



Radiologic Technology Program Handbook 2024-2026

**This handbook supersedes all previous editions and is the Radiologic Technology Program.
Handbook as of May 13, 2024.**

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK Section A**

Dalton State College General Information and Forms

SECTION A: 1-20 Examples Including in Section E and Classroom Copy

- A.1. Cover of Handbook
- A.2. Rad Tech Handbook Outline
- A.3. Institutional and Program Mission/Accreditation Statements
- A.4. Program Policy Confirmation Form (Example)
- A.5. Liability Transportation Waiver Form (Example)
- A.6. Hepatitis B Vaccine Form (Example)
- A.7. General Considerations for DSC Allied Health Programs Form (Example)
- A.8. Student Understandings Form (Example)
- A.9. Release of Student Information Form (Example)
- A.10. MRI Safety Form (Example)
- A.11. Student/Professional Accountability/Rules for Classroom Behavior
Student Clinical Rotation Expectations/Transportation/Parking
- A.12. Pregnancy Policy Awareness Form (Example)
- A.13. Emergency Notification Form (Example)
- A.14. Rad Tech Clinical Travel Waiver (Example)
- A.15. Student Contract/Pandemic Supplies/Student Employment Form
- A.16. Clinical Make-up Time Form (Example)
- A.17. Technical Skills Form (Example)
- A.18. DSC Health Risks Acknowledgement Form (Example)
- A.19. Energized Lab Management Plan Form E 28 (Example)
- A.20. Waiver for Second Shift Rotation (Example)
- A.21. COVID Vaccine Self-Attestation Form (Example)

Radiography Program General Information

SECTION B: 1-4

- B.1. Student Welcome & Philosophy
- B.2. Program Mission/Goals/Effectiveness Data
- B.3. Program Faculty List/Contact List
- B.4. Program Organizational Chart

Curriculum Information

SECTION C: 1-7

- C.1. Curriculum Model: Program Credits/Hours
- C.2. Student Textbook List
- C.3. Faculty Teaching Assignments/Book Usage
- C.4. Student-Advisor Assignments/Lead Marker Assignments
Program Content Correlation
- C.5. ASRT/Program Content Categories

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK Section A**

- C.6. ARRT Examination Categories
- C.7. Didactic/Clinical Correlation Index

Program/Student Schedules and Calendar (Follow DSC Web Calendar)
SECTION D: 1-5

- D.1. Summer Tentative Semester Class Schedule
- D.2. Fall Tentative Semester Class Schedule (To be given Fall)
- D.3. Spring Tentative Semester Class Schedule (To be given Spring)
- D.4. Tentative Clinical Schedule (To be given during Orientation)
- D.5. Orientation Schedule (To be given during Orientation)

Program Policies and Procedures
SECTION E: 1-40

- E.1. Academic Standards/Grading Procedures/Fees/Progression Requirements
- E.2. Attendance Guidelines/Grading/Calendar/Clinical Obligations
- E.3. Accident & Post-Exposure Insurance
- E.4. Blood/Body Fluids/Covid Precautions/Student Contract Covid Screening
- E.5. Communication, Student Representation, Student Recognition
- E.6. Competency-Based Clinical Education and Evaluations
- E.7. Confidentiality of Patient Records and HIPPA
- E.8. CPR Certification Requirements
- E.9. Disciplinary Procedures
- E.10. Dress Code/Uniforms
- E.11. Due Process/Grievance
- E.12. Graduation Requirements
- E.13. Health Requirements/Pregnancy Policy
- E.14. Injuries in Clinical Area
- E.15. Liability Insurance
- E.16. Professional Accountability/Classroom Rules/Student Clinical Expectations Contract
- E.17. Student Safety, Ethics, Rad Monitoring, MRI Questionnaire/Metal Screening Form
- E.18. Program Reinstatement/Program Re-Entry
- E.19. Student Understandings
- E.24. Clinical Supervision of Students
- E.25. Substance Abuse and Testing
- E.26. Venipuncture/IV Administration
- E.27. Background Verification and Drug Screening
- E.28. Program (X-ray) Laboratory Management
- E.30. Technical Standards/Minimum Skills for Profession and Student
- E.32. College/Program Contingency Plan
- E.39. Test Corrections and Guidelines
- E.40. Transfer Policy

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK Section A**

Clinical Practicum and Competency-Based Evaluation System Documents:

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

JRCERT Standards for Accreditation: a copy is in a document holder in the 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
STUDENT HANDBOOK Section A**

FORM A.5 LIABILITY TRANSPORTATION WAIVER FORM

Notice to all Persons participating in Intramural Sports and Recreational Leisure Activities

RELEASE, WAIVER OF LIABILITY AND COVENANT NOT TO SUE 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 warrant 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 must 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 members 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 I have read the above carefully before signing. If I need special accommodation due to a disabling condition, I should contact the school's Student Activities Office within a reasonable time, and no less than seven days prior to the proposed activity.

Print Name	Signature	Date	Insurance Company	SS#
------------	-----------	------	-------------------	-----

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK Section A**

FORM A.6 HEPATITIS B VACCINE FORM

HEPATITIS Awareness and Immunization

Introduction: Hepatitis, characterized by inflammation of the liver, poses a significant occupational risk, especially in healthcare settings. The Hepatitis B Virus (HBV) stands out as a major blood-borne hazard, with considerable impact on healthcare workers.

Risk and Impact: HBV infects approximately 8,700 healthcare workers annually, leading to over 400 hospitalizations and 200 fatalities. Symptoms can range from asymptomatic to severe flu-like manifestations, potentially requiring hospitalization. Moreover, infected individuals can transmit the virus through various bodily fluids, posing risks to sexual partners, family members, and even unborn infants. Hepatitis can progress to severe liver damage, including cirrhosis, with fatal consequences.

Prevention through Vaccination: Immunization with the Hepatitis B vaccine is the most effective strategy against HBV infection and its dire consequences. However, individuals with hypersensitivity to yeast should avoid this vaccine.

Considerations during Pregnancy: The safety of Hepatitis B Vaccine during pregnancy is not definitively established. It should only be administered if clearly needed, after careful consideration of potential risks.

Side Effects: Common side effects of the vaccine include redness and soreness at the injection site, with less frequent occurrences of swelling, warmth, malaise, fatigue, headache, nausea, dizziness, muscular pain, and joint pain.

Responsibility and Arrangements: Arrangements and payment for immunization are the sole responsibility of the student.

Acknowledgement and Decision: I, the undersigned, acknowledge the risk of Hepatitis B exposure due to my clinical experience. I understand the efficacy of the vaccine exceeds 90%. I take full responsibility for arranging and funding my immunization.

Choose one:	Yes	No
Signature:		
Date:		

=====

I have been informed by Dalton State College that, due to my clinical experience in areas with potential blood/body fluid contact, I am at risk for exposure to Hepatitis B. I 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: _____

DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK Section A

FORM A.7: GENERAL CONSIDERATION FOR DSC ALLIED HEALTH PROGRAM FORM

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 spread throughout the regions of north Georgia and southern Tennessee.
- 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.

DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK Section A

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: _____

DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK Section A

FORM A: 8/POLICY E:19: PAGES 62-65 STUDENT UNDERSTANDINGS

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 both rad tech classrooms.
- ___ 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.

DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK Section A

- ___16. Notification of absences and tardies to program faculty are required for both class and clinicals while in the program. AS well as notification to clinical preceptor for clinical absences and tardies.
- ___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. Students who have outside jobs cannot take PTO to attend their job. I have read and understand the attendance policy.
- ___22. I cannot extend program/college breaks/weekends 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

DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK Section A

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.

DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK Section A

- ____ 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 Advent Murray, 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 absent from clinic more than two weeks due to Covid, the time must be made-up prior to graduation.
- ____ 59. If I withdraw or are dismissed from the program, I have to return program equipment within 3 days of dismissal/withdrawal date. Otherwise, a hold will be placed on the student's DSC account.

Signature: _____ Date: _____

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK Section A**

FORM A.9 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 RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK Section A

A.10 STUDENT MRI SAFETY FORM

Dalton State College Rad Tech Program		FORM A.10
MRI Student Safety Questionnaire		
Student Name: _____	Date: _____	
<p>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.</p>		
<p>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.</p>		
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)		
<p>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.</p>		
<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)		
<p>The following questions are to determine if further screening procedures are necessary to ensure your safety before the MRI exam.</p>		
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.		
<p>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.</p>		
Today's Date _____	Signature _____	

DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK Section A

FORM A:11 POLICY E:16: PROFESSIONAL ACCOUNTABILITY/CLASSROOM RULES/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 images, 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. Please do not 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 your own anxiety or seek appropriate help.
13. Utilize appropriate channels 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. Please follow the hierarchy of program organization.
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

DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK Section A

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.

Student signature: _____ Date: _____

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK Section A**

**FORM A:11 POLICY E:16: PROFESSIONAL ACCOUNTABILITY/CLASSROOM RULES/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 offensive site will lead to program dismissal. Computer usage is monitored by the 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. Respectfully treat others 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.
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 remember that the program's reputation is at stake with your every action inside and outside the classroom.

Student Signature signifying that the policy has been reviewed.

Date signed.

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK Section A**

FORM A.11 POLICY E.16 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 CP. Limit 2 critiques per day per CP. Students may complete an unlimited number of CBE performances if the student feels ready to complete a competency. Limiting the CP'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: _____

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK Section A**

FORM A:12 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, ask for modified clinical assignments, or take a leave of absence from class and clinical assignments with time/classwork to be made up. Banking 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 to purchase 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

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK Section A**

FORM A.13: EMERGENCY NOTIFICATION FORM

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: _____

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: (____) _____

*The first person to contact in case of emergency is: _____, who
has the phone number of: _____

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

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK Section A**

FORM A.14: CLINICAL TRAVEL WAIVER

TRAVEL WAIVER

I release the program of all liability from the extended travel and agree to get to the clinical sites on time, not using the extra mileage as an excuse for tardiness.

Student Signature

Date

Faculty Signature

Date

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK Section A**

FORM A.15 STUDENT CONTRACT/PANDEMIC SUPPLIES/STUDENT EMPLOYMENT

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 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.

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK Section A**

- _____ 12. 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.
- _____ 13. If you are placed in quarantine, you must disclose this information to your employer.
- _____ 14. If I withdraw or am dismissed from the program, equipment (lead markers, DSC ID badge, clinical facilities' badges, any borrowed books) must be returned to the program within 3 days of the withdrawal or missed date. If equipment does not get returned within the 3 days, a hold will be placed on the DSC student account,

Additional Student "Tech" employment:

- _____ 15. 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.
- _____ 16. 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).
- _____ 17. 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 is on official program time.

Student Signature: _____ Date: _____

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK Section A**

FORM A.16 CLINICAL MAKE UP TIME FORM

(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.)

Student Name: _____

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 will 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 after this plan. If you still owe additional hours, an additional form must be completed and scheduled with the clinical coordinator.

Students should review **Policy E.2 Section E, pages 9-16: 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 weekly and/or 10 hours daily.

Comments:

Student Signature

Date

Faculty Signature

Date

DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK Section A

FORM A.17 POLICY E:30: TECHNICAL STANDARDS/MINIMUM SKILLS FOR PROFESSION AND STUDENT

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

DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK Section A

- 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, 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.

DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK Section A

- 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 RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK Section A

FORM A.18: DSC HEALTH RISK ACKNOWLEDGMENT FORM

Dalton State College (DSC) Allied Health Department

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: _____

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK Section A**

FORM A.19 POLICY E:28 PAGE 72: 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. Portable | May 2023 |
| 5. 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 the 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 the 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 allowed to radiate with 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, or electrical malfunctions immediately to the 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 acknowledgment: _____ Date: _____

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK Section A**

FORM A.20 Second Shift Waiver

Waiver for 2nd shift Rotation

I (print name) _____, agree that I want to spend more than three rotations in 2nd shift over the year. I realize this is more than 25% of my clinical time, but I have requested these changes for personal reasons. I do not hold the Radiologic Technology Program responsible for scheduling me for more than 25% of my yearly clinical time.

Sign: _____ Date: _____

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK Section A**

FORM A.21 COVID VACCINE SELF-ATTESTATION FORM

**Dalton State College
COVID Vaccine
Self-Attestation Form**

Please read each of the following statements, mark the one that applies to you, and sign and date:

_____ **I attest that I have had the COVID-19 vaccine within the past 6-months.**

_____ **I attest that I have had the COVID-19 vaccine greater than 6-months and have not had the booster.**

_____ **I attest that I have had the COVID-19 vaccine greater than 6-months and a booster.**

_____ **I attest that I have a medical waiver. (CDC Medical Waiver Completed)** I understand that I must comply with each facilities' requirements for exempt, unvaccinated individuals in order to attend clinical/practicum. I understand these requirements may be at an extra financial expense that I will have to incur.

_____ **I attest that I have a religious waiver. (DSC/USG Waiver Completed)** I understand that I must comply with each facilities' requirements for exempt, unvaccinated individuals in order to attend clinical/practicum. I understand these requirements may be at an extra financial expense that I will have to incur.

_____ **I attest that I have not received the COVID-19 Vaccine.** I understand that I must comply with each facility's requirements for exempt, unvaccinated individuals in order to attend clinical/practicum. I understand these requirements may be at an extra financial expense that I will have to incur.

- If it is discovered that I have falsified any part of this attestation, then I understand that I could face penalties up to and including dismissal from my academic program.
- I understand this attestation is approved by Dalton State College Nursing Department and it may not be accepted at any or all clinical/practicum facilities.
- In the event a facility or facilities do not accept this attestation, I understand that I may need to go through a facility-specific attestation process.

Name (printed): _____

Signature: _____

Date: _____

DSC ID number: _____

Phone number: _____

DSC e-mail address: _____

After completing this attestation form, please upload it into your clinical folder in D2L.

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK Section B**

POLICY B:1 STUDENT WELCOME AND PHILOSOPHY

Welcome to Dalton State College of Radiologic Technology Program.

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 of 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 comprehensively, cumulatively.

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.

Dr. Susan D. West
Program Director

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK Section B**

POLICY B:2 PROGRAM MISSION/GOALS/EFFECTIVENESS DATA

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
STUDENT HANDBOOK Section B**

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 students 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
2018	100% 15/15	17 Began, 15 graduated • 2 voluntary w/d	Yes

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK Section B**

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
STUDENT HANDBOOK Section B**

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
STUDENT HANDBOOK Section B**

DSC Program and National Statistics ARRT Exam:

Grad Year	# Taking Exam	# Passing on 1st 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% Raw data calculation	84.28% 5 Year Ave	83.74% 5 Year Ave	88.2% 5 Year Ave	83.8% 5 Year Ave	87.28% 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

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

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK Section B**

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
STUDENT HANDBOOK Section B**

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.

