Chattanooga Road Dalton, GA 30720	6345	3	Approved	Julie S. Reece, R.T.(R) Shannon J. Terrell, R.T.(R) Dept. (706) 272-6553
Hamilton Medical Center P.O. Box 1168 Dalton, GA 30722-1168	2296	7	Approved	Jillon Barnett, R.T.(R) LaTena Dalton, R.T.(R) Tyler Weston Chase, R.T.(R)

Dept # (706) 272-6000

ext. 1553 OR 1551

Date: 5/15/2023



Clinical Settings Summary Report

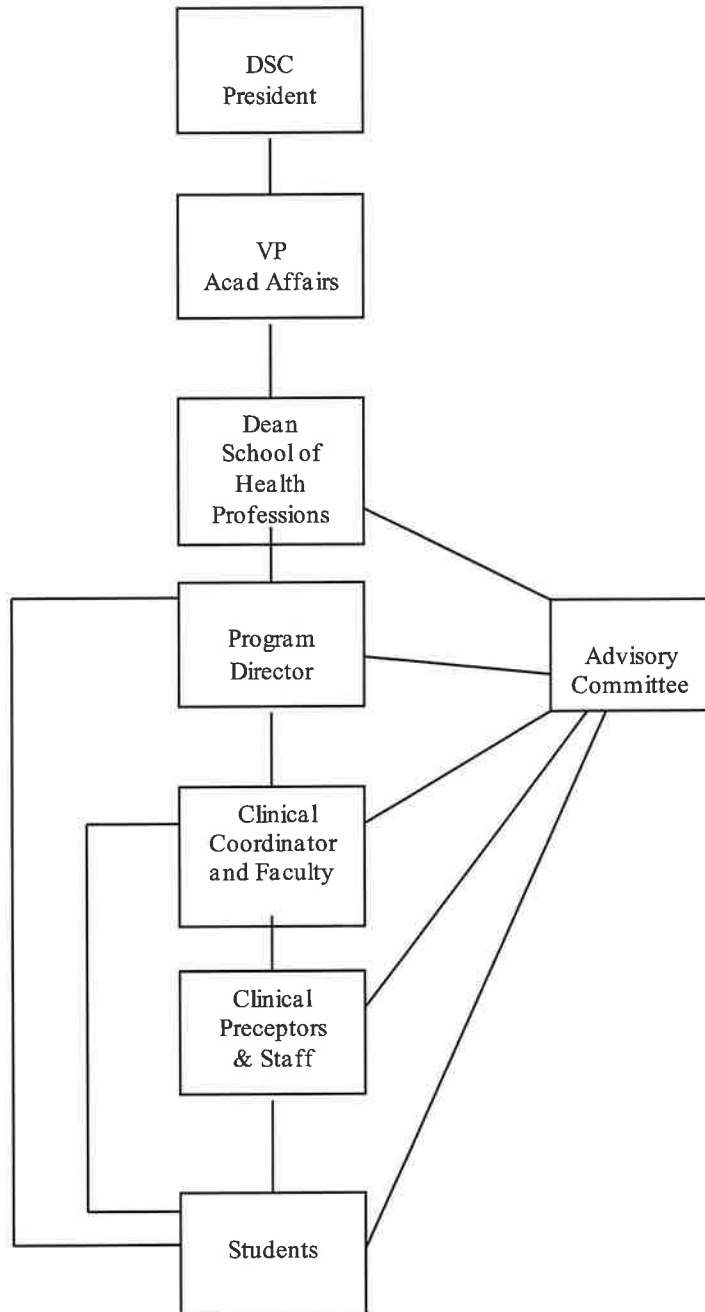
Dalton State College, Dalton, GA (Program #0460)

Piedmont Mountinside 1266 Highway 515 S Jasper, GA 30143	14983	Approved	1	Richard C. Shivers, R.T.(R)(CT)
Prime Imaging Battlefield 4700 Battliefled Parkway, Suite 100 Ringgold, GA 30736	8286	Approved	3	Jennifer Nestor, Clinical Mgr., (706) 301-5402 Jessica B. McMahan, R.T.(R) (M) 1(423)619-9419
Tennova Healthcare Cleveland 2305 Chambliss Avenue Northwest Cleveland, TN 37311	4022	Approved	4	Callista Hope Needham, R.T. (R)(CT) 1(423)435-7858 Jeremy L. Gibson, R.T.(R) 1(423)507-7433 Scott M. Hood, R.T.(R)(CT) 1(706) 280-9329

B3

Dalton State College
Radiologic Technology Program

PROGRAM ORGANIZATIONAL CHART



Pre-Admission Rad Tech AAS Degree Courses: (All completed with at least a grade of “C”)

1. Allied Health Terminology (ALHT 1130) [3 credits]
2. American Government (POLS 1101) [3 credits]
3. Anatomy & Physiology I (BIOL 2251K) [4 credits]
4. Anatomy & Physiology II (BIOL 2252K) [4 credits]
5. College Algebra (MATH 1111) [3 credits]
6. Speech (COMM 1110) [3 credits]
7. English Composition I (ENGL 1101) [3 credits]
8. English Composition II (ENGL 1102) [3 credits]
9. History (HIST 2111/2112) [3 credits]
10. Psychology (Elective) (PSYC 1101) [3 credits]

Additional Pre-Admission Requirements: Acceptance to Dalton State College; minimum cumulative college GPA of 2.0/4.0; minimum of 20 job-shadowing (actual patient contact) hours; valid and current adult CPR certification; and completion of all program admission procedures, documentation, and interview.

First Year

SUMMER I Semester

RADT	Lec	Lab	Cr
1105 Intro & Patient Care	2	2	3
1111 Rad Ana I	2	1	3
1121 Rad Proced I	3	1	3
1151 Intro. Clinic I	0	16	3
Total	7	20	12

*Semester Clinical Hours Approx: 180
(Apprenticeship (20)+ Orientation (80) +
Assigned (80) 5 weeks x 16/week)*

Second Year

SUMMER II Semester

RADT	Lec	Lab	Cr
2229 Rad Proced IV	2	1	2
2234 Rad Exp II	2	1	2
2244 Rad Protection	2	1	2
2254 Intermed. Clinic II	0	24	5
Total	6	27	11

Semester Clinical Hours Approx.: 240 (10 weeks x 24/week)

FALL I Semester

RADT	Lec	Lab	Cr
1107 Patient Care II	2	0	2
1125 Rad Proced II/Ana II	3	1	3
1232 Intro. Rad Exp I	2	1	2
1152 Intro. Clinic II	0	20	4
Total	7	22	11

*Semester Clinical Hours Approx: 340
(40 hour week + 15 weeks x 20/week)*

FALL II Semester

RADT	Lec	Lab	Cr
2104 Rad Seminar I	2	2	2
2145 Adv Rad Science II	3	0	3
2255 Adv. Clinic I	0	24	5
Total	5	26	10

*Semester Clinical Hours Approx: 400
(40 hour week + 15 weeks x 24/week)*

SPRING I Semester

RADT	Lec	Lab	Cr
1127 Rad Proced III/Ana	3	2	3
1143 Intro Rad Science I	3	0	3
1153 Intermed. Clinic I	0	20	4
Total	6	22	10

*Semester Clinical Hours Approx: 300
(15 weeks x 20/week)*

SPRING II Semester

RADT	Lec	Lab	Cr
2106 Radiologic Review	3	2	4
2246 Radiation Biology	2	1	3
2256 Adv. Clinic II	0	24	5
Total	5	27	12

*Semester Clinical Hours Approx: 360
(15 weeks x 24/week)*

First Year Clinical Hours: Approx: 820

Second Year Clinical Hours: 1000

Program Totals:	<u>Pre-Rad Tech.</u>	<u>Rad Tech</u>	<u>Total</u>
Degree Credits:	32	66	98 (AAS Degree)
Total Clinical Hours:	1,820 (approximate)		

Course	Semester/Instructor		Codes/ Books	Rad Tech Book List 2023-25				Used Book Info	
	Summer I 1st Semester	Per Course		AUTHOR	TITLE	EDITION	PUBLISHER		ISBN
RADT 1105 01	1 Book	1	Ehrlich	Patient Care in Radiography	10th	Mosby Elsevier	978-0-323654401	not electronic version	
RADT 1111 01	SD West:	0		Instructor Packets: Radiologic Anatomy	2022				
RADT 1121 01	Miller: 3 books + 1 Code	1	Bontrager	Workbook/Lab manual Volumes I & II	10th	Mosby Elsevier	978-0-323-481878	no used book	
		1	Bontrager	Textbook of Rad. Pos & Rel. Anatomy	10th	Mosby Elsevier	978-0-323-399661	not electronic version	
		1	Bontrager	Handbook of Rad. Pos. & Techniques	10th	Mosby Elsevier	978-0-323-485258	not electronic version	
		1	Bontrager/Mosby	Mosby's Online Access Code for Bontrager Rad Pos & Related Anatomy	9th	Mosby Elsevier	978-0-323-083935	no used book	
RADT 1151 01	Miller:	1	Trajeccsys.com	Trajeccsys Clinical System				not electronic version	
								not electronic version/not used	
Total Codes/Books to buy for Semester I:				6					
Course	Fall I: 2nd Semester		Codes/ Books	AUTHOR	TITLE	EDITION	PUBLISHER	ISBN	Used Book Info
	Previ. Books	→→→→→→→→							
RADT 1107	Previ. Books	0	→→→→→→→→		Books previously purchased by student				
RADT 1125 01	Miller: Previ. Books	0	→→→→→→→→		Books previously purchased by student				
RADT 1232 01	SD West: 1 Code	1	Mosby	Access Code for Mosby's Imaging Online	3rd	Mosby Elsevier	9780323417860	no used book	
	SD West: 1 Book	1	Bushong	Radiologic Science for Technologists	11th	Mosby Elsevier	978-0323353779	not electronic version	
	SD West: 1 Code	1	Johnston	Access Code for Mosby's Radiography Online Physics & Imaging Essentials	2012	Mosby Elsevier/Johnston	9780323085878	not used	
RADT 1152 01	Miller: Previ. Books	0	→→→→→→→→		Books previously purchased by student				
Total Codes/Books to buy for Semester II:				3					
Course	Spring I: 3rd Semester		Codes/ Books	AUTHOR	TITLE	EDITION	PUBLISHER	ISBN	Used Book Info
	Thurman: Wrbk & Applications	→→→→→→→→							
RADT 1127	Thurman: Wrbk & Applications	0	→→→→→→→→		Instructor Packets				no used book
RADT 1127	Miller: Previ. Books	0	→→→→→→→→		Books previously purchased by student				
RADT 1143	SD West: 2 Codes	0	→→→→→→→→		Access Code previously purchased by student				
		1	Evolve Elsevier	Access Code: EAQ		Mosby Elsevier			no used book
RADT 1153	Miller: Previ. Books	0	→→→→→→→→		Books previously purchased by student				
Total Codes/ Books to buy: for Semester III:				4					

Course	Summer II: 4th Semester	Codes/ Books	AUTHOR	TITLE	EDITION	PUBLISHER	ISBN	Used Book Info
RADT 2229 01	Miller: Prev. Book	0	→→→→→→→→	Books previously purchased by student				
RADT 2234 01	SD West: 1 Book	1	Calloway	Mosby's Comp Review of Radiography with Code	7th	Mosby Elsevier	9780323354233	no used book
RADT 2244 01	SD West: 1 Code + Membership	1	Mosby	Access Code for Radiation Protection/Bio Online	2017	Mosby Elsevier	978032341877	no used code
RADT 2254 01	Miller: Prev. Book	0	→→→→→→→→	Books previously purchased by student				
Total Books to buy for Semester IV: 3								
Course	Fall II: 5th Semester	Codes/ Books	AUTHOR	TITLE	EDITION	PUBLISHER	ISBN	Used Book Info
RADT 2104 01	SD West: 1 Code	1	ASRT	Student Membership for 1 Year	Latest	ASRT		
RADT 2145 01	SD West: 1 Code	1	Mosby	Access Code for Mosby's Pathology Online	Latest	Mosby Elsevier	978-0-323-05350-1	no used book
RADT 2255 01	SD West: 1 Code	1	HEALS	Access Code: Mock Exams	2016 or latest	HEALS		no used book
RADT 2255 01	Miller: Prev. Books	0	→→→→→→→→	Books previously purchased by student				no used book
Total Codes/ Books to buy for Semester V: 3								
Course	Spring II: 6th Semester	Codes/ Books	AUTHOR	TITLE	EDITION	PUBLISHER	ISBN	Used Book Info
RADT 2106	SD West: 1 Code	1	Corectec	Corrected Online Code Review Program				Used Book Info
		1	RadReviewEasy	Access Code Rad Review Easy				no used book
RADT 2246	SD West: Prev. Books	0	→→→→→→→→	Books previously purchased by student				
RADT 2256	Miller: Prev. Books	0	→→→→→→→→	Books previously purchased by student				
Total Codes/Books to buy for Semester VI: 1								

RADT	Didactic Courses	Instructor or Co-Teach	Instructor	#	Textbook/Workbook**
	Summer I	H.Miller	SD West	Credits	* Online Component
1105	Introduction to Rad Technology	x		3	Ehrlich
1111	Radiographic Anatomy I		x	3	A&P Online/Bontrager
1121	Radiologic Procedures I	x		3	Bontrager/Trajecsys
1151	Introduction to Clinical Rad I	x		3	Bontrager/Trajecsys
	Fall I				
1107	Patient Care II	x		2	Brooks/Taber
1125	Radiologic Procedures II & Ana	x	x	3	A&P Online/Bontrager
1232	Radiographic Exposure I		x	2	Mosby/Selman/Bushong*
1152	Introduction to Clinical Rad II	x		4	Bontrager/Trajecsys
	Spring I				
1127	Radiologic Procedures III & Ana	x	x	3	A&P Online/Bontrager
1143	Radiologic Science I		x		Bontrager/Trajecsys
1153	Intermediate Clinical Rad I	x		3	Mosby/Selman/Bushong*
				4	Bontrager/Trajecsys
	Summer II				
2229	Radiologic Procedures IV	x		2	Bontrager/Trajecsys
2234	Radiographic Exposure II		x	2	Mosby/Selman/Bushong*
2244	Radiation Protection		x	2	Mosby/Selman/Bushong*
2254	Intermediate Clinical Rad II	x		5	Bontrager/Trajecsys
	Fall II				
2104	Radiologic Seminar	x	x	3	Corect/Calloway/Mosby
2145	Radiologic Science II		x	3	Mosby/Selman/Bushong*
2255	Advanced Clinical Rad I	x		6	Bontrager/Trajecsys
	Spring II				
2106	Radiologic Technology Review	x	x	4	Corect/Calloway/All Books*
2246	Radiation Biology		x	3	Mosby/Selman/Bushong*
2256	Advanced Clinical Rad II	x	x	6	Bontrager/Trajecsys
					**Note: Book assignments may change
	Total Faculty				
	Program Assignment				
	Percentages:	Miller			West
	Teaching/Instruction/Critiques	35%			45%
	Administration/Planning/Scholarly	15%			50%
	Clinical Scheduling & CBE	25%			
	Admissions Coordination/Advising				5%
	Clinical Supervision & Instruction	25%			
	Total Program Involvement:	100%			100%

DALTON STATE COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM

C 4

Faculty Advisor Assignments/Lead Markers

2023-2025 Class

Susan D. West

Holly Miller

Lead Marker

Lead Marker

AA Lacy Bell
BB Leslie Botello Paz
CC Livie Brooker
DD Andrea Casas
EE Logan Cervantez
FF Julio Chavez
GG Savanna Clark
HH Riley Davis
II Emily Hernandez
JJ Lindsey Jacobo

KK Caitlyn McMunn
LL Eliel Najera
MM Lark Reece
NN Suzanna Rivera
OO Elizabeth Roark
PP Estephanie Sanchez
QQ Brooklyn Waite
RR Kadie Weaver
SS Leanna Weed
TT Grace Wilcox

2022-2024 Class

Susan D. West

Holly Miller

Lead Marker

Lead Marker

01 Melissa Altamirano
02 Jessamine Bravo
03 Yolanie Cotto-Skerrett
04 Brooke Floyd
05 Yareli Fraire
06 Andy Garcia
07 Gracie Grant
08 Kayla Guzman
09 Bibiana Heredia
10 Emilee Hewitt

11 Courtney Justice
13 Angel Martinez
14 Sandy Reyes
15 Katelyn Robison
17 Shana Tanksley
18 Mariah Wilson
19 Kayla Woody
20 Aracely Zamudio

ASRT Content	**Gen Ed	Intro	Ethics	Patient Care	Rad Proced	Rad Physics Equip/Instru	Image Prod	Image Anal	Rad Bio Health Phy	Clinical Practices	All/Advance Modalities	Basic CT	Sect Ana
Content --> 10 Pre RT													
Allied H Terms	X										X		
American Gov	X										X		
AP I	X										X		
AP II	X										X		
College Algebra	X												
Comm/Speech	X												
English I	X												
English II	X												
History	X												
Psychology	X												
Prog Curriculum													
RADT 1105	X	X	X	X	X	X	X	X	X	X	X	X	X
RADT 1111	X	X	X	X	X	X	X	X	X	X	X	X	X
RADT 1121	X	X	X	X	X	X	X	X	X	X	X	X	X
RADT 1151	X	X	X	X	X	X	X	X	X	X	X	X	X
RADT 1107	X	X	X	X	X	X	X	X	X	X	X	X	X
RADT 1125	X	X	X	X	X	X	X	X	X	X	X	X	X
RADT 1232	X	X	X	X	X	X	X	X	X	X	X	X	X
RADT 1152	X	X	X	X	X	X	X	X	X	X	X	X	X
RADT 1127	X	X	X	X	X	X	X	X	X	X	X	X	X
RADT 1143	X	X	X	X	X	X	X	X	X	X	X	X	X
RADT 1153	X	X	X	X	X	X	X	X	X	X	X	X	X
RADT 2229	X	X	X	X	X	X	X	X	X	X	X	X	X
RADT 2234	X	X	X	X	X	X	X	X	X	X	X	X	X
RADT 2244	X	X	X	X	X	X	X	X	X	X	X	X	X
RADT 2254	X	X	X	X	X	X	X	X	X	X	X	X	X
RADT 2104	X	X	X	X	X	X	X	X	X	X	X	X	X
RADT 2145	X	X	X	X	X	X	X	X	X	X	X	X	X
RADT 2255	X	X	X	X	X	X	X	X	X	X	X	X	X
RADT 2108	X	X	X	X	X	X	X	X	X	X	X	X	X
RADT 2246	X	X	X	X	X	X	X	X	X	X	X	X	X
RADT 2256	X	X	X	X	X	X	X	X	X	X	X	X	X
** Post Secondary Gen Ed													
	Mathematics/Reasoning												
	Communication												
	Humanities												
	Information Systems												
	Social Sciences												
	Natural Sciences												

ARRT Content Area -->	1	2	3	4	5	6	7	8	Categories Legend ARRT Exam
Prog. Curr.									1 Patient Interact/Management
Program Orient.									2 Rad Physics/Rad Bio
RADT 1105	X	X	X	X	X	X	X	X	3 Rad Protection
RADT 1111									4 Image Acq/Technical Eval
RADT 1121	X				X	X	X	X	5 Equip Op/QA
RADT 1151	X				X	X	X	X	6 Head/Spine/Pelvis Proced
RADT 1107	X				X				7 Thorax/Abd Proced
RADT 1125	X				X	X	X	X	8 Extremity Proced
RADT 1232		X			X				
RADT 1152					X	X	X	X	
RADT 1127	X				X	X	X	X	
RADT 1143		X			X				
RADT 1153					X	X	X	X	
RADT 2229	X				X	X	X	XX	
RADT 2234		X			X				
RADT 2244					X				
RADT 2254					X	X	X	X	
RADT 2104	X	X			X				
RADT 2145		X			X				
RADT 2255					X	X	X	X	
RADT 2106	X	X			X	X	X	X	
RADT 2246		X			X				
RADT 2256					X	X	X	X	

Program Courses	Course Title	Program Learning Outcomes/Competencies	Learning Domain Evaluated		Evaluation Method	Evaluation Tools
			Cog	Psyc		
RADT 1105/1107	Intro/Patient Care I	1,3,4,5,6,7,8,9	X	X	A,B,C,D,E,F,G	A. Written Testing
RADT 1111	Rad Anatomy I	2,3	X	X	A,B,F	B. Oral Demo/Observation
RADT 1121	Rad Procedures I	2,3,4	X	X	A,B,C,D,E,F,G	C. Simulated Lab
RADT 1151	Intro. Clinical I	1,3,4,5,6,7	X	X	B,C,D,E,F,G	D. Competency Performance
RADT 1125	Rad Procedures II	2,3,4	X	X	A,B,C,D,E,F,G	E. Rotation Objectives
RADT 1232	Intro. Rad Exposure I	2,4	X	X	A,B,D,E,F,G	F. Clinical Rotation Evaluations
RADT 1152	Intro. Clinical II	1,3,4,5,6,7	X	X	B,C,D,E,F,G	G. Progress Charting
RADT 1127	Rad Procedures III	2,3,4	X	X	A,B,C,D,E,F,G	
RADT 1143	Intro. Rad Science I	2,4	X	X	A,B	
RADT 1153	Intermed. Clinical I	1,3,5,6,7,8	X	X	B,C,D,E,F,G	
RADT 2229	Rad Procedures IV	2,3,4	X	X	A,B,C,D,E,F,G	
RADT 2234	Adv. Rad Exposure II	2,4	X	X	A,B	
RADT 2244	Rad Protection	1,4	X	X	A,B,D,F,G	
RADT 2254	Intermed. Clinical II	1,3,4,5,6,7,8,	X	X	B,C,D,E,F,G	
RADT 2104	Rad Seminar	4,5,9	X	X	A,B	
RADT 2145	Adv. Rad Science II	2,4	X	X	A,B	
RADT 2255	Adv. Clinical I	1,3,4,5,6,7	X	X	B,C,D,E,F,G	
RADT 2106	Rad Tech Review	1,2,3,4,5,6,7,8,9	X	X	A,D,G	
RADT 2246	Rad Biology	1,4	X	X	A,B,D,F,G	
RADT 2256	Adv. Clinical II	1,3,4,5,6,7	X	X	B,C,D,E,F,G	

Graduate Competencies (Student Learning Outcomes):

1. Apply knowledge of the principles of radiation biology and protection for the patient, radiographers, and others.
2. Apply knowledge of human anatomy, physiology, radiographic procedures, radiographic technique, instrumentation, equipment, and pathology to accurately demonstrate anatomical structures on a radiograph.
3. Demonstrate at all times: ethical conduct and values, positive professional behavior, positive communication, and empathy towards their patient's needs.
4. Exercise good judgment, common sense, and critical thinking skills in the pursuit of quality radiographs and solving problems.
5. Exercise confidentiality of patient records and information.
6. Provide patient care essential to radiologic procedures.
7. Recognize emergency patient conditions and initiate life saving first aid.
8. Introduction to advanced or specialized imaging procedures for those desiring advanced educational opportunities.
9. Recognize the need to obtain further education in the pursuit of life-long learning.

