



EDISON STATE
COLLEGE

Radiologic Technology Program

Student Handbook

2009 -- 2011

(Revised February 2009)

Program Accredited by:
Joint Review Committee on Education in Radiologic Technology

Program Endorsed by:
Radiologic Technology Program Advisory Committee

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(revised February, 2009)

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(All handbook information is subject to change with proper notification)

PROGRAM PURPOSE

The purpose of the Edison State College Radiologic Technology Program is to provide a nationally accredited, high-quality, radiologic technology learning experience.

PROGRAM MISSION

Recognizing the worth and dignity of the individual and society's need for educated radiographers, the Program's mission is to strive for excellence through innovation and continuous improvement as it provides:

- Post-secondary career-oriented courses which provide students with marketable skills and expertise in Radiologic Technology.
- Courses transferable for continuation of undergraduate studies.
- Courses which enable students to enrich their lives socially, culturally, and intellectually.
- Counseling to assist individuals toward continuation of undergraduate studies, or job placement.
- Leadership as a medical imaging educational resource in serving the diverse and developing needs of the community of interest.

PROGRAM GOALS

- Students will be able to perform as an entry-level radiographer.
- Students will demonstrate critical thinking and problem solving skills
- Students will effectively communicate with patients and staff.
- Students will understand the value of professional development and life-long learning.

PROGRAM EFFECTIVENESS GOALS

- Graduates will pass the national certifying examination.
- Graduates will find employment in the field.
- Graduates will indicate overall satisfaction with the program.
- Students starting the program will complete the program.
- Employers will indicate satisfaction with graduates.
- Graduates will be clinically competent.

PROGRAM OBJECTIVES

Following successful completion of the program, the graduate will be able to:

- Apply knowledge of anatomy, physiology, positioning, and radiographic technique selection to accurately demonstrate anatomical structures on a radiograph or other image receptor.
- Determine exposure factors to achieve optimum radiographic technique with minimum radiation exposure to the patient.
- Evaluate radiographic images for appropriate positioning and image quality.
- Apply the principles of radiation protection to the patient, self, and others.
- Provide patient care and comfort.
- Recognize emergency patient conditions and initiate lifesaving first aid and basic life-support procedures.
- Detect equipment malfunctions, report it to the proper authority and know the safe limits of equipment operation.
- Exercise independent judgment and discretion in the technical performance of medical imaging procedures.
- Provide patient / public education related to radiologic procedures and radiation protection/ safely.
- Describe the basic components of a quality assurance program for diagnostic radiology.
- Demonstrate knowledge and skills relating to verbal, nonverbal, and written medical communication in patient care intervention and professional relationships.

Clinical Education

The philosophy of education practiced within the Radiologic Technology Program is that of the experimentalist. This philosophy states that we learn best those concepts that we can experience. Therefore, throughout the curriculum of the program, clinical experience is correlated with didactic learning in an organized fashion called the **Clinical Education Plan**. Under this plan each student will accomplish approximately 1800 hours of clinical experience in the real medical world at affiliating hospitals of the program. Students will be involved in all phases of daily operations of a medical radiology department. Each student will be creating medical images on hundreds of patients during the extent of the program. This practice is designed to allow the full development of cognitive, affective, and psychomotor learning in the art and science of medical radiographic production. The **Clinical Education Plan** is explained in the next section of this handbook.

**EDISON STATE COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM
CLINICAL EDUCATION PLAN**

Course Identification

A. RTE:	1503L	1804	1814	1824	2834	2844
B. Semester:	F-1	Sp-1	Sm-C	F-2	Sp-2	Sm-A
C. Credit Hours.:	2	3	3	3	3	2
D. Clinical Hours.:	280	336	336	336	336	184

Program Representatives

- William Roshon, District Dean of Professional and Technical Studies, (239) 489-9292
- Dr. Mary Lewis, RN, Associate Dean of Health Professions, (239) 489-9255
- Jim Mayhew, Program Coordinator, (239) 489-9110, Pager: 890-3452
- Coleen Swanson, Clinical Coordinator, (239) 489-9122, Pager: 890-7205
- Nancy Costello, Clinical Coordinator, (239) 985-8318, Pager: 890-6337
- Dave Ingram, Fawcett Memorial Hospital, Port Charlotte, (941) 627-6190
- Gina Kirigin, Charlotte Regional Medical Center, Punta Gorda, (941) 637-2405
- Peggy Santos, Cape Coral Hospital, Cape Coral, (239) 574-0321
- Rene Quick, Naples Community Hospital, Naples, (239) 436-5000 x-2227
- Joe Vivinetto, North Naples Hospital, Naples (239) 513-7756
- Melanie Ingram, Lee Memorial Hospital, Ft Myers, (239) 334-5528
- Vince Arzadon, Southwest Florida Regional Medical Center, Ft Myers, (239) 939-8532
- Teresa Haugh, HealthPark Florida, Ft Myers, (239) 985-8657
- Karri Huber, Physician's Regional Medical Center, Naples, (239) 304-4866
- TBA, Lehigh Regional Medical Center, Lehigh Acres, (239) 368-4710*
- Rose Hardman, Radiology Regional Center, Lehigh Acres, (239) 344-1000
- Andrea Garcia, Radiology Regional Center, Fort Myers Winkler, (239) 489-4426
- Brandi Mixon, Radiology Regional Center, Cape Coral, (239) 458-3138
- Victoria Pistone, Radiology Regional Center, Cape Coral, (239) 458-3138
- Matt Morris, Naples Diagnostic Imaging Center – Plaza, Naples, (239) 254-7262
- Jeanette Oldham, Naples Diagnostic Imaging Center – North (239) 593-4211
- Linda Cook, Advanced Imaging of Port Charlotte, Port Charlotte, (941) 235-4646 x-121