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

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
B:3 STUDENT TEXTBOOK LIST**

CLINICAL FACILITY/MAIN DEPT #	CLINICAL PRECEPTOR	PHONE
Advent Gordon (706) 602-7800 EXT 2209	Terri Korb 1st	(678) 986-0163
Advent Gordon (706) 602-7800 EXT 2209	Yeraldine Ruiz 2nd	(762) 201-9494
Advent Murray (706) 517-2064	Angie Blaylock 1st	(706) 483-6125
Advent Murray (706) 517-2064	Cameron Noble 2nd	(307) 871-7439
Advent Redmond (706) 291-0291	Bobbie Abbott 1st	(706) 767-2970
Advent Redmond (706) 291-0291	Matt Russell 1st	(706) 506-4619
Advent Redmond (706) 291-0291	Belinda Pettis 2nd	(706) 936-2326
AOSM (706) 226-5533	Alex Johnson 2nd Floor	(706) 618-8099
AOSM (706) 226-5533	Lauren Patrick 3rd Floor	(706) 847-6228
Atrium Health (706) 509-6279	Jade Perry	(256) 630-2059
Atrium Health (706) 509-6279	Lagina Colston	(706) 978-2612
CHI Mem Hosp. (706) 858-2200	Candance Rhodes (PRN)	(423) 681-0160
CHI Mem Hosp. (706) 858-2200	Christy Poteet (PRN)	(423) 316-8105
CHI Mem Hosp. (706) 858-2200	Daniel Morton 1st/2nd	N/A
CHI Mem Hosp. (706) 858-2200	Jason Norrell 1st/2nd	(706) 996-5489
CHI Pkw Img (706) 858-8070	Candance Rhodes	(423) 681-0160
CHI Pkw Img (706) 858-8070	Christy Poteet	(423) 316-8105
CHI Pkw Img (706) 858-8070	Jerry Jeffers	(706) 841-8067
Cleveland Img (423) 478-0160 (CT Dept)	Alexandria Chapman	(423) 509-5687
Dalton Img (762) 226-8050	Brandy Thomas	(706) 980-3304
Erlanger SX (423) 778-6626	**Allison O'Dell (Lead)	** (706) 463-8953
Erlanger SX (423) 778-6626	Genna Taetsch	(262) 442-3652
Erlanger SX (423) 778-6626	Phillip Williams	(423) 413-6347
Georgia Bone and Joint (770) 386- 5221 EXT 3016	Karen Ragozzino	(678) 761-7492
HASC (706) 876-5008	Bria Hale	(423) 580-1098

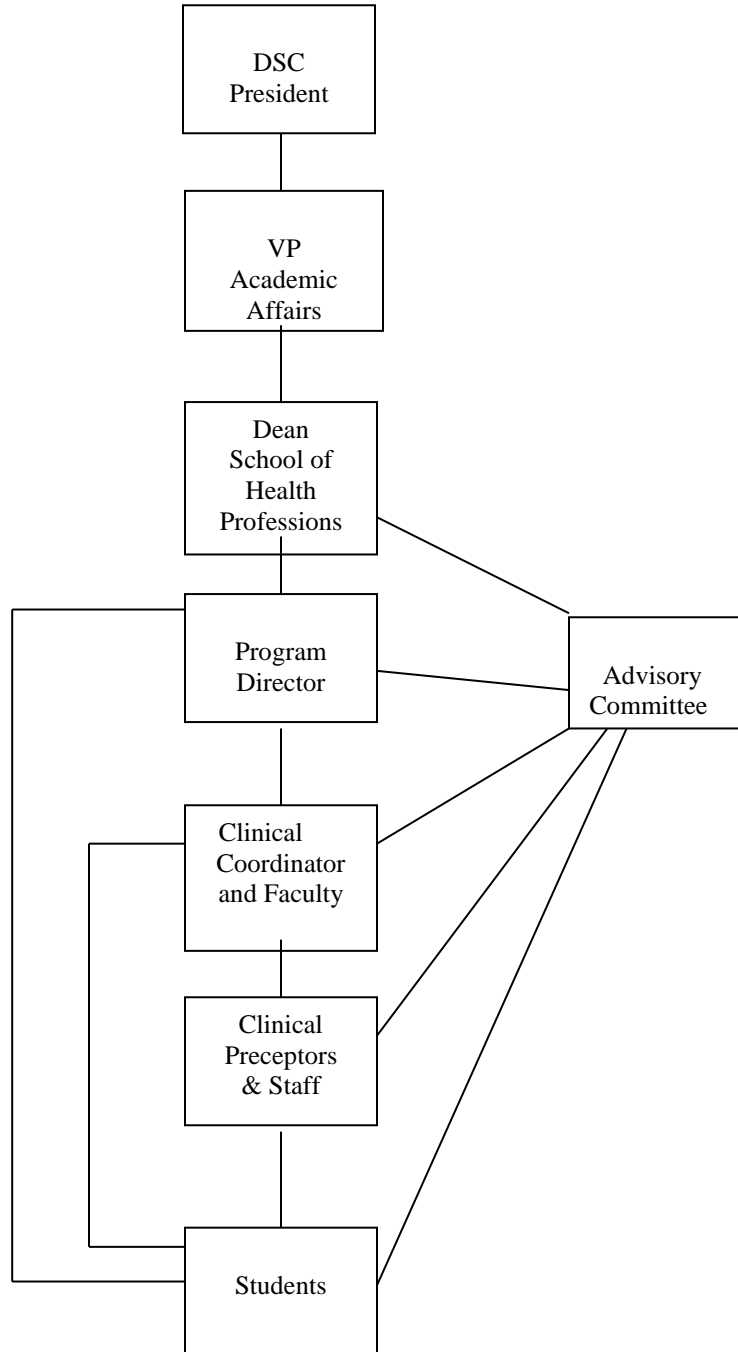
**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
B:3 STUDENT TEXTBOOK LIST**

HCC	XXXXXXXXXX	SITE N/A AT THIS TIME
HDC (706) 272-6553	Jessica Torres	(706) 263-5596
HDC (706) 272-6553	Julie Reece	N/A
HDC (706) 272-6553	Pam Angell	N/A
HDC (706) 272-6553 (Call Dept FIRST)	Shannon Terrell (Lead)	(706) 280-7580
HMC (706) 272-1553	Jillon Barnett (Weekends)	N/A
	La'Tena Dalton (Weekends)	(706) 271-8342
	**Tyler Chase (Lead-Weekends)	** (912) 682-2292
Northside Hosp Cherokee	WAITING ON JRCERT APPROVAL	N/A
Northside Jasper Img (706) 692-8560	Stephanie Garland	(770) 894-3400
Piedmont Hosp Jasper (706) 301-5415	Chelsea Berens 2nd	(678) 347-6053
Piedmont Hosp Jasper (706) 301-5415	Richard Shivers 1st	(843) 415-1097
Prime Img (706) 806-0194	Jessica McMahan	(423) 619-9419
Tennova Healthcare (423) 559-6000 OR (423) 559-6553	Hope Needham 1st (CT)	(423) 435-7858
Tennova Healthcare (423) 559-6000 OR (423) 559-6553	Jeremy Gibson 2nd	(423) 507-7433
Tennova Healthcare (423) 559-6000 OR (423) 559-6553	Scott Hood 1st	(706) 280-9329

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK Section B**

POLICY B:4: PROGRAM ORGANIZATIONAL CHART

PROGRAM ORGANIZATIONAL CHART



**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK Section C**

POLICY C:1 CURRICULUM MODEL: PROGRAM CREDITS/HOURS

Radiologic Technology Program: AAS DEGREE CURRICULUM MODEL

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 8 job-shadowing (actual patient contact) hours; valid and current adult CPR certification; and completion of all program admission procedures, documentation, and interviews.