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	Contact Hours
7:30	RADT 1121 Proc ↓	Clinic (8)	RADT 1121 Proc ↓	Clinic (8)		
8:00	(HM) 7:30-8:50	RADT 1151	(HM) 7:30-8:50	RADT 1151		See Clinical Sch.
8:30						
9:00	RADT 1111 Ana I ↓		RADT 1111 Ana I ↓			
9:30	(SDW) 9:00-10:00		(SDW) 9:00-10:00			
10:00	RADT 1105 Intro ↓		RADT 1105 Intro ↓			
10:30	10:00-11:30		10:00-11:30			
11:00						
11:30	LUNCH 12-1:00 ↓		LUNCH 12-1:00 ↓			
12:00						
12:30						
1:00	RADT 1121 LAB ↓		RADT 1121 LAB ↓			
1:30	1:00-4:00 (HM)		1:00-4:00 (HM)			
2:00						
2:30						
3:00						
3:30						
4:00				*2 nd ↓	*2 nd ↓	
4:30						
5:00						
8:30						
11:00						

Sophomore Summer

(Semester IV) 2023

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	Contact Hours*
7:30	Clinic (8 hours)		Clinic (8)		Clinic (8)	
8:00	RADT 2254		RADT 2254		RADT 2254	See Clinical Sch.
8:30		RADT 2234 Exp II ↓		RADT 2234 Exp II ↓		
9:00		(SDW) 8:30-10:00		(SDW) 8:30-10:00		
9:30						
10:00		RADT 2244 Prot ↓		RADT 2244 Prot ↓		
10:30		(SDW) 10:00-11:30		(SDW) 10:00-11:30		
11:00						
11:30						
12:00		LUNCH 11:30-12:50		LUNCH 11:30-12:50		
12:30						
1:00		RADT 2229 Proc IV ↓		RADT 2229 LECT/LABS ↓		
1:30		(HM) 1:00-3:00		(HM) 1:00-3:30		
2:00				When not in Proc Lab: ↓		
2:30				RADT 2234 Computer Programs OR Mocks		
3:00						
3:30						
4:00	*2 nd ↓		*2 nd ↓		*2 nd ↓	
5:00						
8:30						

POLICY 1: ACADEMIC STANDARDS/GRADING PROCEDURES/RECORDS SYSTEM

I. GRADES and DISHONESTY:

- A. Students must complete all program courses with at least a “C” (75%) or better.
- B. Students must progress adequately and timely through the CBE (Competency Based Evaluation) system.
- C. Students must maintain competence in previously passed CBE procedures and use CBE’s to guide the student through program progression expectations. These expectations include performing clinical patient skills and procedures with confidence and accuracy by the of the 4th semester in the program under indirect supervision.
- D. A failure of any course will result in program dismissal.
- E. Students will earn a grade of “F” if clinical staff have documented on more than one occasion, that the student is failing to progress adequately in performing patient and clinical skills.
- F. Cheating in any form (to include plagiarism/clinical paperwork/clinical competencies/practices/using past or present program student’s assignments/tests/projects/taking notes and/or recording in any manner test review sessions).
- G. Students will be dismissed from the program in cases of academic/ethical dishonesty. The student will receive a letter of “F” in the course the dishonesty occurred. All other courses the student is currently enrolled will be given a “W” if before the published college mid-term date and a WF if after the mid-term date.
- H. Each radiologic technology instructor reserves the right to announce in his/her class expectations of when and how graded assignments will be turned in and returned, how review sessions for upcoming tests will be organized and managed, and what is considered cheating.
- I. Student may **NOT** have laptops/mobile phones/Fitbits/wrist trackers in class or on clinical assignments.
- J. Students who have been dismissed based on academic/ethical dishonesty are not eligible for program re-entry.
- K. Should a student fail any two rad tech courses while in the program, the student is dismissed from the program and is not eligible to re-apply to the program.
- L. Final exam grades will not be rounded up.
- M. CBE/Clinical Grading:
 - 1. 100% Completed CBE’s: the calculation for the CBE portion of the clinical semester grade will be an average of the all of the semester CBE grades.
 - 2. < 100% Completed CBE’s: the student will receive an incomplete “I” for the semester clinical grade if the CBE’s are not completed by the first day of the published college Final Exam Week. (See below for more details of an “I”.)

II. GRADING SCALE:	A	93-100	Above Average
	B	84-92	Average
	C	75-83	Below Average
	F	74 or less	Unacceptable

III. INCOMPLETES:

Incomplete “I” in clinical grade due to Excused Extended Illness:

An incomplete “I” is assigned in the clinical course when the student has not completed the required number of semester clinical procedural competencies due to an excused extended illness approved by the Program Director. The student must resolve this form of a clinical “I” by the mid-term date of the subsequent semester. In this case, a maximum of two “I’s” will be allowed for program enrollment and cannot be in subsequent semesters (back-to-back semesters). Back-to-back incompletes will result in dismissal from the program due to lack of satisfactory student progress.

Incomplete “I” in clinical grades due to inadequate number of completed competencies:

If the required minimum number of clinical competencies (completed 100% of expected competencies for that semester) are not satisfactorily completed by the beginning of the semester Final Exam week, the student will earn an incomplete “I” for that clinical grade. The “I” must be resolved by the published mid-term of the subsequent semester to remain enrolled in the program. In this case, a maximum of two “I’s” will be allowed for program enrollment and cannot be in subsequent semesters (back-to-back semesters). Back-to-back incompletes will result in dismissal from the program and a recorded grade of “F” for the current clinical course due to lack of satisfactory student progress. If the student has achieved all of the required first year competencies, the faculty reserves the right to withhold sophomore rotations in the adjunct imaging modalities in order to re-schedule the student in routine diagnostic and fluoroscopic procedures. Such re-scheduling is provided to increase the clinical assignment in the areas where the delinquent competencies can be completed. All required competencies must be completed by the end of the second year in order to meet graduation eligibility.

Incomplete “I” in didactic course:

An incomplete will not be issued to didactic (classroom) courses without due cause of circumstances. Such a ruling will be made by the program director.

PROGRAM INCOMPLETE: Program extension (one calendar year beyond the original graduation date) is available for students who have not completed the required clinical competencies during the last semester of the program. The student will not meet graduation or certification examination eligibility until all program competencies have been successfully completed.

IV. TEXTBOOKS/COMPUTER ACCESS CODES: All textbooks/codes are considered mandatory and are to be purchased by each student by no later than the second day of a course.

V. TESTING PROCEDURES: All tests are to be taken as scheduled. Students should miss a test **only** if completely necessary. The student is required to personally notify the course instructor of all course absences/tardies. Students will be allowed 1 make-up test (original test) per course if the student could not avoid an absence on a test day. Subsequent absences on test days will result in no make-up test and a grade of “0” to be recorded as the test grade, and/or any assignment due. Make-up tests should be taken within one week back from the absence (even it is a clinical day). It is the student’s responsibility to contact the course instructor to schedule the make-up test. The instructor has the right to deduct points from the make-up test grade, give an alternate test as the student’s make-up test, and/or request a sick-note from the student’s personal physician. Doctor notes from Radiologists or ER physicians will not be accepted (ER physician may be accepted if student was formerly admitted to the ER where the physician works and was attended to by the physician). Students are not permitted to keep graded tests and/or final exams. Class sessions will be scheduled to review graded tests and final exams. Should online assignments and/or testing be assigned, each student is required to have a personal desktop/laptop/iPad with WORD/EXCEL capabilities.

VI. FAILED TESTS:

- A. Due to the cumulative-knowledge-based design of the program’s curriculum, students are expected to pass each test and final exam with at least a grade of “C” (75%). Students must pass both sections (with at least a 75%) of a test that has both a written and performance section (see Procedures Courses below).
- B. Students who do not pass a test are required to either: produce test corrections, take an alternate test, or complete a designated assignment; with a maximum of two tests allowed per course. The course of action assigned to the student is the decision of the course instructor. These mechanisms serve to reinforce the material that the student answered incorrectly. Test corrections are to follow

the program's established "Test Corrections Guidelines" and are included in the Program Handbook. Test Corrections Forms are also located in the Rad Tech classroom. The corrections/alternate assignment will be graded by the course instructor, and zero-to-five (0-5) points will be added to the original test score for test corrections. Test corrections/alternate assignments are to be completed on the students "off" time and in the radiologic technology program area with a faculty member present. Tests/exams must be requested from the course instructor and not allowed to be taken out of the rad tech program area. Time granted from clinic for re-tests must be made-up in the week it occurred if a re-test is not scheduled on class day. Test corrections and/or alternate assignments are due one week (7 days) to the day the original graded test was reviewed by the student within time restraints of the end of the semester.

- C. Students who are assigned an alternate test (re-test) will receive a test score that is an average of the original test score and the alternate test score. Should a student be absent on the re-test day, the original test is recorded and the re-test opportunity is lost. Students will be allowed one re-test for each failed test (max two per course) and the original + re-test average will be the recorded grade. A student has a maximum of 2 tests per course that can be either be corrected and/or re-tested. corrected and/or re-tested. **Please see below for explanation of failed test for any Procedure course.**
- D. Occasionally, students who have passed an original test with a low score may be offered a re-test over the same material. In such incidences, the highest score of the two tests will be recorded.

F. FAILED FINAL EXAM Information and Low Final Exam Grades:

1. Final exam grades will not be rounded up.
2. Should a student fail a FINAL exam (scores below 75% in any course except Procedures), but still has a passing grade in the course, the student is required to produce test corrections within the first four weeks of the next semester. Test corrections will be graded, but points will not be added to the final exam grade or previous course.
3. Should a student fail three or more final exams (in any rad tech courses) while enrolled in the program, the student is not progressing adequately and will be dismissed from the program. Continuation of an accumulation of on-going knowledge is paramount to passing the program exit exam and the ARRT examination.
4. Failed Procedures' Final Exam information is listed below.

SPECIFIC INFORMATION FOR PROCEDURES COURSES AND LAB EVALUATIONS:

- A. PROCEDURES COURSES: This course is a lock-step course with a didactic component and a lab component. The students' written test on a particular topic and final exam must be a 75 or higher to proceed to the lab evaluation. If a student fails the first test (<75%) the student will be counseled by the course instructor on a remediation plan to increase comprehensive knowledge of subject content, then a second test will be given the next class day. If the **two-test average** grade remains below a score of 75, the student cannot proceed to the lab evaluation and the student will receive an "F" in the both the procedures course and in the semester clinical course due to a failure to progress to clinical skills achievement IF the withdrawal date has passed. Such grades of "F" will dismiss the student from the program. If the failing grade is before the class drop/withdrawal date, a "WF" will be given for the procedures class and a "WF" for the clinical course grade. However, the student may remain enrolled in the other program courses in progress in the semester but will not be allowed to continue in the program after the semester is completed. If the student wishes to not remain enrolled in the other courses, and this occurs before the semester drop/withdrawal date, the student will be allowed a "W" in all other rad tech courses; if this occurs after the semester drop date, the student will receive "WF" in all other rad tech courses.

- B. **FAILED PROCEDURES FINAL EXAM:** If a student fails a written Procedures course final exam, he/she cannot proceed to the comprehensive lab competency evaluation. The student will be re-tested the following program day and an average of the two exam grades will be the recorded grade. If the averaged grade is below 75%, then the student will not be allowed to proceed to the competency lab evaluation and the student will receive a failing grade (F) in the course and is required to withdraw from the program. The student will receive an “F” for the clinical grade. Only two attempts on a written final procedures’ exam will be allowed. The curriculum is a lock-step model where a student cannot proceed with subsequent courses if a grade of at least 75% was not earned in the previous semester and/or courses.
- C. **FAILED LAB EVALUATIONS/FINAL LAB EVALUATION:** Lab evaluations demonstrate the ability to carry cognitive knowledge to psychomotor (hands-on) skills necessary to perform the functions of a radiologic technologist. Lab evaluations must be passed with a minimum of 75% on each procedure evaluated. Should a failed evaluation occur, a re-attempt lab evaluation will be scheduled immediately after the failed lab evaluation. The student will be assigned re-mediation study and additional practice. The recorded grade will be an average of the first two lab evaluations. If the student’s average grade is not at least a 75%, the student will fail the procedures course with a grade of “F” and be dismissed from the program.

Students are reminded that progression through the program goes in the following order:

- classroom presentation
- written test with a passing benchmark of 75%
- lab presentation
- lab practice
- lab procedure evaluation with a passing benchmark of 75%
- practice in the clinical setting under direct supervision of a qualified radiologic technologist (R.T.)
- perform procedures competency with image critique in the clinical setting with a passing benchmark of 75%
- perform completed competency procedures in the clinical setting under indirect supervision
- maintain competence in all previously passed procedures

VI. **EXTRA CREDIT:** The faculty of each course may allow each student the opportunity to earn extra credit points for the course if the course test average is above an 80. Examples of extra credit assignments are test corrections, attendance at professional society meetings, or an alternate assignment. For test corrections, students may produce test corrections on one test per course for extra credit points providing the student has a test average of at least an 80. The original test score must be within 75-92. Students must follow the program’s established “Test Corrections Guidelines”. The corrections or alternate assignment will be graded and 0-5 points will be added to the original test score. Extra credit corrections are due before the final exam.

VIII.. **MOCK REGISTRIES:** Students are expected to make at least a 75% score on 50% of the mock registries given in RADT 2106 in the last semester of the program. Failure to achieve a 75% on the majority of mock registries may result in a failure of the course, an incomplete in the course, dismissal from the program, and ineligibility to take the ARRT exam.

IX. **PROGRAM EXIT EXAM:** Students must pass the comprehensive exit exam with a minimum of 75% given two attempts in the RADT 2106 course. Failure to achieve at least 75% will result in a failure or incomplete of the course, dismissal from the program, and ineligibility to take the ARRT exam. **Students may be granted program time “off” if he/she passed the Exit Exam, have 100% completion of all CBE’s (including grad comps and all film critiques), and if he/she do not owe any make-up time.**

X. FAILING CLINICAL EVALUATIONS: Students who do not pass clinical evaluations with at least a “C” (75%) are required to do one of the following as decided by the program director: 1) rotate through the clinical area again and be graded a second time and/or 2) produce a two-page type written report which involves interview the technologist of the area. The report will be single-spaced, 1 1/2” margins and size 12 font. The topics to be included are:

- * How the student performed compared to the technologist’s expectations of the student
- * A brief description of the types of examinations performed on this rotation
- * A brief description of the student’s role in the procedures
- * How the student can improve his/her ability to be more self-motivated and how to get along with others

Should a student fail two clinical evaluations while a student and/or have a subsequent clinical evaluation failed grade on the next clinical rotation after failing the first clinical evaluation, he/she will be dismissed from the program with a grade of “F” in the current clinical course. The failed clinical grade will be as a result of the student not progressing successfully through direct and indirect clinical student supervision parameters as documented from clinical personnel, clinical instructors, and program faculty.

XI. REMEDIATION: Students who fail a clinical competency after three attempts or who is not retaining previously passed competencies, are required to follow an individualized remediation plan devised by the program faculty for the student. After completion of the remediation plan, any further failure on that specific competency will result in a failure of the clinical course and program dismissal. Only two remediation plans for the entire program are permitted per student. Remediation plans may include, but are not limited to any or all of the following: watching an audio visual presentation of the procedure using either the slide-tape or CD-rom method, completing review exercises and quizzes, and obtaining more practices on the procedure in either a simulated or actual lab setting.

XII. GRADE DOCUMENTATION: All student grades are maintained in the faculty offices. All course grades are forwarded to the Dalton State College Registrar’s office and grade reports are issued from that office. Posting of grades will not be allowed in the radiologic technology program.

XIII. STUDENT PROGRAM PROGRESS: Student progress while enrolled in the radiologic technology program is an ongoing process which utilizes a variety of indicators for assessing program effectiveness. Students receive grades from tests, course assignments, and clinical evaluations in a timely manner. Students’ signatures are required on all clinical evaluations and competency check-off forms once the final grade has been tallied. The tools used to assess student progress are:

- Scores on course tests, final exams, and mock registries
- Scores on clinical evaluations and competency check-offs
- Mid-term and final grade average for all courses each semester
- Mid-term grade report and advisement session
- End-of-term grade report

XIV. PROGRAM EXTENSION: The program allows the extension of program enrollment for up to one calendar year beyond the original expected graduation date for students who have not completed the required clinical procedural competencies in the last semester of the program. The student must be enrolled in clinical practicum courses to complete the competencies. The student will be eligible for program graduation when the competencies have been successfully completed. If the student has been finished with the program academic courses for more than three months when the clinical competencies have been completed, the student must successfully complete an “Action Plan” to review all program course work prior to sitting before the national ARRT exam.

XV. STUDENT ADVISEMENT AND COUNSELING: Students are assigned to a faculty member for advisement and counseling during the two-year enrollment. Students meet formally at the beginning of the program and the mid-term of each semester with their advisor to view the student’s record and discuss his/her current program progress. Additional meetings between student and advisor are arranged as the need arises. The program adheres to the Buckley Amendment (Family Educational Rights and Privacy Act of 1974) which provides for the availability and security of student records. At no time may students view records other than their own or take records from the faculty’s office. If the student’s personal or emotional problems are effecting program performance, the faculty may recommend outside counseling for the student. The student will be responsible for the counseling expense.

