

- program as a new freshmen (i.e., Radiologic technology courses previously passed cannot be over two years old).
8. **Transfer Students:** Prior learning experience/enrollment in other accredited radiologic programs are required to 1) have earned a minimum course grade of at least a 75% in each rad tech courses; 2) have rad tech courses NOT over two years old; 3) apply to the DSC rad tech program as a new freshmen; and 4) submit an official letter with institutional letterhead and signature, documenting “good standing status” from the previous radiologic technology program Director.

**B. Ineligible Students:**

1. A student who has failed more than one radiologic technology course while in the program and was dismissed from the program due to academic failures, is not eligible for re-applying or reinstatement to the program.
2. A student who has been dismissed from the program due to disciplinary actions and/or violations of program policy(s), which resulted in program dismissal or suspension which lead to dismissal, is not eligible for re-applying or reinstatement to the program.
3. A student who has failed any radiologic technology program course as a result of clinical performance or a non-return to a clinical facility’s request, may not be permitted to repeat that course at Dalton State College and is not eligible for re-applying or reinstatement to the program.
4. A student who received a failing grade in one or more courses in a prior rad tech educational program.

Due to limited enrollment per co-hort group, student admissions for reinstatement/re-entry purposes, follow these priorities:

First Priority: Qualified new applicants and students returning from injury/surgery or maternity leave who withdrew passing and have met set criteria.

Second Priority: Transfer students who have met set criteria.

Third Priority: Re-entering students who voluntarily withdrew and have met set criteria.

**POLICY 19: 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

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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 (3<sup>rd</sup>) 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

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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.

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- \_\_\_ 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: \_\_\_\_\_

## **POLICY 24: 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:

**Clinical Staff:** For radiography programs, the ratio of students to staff prior to student competency achievement in a given examination or procedure shall not exceed 1:1.

**For any level of student supervision:**

1. The student is required to correctly identify the patient by checking the patient's ID bracelet. A verbal identification (only) is not acceptable.
2. A registered technologist is required to directly supervise student on all mobile and surgical x-ray exams regardless of student program level or competency level.
3. A qualified (registered) technologist is present during the student performance of any repeat of any unsatisfactory image.
4. **Students must be directly supervised during surgical and all mobile, including mobile fluoroscopy procedures regardless of level of competency.**
5. Students **must not** hold image receptors during any radiographic procedure (Accreditation Policy 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 present during the conduct of the procedure.
- 5) A qualified (registered) technologist reviews and approves the procedure and all student generated image products prior to physician interpretation.
- 6) **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 image; and
  - 6.2) The technologist must check patient positioning and technique selection **prior to** the student repeating the image; and
  - 6.3) The repeat procedure is initialed (documented) by the technologist on the Student Repeat Form.
- 7) The technologist has the ultimate decision as to whether the CBE can be attempted when there are questions concerning the patient's condition.
- 8) All student generated images must be approved by a technologist prior to submission for physician interpretation.
- 9) **Students must be directly supervised during surgical and all mobile, including mobile fluoroscopy procedures regardless of level of competency.**

## **POLICY 24: CLINICAL SUPERVISION OF STUDENTS**

**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 student generated images must be approved by a technologist prior to submission for physician 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. Students must be directly supervised during surgical and all mobile, including mobile fluoroscopy procedures regardless of level of competency.**

**Holding Imaging Receptors During an Examination:** Students must not hold image receptors during any radiographic procedure (Accreditation Policy JRCERT).

**Technologist Approval:** All images performed by a student (regardless of student program level 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 image to a radiologist/physician for interpretation. Failure to follow program policies will lead to disciplinary action. See program Disciplinary Policy in student handbook.

**Adequate Student Progression of Clinical Skills:** All enrolled students are expected to obtain clinical skills via classroom teaching, simulated lab instruction and evaluation, and hands-on experience in the clinical setting supervised by an ARRT Registered Technologist who is fully in compliance of program policies concerning direct and indirect student supervision. Students are evaluated continually throughout the program for initial competence and maintenance of competence for previously passed evaluations.

Should a student fail two clinical evaluations 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.

Should a student be asked NOT to return to a clinical site due to a violation of one or more program policies or clinical site policies, and/or a failure to progress or maintain competency in radiological procedures, the student will receive an "F" in the currently enrolled clinical course and will be dismissed from the program. Students in this case will not be eligible for re-admission to the program.