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:	Pre-Rad Tech.	Rad Tech	Total
Degree. Credits:	32	66	98 (AAS Degree)
Total Clinical Hours:	1,820 (approximate)		

DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
C:2 STUDENT TEXTBOOK LIST

	Semester/Instructor	Codes/ Books		DSC Radiologic Technology Book List 2024-26				
Course	Summer I 1st Semester	Per Course	AUTHOR	TITLE	EDITION	PUBLISHER	ISBN	Used Book Info
RADT 1105 01	J 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	Trajecsys.com	Trajecsys Clinical System				
Total Codes/Books to buy for Semester I:		6						
Course	Fall I: 2nd Semester	Codes/ Books	AUTHOR	TITLE	EDITION	PUBLISHER	ISBN	Used Book Info
RADT 1107	Prev. Books	0	→→→→→→→→	Books previously purchased by student				
RADT 1125 01	Miller: Prev. Books	0	→→→→→→→→	Books previously purchased by student				
RADT 1232 01	SD West: 1 Code	1	Mosby	Access Code for Mosby's Imaging Online	4th	Mosby Elsevier	9780323779135	no used book
	SD West: 1 Book	1	Bushong	Radiologic Science for Technologists	12th	Mosby Elsevier	978-0323661348	not electronic version
	SD West: 1 Code	1	Mosby	Access Code for Mosby's Radiography Online Physics & Imaging Essentials	2008	Mosby Elsevier/Johnston	97803233055147	not used
	SD West Access Code	1	Clover Learning	Bootcamp Rad Tech 2 year perscription	2024	Clover Learning		new program
Total Codes/Books to buy for Semester II:		4						
Course	Spring I: 3rd Semester	Codes/ Books	AUTHOR	TITLE	EDITION	PUBLISHER	ISBN	Used Book Info
RADT 1127	Miller: Prev. Books	0	→→→→→→→→	Books previously purchased by student				no used book
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: Prev. Books	0	→→→→→→→→	Books previously purchased by student				
Total Codes/ Books to buy: for Semester III:		1						
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				Used Book Info
RADT 2234 01	SD West: 1 Book with Code	1	Calloway	Mosby's Comp Review of Radiography with Code	8th	Mosby Elsevier	9780323694889	no used book
RADT 2244 01	SD West 1 Access Code	1	Evolve	Access Code Mosby's Online Radiation Prot/Biology		Clover Learning		no used code
RADT 2254 01	Miller: Prev. Book	0	→→→→→→→→	Books previously purchased by student				
Total Books to buy for Semester IV:		2						
Course	Fall II: 5th Semester	Codes/ Books	AUTHOR	TITLE	EDITION	PUBLISHER	ISBN	Used Book Info
RADT 2104 01	SD West Seminar	1	Mosby	Access Code for Mosby's Pathology Online	2022	Mosby Elsevier	978-0-323-777872	no used book
RADT 2145 01	SD West: Use Previous Books	0	→→→→→→→→	Books previously purchased by student				no used book
RADT 2255 01	Miller: Prev. Books	0	→→→→→→→→	Books previously purchased by student				no used book
	SD West: 1 Code	1	ASRT	Student Membership for 1 Year	Latest	ASRT		
Total Codes/ Books to buy for Semester V:		2						
Course	Spring II: 6th Semester	Codes/ Books	AUTHOR	TITLE	EDITION	PUBLISHER	ISBN	Used Book Info
RADT 2106	SD West: 1 Code	1	Coretec	Corrected Online Code Review Program				no used book
	SD West: 1 Code	1	HEALS	Access Code: Mock Exams	2016 or latest	HEALS		
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:		2						

DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
C:3 Faculty Teaching Assignments/Book Usage

2026 Handbook/B2 Program Mission/Goals/Effectiveness Data 2024.doc REW/REV SDW 4.25.2024					**Clover Bootcamp is used in each course
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/Bootcamp
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
					**Bootcamp
	Fall II				
2104	Radiologic Seminar	x	x	3	Corectec/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	Corectec/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
STUDENT HANDBOOK Section C**

POLICY C:4 STUDENT-ADVISOR ASSIGNMENTS/LEAD MARKER ASSIGNMENTS

Faculty Advisor Assignments/Lead Markers

2024-2026 Class

Susan D. West

Holly Miller

Lead Marker

Lead Marker

01 Jacob Alvarran
02 Juleigha Boynton
03 Adrain Capistran
04 Maclain Chrnalogar
05 Kayley Evans
06 Lauren Ford
07 Carli Gazaway
08 Cameron Graham
09 Yurytzy Guerrero
10 Juan Gutierrez

11 Melanie Hernandez
12 Cristina Herrera
13 Jessica Hodge
14 Tyrus Kendrick
15 Elisabeth Lopez
16 Jayden Maddox
17 Katie Mocine
18 Edwin Najera
19 Mikaela Peters
20 Jaylin Vick

2023-2025 Class

Susan D. West

Holly Miller

Lead Marker

Lead Marker

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

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

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
C:6 ARRT EXAMINATION CATEGORIES**

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

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK Section C**

POLICY C:7 DIDACTIC/CLINICAL CORRELATION INDEX

Program Courses	Course Title	Program Learning Outcomes/Competencies	Learning Domain Evaluated			Evaluation Method	Evaluation Tools
			Cog	Aff	Psyc		
RADT 1105/1107	Intro/Patient Care I	1,3,4,5,6,7,8,9	X	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	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	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	X	A,B,C,D,E,F,G	
RADT 1143	Intro. Rad Science I	2,4	X	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	X	A,B,C,D,E,F,G	
RADT 2234	Adv. Rad Exposure II	2,4	X	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	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	X	B,C,D,E,F,G	
RADT 2106	Rad Tech Review	1,2,3,4,5,6,7,8,9	X	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.

DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK Section D

D:1 Summer Tentative Semester Class Schedule
Freshmen Summer (Semester I) 2024

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) 2024

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		
1:30		(HM) 1:00-3:00		LECT/LABS		
2:00				When not in Proc Lab:		
2:30				RADT 2234 Computer		
3:00				Programs OR Mocks		
3:30						
4:00	*2 nd		*2 nd		*2 nd	
5:00						
8:30						

DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK Section D

D:2 Fall Tentative Semester Class Schedule
Freshmen Summer (Semester II) 2024

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	Contact Hours
7:30	1125 Procd II	1152 Clinic (9)	1125 Procd II	1152 Clinic (9)	Classes PRN	See Clinical Schedule
8:00	7:30-8:50 ↓	7:30 – 4:30 or	7:30-8:50 ↓	7:30 – 4:30 or		
8:30		8:00 – 5:00		8:00 – 5:00		
9:00	1232 Exp I ↓		1232 Exp I ↓			
9:30	9:00-10:20		9:00-10:20			
10:00						
10:30	1125 Ana II ↓		1125 Ana II ↓			
11:00	10:30-11:50		10:30-11:50			
11:30						
12:00	Lunch 12-1 ↓		Lunch 12-1 ↓			
12:30						
1:00	Pt Care II		Pt Care II			
1:30	1:00-1:50		1:00-1:50			
2:00	1122 Lab A		1122 Lab A			
2:30	2:00 – 3:00		2:00 – 3:10			
3:00	1122 Lab B ↓		1122 Lab B ↓			
3:30	3:00-4:00		3:00-4:00			
4:00		*2 nd Shift ↓		*2 nd Shift ↓	*2 nd Shift ↓	
5:00						
6:00						
7:00						
8:00						Clinic: 18 hrs/wk
9:00						Class: 14 hrs/wk
9:30						Contact: 32 hrs/wk
10:00						
10:30						
11:00						

Sophomore Fall (Semester V) 2024

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	Contact Hours
7:30	Clinic (8)		Clinic (8)		Clinic (8)	See Clinical Schedule
8:00						
8:30		2145 Science III		2145 Science II		
9:00		8:30-10:20 ↓		8:30-10:20 ↓		
9:30						
10:00						
10:30		2104 Seminar ↓		2104 Seminar ↓		
11:00		10:30-12:00		10:30-12:00		
11:30						
12:00						
12:30						
1:00		2104 Seminar		2104 Seminar		
1:30		1:00-3:00 ↓		1:00-3:00 ↓		
2:00						
2:30						
3:00						
3:30						
4:00	*2 nd Shift: ↓		*2 nd Shift: ↓		*2 nd Shift: ↓	
5:00						Clinic: 24 hrs/wk 1st
6:00						20.5 hrs/wk 2nd
7:00						
8:00						Class: 10 hrs/wk
8:30						Contact: 34 hrs/wk
9:00						
10:00						
11:00						

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK Section D**

**D:3 Spring Tentative Semester Class Schedule
Freshmen Spring (Semester III) 2024**

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	Contact Hours
7:30	1123 Procd III	1153 Clinic (9)	1123 Procd III	1153 Clinic (9)	1153 Clinic	
8:00	7:30 – 9:00		7:30 – 9:00			See Clinical Schedule
8:30						
9:00	1143 Science I		1143 Science I			
9:30	(SDW) 9:00-10:30		(SDW) 9:00-10:30			
10:00						
10:30	Cross Section Ana		Cross Section Ana			
11:00	10:30-11:45		10:30-11:45			
11:30						
12:00						
12:30						
1:00	1123 Lab A		1123 Lab C			
1:30	1:00 – 2:30		1:00 – 2:30			
2:00						
2:30	1123 Lab B		1123 Lab D			
3:00	2:30-4:00		2:30-4:00			
3:30						
4:00		2 nd Shift		2 nd Shift	2 nd Shift	
4:30						
5:00						
6:00						
7:00						
8:00						
9:00						
10:00						
10:30						
11:00						

SOPHOMORE Spring 2024 (Semester VI)

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	Contact Hours
7:30	2256 Clinic (4 or 8)		2256 Clinic (4 or 8)		2256 Clinic (8)	
8:00		2106 RT Review		2106 RT Review		See Clinical Schedule
8:30		(SDW) 8:30-11:00		(SDW) 8:30-11:00		
9:00						
9:30						
10:00						
10:30						
11:00		2246 Rad Bio		2246 Rad Bio		
11:30		(SDW)11:00-12:00		(SDW)11:00-12:00		
12:00						
12:30						
1:00	2256 Clinic (4)	2106 RT Review	2256 Clinic (4)	2106 RT Review		
1:30	or RT Review	(SDW) 1:00-3:30	or RT Review	(SDW) 1:00-3:30		
2:00	Appointment		Appointment			
2:30	With SD West		With SD West			
3:00						
3:30						
4:00	2 nd Shift		2 nd Shift		2 nd Shift	
4:30						
5:00						
6:00						
7:00						
8:00						
9:00						
10:00						
11:00						

DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
D.5 Summer Orientation Schedule 2024

DATE	DAY	TIME	FRESHMAN ACTIVITY/CLASS	FACULTY	SOPH ACTIVITY/CLASS	FACULTY
5/20/2024	M	8:00	Welcome & Introductions	SDW/HM	Sophs In Clinicals	
		8:30	Ice Breaker Exercise/Take Individual Pics	SDW/HM		
		9:00	Break	SDW/HM		
		9:15	Class Introductions	SDW/HM		
		9:45	Student Handbook Introduction: A-D (Including Pregnancy Declaration, Radiation Safety, ALARA, Dosimeter Usage)	SDW/HM		
		10:30-11:30AM	Intro to JRCERT Standards	SDW/HM		
		11:30-1:00	Lunch Break			
		1:00	Review Policy Game E.1, 2, 9, 10 Answers	SDW/HM		
		3:00	Approximate Dismissal	SDW/HM		
5/21/2024	T	8:00-8:45 AM	Organization of Clinical Notebooks	HM	Sophs Regular Class	
		8:45	Review E.6 Policy Game Q and A Session	HM	8:30-10 Exp II	SDW
		9:00	Break		10-11:45 Rad Protection	SDW
		9:15-12	Book Review/Questions/Review Clinical/Class Schedules	HM	1-3 PM Procd IV	HM
		12-1:00	Lunch Break		Ch 17	
		1:00 - 3:00	Mini Fluoro/SX/C-Arm	CC		
		3:00	Approximate Dismissal			
5/22/2024	W	8:00-9:20	RADT 1121 Procedures I	HM	Sophs In Clinicals	
		9:20	Break			
		9:30-11:30	RADT 1105 Patient Care	SDW		
		11:30-1:00	Lunch Break (Students are to complete task below)			
			Send to Campus Services for clinic badge cost is \$0 (Must be in greens for badge pic)			
		1:00-3:00	RADT 1111 Anatomy I	SDW		
5/23/2024	TH	8:00-9:20	Mini CT/MRI Course	CC	Sophs Regular Class	
		9:20	Break		8:30-10 AM Procd IV	HM
		9:30 - 11:30	LAB with machine & portable introduction (split in groups of 10 per lab)	CC/HM	1:00-2:30 Exp II	SDW
		11:45-1:00	Lunch Break		2:30-TBA Rad Prot	SDW
		1:00-2:00	O2 Lab			
		2:00-3:00	TBA/Approx Dismissal			

DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
D.5 Summer Orientation Schedule 2024