XVI. STUDENT RECORD SYSTEM: All student records are maintained in a secure and confidential manner. A student may view his/her record in the presence of the Program Director. A “Release of Information” form is required to be completed by all students who request that program grades, transcripts, or general references be sent to future educational programs or employment. The following list depicts the record keeping system for the program:

<u>Status</u>	<u>Documents</u>	<u>Maintenance Time</u>
Currently enrolled	Application information Course grades Clinical/CBE evaluations Release Form Radiation Monitoring Reports	During current enrollment
Graduates	Application Release Form Transcript Radiation Monitoring Report CBE Summary Report Procedures Distribution ARRT Score (if released)	Indefinitely
Applicants	Application Forms (Incomplete & Rejected)	One Year

XVII. ACADEMIC REGULATIONS:

1. All written work submitted by students enrolled in any radiologic technology program course to fulfill course requirements shall be evaluated for SPELLING and GRAMMATICAL ERRORS, as well as essential content.
2. All written assignments submitted shall represent the student’s own work. PLAGERISM IS PROHIBITED. This includes violation of copyright regulations.
3. A student submitting another student’s work (currently enrolled, past student and/or program graduate), classroom and/or clinical assignments, as his/her own or cheating on a test/exam/test review session shall be dismissed from the program.
4. Tape recorders are not permitted during lectures/labs/review sessions. Test review sessions are mandatory, as well as the completion of any assigned test review questions by the announced due date. The student must be present himself/herself if a copy of correct review questions/exercises are presented at the review. Tape recording and/or note taking is not allowed during test review. During test review sessions, students are not allowed to record information in any form this includes using a smart watch or phone to record or take pictures; and/or writing down review questions/quizzes/answers.
5. Students will be dismissed from the program in cases of academic/ethical dishonesty. The student will receive a letter of “F” in the course the dishonesty occurred. All other courses the student is currently enrolled will be given a “W”.

XVIII. PROGRAM SECURITY: PROGRAM POLICIES, STUDENT RECORDS AND

EQUIPMENT: All permanent students records, which include transcripts, grades, clinical evaluations, written communication, etc., are maintained in the faculty offices in a locked file cabinet. Only the Program Director and Clinical Coordinator have access to the file cabinet.

All students may view their individual files on an appointment basis. The files are reviewed behind closed doors with only the Program Director and the student present to maintain privacy. No individual may review another individual's record/file under any circumstance. Any content's of the student's record can be released, but only by written consent of that student (Privacy Act, Buckley Amendment).

The security of the following documents and equipment are maintained in the locked offices of the faculty and storage closet; only the Program Director and Clinical Coordinator have access to these rooms:

- All program policies and procedures (i.e., Program Master Plan)
- Instructor course grade books/sheets
- Course material, tests, final exams, and mock registries
- Computer Lab Equipment and Programs
- Anatomical Models
- Student Records
- Reference Library

XIX. PROGRAM PROGRESSION REQUIREMENTS:

1. Pass all courses with a course average of at least a 75% (C). A student who earns a grade of less than a "C" in any radiologic technology course may not progress in the radiologic technology sequence until that course has been satisfactorily repeated. See Program Reinstatement Policy for guidelines concerning program re-entry.
2. Students who have failed any two rad tech courses while in the program will be dismissed from the program and will not be eligible for re-entry.
3. Pass all course tests with at least a grade of 75% (C). Students who fail a course test (below 75%) must demonstrate proficiency by a remediation plan which includes re-testing and/or producing test corrections and/or alternate assignment which follow establish program guidelines.
4. Pass all performance Lab evaluations prior to obtaining clinical CBE practices.
5. Pass all final course exams with at least a grade of 75% (C). Students who fail a final course exam (below 75% in any course except Procedures) are required to produce either test corrections or complete an alternate assignment to re-mediate the information missed on the exam. Such remediation exercises will be graded, but will not add points to the final exam.
6. Pass all procedures' written exams with at least a 75% (maximum two attempts for each procedures' course) to proceed to final lab competency evaluation.
7. Successful completion of the required number of clinical performance competencies scheduled for each semester and the program as a whole.
8. Successful demonstration and retention of the technical skills necessary in the day-to-day work environment of a radiologic technologist. Failure to demonstrate retention of clinical skills and previously passed competencies will result in the student's failure of the clinical education course and program dismissal.
9. Successful clinical performance in all clinical courses. Students who fail any radiologic technology program course as a result of clinical performance may not be permitted to repeat that course at Dalton State College.
10. Students will be dismissed from the program in cases of academic/ethical dishonesty. The student will receive a letter of "F" in the course the dishonesty occurred.
11. Successful passing of the program's Exit Exam. Failure to achieve a score of 75% after two attempts on the exit exam in RADT 2106 (Radiologic Technology Review) will result in a grade of F or "I" (Incomplete) in the course. The program director will decide whether the student earned an F or "I" based on scores on course mock registries.

Grade of F: Earned if the student has failed 50% or more of the mock registries in the RADT 2106 course with a grade of 77 or below. A student who earns an F, must repeat the

course (RADT 2106) when it is offered again. Re-taking the course is allowed only once with the same grading as before. The student is responsible for paying the tuition for the course.

Grade of "I": Earned if the student mock registries average is between 70-76 in the RADT 2106 course. A student who earns an I must complete a Personalized Review Seminar designed for the student by the program faculty. The Personalized Review Seminar will begin at the start of the summer semester following the RADT 2106 course and will end the day the summer semester final grades are due. The student must follow the personalized plan and attend all sessions and testing dates. Failure to meet seminar sessions and testing dates will result in a grade of F for the review class.

Grade of F or I: In such incidences of an F or I in RADT 2106, the student must pass (score of 78%) on a minimum of 50% of the mock registries given in either of the courses: the re-attempted RADT 2106 or the Personalized Review Seminar. Failure to pass 50% of the mock registries will result in the student earning another F for the RADT 2106 course or the "I" will be changed to an F. The student will not be allowed any further attempts to change the grade for RADT 2106. The student may not take the ARRT certification examination unless the student successfully passes all courses and the exit exam in the program.

12. Performed and passed the required number of graduate competencies; unassisted (with indirect supervision) in the last two semesters of the program. The list of procedures will be distributed to the students prior to the start of this period. Students may not attempt/obtain these procedures until all of the routine procedures in the CBE system have been successfully completed. Graduate competencies must be passed with no more than 3 second attempts on either the performance, film critique, or combination of both. A failed grad comp will lead to a recorded grade of "F" in RADT 2256 (Advanced Clinical II).

POLICY 2: ATTENDANCE, TUITION REFUNDS, COLLEGE/PROGRAM CALENDAR INFO

1. **Program Contact Hours:** Program involvement (clinical and class) cannot exceed 40 hours per week unless make-up time is required due to a national emergency. A program week starts on Sunday 12 AM and ends on Saturday 11:59 PM. Clinical hours cannot exceed 10 hours per day.
2. **Faculty Expectations:** Students are expected to be present and on time for ALL scheduled class, laboratory, clinical, and test sessions. Absences/tardies/leave earlies for clinic are counted in the attendance grading portion of the clinical grade. The faculty expects each student to be in their assigned clinical area at all times. During times where there are no patients to exam, students should spend their time cleaning and stocking rooms, and practicing procedures. At no time should students leave their assigned area to “visit” other areas in the radiology department, doctor’s offices, or hospital/clinics. Visitors (employees and non-employees) to the student’s clinical areas are not permitted and students should not visit clinical sites during their “off” times.
3. **Three Personal (Excused) Days:** For clinicals, each student is given three (3) personal days (24 hours) per year for absences which occur in clinical time. A half-day = 4 hours; a whole day = 8 hours unless otherwise noted (some clinical days = 9 hours; ½ day = 4.5 hours). Absences beyond the three personal days are considered “unexcused” and all time must be made up prior to the beginning of the subsequent semester (see #6 below for clinical make-up time). Unused personal days cannot be carried over to the 2nd year of the program. **Students may not use PTO to extend college breaks.** If a student is sick before and/or after a scheduled break which extends the break, the student must supply a written physician’s note explaining the absence. Should such incidents occur, the student will be disciplined according to program policies. **The student is allowed to collect hour to hour ratio for Food Drive, 2 hrs. per 10 pounds, 1:1 ratio for community service, and evaluation credit. However, the student has to use any time earned (over the 24) by the subsequent semester, without taking more than 1 PTO day on a single rotation unless you have a doctor’s excuse. This excuse must be given to the clinical coordinator upon the return to class/clinic.**
Any time earned by the SGA Representatives will not be considered extra time that has to be used, it is time earned and can be used by the student at their own discretion.
4. **Absence Notification:** It is the student’s responsibility to personally notify the faculty of any absence or tardy (for class and/or clinic) 30 minutes prior to the scheduled start. Students should notify the course instructor for class absences and the program clinical coordinator for clinical absences. Each student must have a means to communicate with the faculty via a phone or cell phone. Out-of-range cell phone difficulties are not acceptable reasons for failure to notify faculty. Any type of failure to notify faculty will lead to disciplinary action. See the Program Disciplinary Policy for further details concerning attendance policy violations (i.e., verbal/written warnings, suspension, dismissal, etc.)
5. **Class Absence(s):** Each student is graded for class attendance (absences/tardies/leave early’s). After a student has missed the 3rd. class session, the student will be dropped from the course with a grade of “F” (excluding surgical/maternity leave). Class absences of two or more days and/or on a test day will require a written physician’s note explaining the illness. When an absence occurs, it is the responsibility of the student to contact the course instructor to review what course work was missed. All make-up/missed coursework, tests, and/or labs should be completed on the first class day back. Make-up test information can be found in the Academic Policy of this Handbook. In incidences where a large amount of

course work is missed, the course instructor may allow an action plan to be produced to help the student complete assignments in a timely manner.

6. <u>Clinical Make-up Time:</u>	<u>Time Taken</u>	<u>Type</u>	<u>Make-up</u>
	1-3 days	Excused	0
	4 days	Unexcused	1:1 ratio
	5+ days	Unexcused	2:1 ratio (double)*
	1-4 tardies	Unexcused	1:1 ratio
	5+ tardies	Unexcused	2:1 ratio (double)

Clinical unexcused time must be made-up in the week it occurred (not to go over 40 hours). If the student is in jeopardy of exceeding the 40-hour limit, the student must arrange any existing make-up time with program faculty. All time must be made-up prior to the beginning of the subsequent semester. Unexcused days must be made up in ½ day or 1 day increments and preferable in the same clinical area in which the absence occurred. A Student Make-up Time Commitment Form must be completed for all make-up time. * Note: See maternity leave ratio in this policy.

- Tardies/Documentation of Tardies: A tardy is when the student is not in class or in the assigned clinical rotation at the scheduled start-time. Students should clock in no more than 5 minutes early at a clinical site; for class, students should allow ample time considerations for parking/walking to class. (If a rotation begins at 7:30 am, the student should be in the clinical area at that time and not at the time card/sheet.) If a student is late to a clinical assignment, a clinical instructor must initial the time sheet/card when the student arrives to clinic. Should a student know he/she will be over 10 minutes late to class or clinic, he/she should notify program faculty and/or clinical instructor at the appropriate clinical site. Tardy time must be made up the day it occurred and documented on the time card/sheet along with the signature of a clinical instructor. If the student is in jeopardy of exceeding the 40 hours per week limit, make up time must be made up during student breaks prior to the subsequent semester. Tardies and/or absences over 2 hours will be counted as a ½ personal day and will be deducted from the total personal days for the year.
- Leave Early(s): Only the program director or clinical coordinator may grant a student permission to leave class or clinical assignments early (which is an excused leave early). Leaving early without faculty permission is considered unexcused and will be made up on a 2:1 ratio. Only two excused leave early occurrences may be granted in a semester.
- Scheduling: The program director has full authority to accept or reject changes in a student's schedule who request a change in either clinical assignment or hours (i.e., days off, weekend switch, etc.). Any change of schedule or time-off requests will occur only with the approval of the program director.
- Bonus Time: Students who have not used all of their three personal days at the end of the first or second year (within last two weeks of semester) may schedule with program faculty, time-off for these days without penalty. The student must give at least one day advance notice to program faculty. No more than three (3) students will be allowed off on any one particular day. Students with any documented disciplinary actions during the current semester are not eligible.

11. **Earned Free Day:** Students can earn one free clinical day off per semester if: 1) all the required number of competency check-offs are completed and evaluated by the date specified on the syllabus or final exam schedule; evaluations must be completed regardless of CI availability; films should be presented in advance of the earned time date to assure CI and CC availability; and 2) rotational objectives and assignments are dated and completed by the earned time date; and 3) if no time is owed; and 4) no documented disciplinary actions during the current semester; and 5) patient logbook, signatures, technique sheets or forms, or pocket atlas, if applicable, must be dated and turned-in by the earned time date; and 6) must have less than five (0-5) tardies. The free day will be scheduled at the end of the earned semester, immediately prior to the final exam week. No carrying over or banking of free days is allowed.

12. **Clinical Attendance Grading:** Penalty points will be assessed on each clinical grade per rotation for any clinical absence, tardy or left early(LE) over 1 which occurred in that specific clinical rotation using the following scale:

<u>Days</u>	<u>Points Deducted</u>	<u>Tardies/LE</u>	<u>Points Deducted from Clinical Score</u>
0-1	0	0-1	0
2-3	-10	2-3	-3
4-5	-25	4-5	-10
5+	-100	6-7	-25
		8+	-50

Also : -5 for each notification failure;

-5 for errors using time cards/clinical sheets (i.e., forgetting to use card or sheet/recording wrong time/time not visible on card/failure to have CI sign card or sheet when supposed to or adding clinical hours or failure to complete objectives)

Additional points (-2) will be deducted for each day the student does not turn in items when due.

Semester Clinical Attendance Grading: All of the final attendance rotation grades per semester will reflect the semester grade. See grading scale above. The student will begin each semester rotations with 100 points.

13. **Bereavement Leave:** Three bereavement days are granted for immediate family members with no penalty to attendance grading for clinical or class. For this policy, immediate family members include: mother, father, children, spouse, grandmother, grandfather, and same for spouse's family. The program recognizes married partners/legal guardian children for bereavement and sickness absences.

14. **Jury Duty:** Any student called to serve on jury duty is encouraged to request a postponement until the end of the program since it may impede the student's progress in the program. If the student chooses to serve or a postponement is not granted, the time missed must be made up during student vacations/breaks or at the end of the program in order to be meet graduation eligibility. Official documentation of jury duty (days and time) is required to be submitted to the program faculty.

15. Sign-in/out Sheets or Time Cards: All clinical assigned times must be documented on sign-in/out sheets or time cards. Students may not sign/clock-in or out for other students. Accurate times must be recorded. If hand-written time sheets are used, a CI must initial each time a student is “in” and “out” routinely. A CI’s signature is required on the time card/sheet for documenting a tardy and/or make-up time.
16. Weekend Clinical Rotations (if used by the program): Students assigned to weekend clinical assignments are granted two days off to compensate for the weekend assignment because student involvement in program activities cannot exceed 40 hours per week. The first day off will be during the week before the weekend assignment, and the second day off occurs in the week after the weekend assignment. Due to the importance of learning and experiencing trauma radiology, student absences on weekends will be re-scheduled at the program director’s discretion. If the student does not attend his/her scheduled weekend and does not notify (call-in) the staff, time will be made up on a 2:1 basis.
17. Second Shift Rotations: In order to gain additional trauma experience, each student is scheduled second shift clinical rotations both in the program’s first and second years. Documented authorization by the lead/supervising technologist is required for a student to “stay over” the scheduled clinic time; students should seek a relief technologist to finish an examination that will go beyond the designated clinical time. The program faculty (clinical coordinator/program director) authorizes time compensation for “staying over”.
18. Inclement Weather Policy: The following scenarios are policy for inclement weather.
 - If the college is open, but the county or city schools in your area are closed due to weather, you are to **contact the clinical coordinator** on the cell phone number provided to the students, to be excused from clinic with the understanding that these hours will be made up at a later date, specified by program faculty, or the student may claim PTO.
 - If the college is open, but the county or city schools in the area you are to serve clinical hours are closed, you are to **contact the clinical coordinator** on the cell phone number provided to the students, to redirect to another clinical site. If redirection cannot occur, the student will be excused from clinic with the understanding that these hours will be made up at a later date, specified by program faculty, or the student may claim PTO.
 - If the college is open, and no city or county schools are closed, but you do not think it is safe to drive, you are to **contact the clinical coordinator** on the cell phone number provided to the students, to schedule PTO for the day.
 - If the college is closed, you do not have to attend class or clinicals as scheduled, however, per Board of Regents policy, time may have to be made up to satisfy the number of contact hours required for academic and clinical courses.
 - If the college is open and you are in clinic and the schools in that area close for weather, **contact the clinical coordinator** on the cell phone number provided to the students, to leave clinic or be directed to another clinical site, with the understanding that these hours will be made up at a later date, specified by program faculty, or the student may claim PTO.

- If the college is open and you are in clinic and the schools in your area you live closed due to weather, **contact the clinical coordinator** on the cell phone number provided to the students, to leave and be excused for the day, with the understanding that these hours will be made up at a later date, specified by program faculty, or the student may claim PTO.

Revised 1/14/2011 per University System of Georgia, Board of Regents' policy.

19. **Outside Employment:** Outside employment should not interfere with the program's schedules or policies. Students who work as "student radiologic technologist" may not wear program uniforms, program name tags, or program radiation dosimeters while on their job. Procedures performed on the job may not be used as part of the competency-based evaluation system or for graduation competencies. Meetings or in-services for employment between students and their employees should not occur on program time; any missed time will be deducted from the three personal days or is required to be made-up.
20. **Physician's Release:** A physician's written medical release must be submitted to the Program Director (prior to resuming program activities) in the following incidences: a student who is absent due to a communicable illness (see #22 below), and/or absence over two consecutive days, and/or missed a test. Written medical excuses from Radiologists will not be accepted as a doctor's excuse. An ED (Emergency Department) physician's written excuse is acceptable if the student was formerly admitted to the ED where the physician works and the doctor attended to the student.
21. **Communicable Illness:** Students with a contagious virus or infection (e.g., flu, strep-throat, GI virus, etc.) should refrain from attending class/clinic until either: 1) they have had no fever for 24 hours and/or 2) they have been on an antibiotic medicine at least 24 hours; and/or 3) have a medical release form signed by their personal physician that states the student is not contagious and may resume program activities.
22. **OR/Mobile:** Students should be dressed in scrubs/cover-ups prior to clocking/signing-in. At the end of the day, the student should clock/sign-out and then change clothes. Scrub clothing cannot be worn out of the hospital/clinical site without permission from faculty.
23. **Adjunct Rotations:** Students are allowed to rotate through adjunct imaging areas during the second year of the program if all of the required CBE's are completed to date. Students should strive to be present on all days of these rotations due to the limited time available for each student. Should an adjunct clinical area finish its schedule early or have scheduled equipment maintenance, the student assigned to this area should report to the clinical coordinator or a clinical instructor for re-assignment for the rest of the clinical shift. Students are not permitted to leave early in such an instance. Documentation of any clinical re-assignment (to include date and time) is required to be included on the student time card/sheet along with a CI's signature.
24. **Breaks:** During clinical time, students may have a 10 minute AM and/or PM break in the middle of a 4-hour block of time. Students are permitted to leave the clinical area for a break if the patient flow warrants and with notification to the student's supervising technologist or a clinical instructor. However, due to the nature of patient flow, most radiology "breaks" mean the technologists and students may bring their snack (i.e, soft drink, crackers, candy bar, etc.) back to the clinical break area (away from patients) and eat/drink. Missed break times cannot be added to the thirty-minute lunch to extend the time. Radiology department "break rooms or lounges" are off limits to students unless there are absolutely no patients that need to have examinations performed and all rooms are cleaned and stocked. Breakfast should not be eaten while on program time; students must plan to arrive early to the clinical facility and eat breakfast prior to clocking in for clinical assignments. Students are not permitted to use tobacco products (smoking/chew) during class or clinical assignments.