## **POLICY 24: CLINICAL SUPERVISION OF STUDENTS**

**Student Working Technologist:** Students employed as ‘student technologist’ are not permitted to evaluate Rad Tech students in the CBE system in any form including competency evaluations, image critiques, and/or graduate competencies.



## **POLICY 25: SUBSTANCE ABUSE, TESTING, FULL DISCLOSURE**

1. Radiologic Technology accepted students are required to pass a drug screening (10-panel type) by a prescribed medical clinic prior to the beginning of the first year and the beginning of the second year of program enrollment. All testing fees are the responsibility of the student.
2. The Radiologic Technology Program prohibits any student to be under the influence and/or possession of drugs (legal or illegal) and/or alcohol while attending program activities (to include class, clinical and/or program sponsored activity). Any radiologic technology student who demonstrates behavioral changes suspected to be related to the use of drugs, including but not limited to alcohol, will be subjected to testing. The program faculty member's decision to drug test will be drawn from those facts in light of experience of the observers and may be based on:
  - observable phenomenon such as direct observation of drug use and or physical symptoms or manifestations of being under the influence of a drug
  - erratic behavior, slurred speech, staggered gait, flushed face, dilated/pinpoint pupils, wide mood swings, sleeping, drowsiness, odor of drugs on person or cloths and/or deterioration of work performance
  - information that a student has caused or contributed to an accident that resulted in injury requiring treatment by a licensed health care professional
  - conviction by a court, or being found guilty of a drug, alcohol or controlled substance in another legitimate jurisdiction.
3. Should a faculty member suspect drug/alcohol usage while on program activities, the faculty member will have an additional faculty member and/or clinical instructor to confirm the suspicious behavior.
4. The student will be asked to leave the area and go with a faculty member and a witness to discuss the situation in a location ensuring privacy and confidentiality. The discussion will be documented, and the decision to be immediately drug tested will be made.
5. Should a drug test be required, the student will immediately go to a faculty prescribed drug screening location. The cost of the test will be the responsibility of the student.
6. The student is suspended from all program activities (class and/or clinic) until the case has been reviewed by the appropriate personnel and/or committees, as designated by the radiologic technology program.
7. Should the test result be positive for any illegal drugs and/or alcohol the student is immediately dismissed from the program and a recommendation for a medical referral will be made.

8. Should the test result be negative, the student will be allowed to make-up missed clinical time and class assignments with no penalty. Missed class assignments must be initiated by the student on the first day back to class or clinical (which ever comes first). See #8 below in the event a drug test is positive for a prescribed pain medicine.
9. If a student is going to be using any type of pain medicine/mood alternating medicine, he/she must notify the program director prior to attending class and/or clinical assignments. The student may not attend any program activity (to include class, clinic, or other program activity) if the drug/medicine is a Type II narcotic, and/or any type of drug that would induce drowsiness, and/or prohibits the operation of equipment, and/or advises the student not to drive, and/or impairs sound judgment. The student is required to submit a written note stating the prescribed drug and usage from the ordering physician (one in which the student had a personal appointment).
10. Students may not solicit any type of drug prescription(s) from any physician while on program duty (clinic or class). This policy includes, but is not limited to Radiologists, Emergency Department physicians, and/or any other type of physician in which the student did not have a doctor's office visit as a patient.
11. Should a student receive any type of violation (DUI, drug arrest, criminal act, etc.) the student must disclose the situation to the program faculty due to the requirements for eligibility to take the national board certification examination administered by the ARRT. The ARRT requires that official documentation of the arrest or situation be submitted to the ARRT for approval to remain in the professional training program, to be eligible for the ARRT examination, and to work in the field after graduation.
12. Should the student disclose any disability that would prohibit the abilities to perform the required technical skills and job performance of a radiologic technologist, the student must contact the Dalton State College off of Disability Support Services. It is the student's responsibility to distribute the required accommodation documents to the program faculty.
13. Students who have been found to have stolen drugs or medications from nay clinical facility will be immediately dismissed from the program.