5/24/2024	F		OFF			
5/27/2024	M	OFF	MEMORIAL DAY--NO CLASS			
5/28/2024	T	8:00-9:20	Study Habits with speaker from Dean of Students	SDW/HM	Sophs Regular Class	
		9:20	Break	SDW/HM	8:30-10 Exp II	SDW
		11:30	1st TB Skin Test		10-12 Rad Prot	SDW
		11:45-1:00	Lunch Break		1-3 PM Procd IV	HM
		1:00 - 3:00	CXR Practice/PCXR Practice			
		3:00	Approximate Dismissal			
5/29/2024	W	8:00-9:20	Continue Ch 1 Procedures/LABS	HM	Sophs In Clinicals	
		9:30	Break	HM	Sophs to help with	
		9:30-10:30	RADT 1111 Anatomy I	SDW	Freshman lab checkoffs	
		10:30-11:10	RADT 1105 Patient Care	SDW		
		11:10-12:10	Lunch Break			
		12:10-4:00	Lab Check-offs (utilizing sophomores)/Tori	CC/HM		
5/30/2024	TH	8:00-9:20	TCPS	CC	Sophs Regular Class	
		9:30-11:00	ACEMAPP	CC	8:30-10 AM Procd IV	HM
		11:00-11:45	1st TB Skin Test Read		1:00-2:30 Exp II	SDW
		12-1:00	Lunch Break		2:30-TBA Rad Prot	SDW
		1:00-3:00	Portable Chest/ Chest X-Ray Lab	CC		
5/31/2024	F		MAKE UP TIME IF NEEDED		Sophs In Clinicals	
6/3/2024	M	8:00-9:20	RADT 1121 Procedures I TEST REVIEW	HM	Sophs In Clinicals	
		9:30-10:30	RADT 1111 Anatomy I	SDW		
		10:30-11:30	RADT 1105 Intro to Patient Care TEST ONE	SDW		
		12-1:00	Lunch Break			
		1:00-3:00	Lab Practice/Exercise Chapter 1	HM		
6/4/2024	T	8:00-9:20	RADT 1121 Chapter 1		Sophs Regular Class	
		9:30-11:00	Lab Exercise		8:30-10 Exp II	SDW
		11-11:30	2nd TB Skin Test		10-11 Rad Prot	SDW
		11:30-1:00	Group Lunch/Pizza Party		1-3 PM Procd IV	HM
		1:00-2:30	Scavenger Hunt	SDW/HM		
		2:30-3:30	H.I.P Group Activity	SDW/ HM		

DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
D.5 Summer Orientation Schedule 2024

6/5/2024	W	8:00-9:20	RADT 1121 Procedures I TEST CH 1	HM	Sophs In Clinicals	
		9:30-10:30	RADT 1111 Anatomy I	SDW		
		10:30-11:45	RADT 1105 Intro to Patient Care	SDW		
		11:45-1:00	Lunch Break			
		1:00-3:00	Lab Check Off Exercise			
6/6/2024	TH	8:00-9:20	RADT 1121 Procedures I Ch 2 Chest	HM	Sophs Regular Class	
		9:30-11:00	Lab Exercise	HM	8:30-10 AM Procead IV	HM
		11:00	2nd TB Skin Test Read		1:00-2:30 Exp II	SDW
		11:45-1:00	Lunch Break		2:30-TBA Rad Prot	SDW
		1:00-3:00	Laptop Exercise Corectec Assignment	HM		
6/7/2024	F		MAKE UP TIME IF NEEDED		Sophs In Clinicals	
NORMAL CLASS TIMES BEGIN THIS WEEK						

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

**POLICY E.1: ACADEMIC STANDARDS/GRADING PROCEDURES/FEEES/PROGRESSION
REQUIREMENTS**

- 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 CBEs to guide the student through program progression expectations. These expectations include performing clinical patient skills and procedures confidently and accurately by 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 academic/ethical dishonesty cases. The student will receive a letter of “F” in the course the dishonesty occurred. All other courses the student is currently enrolled in 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.** Students may **NOT** have laptops/mobile phones/Fitbits/wrist trackers or smart watches in class or on clinical assignments.
 - J.** Students dismissed based on academic/ethical dishonesty are not eligible for program re-entry.
 - K.** Should a student fail one or more 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 CBEs: the calculation for the CBE portion of the clinical semester grade will be an average of all of the semester CBE grades.
 - 2. < 100% Completed CBEs: the student will receive an incomplete “I” for the semester clinical grade if the CBEs 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:

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

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 (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 a 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 rescheduling 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. The program director will make such a ruling.

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 of the absence (even if 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

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

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 student’s written test on a particular topic and final exam must be 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 the 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 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 not to 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

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

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. The LAB Evaluation can only have two attempts. Should a failed evaluation occur, a re-attempt lab evaluation will be scheduled within a week after the failed lab evaluation. The student will be assigned re-mediation study and additional practice to help the student learn what improvements need to be made. The recorded grade will be an average of the original and second 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 pass the Exit Exam, have 100% completion of all CBEs (including grad comps and all image critiques), and if he/she does 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 typewritten report which involves interview the technologist of the area. The report will be single-spaced, with 1 1/2” margins and size 12 font. The topics to be included are:

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

- * 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

If a student fails two clinical evaluations while a student and/or has 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 because the student did not progress successfully through direct and indirect clinical student supervision parameters as documented by clinical personnel, clinical instructors, and program faculty.

XI. REMEDIATION: Students who fail a clinical competency after three attempts or who are 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, completing additional review exercises and quizzes, and obtaining more practice 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's 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 coursework 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 the 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. Students may not 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 expenses.

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

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 **prohibited** during lectures/labs/review sessions. Test review sessions are mandatory, and the completion of any assigned test review questions by the announced due date is also mandatory. 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 smartwatch or phone to record or take pictures and/or write down review questions/quizzes/answers.
5. Students will be dismissed from the program in academic/ethical dishonesty cases. The student will receive a letter of “F” in the course the dishonesty occurred. All other courses the student is currently enrolled in will be given a “W.”

XVIII. PROGRAM SECURITY: PROGRAM POLICIES, STUDENT RECORDS, AND EQUIPMENT: All permanent student 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 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:

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

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

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

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, image critique, or combination of both. A failed grad comp will lead to a recorded grade of "F" in RADT 2256.

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

POLICY E.2: ATTENDANCE GUIDELINES/GRADING/CALENDAR/CLINICAL OBLIGATIONS

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 earlys 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. These PTO hours/days are intended for sickness for that student or child, doctor’s appointments, car troubles, or approved mental health day. PTO hours/days are not intended to extend a weekend or to go to a paid job. 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.**
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.)
4. **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.
5. **Clinical Attendance Documentation:** The program utilizes the Trajecsys electronic system to document clinical attendance. All clinical assigned times must be documented using the electronic system. Students may not sign/clock in or out for other students. Accurate times must be recorded. Students must use the electronic system to enable geolocation (GPS) when clocking in and out.

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

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.

If hand-written time sheets are used, a CP must initial each time a student is “in” and “out” routinely. A CP’s signature is required on the timecard/sheet for documenting a tardy and/or make-up time.

7. **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. (At the beginning of the rotation each clinical day, the student should be in the clinical area at that time and not walking in the building). 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 preceptor at the appropriate clinical site. Tardy time must be made up the day it occurred. 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. All attendance events are required to be entered into the Trajecsys system.
8. **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. If a clinical site is closing for the day, the student is required to contact the Clinical Coordinator for re-assignment.
9. **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 program director's approval.
10. **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 CP availability; images should be presented in advance of the earned time date to assure CP 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) practice book, with signatures of technologist who witnessed each practice, must be dated and turned-in by the

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

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:

Days	Points Deducted	Tardies/LE	Points Deducted from Clinical Score
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 clicking in/out in Tracjecsys

Semester Clinical Attendance Grading: All of the final attendance rotation grades per semester will reflect the semester grade. See the 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. If a student wishes a postponement of jury duty, the student must present the summons to the Program Director so that an official Program Letter is given to the student who then submits the postponement request/letter
15. **Weekend Clinical Rotations:** 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.
16. **Second Shift Rotations:** To gain additional trauma experience, each student is scheduled second shift clinical rotations 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".
17. **Inclement Weather Policy:** The following scenarios are policies 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.