* Sites are currently on hiatus

Clinical Description

Affiliation agreements with various hospitals enable Edison State College Radiologic Technology students to gain valuable clinical experience in departments of radiology. Each student has the opportunity to demonstrate the skills learned in the classroom and laboratory in the real clinical setting. In this area each student is assigned to various department subdivisions. The student at first works closely with a registered radiologic technologist. As proficiency and speed increase, the student performs examinations in an indirectly supervised capacity.

Clinical experience involves the student in handling and care of patients and various radiographic apparatus. The student learns to manipulate exposure factors in all clinical situations under many different conditions. Each student gains significant experience in: routine and special positioning methods, surgical radiographic procedures, manipulation of radiographic image, and maintaining radiographic records.

Clinical Objectives

The student will:

1. Perform or assist with each radiographic procedure assigned to his/her room. Level of supervision: by direct supervision of a registered radiologic technologist.
2. Perform independently with indirect supervision in areas of completed category competency evaluations.
3. Demonstrate:
 - a. Proper evaluation of each requisition
 - b. Physical facilities readiness
 - c. Professional interpersonal relationships
 - d. Competent patient positioning skills
 - e. Skillful equipment manipulations
 - f. Evidence of proper radiation protection
4. Evaluate radiographic images for:
 - a. Anatomical parts/terminology
 - b. Proper alignment
 - c. Radiographic technique
 - d. Image identification
 - e. Evidence of radiation protection

5. Be evaluated in the following clinical category competency areas:

NOTE: At least 43 of the 51 Mandatory Radiological Procedure Competencies must be demonstrated on patients (not phantoms or simulated)

FALL SEMESTER, 1ST YEAR

Sept. - Dec., 16 hours/week

Level I Evaluation (*total of 5*)

- Radiographic Control Panel and Accessories
- Equipment Manipulation/Identification, R/F Room
- Patient Care and Safety
- Chest: PA and Lateral only ♦ (**prerequisites: Rad Control Panel, Equip Manip, and Patient Care**)
- Abdomen: Supine only ♦ (**prerequisites: Rad Control Panel, Equip Manip, and Patient Care**)

Orientation Objectives to: (one - 4 hour rotation each)

- Darkroom
- Film Library / Reception
- Control Area
- Patient Transporting (includes Oxygen Administration)

Level II Evaluations: None

SPRING SEMESTER, 1ST YEAR

January - April, 24 hours/week

Level I Evaluations - 19 procedures

- **CHEST CATEGORY** – 1 procedure
Chest: Stretcher or Wheelchair ♦
- **ABDOMEN CATEGORY** – 1 procedure
Abdomen: 1) Abdominal Series (Supine & Upright or Decubitus) ♦
- **UPPER EXTREMITY CATEGORY**, 8 procedures /1 each
Thumb/Fingers ♦ Elbow ♦
Hand ♦ Humerus ♦
Wrist ♦ Shoulder ♦
Forearm ♦ Scapula or AC Joints or Clavicle
- **LOWER EXTREMITY CATEGORY**, 9 procedures / 1 each
Foot ♦ Knee ♦ Hip with Frog-leg ♦
Ankle ♦ Patella Pelvis ♦
Calcaneus Femur ♦ Tibia/Fibula ♦

Level II Evaluations: *None*

SUMMER C SEMESTER 1st YEAR
May - August, 24 hours/week

Level I Evaluation: 9 procedures

- **GI CATEGORY** – 4 procedures / 1 each
 - Esophogram/Barium Swallow (with overheads)
 - UGI (with overheads) ♦
 - Barium Enema (with overheads)♦
 - Small Bowel Series
- **GU CATEGORY** – 1 procedure
 - Cystography or VCUG
- **ONE ARRT ELECTIVE EXAMINATION:** 1 procedure from the following:
 - Decubitus Chest, Soft Tissue Neck, SI Joints, ERCP, Surgical Cholangiogram, Retrograde Pyelogram
- **PORTABLE CHEST** -- 1 procedure (Non OR) ♦
- **PORTABLE ABDOMEN** – 1 procedure (Non OR) ♦
- **HIP with axiolateral** (cross-table lateral) ♦
- **C-ARM EQUIPMENT MANIPULATION**

Level II Evaluations: 2 procedures
Any two procedures from preceding semesters.