25. **Lunch/Dinner Breaks:** Each student is allowed thirty minutes for lunch or dinner (second shift). Exceptions to the time should occur only with the permission of the program clinical coordinator or rotations that have been previously approved for 1 hour lunches.
26. **Autopsy Viewing:** Each student is allowed to view one autopsy (maximum 2 hours) during regular program clinical hours. The student must seek the permission of the conducting pathologist to attend. No more than 3 DSC radiologic technology students may attend an autopsy at one time. Viewing an autopsy after scheduled clinical hours will not count for any credited clinical time.
27. **Studying on Clinical Time:** Students may only study or do program assignments if there are no patients to be x-rayed or cases to be observed; and all rooms/clinical areas are cleaned and stocked. Students should not rely on assigned clinical time to study for or do class assignments/tests. For each occurrence, students will be credited with a clinical tardy of 15 minutes to be made-up. Each infraction will be documented for the student record. See the program Disciplinary Policy for specific information concerning violations of this policy.
28. **Personal Phone Calls and Communication:** Students should not be receiving or making personal phone calls/pages while on clinical assignments or in class/labs. All personal pagers, beepers, and phones cannot be with a student while in clinic or class. Family and friends of enrolled students should be instructed to call the program director in cases of emergency at (706) 272-2605 and the student will then be notified. For each occurrence, students will be credited with a clinical tardy of 15 minutes to be made-up. After three occurrences, the student will be credited with an unexcused ½ day for each occurrence.
29. **Injuries Leave/Surgery Leave/Maternity Leave: Definitions:**
 - Injuries:** A student who sustains any type of injury that does not allow the student to perform normal clinical tasks has to take personal time off (PTO) to make up missed clinical time. The student can only return to full clinical duties with a doctor's release. If the student cannot make-up clinical time by the end of the current semester, then the student will be offered a Hardship Withdrawal from all RADT courses and will then restart the program the next year at the beginning of the semester in which the student or will be offered an Incomplete grade in the clinical course (providing that all other classes can be attended). In that case, the Incomplete grade must be resolved by the mid-term of the next semester. If the Incomplete cannot be resolved by that date, the Incomplete will be replaced by an F and the student is then dismissed from the program.
 - Surgery leave:** A student who has been diagnosed with an illness that requires a surgical procedure (elective surgery is excluded). A written physician's note must be submitted to the program director stating type of surgery and estimated length of recovery. Pre and post surgery doctor visits follow the normal program attendance policy for absences and are not included in the extended illness/surgery leave.
 - Maternity leave:** A student who has formerly (in writing) "declared" her pregnancy to the program director. A written physician's note must be submitted to the program director stating the estimated length of recovery. Maternity leave extends from true-labor-childbirth to the return of program activities as scheduled. Pre and post natal doctor visits follow the normal program attendance policy for absences and are not included in the maternity leave.
 - Banked time:** Students are strongly encouraged to "bank" clinical time on a weekly basis to account for the time missed during a scheduled surgical or maternity leave. Banked time cannot exceed the 40 hour per week program involvement activity rule; and cannot exceed three weeks of the current semester clinical hours (Example: a 24-hour clinical week x 3 weeks = 72 hours). Such a 'banking' plan must be documented and discussed with the clinical coordinator. Banked time expires upon the student returning to the

program as a full-time student and cannot be used for mother or baby doctor appointments.

Assignments: All course assignments, tests, and performance competencies are to be completed in a timely manner upon the student's return. The student is required to meet with course instructors to discuss a plan for the completion of assignments. Any incomplete course, which occurs in the surgical/maternity leave period, will be assigned a grade of Incomplete (I); such incompletes must be resolved prior to enrolling in the next semester to meet the required pre-requisite courses. Should a student not be able to complete assignments or complete make-up time, the student may be required to withdraw from the program and re-enter at the beginning of the same semester the next year.

Make-up Clinical Time: All missed clinical time due to surgical/maternity leave will have a 1:1 ratio for make-up purposes. Should a student not be able to complete assignments or complete make-up time, the student may be required to withdraw from the program and re-enter at the beginning of the same semester the next year.

Surgical/Maternity leave clinical attendance grading: Banked clinical time will be excluded in the attendance grading for clinic. If a student is unable to bank time prior to the surgical/maternity leave, the time missed after the scheduled recovery period will fall under the normal clinical attendance grading policy. A physician's note is required for extenuating circumstances which may require additional leave time.

30. Absences due to a catastrophic event will follow the College/Program Contingency Plan Policy XXXII.

Dalton State Rad Tech Program Start-up, Calendar, Refunds, and Student Clinical Obligations

Calendar:

The rad tech program follows the Dalton State College Academic Calendar that is found on

the DSC website: <https://www.daltonstate.edu/about/calendars.cms>

The exception of the academic calendar is a 40-hour clinical week scheduled the week prior to the start of Fall semester class.

Other notes concerning Calendar:

1. **Pandemic Information:** Should a Covid closing of the college and/or clinical facilities occur, the program will be directed by the USG (University System of Georgia) on how to make-up class and/or clinical time.
2. **Inclement Weather/Event:** In cases of college closings due to weather related events, the
3. College will make the decision if class and/or clinical time has to be made-up.

Program Start-up:

Program Admission Information: Accepted students into the Summer Co-hort group will be notified of their program admission status by the first week of April. The accepted students have one week to notify the program admission's faculty that the accepted student wishes to enroll in the program. As soon as all notifications of acceptance status has been received by the faculty, an email is sent to the new students outlining start dates, course numbers in which to enroll, textbook list, uniform information, and the class roster. Program orientation lasts approximately three weeks at the beginning of the summer semester. Program orientation is mandatory.

College Tuition/Drop/Adds/Refunds:

The College Fee Schedule is located at <http://catalog.daltonstate.edu/expenses/>.

The Withdrawal and Refund Schedule is located at <http://catalog.daltonstate.edu/expenses/withdrawalrefundschedule/>

Refunds before the end of the Drop-Add period is at 100%. The refund amount for students withdrawing from the Institution will be based on a pro rata percentage determined by dividing the number of calendar days in the semester that the student completed by the total calendar days in the semester. The total calendar days in a semester includes weekends, but excludes scheduled breaks of five or more days and days that a student was on an approved leave of absence. The unearned portion will be refunded up to the point in time that the amount equals 60%.

Students who withdraw from the Institution when the calculated percentage of completion is greater than 60% are not entitled to a refund of any portion of institutional charges.

The refund of tuition and other mandatory fees in the event of the death of a student during the academic session is processed upon notification.

The Program follows the payment dates, drop/add dates, tuition refund dates as published in DSC website: <https://www.daltonstate.edu/about/important-dates.cms>

Student Clinical/Class Obligations:

Program Attendance: The rad tech program attendance is a full-time endeavor which includes six-sequential semesters. The program begins one cohort group in the summer semester and follows the college calendar as described above. Each week of each semester, students will attend class and clinical assignments up to no more than 40 hours per week. Students may not be assigned clinical settings on holidays that are observed by the college unless the student is making-up time and the student voluntarily signs the Program make-up form. In such cases, the program policies remain in effect during that time.

Grading for Class and Clinical Attendance: All program classes/clinicals have a variety of items which are evaluated for student grades (tests/assignments/quizzes/final exams/participation/performance, etc.). Attendance grading for both class and clinical assignments reflect tardiness, ethics, participation, level of responsibility, and professional behaviors.

Class Attendance: Class attendance is mandatory in person and only those students with excused health/pregnancy reasons are allowed to attend virtual classes.

Clinical Placement of students: Clinical placements of students are nondiscriminatory and solely determined by the program. Students are made aware of clinical policies and procedures including emergency preparedness and medical emergencies during program orientation as well as, a review of all program policies which are found in the Student Handbook. Each student is required to successfully complete a specific number of competency evaluations in order to meet graduation requirements. No more than 10 clinical hours per day are allowed to be assigned to each student. See Competency Evaluation Policy in Student Handbook for description of types and number of evaluations.

Clinical attendance: Clinical attendance is mandatory and completed in person. Each student is assigned clinical rotations in specified clinical sites throughout the program. All students are rotated between clinical sites either on a bi-monthly or monthly basis. The program faculty assigns clinical rotations each semester. The majority of clinical rotations are on first shift, but a specified number of evenings/weekends assignments will also be scheduled. If a student needs a certain type of competency evaluation, the faculty may re-locate the student where more of a specific exam is performed. All clinical assignments are fair and equitable to students.

PTO and Make-up Time: Each student receives three days (24 hours) of clinical PTO each year. PTO taken in excess of the three days are required to be made-up and scheduled with the program Clinical Coordinator. Students are allowed to make up clinical time during the term or scheduled breaks with appropriate student supervision. Absences from class are not part of the PTO days. Make-up time for extended illnesses and maternity leave are scheduled with the Clinical Coordinator. Banking time prior to leave may be completed if the student does not exceed the 40-hour program week.

Covid Rad Tech Quarantine (Class and Clinic) Policy 2022

Self-Disclosure: A student is required to self-disclose to the DSC Ken White Student Health Center if a student has symptoms and/or exposure to a positive Covid person and/or has a positive Covid test.

Quarantine: If a student is placed in quarantine (class and clinical) via the DSC Ken White Student Health Center due to a positive Covid test or a positive Covid exposure or is exhibiting symptoms, the student will be required to miss (class and clinical) the prescribed days of the quarantine. The following rules for missed quarantine days are:

1. Class days are to be experienced virtually if the student is well enough to attend. All class work/quizzes/tests are to be completed as scheduled or arrangements made with course instructor.
2. Clinical days:
 - A. On the first quarantine period, the student will be required to make-up 50% of the missed clinical time prior to the end of the current semester.
 - B. Additional quarantine periods, the student will be required to make-up all of the missed clinical time prior to the end of the current semester.
 - C. If the student is unable to make-up the clinical time due to occurrence at the end of the semester, the student will receive an Incomplete in the clinical course with the required time to made-up during semester break and prior to the start of the next semester.
 - D. If the student owes more time than can be made-up during a break, then the Incomplete must be resolved by the end of the first month of the next semester.
 - E. All made-up time is to be scheduled with Holly Miller.

Student Signature

Date: _____

POLICY 3: ACCIDENT AND POST-EXPOSURE INSURANCE

Students may purchase accidental injury and post exposure insurance designed for students in the University System of Georgia who participate in Applied Learning Experiences. T.W. Lord and Associates, Inc offer the insurance. Two plans are available. Neither plan is mandatory. However, according the Office of Legal Affairs at the Board of Regents if a facility requires coverage, a participating student will not be able to train at that facility unless they have the insurance. Alternate facilities are not always available and cannot be guaranteed.

POLICY 4: BLOOD AND BODY FLUID/COVID PRECAUTION

The U.S. Department of Health and Human Services, Public Health Service Centers for Disease Control (CDC) has established guidelines for the prevention of human immunodeficiency virus (HIV) and Covid-19 transmission in health care settings and in the general population.

Each hospital that provides clinical experience for Dalton State College radiologic technology students has developed policies, procedures, and/or protocols based on the CDC guidelines regarding the handling of blood and other body fluids by health care personnel.

Radiologic technology students shall observe all policies, procedures, and/or protocols that the institution has established when handling blood or other body fluids. Failure to do so will constitute a major breach of SAFETY and will result in the student's failure in the radiologic technology course currently in progress.

Dalton State College has implemented screenings and exposure to Covid-19 protocols. Any student who has been directly exposed or exhibits symptoms are required to complete the self-disclosure form found on the DSC Student Health Center website. The director of the Health Center makes the decision concerning quarantine and amount of quarantine time. If student is placed on quarantine and is not feeling sick, he/she/they are required to attend class virtually and complete assignments on GaView.

Missed clinical time for the first quarantine event as prescribed by the DSC Student Health Center, will be made-up at 50% of missed clinical hours. Additional quarantine events will be required to be made-up at 100% prior to the beginning of the next semester or beginning of the second year if a freshmen student or by graduation if a second year student.

Quarantine absences do not change the amount of clinical competencies required for graduation eligibility. All competency evaluations are required to be completed prior to program graduation. Upon the students return to clinical assignments after a quarantine event, the student is required to meet with the program clinical coordinator to schedule clinical assignments. Covid absences may require the student to extend a semester or program year in order to obtain the required clinical competencies and hours.

All students are required to sign and date Form A 15 (Covid 19 Student Contract for Class/Lab/Clinical/Student Technologist Positions (attached)) and Form A 16 (Covid Rad Tech Quarantine (Class and Clinic) Policy). Both Forms are attached to this policies and are located in the Student Handbook.

Form A 15

Student Contract For Class/Lab/Clinical/Student Tech Jobs (Rad Tech) 2023

Student Name: _____ Graduating Year: _____

Please initial each statement that you understand and know the statement is true and sign/date at bottom of page.

- _____ 1. The rad tech classroom/lab and each clinical site have visible and easily accessible supplies for sanitizing desks, computer keyboard, monitors, mouse, and lab equipment (or anything a student comes in contact with).
- _____ 2. Each student is responsible for using sanitizing products to sanitize their desks, keyboard, monitor, and anything the students touch.
- _____ 3. I have been shown where these items are in the classroom and lab.
- _____ 4. There is a bottle of hand sanitizer in the classroom and lab.
- _____ 5. I must wear a face mask over my mouth and nose at all times while in the classroom or lab if college requires them.
- _____ 6. I must take my temperature and log the results for each class day.
- _____ 7. The thermometer and ink pen must be sanitized between students or gloves are to be worn or student can use their own thermometer and ink pen to log temps.
- _____ 8. Student phones and watches are placed in the phone basket during class and testing, and are to be sanitized by the student when retrieval occurs of their items. There are working clocks in each room/lab.
- _____ 9. Anytime I feel that cross contamination of germs has or is occurring, there are gloves (found in classroom or lab) that I can wear.
- _____ 10. As an adult, I understand that taking safety precautions is my responsibility.
- _____ 11. I understand that I am required to complete the self-disclosure for to the DSC Student Health Center if I am directly exposed, have symptoms, and/or test positive.

- _____ 12. I cannot attend (in person) class or clinic if I feel that I am coming down with sinus issues, allergy issues, sore throat, and/or running a fever over 99.0 F degrees. I must complete the self-disclosure form on the DSC Ken White Health Center website.
- _____ 13. If you are placed in quarantine and you are not sick, then you are required to attend scheduled class through an online, real-time format that is set-up with your instructor (such as Zoom or Teams or GaView). Students are required to have working technology (video/audio) for virtual class/testing.
- _____ 14. On the first quarantine period, the student will be required to make-up 50% of the missed clinical time prior to the end of the current semester if possible or by the end of the program year for a first year or by graduation if a second year student. After the initial (first) quarantine, future quarantine clinical time is required to be made-up for prior to graduation. All competencies are required to be completed successfully to meet graduation eligibility. See Form A16 for additional information.
- _____ 15. If a student has had the Covid vaccine, the student is required to send a copy of the card, front and back to the DSC Student Health Center within one week of the completed the vaccines. Student should submit a copy of the card to clinical sites if requested.
- _____ 16. If you are placed in quarantine, you are not allowed to go to work at your place of employment on the days/times you are scheduled for class.
- _____ 17. If you are placed in quarantine, you must disclose this information to your employer.
- _____ 18. You are required to read and sign Form A16: Covid Rad Tech Quarantine (Class and Clinic) Policy.

Additional Student "Tech" employment:

- _____ 19. If you are hired at any facility for a student imaging job which occurs after program hours, it is important to share the available hours for work among ALL of those students who are employed. Not sharing and students arguing amongst themselves has interfered with the learning in the program.
- _____ 20. Student technologists are prohibited to evaluate enrolled radiologic technology students in any capacity (including competencies, image critiques, and/or graduate competencies). This policy is an accreditation policy set forth by the JRCERT (The Joint Review Committee on Education in Radiologic Technology).

Student Signature: _____ Date: _____

DSC Rad Tech 5/11/23

Form A 16

Covid Rad Tech Quarantine (Class and Clinic) Policy and Form

Self-Disclosure: A student is required to self-disclose to the DSC Ken White Student Health Center if a student has symptoms and/or exposure to a positive Covid person and/or has a positive Covid test.

Quarantine: If a student is placed in quarantine (class and clinical) via the DSC Ken White Student Health Center due to a positive Covid test or a positive Covid exposure or is exhibiting symptoms, the student will be required to miss (class and clinical) the prescribed days of the quarantine. The following rules for missed quarantine days are:

1. Class days are to be experienced virtually if the student is well enough to attend. All class work/quizzes/tests are to be completed as scheduled or arrangements made with course instructor.
2. Clinical days:
 - A. On the first quarantine period, the student will be required to make-up 50% of the missed clinical time prior to the end of the current semester if possible or by the end of the program year for a first year or by graduation if a second year student.
 - B. Clinical assignments for both normally assigned and make-up time cannot exceed 10 hours per day and/or 40 hours a week unless the student voluntarily signs the clinical times exception form with the Clinical Coordinator. The Coordinator will make the final determination if such a request is granted.
 - C. If additional quarantine periods occur, the student will be required to make-up all of the missed clinical time prior to the end of the current semester if possible or by the end of the program year for a first year or by graduation if a second year student.
 - D. If the student is unable to make-up the clinical time by the end of the semester and/or does not have the required number of clinical competencies, the student will receive an Incomplete (I) in the clinical course. The "I" will be changed to a grade when clinical make-up and required semester competencies have been completed. Due to program progression, an incomplete must be resolved by the mid-term of the subsequent semester or it will be changed to an "F".
 - E. All made-up time is to be scheduled with the Clinical Coordinator (Holly Miller).

Student Signature

Date: _____

POLICY V: COMMUNICATION, ACCREDITATION ISSUES, STUDENT REPRESENTATION AND STUDENT RECOGNITION

I. PROGRAM COMMUNICATION: The program strives to have good communication between all those involved within the educational process including: faculty, students, clinical instructors, and clinical staff. The faculty promotes communication with students by offering counseling assistance on an individual basis as needed, and for class groups as a whole, communication avenues exist by providing periodic time in class for general discussions of trends and problems in both the didactic and clinical setting. Communication links with each clinical site occurs through regular visits and meetings with the clinical instructors and staff.

Each radiologic technology instructor reserves the right to announce in his/her class expectations of when and how graded assignments will be turned in and returned, how review sessions for upcoming tests will be organized and managed, and what is considered cheating.

II. PROGRAM POLICIES/REVISIONS: Program policies are first introduced to the program applicant in Applicant Orientation Day. Enrolled students receive all pertinent student-program policies in their Student Handbook. All enrolled students are required to sign a statement that they have received and reviewed the contents of the Handbook during program orientation. Any changes in program policy are first discussed with the appropriate faculty and Advisory Committee (if needed). The policy changes/revisions are then presented to the student through a memo and verbal communication. Any change in policy requires the student to sign a “Policy Revision” statement. The statement is included in the student record.

III. ACCREDITATION COMMUNICATION AND CONCERNS: Any change of JRCERT accreditation status and/or updates and/or notification on non-compliance of the Accreditation Standards, are presented to each student group within 10 days of notification from the JRCERT. A copy of the JRCERT Accreditation Standards is located in the Radiologic Technology Program classroom.

Should a student wish to contact the JRCERT for issues of non-compliance, the student can contact the JRCERT at:

JRCERT
20 N. Wacker Dr., Ste. 2850
Chicago, IL 60606-3182
3127045300 Phone
3127045304 Fax
mail@jrcert.org
www.jrcert.org

IV. STUDENT REPRESENTATION: Each class will choose two class representatives each year. The representatives will provide the faculty and Advisory Committee with student views and opinions on various issues as they relate to the overall effectiveness of the program. The representatives will be invited to attend the bi-annual meetings of the Program Advisory Committee and are urged to communicate regularly with the Program Director. The students' representatives will also be required to attend the Student Activity Committee meetings on the DSC campus routinely.

IV. STUDENT RECOGNITION: In the Spring Semester, the following awards are given to the students:

Highest Freshmen Grade Point Average
Highest Graduate Grade Point Average
Outstanding Student-Program Achievement (Graduate)

V. RECOGNITION ATTENDANCE/THANK YOU: Should a student be awarded any awards and/or scholarship it is mandatory that the student attend the ceremony(s). In addition, should a student be awarded a scholarship, the student is required to write a thank-you note to the donor within a specified time frame or the scholarship will be forfeited.

POLICY 6: COMPETENCY-BASED CLINICAL EDUCATION

The Radiologic Technology Program at Dalton State College offers a comprehensive competency-based evaluation (CBE) curriculum for the clinical education of enrolled students. The Program adheres to the ARRT Clinical Competency requirements effective January 2022. A copy of the requirements is placed in the Rad Tech classrooms. Thorough evaluation combined with extensive clinical experiences provides a well-organized clinical education for each student. Clinical assignments cannot exceed 10-hour per day or 40-hour per week assignments. Students cannot be assigned clinical hours on holidays that are observed by the college unless the student chooses to use a holiday to make-up time voluntarily and a make-up time form is signed and submitted to the Clinical Coordinator.

All students are scheduled to rotate through a variety of radiological clinical sites. The faculty strives to make the clinical assignments fair and equitable to each student. Clinical assignments can be changed only with the permission of the program director. Each clinical rotation has clinical objectives and competencies, which must be successfully completed by the end of the rotation. A copy of each set of clinical objectives is found in the Trajecsyst system. All objectives require the technologist (with whom the student was assigned) to electronically sign and date the objectives when they have been completed. All completed objectives are maintained in the Trajecsyst system.

All images performed by a student (regardless of level in program and/or CBE progression) are required to be checked for accuracy by a clinical preceptor or a registered technologist prior to sending the image to a radiologist/physician for interpretation.