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

- If the college is open, but the county or city schools in the area where 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.

18. **Outside Employment:** Outside employment should not interfere with the program's schedules or policies. Students who work as "student radiologic technologists" 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.
19. **Physician's Release:** A physician's written medical release must be submitted to the Program Director (before 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.
20. **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.
21. **OR/Mobile:** Students should be dressed in scrubs/cover-ups before clocking/signing in. The student should clock/sign out and then change clothes. Scrub clothing cannot be worn out of the hospital/clinical site without permission from the faculty.
22. **Adjunct Rotations:** Students are allowed to rotate through adjunct imaging areas during the program's second year if all of the required CBEs 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 contact the Clinical Coordinator 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 technologist's signature.

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

23. **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.
24. **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.
25. **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.
26. **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.
27. **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.
28. **Injuries Leave/Surgery Leave/Maternity Leave:**
Definitions:
Injuries: A student who sustains any 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 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

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

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. If a student is unable to complete assignments or 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.

29. *Absences due to a catastrophic event will follow the College/Program Contingency Plan Policy E.32.*

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

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 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 before the start of the Fall semester class.

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 faculty that they wish to enroll in the program. As soon as the faculty have received all notifications of acceptance status, 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 include 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 with 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 for 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.

DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026

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: Students' Clinical placements are non-discriminatory 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 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 **Policy E.6 Competency Evaluation Policy** in the Student Handbook for a description of the 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 evening/weekend assignments will also be scheduled. If a student needs a certain type of competency evaluation, the faculty may relocate 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 three days is required to be made up and scheduled with the program Clinical Coordinator. Students can 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.

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

POLICY E.3: ACCIDENT & POST-EXPOSURE INSURANCE

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

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

POLICY E:4: BLOOD AND BODY FLUID/COVID PRECAUTION

The U.S. Department of Health and Human Services and Public Health Service Centers for Disease Control (CDC) have established guidelines for the prevention of human immunodeficiency virus (HIV) and COVID-19 transmission in healthcare settings and 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 handling blood and other body fluids by healthcare 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 result in the student's failure in the current radiologic technology course.

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

FORM A.15 STUDENT CONTRACT/PANDEMIC SUPPLIES/STUDENT EMPLOYMENT

Student Name: _____ Graduating Year: _____

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

- _____ 1. The rad tech classroom/lab and each clinical site have visible and easily accessible supplies for sanitizing desks, computer keyboards, 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. 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.
- _____ 6. Anytime I feel that cross-contamination of germs has or is occurring, I can wear gloves (found in the classroom or lab).
- _____ 7. As an adult, I understand that taking safety precautions is my responsibility.
- _____ 8. I cannot attend (in person) class or clinic if I feel that I am coming down with any illness that is considered communicable (colds, flu, strep) and/or running a fever over 99.0 F degrees. The student is required to go to a doctor/clinic to be cleared to return to class and/or clinic. The student must notify program faculty and clinical personnel if going to miss class and/or clinic.

Additional Student "Tech" employment:

- _____ 9. 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.
- _____ 10. 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).

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

_____ 11. Students who work as student technologists jobs are not allowed to use program PTO to go to work.

_____ 12. Students who work as student technologist's jobs cannot obtain competencies for the program or use program dosimeter and lead markers on their paid jobs.

Student Signature: _____ Date: _____

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

POLICY E:5: 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

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

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.

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

POLICY E.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 hours per day or 40 hours per week. Students cannot be assigned clinical hours on holidays 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 3rd week 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 lectures and demonstrated in laboratory sessions.
2. Written and laboratory performance testing. *
3. Practice in the 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 a clinical setting under a registered technologist's direct supervision within a 1:1 ratio.
5. Document (with the 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 the 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 consider the patient's condition when assessing the grade.

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

Passed CBE: Once the student has passed a CBE for a procedure, the student is expected to 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 CBEs: Students are required to pass all CBEs in the first semester with a passing grade of 75 (if numerical) or a YES or PASS on all CBEs 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 CBEs: 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 Student RT and CBEs: Students employed as student technologists may not complete a CBE on paid time or clock out to obtain CBEs. 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 rotate in mammography electively 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 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 image; and
 - 6.3) The repeat procedure is initialed (documented) by the technologist in the Trajecsys system.
- 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.

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

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 are applied to 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 images 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 be re-centered to give the appearance of correct longitudinal and/or transverse centering.
- Parts of the image must not be cropped and 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.

SEMESTER CLINICAL EDUCATION GRADING SYSTEM:

Each clinical education semester 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%

CLINICAL ROTATION GRADING SYSTEM:

50% Rotation Evaluation

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

20% Clinical Assignment Grade*
30% Clinical Attendance Grade
100 %

***Clinical Assignments:**

New Rotation Orientation Form
Logs of exams entering in Trajecsys (expected number: 1200 over two years)
3rd week objectives completed.
Technique chart completed
Repeat Sheet Turned-in (at the end of rotation)

**** 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.

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 image identification. The competency-based evaluations (CBE) may be 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.

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

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. Only 10 CBE’s can be simulated.

Image Critique Guidelines:

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

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 and/or program faculty. 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 image; 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 image 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

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

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.

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

POLICY E:6: COMPETENCY-BASED CLINICAL EDUCATION

FORM A.14: CLINICAL TRAVEL WAIVER

TRAVEL WAIVER

I release the program of all liability from the extended travel and agree to get to the clinical sites on time, not using the extra mileage as an excuse for tardiness.

Student Signature

Date

Faculty Signature

Date

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

DSC Faculty Student Semester Review (Summary)

COPY

COPY

COPY

Student Name: _____ Term: _____ semester Year: _____

Work Ethics Trait

	A+	A	B+	B	C+	C	F
1. Attendance: Attends class/clinic, arrives/leaves on time; notifies preceptor of absences; whereabouts are 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 the appropriate ability to evaluate the quality of images; demonstrates appropriate professional judgment in delivering patient care; practices safe radiation protection; demonstrates the 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/passes 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, using correct grammar).	100	93	88	84	79	75	0
9. Cooperation: Displays leadership skills; appropriately handles criticism and complaints; demonstrates problem-solving capability; maintaining 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, and respects authority.	100	93	88	84	79	75	0

Student Signature: _____

Average Grade: _____

Letter Grade: _____

Comments: _____

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

POLICY E:7: CONFIDENTIALITY OF PATIENT RECORDS AND HIPPA

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

Patient Confidentiality protects the patient's privacy in written and oral communication. The radiologic technology program requires the student to respect the patient's right to privacy by using professional judgment in revealing confidential information to others.

Students must maintain patient confidentiality in all clinical settings by adhering to the Healthcare Insurance Privacy and Portability Act (HIPPA). In the interest of privacy and confidentiality, discussions with patients should not be conducted in areas where others may overhear or with any layperson outside of the medical field. The patient's problems and conditions should be discussed only with those who need such information 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 protects 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 CERTIFICATION REQUIREMENTS

Prior to the first clinical experience, students shall submit certification in CPR by the American Heart Association. The required CPR course 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.

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

E.9 DISCIPLINARY PROCEDURES

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.

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

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).
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.