**Policy 26: Intravenous Administration Competency**

All clinical experiences of intravenous administration for students enrolled and in clinic during program hours will be under direct supervision while performing intravenous administration. Performance of intravenous administration will only be allowed under the discretion of the supervision of the Registered nurse or Registered technologist. Radiology students are not permitted to attempt intravenous administration on patients under the age of 11. At the discretion of the person supervising and the permission of the patient the student may attempt no more than a second time. **Each student is required to obtain 10 IV starts while in the program.**

This document certifies that the below named student has successfully completed initial introduction and simulated practice involved with intravenous administration.

Name: \_\_\_\_\_ Certified by: \_\_\_\_\_

Date: \_\_\_\_\_

**Intravenous Experience Record**

Date	Venipuncture Equipment Used Performance Blood Return (BR) or Missed (M)	Technique/Performance/Comments	Signature of Supervising Nurse/Radiologic Technologist/Radiologist
<b>SAMPLE</b>			

## **POLICY 27: CRIMINAL BACKGROUND ASSESSMENTS AND DRUG SCREEN INFORMATION**

1. All students applying to the Radiologic Technology Program and enrolled in the Rad Tech Program are required to have a criminal background and drug screen assessment performed through a specified screening company prior to admission to clinical apprenticeship and continuation in the program.
2. Documentation (receipt) of the completed and paid background check and drug screen must be submitted to the program faculty. Both the background and drug screen assessments must be categorized as “cleared” to meet clinical assignment eligibility. The program faculty does not see specifics of the screenings, just the “cleared” or “not cleared” status is reported.
3. Both the results of the background check and drug screen will be sent to the clinical facility’s Human Resources department where the screening results will be analyzed for acceptance (“cleared”) or denied (“not-cleared”) of student placement. That student status is then given to the Program Clinical Coordinator/Faculty. The results will not give any reason for the denial or acceptance to the program faculty. If a student is denied clinical placement at any facility, the student will not be able to enroll/continue in the program.
4. All costs for the screening assessments are the responsibility of the student.
5. The location of screening assessments is mandated by the screening company.
6. ARRT Examination Information regarding criminal background verification:  
The following questions and information are found on the program application and the application to sit for the national registry examination (ARRT) and is included in this policy:

Have you ever been convicted of a felony or misdemeanor? ( ) YES (See below)  
( ) NO

Note: Convictions or charges resulting in any of the following must also be reported:

Plea of guilty, Plea of nolo contendere, Withheld adjudication,  
Suspended sentence, Military court-martial

Misdemeanor speeding convictions are not required to be reported unless they are related to alcohol or drug use.

**If YES**, provide detailed explanation and official court documentation with this application.

7. Students are required to report all misdemeanor and felony convictions to the ARRT (American Registry of Radiologic Technologists) upon applying for initial certification and anytime thereafter as a practicing registered technologist.
8. The ARRT requires that a written explanation of the conviction be submitted to include: court documentation of the conviction, the sentence and the status of the sentence, any and all met conditions of the sentence, documentation of sentence completion.
9. The ARRT makes the final recommendation for approval for certification.

## **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.

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

Faculty Member acknowledgement: \_\_\_\_\_ Date: \_\_\_\_\_

### **POLICY 30: 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 patients 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, O<sub>2</sub> 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: \_\_\_\_\_

The Radiologic Technology Program's Contingency Plan adheres to the following Dalton State College-wide policy in case of a catastrophic event:

In the event of a catastrophic event (inclement weather or other emergency) which causes the institution to close, the following Dalton State College Policy will be in effect.

### **CANCELLATION OF CLASSES/CLINICALS/CLOSING OF THE COLLEGE**

In the event of inclement weather or other emergency (including a catastrophic event/pandemic) which causes the institution to close, every effort will be made to inform employees and students in a timely manner through a variety of media channels. Designated employees (i.e., Public Safety, Maintenance) may be assigned to report to their respective departments. Roadrunner Alert is Dalton State College's emergency notification system. It allows College officials to send critical information to the campus community through the use of text messages, voice messages, and emails. Dalton State College urges all students, faculty and staff to update their emergency contact information in Roadrunner Portal so that Roadrunner Alerts are sent to correct number or addresses. Dalton State College is committed to keeping the campus community as safe as possible through effective communication prior to and during emergencies.

In order to update information for Roadrunner Alerts:

- Log into Roadrunner Portal
- Click 'Personal Information,' under Banner.
- Click 'Update Emergency Contacts'.
- In the drop down menu under 'Relationships' click on Roadrunner Alert or Roadrunner Text.
- (You must choose one of these to receive messages). You have the option of using multiple numbers to receive messages.
- Enter your personal information.
- Enter the primary phone number where you can be reached in the event of an emergency.
- Click submit.
- Please program your phone with the following incoming number, 706-272-2493, or the Roadrunner Alert may not reach you.