The radiologic technology curriculum is designed to correlate learning theories in the classroom (didactic) setting into clinical performance. This comprehensive educational plan is accomplished using the following steps:

1. Material is presented in class lecture and demonstrated in laboratory sessions.
 2. Written and laboratory performance testing.*
 3. Practice in laboratory setting. Equipment competency evaluations must be successfully passed prior to attempting any procedure CBE that uses that specific type of equipment (i.e., routine, portable, fluoroscopic, C-arm equipment).
 4. Gain experience in clinical setting under the **direct supervision** of a registered technologist within a 1:1 ratio.
 5. Document (with technologist's initials on each attempt) at least three (3) practice attempts on a procedure.*
 6. Schedule a competency-based evaluation (CBE) when the student feels he/she has mastered the procedure.
 7. Passed CBE: may perform procedure under **indirect supervision**
- Or
8. Failed CBE: obtain more practice or follow re-remediation plan devised by program director. Performing procedure remains under direct supervision until CBE has been passed. Re-attempt CBE when conditions have been met. For each re-attempt, the student must follow a re-remediation plan, which will be devised by the program faculty and a penalty of -10 on the final CBE grade for the procedure.

* Students may not attempt a CBE until a passing grade has occurred on the laboratory evaluation and at least three practice attempts have been documented. There are a few procedures that can be attempted as a CBE with only 1 practice. The Clinical Coordinator makes that determination. Practices and/or CBE attempts cannot use the fluoroscopic spot device to evaluate proper alignment or positioning.

Preview of CBE: Students who declare they are "ready" to attempt a CBE cannot see the patient first and then decide to challenge the procedure. The student must be able to handle whatever the condition of the patient and cannot refuse to attempt CBE if the patient is not an "easy" one. The student must declare that this is a competency to the evaluator accompanying them on the procedure before seeing the patient. The evaluator will take into consideration the condition of the patient when assessing the grade.

Passed CBE: Once the student has passed a CBE for a procedure, it is expected that the student can perform that procedure at each clinical facility with confidence and accuracy throughout the rest of the program. However, should a student need assistance with any exam, a registered technologist is required to be immediately available to assist the student.

Failure to maintain procedure competency: Should a student fail to maintain competency on any previously passed CBE, the student will be required to remediate with a designated plan devised by the program faculty.

First Semester CBE's: Students are required to pass all CBE's in the first semester with a passing grade of a 75 (if numerical) or a YES or PASS on all CBE's in order to proceed to clinical assignments. A YES or PASS grade will be graded as a 100 and a NO or FAIL grade will be graded as a 0.

Priority of CBE's: Students assigned to a clinical area (diagnostic, fluoroscopy, surgery, etc.) have first priority on the CBE's specific to that assigned area. Students in adjunct clinical areas must have permission from the program clinical coordinator or program director to leave his/her assigned area to go to another area to attempt a CBE. Sophomores attempting competencies have priority over freshmen attempting competencies.

Students Employed as a Student RT and CBE's: Students who are employed as a student technologist may not complete a CBE on paid time or clock out to obtain CBE's. Working student technologists cannot evaluate enrolled radiologic technology students on any competency, image critique, and/or graduate competency.

Mammography Elective Rotations: Female and male students who wish to electively rotate in mammography may do so at the Advent Murray Site.

CLINICAL SUPERVISION OF STUDENTS: All clinical experiences for students enrolled in the Dalton State College Radiologic Technology Program are fully supervised using the following parameters established by the JRCERT:

Direct Supervision:

- 1) A 1:1 ratio must exist between a qualified (registered) technologist and a student until competency has been achieved for a specified exam or procedure (thus, direct supervision). Once competency has been achieved, the direct supervision of the student performing that specific competency changes to indirect supervision status (see below).
- 2) A qualified (registered) technologist reviews each procedure in relation to the student's level of program achievement;
- 3) A qualified (registered) technologist evaluates the condition of the patient in relation to the student's knowledge and skills;
- 4) A qualified (registered) technologist is required to accompany program students in the performance of all mobile and surgical imaging procedures, regardless of level of student achievement in the competency system.
- 5) A qualified (registered) technologist is present during the conduct of the procedure;
- 6) A qualified (registered) technologist reviews and approves the procedure and all student generated film/image products prior to physician interpretation; and
- 7) **Should a student generated repeat occur the following steps must be followed:**
 - 6.1) A qualified (registered) technologist is present during the student performance of any repeat of any unsatisfactory radiograph; and
 - 6.2) The technologist must check patient positioning and technique selection **prior to** the student repeating the radiograph; and
 - 6.3) The repeat procedure is initialed (documented) by the technologist in the student Clinical Logbook and/or Trajecsys.
- 8) The technologist has the ultimate decision as to whether the CBE can be attempted when there are questions concerning the patient's condition.
- 9) All student generated images must be approved by a CP (clinical preceptor) or registered technologist prior to submission to a physician for interpretation.

Indirect Supervision: A qualified (registered) technologist is immediately available to assist students regardless of the level of student achievement. Immediately available means the presence of the technologist in an adjacent room or location to where the radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use, including portable and surgical equipment and procedures. All radiographs performed by a student (regardless of level in program and/or CBE progression) are required to be checked for accuracy by a clinical preceptor or a registered technologist prior to sending the radiograph to a radiologist/physician for interpretation. **The same guidelines occur for student generated repeats in both the indirect and direct supervision categories. See #6 in the aforementioned Direct Supervision category concerning the details of a repeat image.**

Supervision for Students for Mobile/Surgical Procedures: A qualified (registered) technologist is required to accompany program students, regardless of level of student achievement in the competency system to all mobile and surgical radiologic procedures.

Technologist Approval of Images: All radiographs performed by a student (regardless of level in program and/or direct or indirect CBE progression) are required to be checked for accuracy by a clinical preceptor or a registered technologist prior to sending the

radiographic image to a radiologist/physician for interpretation. Failure to follow program policies will lead to disciplinary action. See program Disciplinary Policy in student handbook.

Use of Fluoroscopic Spot Devices: Students are not allowed to operate the fluoroscopic spot device to assess proper alignment and/or patient positioning or use the device for competency practices or performance evaluations. Such usages will lead to student suspension and/or dismissal from the program.

Digital: Post-Processing Policy: Digital image manipulation by students following image processing should be limited, if not avoided. The following are examples of practices that **ARE NOT ALLOWED** following the processing of the image.

- Under no circumstances should students manipulate the brightness or contrast of an image.
- The act of “post-collimation”, which is collimation or cropping an area of the image after processing to give the appearance of collimation during the exposure, is an unethical and intolerable practice.
- Images are not to re-centered at give the appearance of correct longitudinal and/or transverse centering.
- Parts of the image must not be cropped, then copied/pasted into another location.
- Markers cannot be “cut” from an image and moved to another location.
- Anatomy cannot be “cut” from an image and saved to another projection.
- Images cannot be deleted without approval from the supervising technologist.

These practices are unethical and violate the ARRT’s Code of Ethics. Failure to comply will result in a loss of 20% from the clinical evaluation grade for the current clinical rotation will occur on the first offense. **Dismissal** from the program for the second offense.

CLINICAL EDUCATION GRADING SYSTEM:

Each clinical education course grade is derived using the following components:

40%	*Competency-based evaluations (average)
20%	Clinical Progress/Technologists Evaluations (average)
15%	Faculty Student Semester Review (Summary) [Copy attached to this policy]
20%	Attendance (see Program Attendance Policy for details)
5%	Clinical Proficiency (Technique guide in Trajecsys) (average)
100%	

** Incomplete “I” in clinical grades due to inadequate number of completed competencies:

If the required minimum number of clinical competencies are not satisfactorily completed by the beginning of the semester Final Exam week, the student will earn an incomplete “I” for the current clinical grade. The “I” must be resolved by the mid-term of the subsequent semester to remain enrolled in the program. In this case, a maximum of two “I’s” will be allowed for program enrollment and cannot be in subsequent semesters (back-to-back semesters). Back-to-back incompletes will result in dismissal from the program and a recorded grade of “F” for the current clinical course due to lack of satisfactory student progress. If the student has not achieved all of the required first year competencies, the faculty reserves the right to withhold sophomore rotations in the adjunct imaging modalities in order to re-schedule the student in routine diagnostic and fluoroscopic procedures. Such re-scheduling is provided to increase the clinical assignment in the areas where the delinquent competencies can be completed. All required competencies must be completed by the end of the second year in order to meet graduation eligibility. In occurrences of missed clinical time due to a quarantine situation prescribed by the DSC Ken White Student Health Center, the student is to follow Policy IV, Form A15, and Form A16 in the Rad Tech Student Handbook.

Incomplete “I” in clinical grade due to Excused Extended Illness:

An incomplete “I” is assigned in the clinical course when the student has not completed the required number of semester clinical procedural competencies due to an excused extended illness approved by the Program Director. The student must resolve this form of a clinical “I” by the mid-term date of the subsequent semester. In this case, a maximum of two “I’s” will be allowed for program enrollment and cannot be in subsequent semesters (back-to-back semesters). Back-to-back incompletes will result in dismissal from the program due to lack of satisfactory student progress.

Competency-based evaluations: In the course of program enrollment, the student will be required to complete a specific number of competencies (78) with a minimum grade of 75%. The competencies for each semester will comprise 50% for semester 1 and 40% for semester 2-6 of the student’s clinical grade. The competency evaluation will include the evaluation of the student’s patient interaction, equipment readiness, positioning skills, equipment manipulation, technique selection, use of radiation protection, and image evaluation with regards to anatomy, quality, and film identification. The competency-based evaluations (CBE) may be <https://daltonstatecollege.sharepoint.com/sites/alliedhealth/Rad Tech Shared/Handbook/2023-2025 Handbook/E6 Policy VI Clinical CBE Policy 2023.doc>

evaluated by the program clinical coordinator, a clinical preceptor, or a registered technologist who has been trained by the program faculty. The following list denotes the types of competencies required in the program:

CBE Categories:	46 ARRT Mandatory procedures
	15 Elective procedures
	<u>17 Program</u> Mandatory competencies
	78 Total

Contrast Enhanced CBE's: Prior to the start of the CBE, the technologist evaluating the student must seek permission for the student CBE attempt from the radiologist performing the study. This permission includes both static and dynamic contrast studies. At any time during the procedure, the radiologist has the right to cancel the student CBE if the patient's condition warrants such action.

Mandatory Procedural CBE Category: 36/46 mandatory competencies must be performed on actual patients (simulations allowed on equipment, general and patient care only). The remaining 10 mandatory competencies can be simulated. Each student must complete all 46 competencies from this category.

Elective CBE Category: 15/34 elective competencies must be performed by each student. Elective competencies can be evaluated with actual patients or will be designated as to which ones can be simulated. Each student must complete 15 competencies from the 34 elective procedures available. One of the 15 elective imaging procedures must be selected from the head section; and two of the 15 elective imaging procedures must be selected from the fluoroscopy studies section.

Graduate CBE Category: See Graduation Requirements Policy.

Competency Re-checks: Each student is re-evaluated in the laboratory session of RADT 2229 (Radiologic Procedures IV) on the previously evaluated procedures presented in the first three radiologic procedures courses. These evaluations serve to assess the retention and skills of learned material. Grades for these re-checks are calculated in the course grade for RADT 2229. Students who fail to pass the re-check with at least a grade of "C" will be required to complete a remediation plan devised by the clinical coordinator and re-attempt the re-check. A second failure of the re-check will lead to a recorded grade of "F" for the course.

Semester Competency Requirements: Each student is required to complete the following number of competencies by the end of each semester. The last day/time a CBE can be submitted to the clinical coordinator is 12 noon on the first day of final exams for the semester. If the required minimum number of clinical competencies (requirement: completed 85% of expected competencies for that semester) are not satisfactorily completed by the beginning of the semester Final Exam week, the student will earn an incomplete "I" for the current clinical grade. The "I" must be resolved within the first month of the subsequent semester to remain enrolled in the program. In this case, a maximum of two "I's" will be allowed for program enrollment and cannot be in subsequent semesters (back-to-back semesters). Back-to-back incompletes will result in dismissal from the program and a recorded grade of "F" for the current clinical course due to lack of satisfactory student progress. If the student has not achieved all of the required first year competencies, the faculty reserves the right to withhold sophomore rotations in the adjunct imaging modalities in order to re-schedule the student in routine diagnostic and fluoroscopic procedures. Such re-scheduling is provided to increase the clinical assignment in the areas where the delinquent competencies can be completed. All required competencies must be completed by the end of the second year in order to meet graduation eligibility.

<u>Year</u>	<u>Semester</u>	<u>Required Number of Competencies</u>
First	Summer I	10
	Fall I	15
	Spring I	<u>15</u>
		40
Second	Summer II	13 [10 +3 (re-checks)]
	Fall II	13
	Spring II	<u>12</u> (6 grad CBEs)
		38

Program Total CBE's: First year 40 + Second year 38 = 78

A complete list of the competency requirements and examples of each type of CBE assessment tool can be found in the Student Handbook.

Simulations of CBE: Simulation of a CBE can only occur with the consent of the Clinical Coordinator and will not be a guaranteed event. Each student should strive to get CBE's completed on actual patients in the clinical setting.

Image Critique Guidelines:

1. Image critique sessions **should be evaluated at the time** of the performance using the student's actual images. Image critiques can **ONLY** be done with a Clinical Preceptor. In the event that a situation or emergency arises where the CP cannot complete the critique at the time of performance, another CP or clinical coordinator should complete the image critique session **within 5 school days** of the date of performance. CBE's older than two weeks (10 days) cannot be submitted for grade calculation and must be repeated with the appropriate 10-point grade reduction for a repeat attempt.
 Exceptions to this policy:
 - A) The program clinical coordinator will evaluate those CBE's marked with an asterisk "*".
 - B) Performances evaluated by non-CP's (by technologists who have been trained by the faculty) are required to have the image critique performed by a CP or the clinical coordinator within 5 days of performance.
2. Image critique sessions will be no longer than 30 minutes and have a **maximum of two procedures critiqued in one session.**
3. It is the student's responsibility to bring their Bontrager or Merrill's positioning book to the session.
4. The image critique session will be cancelled if the student: 1) does not have the completed CBE form submitted in Trajecsys and/or 2) is more than 10 minutes late to the session and does not notify the faculty.
5. Missing a scheduled image critique without notification is a deduction of 10 points to the final CBE grade for the procedure.
6. All views will be critiqued.
7. CBE's must include the routine procedures for the clinical site in which the CBE occurred.
8. Bi-lateral exams may count as practice attempts up to 3. However, the CBE (4th attempt) can not count as the graded/evaluated CBE.
9. Surgical CBE's and graduate surgical CBE's are left to the discretion of the surgery CP for assessment of the appropriate level of difficulty.
10. Any written assignments resulting from the critique session must be turned in within 5 days.

General CBE Grading Guidelines:

1. A failure includes the following:
 - a) receiving a "NO" and/or a "FAIL" on any of the items on a Yes or No and/or a Pass or Fail CBE
 - b) failure to use the student's lead markers or marking the wrong side
 - c) failure to use the ALARA principles of radiation protection
 - d) the use of fluoroscopic spot devices to assess alignment/positioning
 - e) any repeat film; **exceptions** to this rule will be one repeat allowed for the following procedures (with a -3 penalty):
 - Spot lateral for lumbar spine
 - Odontoid for cervical spine
 - One after film on each fluoroscopic procedure if applicable
2. Failed CBE's:
 - a) must be re-attempted after re-mediation has occurred. The re-mediation plan is devised by the program director and/or clinical coordinator
 - b) carry a penalty of 10 points for each re-attempt
 - c) no more than three re-attempts will be allowed on any one procedure
 - d) a failure on the film critique section will result in a penalty of 10 points from that section only and another film critique will be re-scheduled with the clinical coordinator.
 - e) If a student has failed three CBE's, the student is not adequately progressing in the clinical component of the program and will receive a failing grade "F" in the current clinical course and dismissed from the program
3. Passed CBE:
 - a) student may then perform that CBE under indirect supervision as outlined in this policy
 - b) student will then be expected to maintain competency in previously passed CBE's throughout the program

Clinical Preceptor/Technologist Rotation Evaluations/Work Ethics: The student will be assessed on his/her performance on each rotation, as well as, the overall performance for the semester. This assessment includes the following affective domain components: work ethics, adaptability, disposition, attitude, professionalism, ethical behavior, reliability, punctuality, initiative, industry, cooperation, leadership, and motivation. This assessment comprises 20% of the semester clinical grade.

Faculty Semester Student Review (Summary): The student will be assessed on his/her overall program progress which includes class and clinical assessments. This review comprises 15% of the semester clinical grade.

Attendance: Recognizing that punctuality and attendance are an integral part of being a professional technologist, attendance grading will comprise 20% of the semester clinical grade. See Attendance Policy for specific grading information.

Clinical Proficiency: The student will be assessed on his/her clinical assignments in the Trajecsys system for the semester. Assignments for each semester and grading guidelines can be found in the Student Handbook. The average of the grades for the technique guidelines and repeat sheets comprise 5% of the semester clinical grade.

General Clinical Practicum Guidelines: The student should:

1. Make the patient's needs and care your first priority. Always cover patient during procedures and transport with a sheet or blanket, and treat all patients with courtesy and respect.
2. Refrain from receiving and making personal phone calls and/or using personal pagers/beepers.
3. Refrain from chewing gum or candy in presence of patients and/or physicians.
4. At all times, be self-motivated to learn radiologic procedures and display a high level of industry and enthusiasm.
5. When signing medical records, sign your name and the initials "SRT" for student radiologic technologist.

TRAVEL WAIVER

I am signing this waiver realizing that it will allow me to go over the specified mileage available (60 miles one-way from the college campus) for clinical site travel. This is strictly voluntary, and I realize I will be exceeding the mileage limit, but I want to benefit fully from exposure to various clinical sites. By signing this waiver, I release the program of all liability from the extended travel and agree to get to the clinical sites in a timely manner, not using the extra mileage as an excuse for tardiness.

Student Signature

Date

Faculty Signature

Date

Student Name: _____ Term: _____ **semester** Year: _____

<u>Work Ethics Trait</u>	A+	A	B+	B	C+	C	F
1. Attendance: Attends class/clinic, arrives/leaves on time; notifies preceptor of absences; whereabouts known?	100	93	88	84	79	75	0
2. Character: Displays: loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, self-responsibility, common sense and maturity.	100	93	88	84	79	75	0
3. Teamwork: Respects rights of others; is a team worker, is cooperative; is assertive; is energetic; displays a customer service attitude; seeks opportunities for continuous learning; displays mannerly behavior; meets expectations of clinical and classroom assignments.	100	93	88	84	79	75	0
4. Appearance: Displays appropriate dress, grooming, hygiene, and etiquette. Follows dress code policies.	100	93	88	84	79	75	0
5. Attitude: Demonstrates a positive attitude; appears self-confident; has realistic expectations of self and grades.	100	93	88	84	79	75	0
6. Professionalism/Productivity: Follows safety practices; conserves materials; keeps work area neat and clean; follow directions/procedures; completes clinical & class assignments/objectives; adequate amount of clinical exams performed; able to demonstrate logical image sequencing and positioning for patients with both single and multiple exams; demonstrates appropriate ability to evaluate the quality of images; demonstrates appropriate professional judgment in delivering patient care; practices safe radiation protection; demonstrates appropriate ability to select technical factors for both standard and digital imaging.	100	93	88	84	79	75	0
7. Organizational Skills: Manifests appropriate skills in: personal management, time management, prioritizing, flexibility, adaptability, stress management, dealing with change, completes/pass class/clinical assignments and tests.	100	93	88	84	79	75	0
8. Communication: Displays/demonstrates appropriate nonverbal (eye contact body language) and verbal skills (listening, etiquette, uses correct grammar).	100	93	88	84	79	75	0
9. Cooperation: Displays leadership skills; appropriately handles criticism and complaints; demonstrates problem-solving capability; maintains appropriate relationships with supervisors and peers; follows directions; complies with all program policies.	100	93	88	84	79	75	0
10. Respect: Deals appropriately with cultural/racial/gender diversity; does not engage in harassment of any kind and promotes political correctness; respects authority.	100	93	88	84	79	75	0

Student Signature: _____ Average Grade: _____ Letter Grade: _____

Comments: _____

Program Director: _____ **Date:** _____ **Clinical Coordinator:** _____ **Date:** _____

POLICY 7: CONFIDENTIALITY AND HIPPA

Confidentiality is the protection of the privacy of others in both written and oral forms.

Patient Confidentiality is the protection of the patient's privacy in written and oral communication. The radiologic technology program requires that the student respect the patient's right to privacy by using professional judgement in revealing confidential information to other persons.

Students are expected to maintain patient confidentiality in all clinical settings by adhering to Healthcare Insurance Privacy and Portability Act (HIPPA). In the interest of privacy and confidentiality, discussion of patients should not be conducted in areas when others may overhear or with any lay person outside of the medical field. The patient's problems and conditions should be discussed only with those who need such information in order to improve the patient's care.