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

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.
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.

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

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.

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

POLICY E.10: DRESS CODE/UNIFORMS

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 wristwatch is permitted.

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

- 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, practice book, 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).

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

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.

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

POLICY E.11: DUE PROCESS/GRIEVANCE

<u>Level of Due Process</u>	<u>Action Timeline (upon receiving documents)</u>
Lodging a Complaint/Grade Appeal of Discovery with Program Faculty Radiologic Technology Program Health Professions	within 7 days of occurrence Interview within 5 days of receipt of docs First Appeal: 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.

Program Dismissal: If a student is dismissed from the program the student may wish to follow the stages of the appeal process as described below. A dismissed student cannot attend class or clinical during the appeals process.

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 of the decision. 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, the student 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 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 can 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 President shall **render a decision and notify the student in writing 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.

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

Final Appeal: Should the aggrieved person be dissatisfied with said decision, the student 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 Vice President of Academic Affairs appeal decision. This application for review shall state the decision complained of and the redress desired. A review by the Board is not a matter of 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/dismissals and their resolution.

Resolution of Complaints regarding allegations of accreditation 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**

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

POLICY E: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.

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

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.

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

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

Any time there is a questionable ability to perform physically or emotionally, further examination is required. An 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 requirements 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, Drug Screening, Background Check, TB skins tests: Accepted students will be required to complete a physical examination, drug screening test, background check, and two, two-step TB skin tests. These assessments will be completed in the program orientation period. Further information will be provided to the students on the first day of orientation. Students beginning the second year of the program will have to complete all of above assessments except for the physical examination.
- B. The drug screen test (9-10 panel type) will be scheduled for the student at a prescribed facility as designated by the 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

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

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. 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.
- J. 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.
- K. 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.
- L. 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 or religious/medical waiver signed for:
- a. MMR
 - b. Measles
 - c. Mumps
 - d. Rubella
 - e. Influenza
- * In cases of pregnancy or suspected pregnancy, immunizations may be deferred. College Admissions is responsible for immunization evaluations.
- M. Other Health Tests Required at the expense to the student:
- a. 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).

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

- b. Hepatitis B vaccine series or wavier signed.
- c. Drug screening.

N. **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.

O. **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.

P. **Pregnancy Policy:**

1. 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.
2. A "declared" pregnant student chooses to voluntarily inform (in writing) program officials of her pregnancy to include the expected date of delivery.
3. 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.
4. The Declared Pregnant student has the right withdraw the declaration at any time by submitting a written withdrawal declaration to the Program faculty.
5. A declared pregnant student will have the option of continuing the educational program without modification or interruption, or discuss a clinical modification with the Program Director/Clinical Coordinator, 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. Should a student not complete the make-up hours before the scheduled/anticipation graduation date, the student will continue the program with an "I" in clinical course until the time is made-up. This delay might mean the student will not graduate with their class, but has the option to walk in graduation ceremonies with the next class. Please read below (#8) for specific details.
6. 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.
7. **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.

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

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 96 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 will purchase a second radiation dosimeter to monitor the radiation levels of the fetus.
10. No clinical rotational changes are necessary for a pregnancy or modifications to clinical assignments can be discussed with the Program Director/Clinical Coordinator. 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

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

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

FORM A:12 Declared Pregnancy Form: Dalton State College Radiologic Technology

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, ask for modified clinical assignments, 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 to purchase 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

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

POLICY E: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 E:15: LIABILITY 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
--------------	-------------------------

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.

Students 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.

Students are covered entirely for one annual year and is renewed 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 E:16: PROFESSIONAL ACCOUNTABILITY/CLASSROOM RULES/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 images, 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 your own anxiety or seek appropriate help.
13. Utilize appropriate channels 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

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

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: _____

**FORM A:11 POLICY E:16: PROFESSIONAL ACCOUNTABILITY/CLASSROOM RULES/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 offensive site will lead to program dismissal. Computer usage is monitored by the 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. Respectfully treat others 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.
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 remember that the program's reputation is at stake with your every action inside and outside the classroom.

Student Signature signifying that the policy has been reviewed.

Date signed.

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

FORM A.11 POLICY E:16 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 CP. Limit 2 critiques per day per CP. Students may complete an unlimited number of CBE performances if the student feels ready to complete a competency. Limiting the CP'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: _____

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

**POLICY E.17: STUDENT SAFETY, ETHICS, RADIATION MONITORING, MRI
QUESTIONNAIRE, METAL SCREENING FORM**

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 preceptor 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 images. 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 image 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

DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026

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.

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

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 appropriate 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 5 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 thorough 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

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

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.

POLICY E: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 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

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

and signature, documenting “good standing status” from the previous radiologic technology program Director.

B. Ineligible Students:

1. A student who has failed one or more 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 cohort 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.

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

POLICY E:19: STUDENT UNDERSTANDINGS

FORM A:8

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 both rad tech classrooms.
- _____ 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.

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

- ___ 16. Notification of absences and tardies to program faculty are required for both class and clinicals while in the program. AS well as notification to clinical preceptor for clinical absences and tardies.
- ___ 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. Students who have outside jobs cannot take PTO to attend their job. I have read and understand the attendance policy.
- ___ 22. I cannot extend program/college breaks/weekends 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.

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

- ___ 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.

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

- ___ 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 mages 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 Advent Murray Hospital, 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. via a virtual format and online testing if my health allows.
- ___ 58. If I am absent for clinic more than two weeks due to Covid, the time must be made-up prior graduation.

Signature: _____ Date: _____

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

POLICY E: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 or patients 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.**

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.

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

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 or Patients During an Examination: Students must not hold image receptors or patients 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.

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.

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

POLICY E:25: SUBSTANCE ABUSE, TESTING, AND 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.

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

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.

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

Policy E:26: Intravenous Administration Competency

All clinical experiences of intravenous administration for students enrolled and in the 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 with the patient's permission, the student may attempt it no more than a second time. **Each student is required to obtain 10 IV starts while in the program.**

This document certifies that the student named below has successfully completed the 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
		SAMPLE	

POLICY E:27: CRIMINAL BACKGROUND ASSESSMENTS AND DRUG SCREEN INFORMATION

14. 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.
15. 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 see specific of the screenings, just the “cleared” or “not cleared” status is reported.
16. 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.
17. All costs for the screening assessments are the responsibility of the student.
18. The location of screening assessments is mandated by the screening company.
19. 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.

20. 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.
21. 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.
22. The ARRT makes the final recommendation for approval for certification.

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

POLICY E: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 warmup 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 acknowledgment: _____ Date: _____

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

FORM A: 17 POLICY E:30: TECHNICAL STANDARDS/MINIMUM SKILLS FOR PROFESSION AND STUDENT

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

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

- 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, 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.

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

- 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: _____

POLICY E:32: COLLEGE/PROGRAM CONTINGENCY PLAN

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.

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

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.

This content is maintained by Dalton State Academic Affairs. Last updated April 2022.

POLICY E:39: TEST CORRECTIONS AND 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 the instructor.**

**DALTON STATE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK 2024-2026**

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 the day the 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 the original test score)

Test Correction Grading Guidelines and Scoring: * Only two failed tests/courses 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 cited 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, use 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 the 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 the number of corrections incomplete**

Test Corrections Evaluated by: _____

Date: _____

POLICY E:40: TRANSFER POLICY

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 cohort 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 the 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.