Closings because of weather/catastrophic event will be made at whatever point it is determined that conditions are or will likely become unsafe. If you are teaching at an extended campus site, you must observe the decisions of the host facility. These announcements are usually made on radio and television stations in the area of the host site.

Students who are assigned clinical rotations may not attend those assignments if the College has been declared closed.

If the campus is crippled by snow or ice, the President will act upon information received to determine if the campus is to close. If the decision to close the campus is required, the Vice President for Student Affairs and Enrollment Management will contact television networks in Chattanooga and Atlanta. The Department of Public Safety will issue appropriate mass communication messages via text messaging, email, and phone calls. The Marketing and Communications Department will post appropriate messages on the college's website and media pages. The Campus P/A system may also be utilized for immediate notifications to the community. Public Safety, Plant Operations, and the Vice President for Fiscal Affairs will attempt to monitor, maintain, and protect campus and campus property as much as possible. Only when safe driving and safety conditions exist will the campus resume normal operating conditions.

In all cases, the College expects employees and students to exercise judgment and caution in assessing the safety of conditions they will encounter between their point of departure and the campus or extended campus site. Faculty should encourage their students to sign up for Roadrunner Alerts and to identify one or more of these sources for information on class cancellations.

**Decisions on make-up days for class and clinic depend on several factors; however, because of the constraints of the University System's Uniform Calendar, compensatory time is usually not scheduled unless the total days lost exceed the equivalent of one week of class/clinical time in a given academic term.**

#### Emergency Instructional Plan

In their syllabi, instructors will provide an Emergency Instructional Plan for students to follow in case of inclement weather or other conditions that require Dalton State College to close for up to a week of classes. As a part of the plan, faculty should refer students to GaVIEW, the DSC Portal, printed syllabi with list of readings and assignments, and/or email to retrieve assignments or to converse with teachers through email or through a message board. Each instructor's Emergency Instructional Plan must be approved by the department chair or dean prior to inclusion in the syllabus. This Emergency Instructional Plan will allow the instructional hours to count toward the credit hours earned by the student. Compensatory make-up days may be required if the total number of days lost exceeds the equivalent of one week of class/clinical time.

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TEST/EXAM CORRECTIONS GUIDELINES

I. A correction ***IS NOT*** just re-copying the test question and supplying the right answer. This scenario offers very little educational learning for the student. A score of zero will be given.

II. A correction **IS** all of the following:

1. Should be individual effort without help from other students, technologists, or faculty.
2. Corrections must be produced **handwritten, on lined notebook paper** unless told otherwise.
3. Re-copying the test problem/question (to include choices).
4. Discussing (in written form) the **correct answer** to include reasons why it is correct and why it is the appropriate response; based on textbook information.
5. Provide the reference source and page number beside the explanation of the correct answer. **Circle the reference.** Students should strive to reference their textbooks, **not lecture/handout notes.**
6. Provide explanations that should be worded in your **own** words and not just copied straight from the book.
7. You may need to draw a diagram to help illustrate your point in some cases.
8. All diagrams and/or anatomy identifications must be re-drawn and labeled correctly.
9. Re-work math problems and provide references with page numbers supplied.
10. Turn-in to the course instructor, the test and grade sheet along with the completed corrections.
11. Corrections will be graded on accuracy, thoroughness of explanations, use of drawings/diagrams, organization, and legibility. Penalty points will be assessed if corrections are turned in late or are illegible. See Test Corrections Grade Report for grading guidelines (see attached copy).

**For Procedures Courses:** The written test must be passed with a score of 75 or higher to proceed to the lab evaluation. If the retested test average and/or corrected test does not exceed 75 or higher, the student will not be able to perform the lab evaluation and a grade of “F” will be given for the course and the student will then be dismissed from the program. Only two failed tests per course can be re-tested or corrected.

**Remember:** Learning in this type of program must be comprehensive and cumulative. You need to **know** why you missed questions because you will see the material again and again! Plus: what you will be responsible for learning in the future is built onto the knowledge you should have already learned in each course. You must understand the concepts and not just memorize answers.