Students are not to research or get information on any patient's exam history, except for a medical reason, research paper, or doctor's order. Electronic records are not to be accessed on any patient, unless it is for a "need to know" basis. Disciplinary measures will be taken if a student violates this policy.

Student Confidentiality is the protection of the student and or program applicant's privacy in written and oral communication. Students are not to talk to others about any confidential and/or personal information concerning another student and/or an applicant in the admissions process for the program. Students are to follow the golden rule and treat others with the respect that each person deserves.

Students found violating patient, student, or applicant confidentiality will be disciplined according to the Program Disciplinary Policy.

POLICY 8: CPR (CARDIOPULMONARY RESUSCITATION)

Prior to the first clinical experience, students shall submit certification in CPR by the American Heart Association. The CPR course required establishes student certification for two (2) full years. Current certification shall be maintained throughout the student's enrollment in the radiologic technology program. It is the student's responsibility to be re-certified during program enrollment should their certification expire. Clinical time will not be given to obtain CPR certification. A photocopy of the CPR card shall be retained in the student's program file. Disciplinary measures will be taken if a student attempts clinical education without re-certification.

A copy of each student's CPR card must be given to the DSC Registrar when the student applies for DSC Spring Graduation.

The faculty reserves the right to determine the severity of infractions. Documentation from clinical faculty must accompany clinical situations that involve the student violating program policies.

I. DISMISSAL: Grounds for immediate **dismissal** include, but are not limited to:

1. Failure to meet academic standards and/or complete all “incomplete” clinical requirements within 1 year after the original expected graduation date.
2. Behavior/actions unbecoming to the profession and/or demonstration of poor character; to include lying, dishonesty, and unprofessional language and/or negative behavior/attitudes. This includes harassing and bullying others while enrolled in the program and/or posting such aforementioned things to social media. (Note: Student social media accounts are monitored by program faculty).
3. Denied access of clinical assignments/rotations from one or more clinical facilities. Such a request must be accompanied with documentation from clinical site describing a student’s violation of program policies and circumstances involved.
4. Failure to uphold the Standards of Ethics for the profession.
5. Failure to demonstrate suitable progress in clinical practice (not completing or retaining competencies). Such a request must be accompanied with documentation from clinical site describing a student’s violation of program policies.
6. A request from a clinical facility that the student leave the clinical site early due to dissatisfaction with the student’s behavior and/or professional expectations.
7. Cheating in any form (to include plagiarism/clinical paperwork/clinical competencies/practices/using past or present program student’s assignments/tests/projects/taking notes and/or recording in any manner test review sessions). Students will be dismissed from the program in cases of academic/ethical dishonesty. The student will receive a letter of “F” in the course the dishonesty occurred. The student will be given a letter grade of “W” for all other currently enrolled courses. In such cases, the student is not eligible for program re-entry.
8. Falsification of application for admission, transcripts, program document or any course assignment/clinical practice/competency. Such a request must be accompanied with documentation from clinical site describing a student’s violation of program policies.
9. Physical/verbal abuses of a patient, visitor, doctors, technologist, health care provider, or other student.
10. Revealing confidential information about any patient, employees of a health care institute, student, applicant, or employee of Dalton State College or of the program.
11. Failure of a drug test for illegal substances/alcohol or mind-altering drugs.
12. Denied student employment from one or more clinical facilities.
13. Falsifying information on hospital or clinical site records (to include attendance records/patient charts/clinical competencies).
14. Possession of a lethal weapon on college campus or clinical facility premises.
15. Willful destruction of college, program, and/or clinical facility property.
16. Larceny or unauthorized possession of property belonging to the college, clinical facility, program, any employee of college, program or clinical facility, visitor, student, doctor, or patient.
17. Soliciting tips, loans, drugs (prescribed or illegal) and/or gifts from others (including physicians, healthcare personnel, and/or patients of clinical affiliates, or fellow students).
18. Absence without notification.
19. Sleeping on program time (clinical and/or class).
20. Attending program activities (class and/or clinical) under the influence of alcohol or any mind-altering drugs (including sleep aids and/or pain relievers.)

21. Negligence or carelessness in the performance of duty actually or potentially hazardous to self or another person, the college or the property of the health care facility.
22. Behavior and/or appearance of being under the influence of drugs (including pain medicine) or alcohol.
23. Medicated while on program duty. If you are going to be using any type of pain medicine, you must notify the program director and submit a written note from referring physician. Students are not allowed in clinical or class assignments while on pain medicine.
24. Possession or consumption of alcohol while on program hours/duty.
25. Radiating self, patient, or anyone without a written physician's order.
26. Radiating self, patient, or anyone unnecessarily to obtain practice or competencies.
27. Three written warnings and or two verbal warnings in the program record.
28. One program suspension for any offense.
29. Gross failure to abide by program policies.
30. Willingly discussing with others applicant or student information which is meant to remain confidential.
31. Willingly reporting to others the status of or condition of persons applying to the program as a result of the admission interview process.
32. Failure to verify correct patient for an exam or perform correct exam on a patient on more than 2 occasions.
33. Obtaining one or more CBE's while employed as a student technologist.
34. Four days (32 hours) or more absences from clinic in a semester (beyond 3 allotted personal days [24 hours] for year)*.
35. After the third (3rd) absence in a class, the student will be dropped from the course with a grade of F; thus resulting in program dismissal. Documented surgery/maternity leave are excluded.
36. Extending college breaks without a doctor's written notice (i/e/, taking extra days off during a scheduled college vacation/break)

II. PROGRAM SUSPENSION:** Grounds for suspension on first offense and dismissal on second:

1. Verbal abuses/vile language (includes bullying/sexual harassment and/or unprofessional language) of any patient, visitor, doctor, technologist, health care employee, or other persons (to the person or about the person).
2. Engage in or post to social media any type of harassment/bullying/negative attitude or actions and/or sexual/negative misconduct (speech and/or behavior) directed towards or about patients, physicians, technologists, college and/or program faculty, college students, and/or rad tech classmates.
3. Behavior/actions unbecoming to the profession to include lying, dishonesty, and the use of vile/cursing/inappropriate language/actions; this includes inability for student to restrain himself/herself from causing disturbances in the classroom and clinical environments.
4. Failure to uphold the Standards of Ethics for the profession.
5. Willfully marking his/her and/or other's time sheets (cards) incorrectly.
6. Engaging in a heated argument in such a manner as to disrupt the flow of patient care, or the work or study/classroom environment of others.
7. Insubordination (disobedient/defiant attitude).
8. Willfully asking clinical personnel to leave early or arrive late to clinical assignments.
9. Sleeping during scheduled program hours (clinical and/or class).

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10. Removals of library materials from the program, college, or health care facility without permission.
11. Betting or gambling while assigned to program activities (class and clinical).
12. Willfully using the Internet in unsuitable ways while engaged in program assignments (i.e., class, clinical, labs, computer labs, etc.).
13. Revealing confidential information about any patient, employees of a health care institute, student, applicant, or employee of Dalton State College or of the program.
14. Program faculty/CI and/or medical physician asked student to leave a procedure due to inappropriate actions, behavior, language, and/or personal hygiene.
15. Non-productive in class and/or clinic (i.e. staying busy, but failing to x-ray patients).
15. Doing class assignments on clinical time.
16. Dishonesty in grades/grading papers/CBE counts, CBE exams/computer assignments/quizzes/tests; obtaining one CBE while employed as a student technologist.
17. Loss of time cards/objectives on more than one occasion.
18. Failure to review missed classwork with instructor upon first day back from an absence.
19. Absence from or leaving program activities (clinical or class) without permission or notification of program director or clinical coordinator.
20. Signing (clocking) in/out for other students.
21. Failure to verify correct patient for an exam or perform correct exam on a patient on more than 1 occasion.
22. The use of electronic technology at a clinical site other than what is routinely used for radiologic imaging purposes.
23. One written warning in the program record.
24. Three days (24 hours) absences from clinic in a semester (beyond 3 allotted personal days [24 hours] or year) in a semester.*
25. Extending college breaks without a doctor's written notice of extenuating sickness.
26. Possessing laptop/mobile phone/wrist trackers while in class and/or clinical assignments.

**Note: Students on suspension may not work as a student technologist during the suspension.

III. DOCUMENTED WRITTEN WARNING: Written warning on first offense; suspension of 1-3 days on second offense, dismissal on third offense:

1. Violation(s) of a health care facility and/or college parking rules and regulations.
2. Possessing unsuitable magazines, books, and audiovisuals while on assigned program activities (i.e., class, clinical, labs, computer labs, internet, etc.)
3. Having personal phones or pagers (beepers) on your person while engaged in program activities (i.e., clinical and/or class).
4. Failure to personally notify the faculty concerning an absence or tardy.
5. Unbecoming/inappropriate discussions concerning self-behavior or behavior of other persons.
6. Use of vile, intemperate or abusive language to a person or about other persons.
7. Absences from assigned clinical/class area and/or whereabouts unknown on more than one occasion.
8. Use of tobacco products (smoking/chew) while on clinical assignments or in class.
9. Extending breaks and/or lunch periods.
10. Wearing program radiation dosimeter while on radiology employment.
11. Loss of time cards/objectives.
12. Student found in clinical areas other than assigned on more than one occasion.
13. Completing competencies, practices, and/or objectives which may lead to an earned student grade with a spouse and/or significant other that may be employed in a program clinical affiliate.

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14. Failure to purchase required course textbooks by the **second** day of a course.
15. Failure to follow clinical CBE system guidelines to include, but not limited to: failure to have three documented practices for each competency, and/or failure to have the observing technologist complete the CBE form at the time of the procedure, and/or failure to document record of procedure in clinical logbook on the day the procedure occurred, and/or failure to show three documented practices to technologist prior to attempting competency.
16. Failure to successfully proceed through the CBE system as expected by program faculty.
17. Failure to maintain competency in previously passed CBE's
18. Violations of Dress Code and personal hygiene guidelines.
19. Insolence (i.e., rude, disrespectful to faculty, technologists, physicians, students, college and clinical personnel).
20. Unauthorized use of computers in class.
21. Negligence or careless use of property resulting in loss or damage.
22. Use of health care facility phones for making/receiving personal phone calls.
23. Promotion of negative attitudes and actions to others.
24. Loafing and non-productive actions in classroom and/or on clinical assignments.
25. Use of tobacco products (smoking/chew) while on clinical assignments or in class.
26. Late to call in to report sickness or tardy.
27. Making and/or receiving personal phone calls while on clinical assignments.
28. Failure to report cheating on program class or clinical assignments.
29. Failure to wear OSL radiation monitoring device in proper location on body.
30. Failure to exchange the radiation monitoring device within 5 working days of due date.
31. Failure to maintain the care and proper placement of radiation monitoring device when not in clinic.
32. Failure to verify correct patient for an exam or perform correct exam on a patient.
33. Two days (16 hours) absences in clinic (beyond 3 allotted personal days [24 hours] for year) in a semester.*
34. Thirteen (13) or more tardies in clinic in a semester.*
35. Three (3) absences from any one class or cumulatively from all classes in a semester; excluding surgery/maternity leave.
36. Extending college breaks without a doctor's written notice.

IV. Verbal warnings: Verbal warning entered into student folder on first offense; written warning and 1 day suspension on second offense, written warning and 3 day suspension on third offense; dismissal on fourth offense. Such warnings may include, but not limited to:

1. Violations of Dress Code policy for both class and clinical attendance.
2. Tardies/Absences to class and/or clinic.
3. Use of cell phones/beepers while on program duty (class and/or clinic).
4. Losing time cards and/or any other program paperwork/book.
5. Parking car in areas other than those designated for students on both college and/or clinical campuses.
6. Failure to achieve competency practices and evaluations in a timely fashion.
7. Insolence (i.e., rude, disrespectful to faculty, technologists, physicians, students, college and clinical personnel).

**See Policy II: Attendance for further details of attendance expectations and grading procedures.*

Disciplinary Procedures: All disciplinary incidences up to and including program suspension and dismissal, are managed by the Program Director and the Clinical Coordinator. Suspensions range from 1-3 days for each offense and may include suspension from class, clinical assignments, or both. Students will be dismissed from the program in cases of academic/ethical dishonesty and any violation of program policies as outlined in the aforementioned policy. As a result, the student will receive a letter of “F” in the course the dishonesty occurred. All other courses the student is currently enrolled will be given a “W”. A student dismissed from the program due to academic/ethical/professional dishonesty and/or a request that a student not return to a clinical facility is not eligible for program re-entry.

Program Reinstatement Procedures: A student may request an appeal for program suspension and/or dismissal according to the program Reinstatement Policy as described in the Student Handbook. A student dismissed from the program due to academic/ethical/professional dishonesty and/or a request that a student not return to a clinical facility is not eligible for program re-entry.

Program Suspension Make-up Time: All missed program time (includes both clinical and class assignments) must be made up prior to the start of the next semester. All class assignments are the responsibility of the student and tests must be made up the FIRST day back. The student cannot use personal sick days or earned free clinical days for resolving the suspension.

1. Students reporting for clinical experience must dress in complete uniform or alternate attire as indicated by the clinical setting. Each institution's policies are reviewed during program orientation and must be followed. A student inappropriately dressed may be asked to leave the clinical area and will be charged with an absence. A verbal warning will be recorded in the student's program file. See Disciplinary Procedures Policy in the Student Handbook for additional disciplinary information.
2. In general, students are to maintain good personal hygiene which includes: daily showering/bathing, clean clothes, no offensive body/mouth odors, no smoke odor on clothing or school work/documents, and no visible teeth decay.
3. Program uniforms are to be purchased at the La-Parisienne Uniform Shop located at 929 N. Glenwood Avenue, Dalton, Georgia. The phone number is: 706-278-6846.
4. Tattoos must be **completely** covered for class and clinicals.
5. Tennis shoes for clinicals: must be solid white, solid black, or solid gray (with no other colors). No crocks are allowed. Shoes must be clean at all times. Any deviation of color must be pre-approved by the program faculty.
6. The **FEMALES** complete student uniform consists of:
 - A. Hunter Green Top (with **solid white or black**/visible crew-neck type shirt **underneath** and tucked in pants) and Pants (purchased at designated professional uniform store). DSC patch must be attached in proper location. The outer green top may be tucked in pants or left outside of pants; undershirt must be tucked in pants.
 - B. White trouser socks or white hose (**no** golf-type/low-cut socks allowed).
 - C. Optional: White jacket length lab coat with DSC patch must be attached in proper location.
 - D. Hair pulled back or up at all times. Hair must be out of eyes and face. White or green, small bows or barrettes allowed. Hair must be and/or appear dry and if colored, no major difference between roots of hair, parts of hair, and length of hair, or two or more contrasting shades, or hair color that is not considered natural. Only solid color, no more than 1" headband allowed,
 - E. Short fingernails (no longer than end of finger). Clear or pale colored polish only. No glittery polish or fake nails allowed.
 - F. No false eye lashes are permitted.
 - G. One small ring per hand. **No** bracelets (wrist or ankle) are allowed. One small wrist watch is permitted.
 - H. One thin, narrow necklace with one charm (gold or silver only). Must not be able to hang out of top/shirt.
 - I. One pair of earrings (one earring in each ear lobe). Earrings must be no larger than ½" and must be white, silver, or gold. **No** dangling earrings permitted. No other visible body piercing allowed (including tongue piercing and/or ear cartilage). No lip, eyebrow, nose piercing or hanging jewelry allowed.
 - J. **No visible skin tattoos.** Tattoos must be covered at all times (clinical and class) with skin-tone bandages or covering.
7. The **MALES** complete student uniform consists of:
 - A. Hunter Green Top (with **solid white or black**/visible shirt underneath and tucked in pants) and Pants (purchased at designated professional uniform store). DSC patch must be attached in proper location. The outer green top may be tucked in pants or left outside of pants; undershirt must be tucked in pants.
 - B. White trouser socks (**no** golf-type/low-cut socks allowed).

- C. Optional: White jacket length lab coat with DSC patch must be attached in proper location.
 - D. Hair must be shorter than top of shirt in the back and top of ear on the sides; bangs must be no longer than eyebrows; sideburns must be no longer than 1” and cannot extend below the level of the superior notch of tragus (flap of ear cartilage before hole in ear), style must be and/or appear dry and if colored, no major difference between roots of hair and length of hair, or two or more contrasting shades. No pony tails or ‘man-bun’ permitted.
 - E. Faces must be cleanly shaven for all program activities (class and/or clinic). Stubble is not accepted. Beards and mustaches are allowed if neatly groomed. Men may only grow beards and/or mustaches a maximum of two times a year while enrolled in the program.
 - F. Short fingernails (no longer than end of finger). No nail polish or fake nails are permitted.
 - G. No false eyelashes are permitted.
 - K. One small ring per hand. One small wrist watch is permitted.
 - H. **No** earrings or bracelets (wrist or ankle) are allowed on male students. No visible body piercing allowed (including tongue piercing). No lip, eyebrow, nose piercing or hanging jewelry allowed.
 - I. One thin, narrow necklace with one charm (gold or silver only). Must not be able to hang out of shirt.
 - J. **No visible skin tattoos.** Tattoos must be covered at all times (clinical and class) with skin-tone bandages or covering.
8. **Avoid** the following when wearing the uniform:
- A. The use of excessive cosmetics, elaborate hairstyles, chewing gum or candy, or colored nail polish.
 - B. Smoking and/or the use of tobacco products. This applies to eating/shopping at lunch and before and after program hours while in program uniforms.**
 - C. Perfume, shaving lotion, and strongly scented hair products.
 - D. Personal cell phones/beepers/pagers are not allowed in clinic, class, or lab.
9. General appearance and hygiene when in uniform:
- A. The uniform must be freshly laundered and ironed for each wear.
 - B. Shoes and uniform shall be clean and in good repair at all times.
 - C. Students must maintain proper hygiene: daily bathing/showering, clean hair, clean teeth.
 - D. Official student identification, radiation monitoring device, anatomical markers, clinical logbook, and/or pocket positioning atlas.
 - E. For those clinical rotations that require scrubs to be worn: scrubs are on “loan” to the student from the institution and cannot be taken out of the institution. Students must don and return the scrub uniforms daily. A cover-up, snapped completely shut is required on top of the scrub uniform whenever the student is not in a sterile environment. Proper student identification is required on the outside of the scrub or cover-up. Students must seek the approval from the program director or clinical coordinator if the student has had an accident and scrubs need to be worn outside of the institution. In such a case, the student must return the scrubs/cover-up the next clinical day to the designated department. Failure to seek appropriate faculty approval when a student wears scrub uniforms home will lead to disciplinary action. See Disciplinary Procedures in the Student Handbook.

10. **Class attendance dress requirements:** All dress to class must be clean and cover the body from the neck/shoulder to 2" above the knee when standing and sitting. Leggings can be worn **only if** the top/tunic/blouse is long enough to the tip of the middle finger of student's hand when standing. **No** tanks tops, halter tops, low-cut tops (no cleavage showing), short-shorts, hats or head-wear. No t-shirts with questionable writing will be permitted. Hair must be dry and styled modestly. **No tattoos or body piercing (other one earring per ear for females) can be visible.** For positioning labs or guest lectures held at the hospital, student must wear either the program uniform with lab coat and name tag or khaki long-pants with knit shirt and lab coat with name tag; **and** follow all other dress code requirements regarding jewelry, perfume/cologne, hygiene, shoes, and socks.
11. Personal cell phones/beepers/pagers are **not** allowed in clinic, class or lab. Such devices should not be brought into the clinic, class, or lab; but be left outside of the building.
12. Attire at the program's pinning ceremony must be pre-approved by the faculty. Girls cannot wear any low-cut top/dress or too short in length. Men (both classes) are required to wear a shirt with a tie, dress slacks, dress shoes with socks. No tennis shoes or flip-flops are allowed by **any** student. If faculty prescribes that each graduate wear a graduation gown for the pinning ceremony, it is the student's responsibility to purchase the correct gown type.

Reminders:

1. Students may not display tattoos **at any time while representing a student in the radiologic technology program (this includes class and clinical time).**
2. **Student may not use any tobacco/smoking products while in program uniform.**
3. Students must adhere to jewelry policy at all times while representing a student in the radiologic technology program (this includes class and clinical time).
4. Students must have good personal hygiene: daily showering/bath, clean clothes, no visible teeth decay, no offensive body/mouth odors, no smoke smell on school papers.
5. Male Student's sideburns must be no longer than 1" and cannot extend below the level of the superior notch of tragus (flap of ear cartilage before hole in ear).
6. Male Students: Faces must be cleanly shaven for all program activities (class and/or clinic). Stubble is not accepted. Beards and mustaches are allowed if neatly groomed. Men may only grow beards and/or mustaches a maximum of two times a year while enrolled in the program.
7. All student hair styles, color, length, etc. must meet approval of Program Director. Drastically contrasted hair colors will not be permitted. Hair color must be considered "natural" in color and pre-approved by the Program Director for clinical or class attendance.

Student Due Process Procedures:

<u>Level of Due Process</u>	<u>Action Timeline (upon receiving documents)</u>
Lodging a Complaint/Grade Appeal	within 7 days of occurrence
Interview of Discovery with Program Faculty	within 5 days of receipt of docs
First Appeal: Radiologic Technology Program	within 3 days of interview
Second Appeal: School of Health Professions	7 days
Third Appeal: College Level	14 days
Final Appeal: University System of Georgia	60 days

Lodging of Formal Complaint/Grade Appeal: If a student has a grievance or desires a grade appeal, the student must submit the grievance/appeal in writing to the Program Director and Clinical Coordinator of the Radiologic Technology Program within **seven working days of the occurrence (or within seven working days of final course grade submission on the College Banner system).**

General Complaints: Should any complaint be lodged concerning non-formal grievance complaint levels (e.g., cleanliness of classroom/lab, etc.), the Program Director and faculty must address the complaint for resolution within 7 days of complaint. If such complaints occur in an ongoing fashion, the Program Director or program faculty will address the complaints with the Dean of the School of Health Professions to prevent such complaints from negatively impacting the educational program and move towards a resolution of the complaints.

Interview of Discovery: The Program Director and Clinical Coordinator will schedule a discovery interview with the student within **five working days of receiving the written formal grievance/appeal.**

First Appeal: The Program Director and Clinical Coordinator will render a decision on the formal complaint/appeal **within three working days** of the Interview of Discovery. The Program Director will notify the student in writing or verbally. The Program Director and Clinical Coordinator's decision is binding and final for all purposes, as far as the Radiologic Technology Program is concerned.

Second Appeal: Should the aggrieved person desire to continue the formal grievance/appeal, he will make an appointment with the Dean, School of Health Professions. The student will read a prepared statement to the Dean and answer questions as presented. The Dean shall **render a decision and notify the student in writing or verbally within 7 working days of the grievance/appeal meeting with the student.** The Dean's decision is binding and final for all purposes, as far as the School of Health Professions is concerned.

Third Appeal: Should the aggrieved person desire to continue the formal grievance/appeal, the aggrieved person will make an appointment with the Vice President of Academic Affairs. **within seven days of the Second Appeal result.** The student will read a prepared statement to the Vice President and answer questions as presented. The Vice

**POLICY 11: DUE PROCESS/COMPLAINT
RESOLUTION POLICY**

President shall **render a decision and notify the student in writing or verbally within 7 working days of the grievance/appeal meeting with the student.** The decision of the Vice President shall be binding and final for all purposes, so far as the College is concerned.

Final Appeal: Should the aggrieved person be dissatisfied with said decision, he/she may apply to the University System of Georgia Board of Regents, without prejudice to his/her position, for a review of the decision. The application for review shall be submitted in writing to the Executive Secretary of the Board **within a period of twenty days, following the decision of the Grievance/Appeal Committee.** This application for review shall state the decision complained of and the redress desired. A review by the Board is not a matter or right, but is within the sound discretion of the Board. If the application for review is granted, the Board or committee of the Board, shall investigate the matter thoroughly and **render its decision thereon within sixty days from the filing date of the application for review or from the date of any hearing which may be held thereon.** The decision of the Board shall be final and binding for all purposes. (Board of Regent's Minutes, 1962-63, pp. 244-245; Minutes, 1967-68, pp. 750-751; Minutes, 1973-74, pp. 176-177). The final appeal does not include any individual(s) directly associated with the program (e.g., program director, clinical coordinator, faculty, administrator).

Documentation: The program maintains a record of all formal grievances and their resolution.

Resolution of Complaints regarding allegations of non-compliance with JRCERT Standards:

Upon receiving notification from the JRCERT that the program is in non-compliance with one or more of the published Standards, the program director will meet and discuss the issue(s) with the program clinical coordinator and Dean of the School of Health Professions of the College. This meeting will be called and conducted within 7 days of the receipt of the non-compliance. The program director will then in turn formulate a response in writing to the JRCERT in an effort to resolve the non-compliance. The written response will be forwarded to the JRCERT within 14 days of the initial non-compliance notification.

Should a student or student wish to contact the JRCERT and file a complaint or concern about the Dalton State College Radiologic Technology Program the following is the contact information for the JRCERT (Joint Review Committee on Education in Radiologic Technology):

**JRCERT
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
312-704-5300 phone
312-704-5304 fax
www.jrcert.org**

POLICY 12: GRADUATION REQUIREMENTS/JOB ACQUISITION

General Statement: This policy outlines the requirements and general information for graduating from the Radiologic Technology Program of Dalton State College.

I. Graduation Requirements:

1. Passed all program courses with at least a “C” average (75+) including all academic and clinical courses/assignments/competencies (including a minimum of 10 IV sticks).
2. Passed the Program Exit Exam with at least a score of 75% in the last semester of the program. Two attempts will be given.
3. Performed and passed the required number of graduate competencies; unassisted (with indirect supervision) in the last two semesters of the program. The list of procedures will be distributed to the students prior to the start of this period. Students may not attempt/obtain these procedures until all of the routine procedures in the CBE system have been successfully completed. Graduate competencies must be passed with no more than 3 second attempts on either the performance, film critique, or combination of both. A failed grad comp will lead to a recorded grade of “F” in RADT 2256 (Advanced Clinical II).
4. Attended the program the required length of time with all unexcused absences resolved prior to the last day of the program.
5. Returned all items belonging to the program or made restitution for any lost or damaged property of the program; i.e., books, lead marker sets, charts, models, student ID badge, clinical log books, count sheets, etc. by the first day of final exams of the Spring semester.
6. Paid any outstanding fees to the Program or Dalton State College for tuition, books, materials, graduation, etc., received, ordered, or used by the student by the first day of final exams of the Spring semester.
7. Turned-in the radiation protection monitoring device.
8. Completed DSC Graduation Application with an attached CPR card copy and paid diploma/graduation fee.
9. Completed ARRT application (to include examination fee and mailing) in the first week of April in the last semester. The student is responsible for the examination fee. Estimated cost: \$200.00.
10. Attend and participate in program pinning ceremony at the end of the program. Students are required to purchase a pin if the whole class votes to have the pinning as part of the graduation exercises.
11. Walking in college graduation exercises is optional for each student.
12. Students are required to dress appropriately for the pinning ceremony as prescribed in the dress code policy. Graduation cap and gown may be the required dress for the pinning ceremony. The cost of the cap, gown, and graduation pins will be the responsibility of each student.

II. Graduate Competencies (Student Learning Outcomes):

The Radiography Program’s curriculum and instructional methodologies strive to graduate students with the following competencies:

1. Apply knowledge of the principles of radiation biology and protection for the patient, radiographers, and others.
2. Apply knowledge of human anatomy, physiology, radiographic procedures, radiographic technique, instrumentation, equipment, and pathology to accurately demonstrate anatomical structures on a radiograph.
3. Demonstrate at all times: ethical conduct and values, positive professional behavior, positive communication, and empathy towards their patient's needs.
4. Exercise good judgment, common sense, and critical thinking skills in the pursuit of quality radiographs and solving problems.
5. Exercise confidentiality of patient records and information.
6. Provide patient care essential to radiologic procedures.
7. Recognize emergency patient conditions and initiate life saving first aid.
8. Introduction to advanced or specialized imaging procedures for those desiring advanced educational opportunities.
9. Recognize the need to obtain further education in the pursuit of life-long learning.

III. Job Acquisitions for Program Graduates:

The program will assist the graduates in finding a job after passing the ARRT examination in the following ways:

1. Present job-finding skills such as interviewing and resume production in a program course.
2. Post job openings on the student bulletin board.
3. Host healthcare recruiters (when solicited) on campus for class presentations.
4. Complete reference questionnaires/forms from employers. The program does not produce reference letters for its graduates, but will complete a reference form.

POLICY 13: HEALTH REQUIREMENTS/PREGNANCY POLICY/CRIMINAL BACKGROUND SCREENING/TOXICOLOGY SCREENING

Any time there is questionable ability to perform physically or emotionally, further examination is required. A FCE (Functional Capacity Exam) by an IME (Independent Medical Examiner) is required or a psychiatric exam if appropriate.

Due to clinical learning affiliate requirements, criminal background checks and toxicology (drug) screening is required for all Radiologic Technology students prior to participating in clinical experiences. Due to this requirement, student refusal of either the background check or drug screening will result in no acceptance into the program and/or dismissal from the program due to the inability to complete clinical learning requirements. Students must follow all instructions for obtaining criminal background checks and toxicology screenings. Students are responsible for all fees associated with screenings.

Results of criminal background checks and toxicology screenings are handled by an outside screening company that partners with the clinical facilities. If the student has received a no-clearance status, the student is contacted via the screening company. The Rad Tech Program is not included in any of the results as mandated by the University System of Georgia Board of Regents policy. The only report given to the program is that the student has a “cleared” status and can proceed to clinical assignments. The toxicology and background checks are not part of the student’s educational record as defined by the Family Educational Rights and Privacy Act (FERPA). Students are required to meet “cleared” status in order to complete the educational and clinical requirement of the Rad Tech Program.

Students who have been found guilty of having committed a felony, misdemeanor and/or found to have a positive toxicology screen may be prevented from participating in clinical experiences. The program requires that student in any of the aforementioned situations, contact the ARRT for clearance to sit before the registry examination.

- A.** **Physical Examination and Drug Screening:** PRIOR TO THE PROGRAM APPRENTICESHIP, FOR THE DALTON STATE COLLEGE RAD TECH PROGRAM, each student must provide documentation of a physical examination and drug screening. The physical may be completed by a physician, licensed family nurse practitioner, or physician’s assistant (countersigned by a physician). The physical examination report must have been completed within 2 months of the apprenticeship appointment with program faculty.
- B.** The drug screen test (9-10 panel type) will be scheduled for the student at a prescribed facility as designated by program faculty. Both examination costs are the responsibility of the student.
- C.** The medical form includes verification of vision, hearing, and dental assessments necessary to meet the job requirements of a radiologic technologist. Should information on the completed medical form indicate areas of concern (i.e., limited vision, teeth decay, hearing loss, etc.), the student may be required to seek additional health services in order to comply with hygiene and job expectation standards.
- D.** Students must have good person hygiene to include: daily showering/bathing, brushing teeth, no offensive body/mouth odors, no smell of smoke on clothing or schoolwork or documents, and no visible teeth decay.

- E. Prescribed Medications: Any student taking prescribed medicine or any over-the-counter mind/mood altering drug must disclose the situation to the Program Director. Program attendance is prohibited for any student taking Type II Narcotics or any type of drug that induces sleep, anxiety, mood altering, or any behavior change from the considered normal state.
- F. In accordance with Federal law, a positive toxicology screen for legally prescribed marijuana may prohibit a student from being placed in a clinical setting that accepts federal funding.
- G. Limitations: Any condition which might limit the student's ability to meet course objectives, jeopardize the student's health, or jeopardize the health of others/patients must be reported to the clinical coordinator. Such occurrences will require a medical release.
- H. In addition to the above health requirements, all students must have a current/valid CPR card for the entire length of the program.
- I. Prior to Admission Clinical Apprenticeship: 10-panel drug screen
- Accepted Student: 10-panel drug screen, physician's health physical, Two-Step TB skin Test, liability insurance
- Beginning Second Year: 10 panel drug screen, physician's health physical, Two-Step TB skin Test, liability insurance
- J. Some clinical sites may require that a tobacco screening test be required for students rotating through their facility. Should such a test be required, it will be the responsibility of the student to pay for the test.
- K. Students are reminded that smoking and/or use of any tobacco products is prohibited on both the college campus and clinical site's campuses. Students may not use any type of tobacco products while in the program uniform. Should a student smoke prior to attending clinicals or class, the student cannot have the lingering smell of smoke on their person or clothes.
- L. Reasonable Suspicion Screening: Students may also be required to submit to additional toxicology screening during the Rad Tech program when reasonable suspicion of impairment exists. Reasonable suspicion testing may include, but not be limited to, the following while on clinical or campus learning activities:
1. Physical symptoms such as slurred speech, unsteady gait, confusion or other manifestations of drug/alcohol use.
 2. Presence of odor of alcohol or illegal substance.
 3. Abnormal conduct or erratic behavior during clinical or on-campus learning activities, chronic absenteeism, tardiness, or deterioration of performance regardless of any threat to patient safety.
 4. Suspected theft of medications including controlled substances while at the clinical facility; and
 5. Evidence of involvement in the use, possession, sale, solicitation or transfer of illegal or illicit drugs while enrolled in the Rad Tech Program.

- M. Immunizations***: All program applicants must be fully accepted into Dalton State College prior to enrolling in the program. Such College acceptance includes a form for proof of immunization for:
- MMR
 - Measles
 - Mumps
 - Rubella
 - Influenza

* In cases of pregnancy or suspected pregnancy, immunizations may be deferred. College Admissions is responsible for immunization evaluations.

N. Other Health Tests Required at the expense to the student:

- Annual 2-step Tuberculin Skin Test (Exception: documentation of previous positive TB skin test, in which case the student must submit evidence of a chest x-ray).
- Hepatitis B vaccine series or waiver signed.
- Drug screening.
- Covid testing

O. Latex Allergies: Most clinical sites as well as the college's labs are not latex-free. Students who have a known latex sensitivity/allergy must notify the Program Director or Clinical Coordinator in writing in order to develop a plan of action.

P. Students with Accommodations: Students who have been accessed for the need of accommodations as deemed by the DSC Office of Disability Services, are required to share the level of accommodation needed for the student while enrolled in the Rad Tech Program. If a student needs accommodations for the ARRT examination, it is the student's responsibility to contact the ARRT and complete the documentation with the ARRT.

Q. Pregnancy Policy:

- Should a student become pregnant while enrolled in the radiologic technology program she has the right to "Declare" her pregnancy to the program faculty or remain "Undeclared". The policy is a "voluntary" policy.
- A "declared" pregnant student chooses to voluntarily inform (in writing) program officials of her pregnancy to include the expected date of delivery.
- A "Declared Pregnant Student Statement" form is required to be completed by the student if she declares her pregnancy. The Form is found at the end of this policy.
- The Declared Pregnant student has the right withdraw the declaration at any time by submitting a written withdrawal declaration to the Program faculty.
- A declared pregnant student will have the option of continuing the educational program without modification or interruption, or take a leave of absence from clinical and class assignments or withdrawing the declaration. If a leave of absence is chosen: Any missed class assignments/tests must be made-up upon returning from maternity leave. Any missed clinical hours can use "banked" time. Please read below (#8) for specific details.
- All leave time, assignments, clinical competencies and tests must be completed prior to the program graduation ceremony in order to participate in ceremony exercises. If needed, a program extension can be granted using an Incomplete "I" grade for courses in the last semester of the program. The "I" is required to be cleared by the mid-term of the subsequent semester.
- Maternity leave**: Used when a student has formerly (in writing) "declared" her pregnancy to the program director. A written physician's note must be submitted to the program

director stating the estimated length of recovery. Maternity leave extends from true- labor-childbirth to the return of program activities as scheduled. Students are strongly encouraged to return to classroom attendance within three weeks of giving birth due to the nature of course progression. All classroom assignments, tests, and lab sessions/evaluation are required to be made up by the end of the semester or an “I” (Incomplete) will be the earned grade in each course. The “I” must be completed by the mid-term of the subsequent semester. For clinical attendance, the student can use the “banked” hours up to a maximum of 96 hours of schedule clinical time. Pre and post-natal and/or child doctor visits follow the normal program attendance policy for absences and are not included in the maternity leave or banked hours (time). Should a student choose to return before the banked time is completed, the banked time is considered expired and cannot be transferred to another student.

8. **Banked absences time:** Students are strongly encouraged to “bank” clinical time on a weekly basis to account for the time missed during a scheduled surgical or maternity leave. Banked time cannot exceed the 40 hour per week program involvement activity rule and cannot exceed three weeks of clinical hours. Such a ‘banking’ plan must be documented and discussed with the clinical coordinator. Banked time expires upon the student returning to the program as a full-time student (including both class and clinical assignments). Pre and post-natal student and/or child doctor visits follow the normal program attendance policy for absences and are not included in the maternity leave or banked hours (time). Other program students may donate hours to the student’s “bank”. Such donations require a written notice (of hours donated and who is donating the hours) to the Clinical Coordinator prior to the student leaving for maternity. Should a student choose to return before the banked time is completed, the banked time is considered expired and cannot be transferred to another student.
9. The student has the option of purchasing a second radiation dosimeter to monitor the radiation levels of the fetus.
10. No clinical rotational changes are necessary for a pregnancy. The student will be allowed to actively participate in all routine aspects of program activities (clinical and class). The student will utilize the ALARA radiation protection principles (Time, Distance, Shielding) as required by all enrolled radiologic technology students.
11. For program re-entry, the student must follow the established program Reinstatement Policy procedures.
12. The program follows the recommendations for a pregnant student or staff as established by the Nuclear Regulatory Commission (NRC).
13. Maximum Permissible Occupational Radiation Exposure Limits:

Amount	Annual	Monthly
Occupational Effective Dose	50 mSv	
Lens of eye	150 mSv	
Cumulative	10 mSv x age	
Declared Pregnancy Fetal Dose	5 mSv entire gestation	0.5 mSv per month of gestation

Declared Pregnancy Form: Dalton State College Rad Tech

In Accordance with the NRC's regulations (10 CFR 20.1028), "Dose to Embryo/Fetus", I wish to declare that I am pregnant. My estimated date of conception was _____
(month and year only)

I understand that an embryo/fetus shall not receive in excess of 5 mSv unless that dose has already been exceeded between the time of conception and submitting this form, during the term of the pregnancy.

I understand that I will be given information directing me to read NRC regulatory guides for radiation concerns and dosages for the embryo/fetus.

I understand that I have the option of continuing my educational program without modification or interruption or take a leave of absence from class and clinical assignments with time/classwork to be made up. Banking of a maximum of 96 hours is allowed which can be used for clinical absences.

I understand that no clinical rotational changes are necessary for my pregnancy.

I understand that any time missed over my allotted personal days will have to be made-up in accordance to program policies.

I understand that I have the option of purchasing a second radiation dosimeter to wear at the level of the fetus for the remainder of the pregnancy.

I understand that I can withdraw my declaration at any time by submitting a written withdrawal letter to the Program Director.

I understand that signing this declaration is totally voluntary.

(Date of Declaration)

(Signature of Student)

RECEIPT OF DECLARATION ACKNOWLEDGED:

Signature of Director

Date

Witness

Date

POLICY 14: INCIDENT REPORTING/INJURIES/OCCURRENCES IN CLINICAL AREA

1. The student will notify the clinical preceptor immediately of the injury (injuries includes needle sticks) and the preceptor will institute appropriate action.
2. The clinical preceptor will notify the lead technologist or departmental supervisor and initiate an occurrence report provided by the health care institution.
3. The clinical preceptor will provide the student with treatment options (health care facility protocol).
4. The student will make a treatment decision. If the student cannot make a treatment decision, an attempt will be made to reach the student's family or person to contact in case of an emergency. If an emergency situation and if family cannot be reached, the preceptor will make a treatment choice based upon his/her professional judgement.
5. If health care facility protocol is refused, the student must sign a waiver provided by the health care facility. Such a waiver must be copied and sent to the program director.
6. The student is responsible for all costs of medical treatment incurred.
7. The clinical preceptor will call the radiologic technology program director or clinical coordinator to report the occurrence.
8. The preceptor will submit a copy of the occurrence report to the program director or clinical coordinator.
9. The occurrence report will be placed in the student's program file.
10. It is the student's responsibility to discuss with program faculty any change of physical and/or mental health that would limit or prohibit the student from performing the technical job skills expected of a radiologic technologist; as described in the Technical Skills document during the program application and apprenticeship process. A medical release is required if a change in a student's physical and/or mental capabilities occur in order to continue in program activities.

POLICY 15: INSURANCE

Liability Insurance

Students enrolled in the radiologic technology program at Dalton State College are required to purchase Professional and Personal Liability Insurance annually (prior to starting clinical rotations) for the following minimum amounts of coverage:

Professional	\$1,000,000/\$3,000,000
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The radiologic technology program seeks the best insurance package for the most reasonable price each year and makes group liability insurance available to students enrolled in the program.

Student electing to purchase individual liability insurance coverage must submit evidence of required Student Coverage before the first day of class/clinic in the program. A copy shall be retained in the divisional student file.