**\*\*\*\*\* Note: Only two failed tests per course can be re-tested and/or corrected.**

**\*\*\*\*\* Only 1 passed test with a score between 75-92 can be corrected for extra credit per course if approved by Instructor.**

**POLICY 39: Test Corrections & Guidelines**  
**REPORT OF TEST CORRECTIONS GRADE**

**Type of Corrections:**

Student Name: \_\_\_\_\_ Course: \_\_\_\_\_ \_\_\_\_\_ Failed Test \*\*\*

Date of Original Test: \_\_\_\_\_ Test # for Course: \_\_\_\_\_ \_\_\_\_\_ Extra Credit

Corrections Due Date\*\*: \_\_\_\_\_ Subject Matter: \_\_\_\_\_ \_\_\_\_\_ Mock Registry

**\*\*Note:** Extra Credit Test Corrections are due before the Final Exam for the course; must be a test with a score between 75-92. Failed Test Corrections are due 7 days (1 week) from day test is graded and returned. Test Corrections on a Final Exam are graded, but do not change the original grade.

\*Original Test Score: \_\_\_\_\_ \*\*\* Number of Failed Tests for this course: \_\_\_\_\_

Number of corrections to do \_\_\_\_\_ (Mock Registry) Score of Corrections: \_\_\_\_\_

Recorded Test Score with Corrections: \_\_\_\_\_ (\*Mock Registry Corrections are graded, but not averaged to original test score)

**Test Correction Grading Guidelines and Scoring: \*\*\* Only 2 failed tests/course can be corrected \*\***

\_\_\_\_ 5 Points or 100 Grade = Excellent, 100% corrections completed according to Test Correction Guidelines; thorough explanations in student's words of all multiple-choice answers; 100% references sited to textbooks; re-drawn and labeled diagrams

\_\_\_\_ 4 Points or 93 Grade = Good, majority thoroughly explained; majority of references from textbooks; few inconsistencies of explanations; could have used diagrams for further explanations; used no review questions for answers.

\_\_\_\_ 3 Points or 90 Grade = Above Average, incomplete explanations of 1 or 2, majority of references from hand-outs and/or did not complete all corrections (\*N=1)> Relied heavily on test review questions for answers. Need to use textbooks.

\_\_\_\_ 2 Points or 84 Grade = Satisfactory, +3 explanations unclear and too short; needs more explanations of answers and/or did not complete all corrections (\*N=1). Relied heavily on test review questions for answers. Need to use textbooks.

\_\_\_\_ 1 Point or 75 Grade = Below Average, majority of explanations too brief with little comprehension evident; very little explanation in student's own words; very little gained knowledge from corrections and/or did not complete all corrections (\*N=1). Relied heavily on test review questions for answers. Need to use textbooks.

\_\_\_\_ 0 Points or 0 Grade = Incomplete/Poor; turned in late; did not follow Guidelines; no evidence of understanding of missed material; mainly just re-copied questions and choices; did not complete all corrections (\*N=2+). Relied heavily on test review questions for answers.

\*N: denotes number of corrections incomplete

Test Corrections Evaluated by: \_\_\_\_\_

Date: \_\_\_\_\_

## **POLICY 40: TRANSFER STUDENT**

Students desiring to transfer into the radiologic technology program must complete all college and program admission procedures and documents. Transfer students must have left the previous radiologic technology program with a “student in good academic standing” status and a minimum of 2.0/4.0 G.P.A. in order to apply to Dalton State College’s radiologic technology program. Acceptance into the program is on a space-available basis.

The program faculty will assess the transfer credits for compatibility with Dalton State College’s radiologic technology program courses. The program director will devise a “Plan of Transfer” for the student based on the assessment of transfer credits and the individual needs of the student. The plan of transfer will outline the criteria for acceptance into the program. Transfer students will have to meet set criteria for admission. These criteria may include, but is not limited to, written and performance testing of previously enrolled radiologic courses, and/or re-enrolling in radiologic courses.

Due to limited enrollment per co-hort group, student admissions for reinstatement or transfer purposes, follow these priorities:

- First Priority: Qualified new applicants, students returning from sick or maternity leave who withdrew passing and have met set criteria as specified by Program Director
- Second Priority: Transfer students who have met set criteria as specified by Program Director
- Third Priority: Re-entering students who voluntarily withdrew from the program have met set criteria