Student are covered entirely for one annual year and is renewal at the beginning of the second year.

Medical Insurance

Students enrolled in the radiologic technology program are strongly encouraged to purchase a personal medical insurance plan while in the program. If a student is personally injured in the clinic setting during assigned hours, the student is NOT covered by the liability insurance and is NOT covered by the clinical education settings' Workers Compensation.

If an injury occurs, it is the student's responsibility to consent or deny consent to medical treatment, convey the facility desire to receive medical treatment if treatment is desired, and provide documentation of insurance or provide payment upon arrival for treatment, Again, regardless of fault, neither DSC nor the clinical education setting will responsible for payment(s); the responsibility of payment is directed to the student, thus the need for personal medical insurance is strongly recommended.

**POLICY 16: PROFESSIONAL ACCOUNTABILITY/PARKING AND TRANSPORTATION
RAD TECH CLASSROOM/LAB/BREAKROOM RULES OF BEHAVIOR
STUDENT CLINICAL EXPECTATIONS**

Professional Accountability

While enrolled in the radiologic technology program, the student will abide by the following policy. Any deviation from the policy will lead to disciplinary action.

The student will:

1. Comply with all program policies and JRCERT accreditation Standards, especially those concerning academic standards, radiation safety, student supervision, repeat films, pregnancy declaration, dress code, and attendance.
2. Abide by the ASRT Rules of Ethical Conduct.
3. Recognize abilities and limitations.
4. Have a registered technologist in the x-ray room for all student generated repeats so that a second repeat will not be necessary.
5. Accept and profit from constructive criticism and suggestions.
6. Establish and maintain a good rapport with applicants, classmates, faculty, and all health care team members.
7. Make the care and safety of the patient your first priority.
8. Have each student generated image passed by a registered technologist for accuracy prior to sending to physician/radiologist for interpretation.
9. Display empathy and sympathy with your patients and others.
10. At no time engage in or post to social media any type of harassment/bullying/negative attitude or actions and/or sexual/negative misconduct (speech and/or behavior) directed towards or about patients, physicians, technologists, college and/or program faculty, college students, and/or rad tech classmates.
11. Use time and resources purposefully.
12. Cope with own anxiety or seek appropriate help.
13. Utilize appropriate channel of communication using program hierarchy.
14. Promote the radiologic technology profession in a positive manner.
15. Represent the program and the college in a professional manner while engaged in all program activities and assignments to include off-campus field trips/seminars.
16. Promote positive interactions within the program by actively participating in program activities which build TEAM attributes and behaviors.
17. Abide by the following Classroom Rules of Behavior.
18. Do not contact any clinical facility or clinical personnel at any time other than to report a clinical absence or tardy.
19. Follow the hierarchy of program organization. Do not go over the Program Director's position to College/Health Professions Administration unless a student has discussed issue with Program Director first.

**POLICY 16: PROFESSIONAL ACCOUNTABILITY/PARKING AND TRANSPORTATION
RAD TECH CLASSROOM/LAB/BREAKROOM RULES OF BEHAVIOR
STUDENT CLINICAL EXPECTATIONS**

20. Transportation and Parking: Students are responsible for transportation to and from the College and clinical affiliates. Students will travel to clinical affiliates located throughout the north Georgia and southern Tennessee regions.

Parking on the DSC campus: requires that students register their vehicle Summer and Fall semesters with the DSC Public Safety department. Students are required to park on the college campus in area designated for student parking only. Parking in faculty parking lots is prohibited.

Parking at clinical affiliates: students are required to park in parking lots designated for students and visitors.

Traveling to clinical affiliates: Students are assigned to clinical rotations within a 60-mile radius from the college campus. If a student chooses to rotate in a facility over the 60-mile radius, a Travel Waiver must be signed and submitted to the clinical coordinator.

Student signature: _____ Date: _____

**POLICY 16: PROFESSIONAL ACCOUNTABILITY/PARKING AND TRANSPORTATION
RAD TECH CLASSROOM/LAB/BREAKROOM RULES OF BEHAVIOR
STUDENT CLINICAL EXPECTATIONS**

The Rad Tech Classroom/LAB/Breakroom Rules of Behavior

1. Classroom computer use is for educational purposes only.
2. Internet surfing to any type of offensive site will lead to program dismissal. Computer usage is monitored by DSC computer department (OCIS).
3. Turn off computers at the time class is scheduled to start.
4. Do not use computers during class sessions unless assigned by the instructor.
5. Do not download anything from the Internet to a classroom computer.
6. Do not load classroom computers with personal e-mail attachments.
7. Do not change the Desktop on a classroom computer.
8. Do not use any language that is offensive in class (to include swearing, cussing, dirty jokes, poking fun at others, etc.)
9. Treat others in a respectful manner in both speech and actions. Any harassment/bullying or negative conduct towards others will not be tolerated.
10. Remember to display the characteristics of a positive, professional role model.
11. While an instructor is teaching/lecturing, please limit personal conversation and/or laughing until after class is over.
12. Personal phones must be either turned-off or placed on silent, and placed in the phone prison basket when the instructor enters the room for class.
13. Please be mindful that the program's reputation is at stake with your every action both inside and outside the classroom.

Student Signature signifying that the policy has been reviewed.

Date signed

**POLICY 16: PROFESSIONAL ACCOUNTABILITY/PARKING AND TRANSPORTATION
RAD TECH CLASSROOM/LAB/BREAKROOM RULES OF BEHAVIOR
STUDENT CLINICAL EXPECTATIONS**

STUDENT CLINICAL ROTATION EXPECTATIONS

1. Clean and stock rooms and dressing rooms. (this includes any modality you are rotating through and fluoro as well as the radiology department).
2. Empty linen bags in rooms and dressing rooms. (this includes any modality you are rotating through and fluoro as well as the radiology department).
3. Keep tech work area and hallway neat.
4. Studying is permitted when not busy. Put books away when not studying.
5. Clean up after yourself. This includes books, papers, drinks, etc.
6. Master all the x-ray equipment and PACS system (other systems where applicable).
7. Critique images within one week of performance (if possible) with a CI. Limit 2 critiques per day per CI. Students may complete an unlimited number of CBE performances if the student feels ready to complete a competency. Limiting the CI's critiques to 2 a clinical day is due to the business of the imaging department.
8. Only one student in the designated room. If it is something rare, we will discuss it and get the patient's permission for you to observe.
9. No discussions, talking, laughing, etc., when a patient is within hearing distance.
10. **DO NOT** question peers or technologist in front of the patient. If you have a question, ask in private.
11. Help with procedures and patients. Do the procedures you have comped and assist with the ones you have not. You should never be standing around even if someone else is doing so.
12. Check the printer for requisitions (where applicable). These are your patients. First come, first serve. Be aggressive.
13. Must be professional at all times.
14. Must be aggressive at all times. This cannot be stressed enough.
15. **DO NOT SAY, "I'VE ALREADY COMPED THAT."** If you are working with other students and the requisition is for something that you have already comped, you may tell the tech and then ask the other students if they need the exam. If they do not, then it is yours to do. Always be willing to go and do whatever is needed to help. If you do not do this, it makes the techs unhappy and they assume you do not want to work or help when needed. **THIS TYPE BEHAVIOR WILL BE EVALUATED AND WILL RESULT IN A LOWER GRADE ON YOUR END ROTATION EVALUATION.**
16. Your evaluations will be graded strictly on your performance. This means to stay busy and do what is asked and expected of you at all times. Perform at your greatest potential. These techs will give you their best and you are expected to also give them your best and your respect.
17. **SOPHOMORES:** We expect you to run the room by yourself with the technologist's limited assistance. This is after you have comped this procedure. The techs will be close by, but you doing most to all of the exam without the techs direct help, prepares you for the real world after school. Always be respectful to the patient and the tech and never demand that they do something for you. Use your manners.
Remember you must ALWAYS have a tech in the room for a repeat.

SIGNATURE: _____ DATE: _____

POLICY 17: STUDENT RAD and MRI SAFETY, ETHICAL CONDUCT ISSUES, RADIATION MONITORING, SAFE RADIATION PRACTICES, MRI SAFETY SURVEY

1. All students are required to follow the Code of Ethics set forth by the American Registry of Radiologic Technologists. The Code of Ethics can be found at: www.arrt.org
2. Each student will receive safety instructions on **radiation protection, equipment, MRI** in the program orientation prior to operating radiography equipment in the clinical and/or laboratory setting and/or any clinical rotation. Each student will follow the guidelines set forth in the orientation session.
3. Radiation monitoring devices (dosimeters) will be issued to each student at the beginning of the program. The device is to be worn at collar level at all times during clinical assignments. During fluoroscopy, the radiation dosimeter will be outside of the lead apron at the collar level.
4. Program dosimeters are not to be worn by any student who is in a radiology employment capacity. Failure to abide by this policy will result in disciplinary action.
5. A student who is not wearing a monitoring device will be suspended from the clinical assignment until the device has been replaced. The suspension time must be made up prior to the beginning of the subsequent semester. Replacement dosimeters are at the cost of the student.
6. Students must report a lost or damaged monitoring device immediately to the program's clinical coordinator. Students must replace the monitoring device in order to attend clinical rotations. Students will incur the expenses of device replacement. Missed clinical time and grading for that time will follow the Program Attendance Policy.
7. Students must exchange the monitoring device within five (5) working days of the due date. Failure to exchange the device on time will result in disciplinary action.
8. Radiation exposure reports will be shown to the student **within 30 days** of the program receiving the radiation report. Students will initial the radiation exposure report at the time of review. The report is reviewed by the program clinical coordinator (designated RSO) to make sure student radiation doses follow the recommended NRC limits.
9. Protocol for Incidents in which dose limits are exceeded: A student who receives an excessive radiation exposure report (20% over minimum; not to exceed 50 mrem (0.5 mSv) per month will be notified and counseled by the clinical coordinator (RSO). Repeated high exposure rates will result in further investigation and possible disciplinary action for the student if the student has not followed policy. Should higher than expected readings occur from any clinical site, the clinical coordinator will notify the Imaging Director of the clinical site for further investigation. The threshold dose for student radiation exposure must be kept below 5 rem/year (50 mSv/year).
10. Students must stand behind the leaded control booth for diagnostic imaging. Lead aprons must be worn on all portable, surgical, and fluoroscopic procedures.
11. Students **MUST NOT** hold patients or image receptors during any radiographic

- examinations.
12. All patients should be radiographed using safe radiation practices: **ALARA** (time, distance, and shielding with lead).
 13. All radiographs performed by a student (regardless of level in program and/or CBE progression) are required to be checked for accuracy by a clinical instructor or a registered technologist prior to sending the image to a radiologist/physician for interpretation.
 14. A registered radiologic technologist must be present in the room for student generated repeat films. The technologist should re-check patient set-up, positioning, and technique selection prior to the student radiating the patient a second time. Failure to follow the repeat film guidelines will result in disciplinary action.
 15. Students are required to expose patients under direct supervision (registered technologist present in the room) until competency on that specific procedure has been achieved. After achievement of competency on the procedure, the student can perform that procedure under indirect supervision (registered technologist immediately available). Students are required to be accompanied by a registered technologist on all mobile and surgical exams; regardless of level of competency or year in the program.
 16. Each student will follow good radiation safety procedures including the **ALARA** principle and the three principles of radiation protection: time, distance, and shielding with lead
 17. Students are required to operate all radiological imaging equipment with the safety of patients, co-workers, and self, being of the utmost importance. Students should report any malfunction of imaging equipment to the radiology supervisor on duty.
 18. Students are not allowed to operate the fluoroscopic spot device to assess proper alignment and/or patient positioning or use the device for competency practices or performance evaluations.
 19. Students are not allowed to attend class or clinical assignments under the influence of alcohol, pain medicine, or any mind-altering drugs. If students are on prescribed pain medicine, the student must notify the program director and submit a written note from the referring physician. Violation of this policy will lead to program dismissal.
 20. Students are not allowed to solicit money, tips, or drugs (prescribed or illegal) from any physician, fellow student, or healthcare worker while in a student capacity at a program clinical facility or in class.
 21. Negligence or carelessness in the performance of duty or any potentially hazardous acts to self, patient, fellow student, or healthcare personnel will lead to program dismissal (to include not verifying correct patient or ordered exam performed).
 22. It is the student's responsibility to discuss with program faculty any change of physical and/or mental health that would limit or prohibit the student from performing the technical job skills expected of a radiologic technologist; as described in the Technical Skills document during the program application and apprenticeship process. A medical release is required if a change in a student's physical and/or mental capabilities occur in order to continue in program activities.
 23. Students must be directly supervised by a qualified technologist during surgical and all mobile, including mobile fluoroscopy, procedures regardless of level of competency.

Safety for MRI:

The rad tech program faculty teaches MRI Safety protocols in program Orientation, as well as formally in the RADT 2224 procedures course. Students are required to complete the MRI screening form (found at the end of this policy) during program orientation prior to student clinical experience and notify the faculty if a change in status occurs.

Safety concerns for the technologist, patient and medical personnel must be recognized. These concerns are due to interaction of the magnetic fields with metallic objects and tissues. During an MRI scan, patients and personnel in the immediate are exposed to static, gradient-induced (time-varying), and radiofrequency (RF) magnetic fields. Warning signs of MRI in Use must be posted on the MRI door, as well a door security system.

24. Safety concerns associated with MRI, resulting from the interaction of these magnetic fields with tissues and metallic objects, are as follows:
 1. Potential hazards of projectiles
 2. Electrical interference with implants
 3. Torquing of certain metallic objects
 4. Local heating of tissues and metallic objects
 5. Electrical interference with normal functions of nerve cells and muscle fibers
25. Certain items are not allowed inside the fringe magnetic field (the static magnetic field that surrounds the magnet) and essential monitoring of anyone entering the magnetic fringe field must be completed by MRI personnel prior to entering the field. Items that can be magnetized have the potential to become projectile hazards if brought into the fringe field. The danger of projectile objects increases as the distance to the magnet decreases. The danger is higher closer to the magnet.
26. Warning posters and door security systems are required in the MRI suite to prevent unauthorized personnel from entering the restricted areas within the fringe magnetic field.
27. In the event of a code (respiratory or cardiac arrest) the patient must first be removed from the scan room and app personnel advised of the routine procedure response to eliminate the possibility that metallic objects may become dangerous.
28. Patient equipment such as O₂ tanks, IV pumps, wheelchairs, carts and patient monitoring equipment, is not allowed inside the 50 Gauss line.
29. Possible damage to electronic components and the function of cardiac pacemakers may occur if placed within a 5 Gauss line distance.
30. A through patient history and screening process is mandatory for patients scheduled for an MRI examination.
31. It is recommended that pregnant technologists remain outside the scan room when the MRI is activated.

Dalton State College Emergency Contacts:

For emergency situations on campus, Call Dalton State Public Safety at 706-272-4461 or call extension 4461 from a campus phone or call 911.

DSC Public Safety (24 hours):	706-272-4461
Dalton State Plant Operations:	706-272-4446
Chemical/Hazardous Material Spills:	1-800-424-8802
City of Dalton Police, Fire, EMS:	911
Whitfield County Sheriff's Office, Fire Dept	911
Emergency Management Authority:	911

Specific Emergency Instructions: Call 706-272-4461 or 911

General emergency, Active Shooter, Bomb Threat, Chemical Spill, Civil Disturbance, Earthquake, Emergency Notification, Evaluating People with Disabilities, Fire, Medical Emergencies, Student Crisis Response, Suspicious Package, Suspicious Activity or Person, Tornado/Severe Weather, Utility Failure (Gas leak/power outage), Winter Storm
Each Classroom is equipped with an Emergency Preparedness Information and Instructions packet that is attached to the wall for further details.

Dalton State College Rad Tech Program

E 17 MRI FORM

MRI Student Safety Questionnaire

Student Name: _____

Date: _____

The following questions are being asked to ensure your safety while in clinical assignments in an MRI suite. These questions will make the clinical staff aware of any conditions that could interfere with your MRI clinical rotation. If you are unsure of some of the questions, please ask the program faculty.

WARNING! The following items can present significant health safety hazards in MRI environment. If you have any of the following items, implants or devices, you **MUST** notify the receptionist and/or technologist immediately.

PLEASE PLACE A CHECK MARK NEXT TO ANY DEVICE OR ITEMS THAT YOU HAVE:

- | | |
|--|--|
| <input type="checkbox"/> Cardiac (heart) Pacemaker | <input type="checkbox"/> Aneurysm clip in brain (or surgery for cerebral aneurysm) |
| <input type="checkbox"/> Neurostimulator | <input type="checkbox"/> Dental Magnet |
| <input type="checkbox"/> Coronary Artery (heart) stent | <input type="checkbox"/> Implanted heart defibrillator |
| <input type="checkbox"/> Implanted pacing leads or wires | <input type="checkbox"/> Bullets, shrapnel or bullet fragments |
| <input type="checkbox"/> Cochlear (ear) implant or cataract (eye) lens implant | <input type="checkbox"/> Insulin Pump |

I DO NOT HAVE ANY OF THE ABOVE ITEMS. (PLEASE INITIAL)

ATTENTION! The following items can affect the quality of MRI exams, but are unlikely to cause safety hazards; we need to know if any of these items are present as it may influence the way we perform your examination.

- | | |
|---|--|
| <input type="checkbox"/> Artificial heart valve replacement | <input type="checkbox"/> Joint replacements |
| <input type="checkbox"/> Removable dental work | <input type="checkbox"/> Vascular clips from the surgery other than in the brain |
| <input type="checkbox"/> Bone rods, plates, screws or nails | <input type="checkbox"/> Patches used to apply medications (Nicotine, Nitro Patch) |

I DO NOT HAVE ANY OF THE ABOVE ITEMS. (PLEASE INITIAL)

The following questions are to determine if further screening procedures are necessary to ensure your safety before the MRI exam.

- | | |
|---|--|
| Have you done work involving welding or grinding of sheet metal? | <input type="checkbox"/> No <input type="checkbox"/> Yes |
| Have you ever had any metal pieces or fragments under your skin or in your eye? | <input type="checkbox"/> No <input type="checkbox"/> Yes |

Do NOT BRING ANYTHING INTO THE SCAN ROOM WITH YOU. YOUR TECHNOLOGIST MAY ASK YOU TO CHANGE INTO A GOWN PRIOR TO YOUR EXAM. Some items, if brought into a magnetic field could pose harm, could damage the equipment, and could also themselves be damaged or destroyed.

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

Today's Date _____ Signature _____

POLICY 18: PROGRAM REINSTATEMENT/PROGRAM RE-ENTRY/TRANSFER STUDENTS

Program Reinstatement Information:

General Statement Program Reinstatement: Program reinstatement or re-applying for admission into the radiologic technology program is available for eligible students who meet the criteria listed below. Eligible students may re-enter the program a maximum of one time. Reinstatement and/or re-entry is based on space availability in the co-hort group.

A. Eligible Students:

1. Re-entry at the place in the program curriculum where the student withdrew: A student who has voluntarily withdrawn from the program and was passing all previously taken courses with a program grade of "C" or better and has a current, college cumulative GPA of 3.00/4.00 and a cumulative radiologic technology program GPA of 3.33/4.00, may apply for program re-entry by the printed student break date in the Fall semester.
2. Re-entry criteria may include taking and passing previous final exams from each course previously passed and re-check evaluations for clinical skills. Such criteria is used to assess the readiness to assume the student's progression in the program. Should the student not pass the aforementioned evaluations, the student will be advised to re-apply to the program as a beginning freshmen student.
3. Eligible students (as described in #1) may re-apply to re-enter program a maximum of one time. The student must make their request known for re-admission in writing to the Program Director. Should the student be granted "Reinstatement with prescribed criteria status", the student must follow the guidelines set forth in this policy.
4. Re-applying to program as a new freshmen: A student who has voluntarily withdrawn from the program and was passing all previously taken courses with a program grade of "C" or better and has a current, college cumulative GPA of 3.00/4.00 and a cumulative radiologic technology program GPA of 3.33/4.00, may apply to start the program as a new freshmen. The student must complete all college and program admission procedures and documentation.
5. Students who have failed one radiologic technology course (academic course and not a clinical course) are dismissed from the program and are permitted to apply for re-entry for the same semester the following year providing that the student has a current, cumulative college GPA of a 3.33/4.00 and has met set criteria listed in #2 above.
6. Students, who have to retake previous courses for a grade, must remit all previous course work to include quizzes, test, and exams prior to program re-entry. Students using previous course work of their own or from past program graduates or from currently enrolled students will be dismissed from the program on the basis of cheating.
7. If previously taken radiologic technology courses taken are more than two years old by the time the student re-enters the program the student is advised to re-start the