FALL SEMESTER, 2ND YEAR, 24 hours/week

Level I Evaluations: 8 Procedures

- **SPINE CATEGORY**, 4 procedures / 1 each
 - C Spine♦
 - T Spine♦
 - L Spine♦
 - Sacrum/Coccyx
- **BONY THORAX CATEGORY**, 2 procedures / 1 each
 - Ribs♦
 - Sternum
- **TRAUMA SHOULDER** (To include: Scapular Y, Transthoracic or Axillary), 1 procedure ♦
- **C-ARM PROCEDURE**, 1 procedure ♦

Level II Evaluations: 3 procedures

Any 3 procedures from preceding semesters, one must be a portable, and one must be a fluoroscopy study

SPRING SEMESTER, 2ND YEAR, 24 hours/week

Level I Evaluations: 10 procedures

HEAD WORK CATEGORY, 6 procedures

Skull ♦

Sinuses ♦

Facial Bones

Mandible

Nasal Bones

Orbits to include Rhese Method

SPECIAL PROCEDURES CATEGORY: 1 procedure

Myelography or

Arthrography

PEDIATRIC CHEST, 1 procedure (child, 6 years old or younger) ♦

TRAUMA CERVICAL SPINE (including cross-table lateral), 1 procedure ♦

ONE ARRT ELECTIVE EXAMINATION: 1 procedure from the following:

Decubitus Chest, Soft-Tissue Neck, Scoliosis Series, SI Joints, ERCP,

Surgical Cholangiogram, Retrograde Pyelogram, Pediatric (Age 6 or Under)

Upper Extremity, Lower Extremity, Abdomen or Mobile Study, IVU

Level II Evaluations: 4 procedures

1 OR, 1 Portable Orthopedic Examination ♦, 1 Trauma Upper Extremity (non-shoulder) ♦,

and 1 Trauma Lower Extremity ♦

SUMMER SEM., 2ND YEAR, A term, 32 hours/week

Level II Evaluations: 3

Summer A: 1 department, 1 Surgery, 1 non-surgery Portable or department exam

Orientation Objectives to Electives: (4 days max. in total electives)

- | | |
|-------------------------------|-----------------------|
| a. Ultrasound | e. Special Procedures |
| b. Magnetic Resonance Imaging | f. Radiation Therapy |
| c. Nuclear Medicine | |
| d. Computed Tomography | |

♦ ARRT Mandated

“Trauma” is described by the ARRT as a serious injury or shock to the body. Modifications may include variations in positions, minimal movement of the body part, etc.

Method of Evaluation

A. Category Competency Evaluation Forms, Level I, and II. (See forms in Appendix C)

A primary student goal for each grading period is to be certified competent to perform independently in the appropriate competency category for that semester. After sufficient observation and practice of examinations, the student shall request the clinical instructor or approved evaluator to evaluate his/her performance in the Level One category of exams listed (see above). The clinical instructor or evaluator then evaluates the student's performance using the Level I form. The student may not perform an exam with indirect supervision, (see Direct/Indirect Supervision) until **BOTH UPPER AND LOWER** parts of the evaluation form have been completed and properly signed.

It is the student's responsibility to request a level one evaluation. Once begun, a student may not choose to terminate the evaluation. The evaluation is only terminated by following improper procedure or at the proper discretion of the CI/CC. Categories assigned must be completed during the grading period to complete the course and progress in the program.

Advanced leveling: Students may request evaluation of Level I competency in advance of the scheduled semester grading period to take advantage of exam frequency, etc. A pre-level can be done by the student who has successfully completed both lecture and lab components on that examination. Grades earned will remain on file until the semester due. This is strongly recommended for the headwork competencies.

The Level II evaluation form is used starting in the third semester. This form evaluates performance of the student on examinations previously certified by the Level I form. The Level II form is an in-depth evaluation of examinations the student has had more experience with as he/she progresses in the program.

The clinical instructor chooses which Level II exam is done and the evaluation time and date. This decision is according to the semester schedule printed above. Level II evaluations cannot be done in advance.

In addition to the above Level I/II forms, students assigned to outside rotations must have an evaluation of learning form completed for each respective assignment. Assigned areas: transport, control area, film library/ reception, OR, portables, CT, MRI, Special Procedures, and evenings

B. Personal Performance Evaluations (See forms in Appendix C)

The staff radiographers evaluate each student's overall clinical performance on a form called the **Student Weekly Performance Evaluation**. This is to give the student relevant feedback on how she/he is perceived to be performing by others in the department. The student is responsible to initiate the completion of this performance evaluation in a timely manner. Failure to do so will result in a one-point demerit. A **Mid-Course Personal Development Assessment** form also will be used as a service to the student in providing feedback. These evaluations do not have a letter grade assigned to them. At the end of the semester, the clinical instructor completes a **Final Personal Development Assessment (PDA)** which is reviewed by the Clinical Coordinator. This assessment will affect the final course grade in conjunction with skill performance grades earned on the Level One, Two, and Merit/Demerit forms.

A **Merit/Demerit** form is to document clinical performance not in keeping with the goals of the program. This form documents those instances where a student's behavior is in need of major changes to be in line with that of a professional radiologic technologist. Please refer to the form in appendix C and to the next section on clinical grading to understand its use in the program.

CLINICAL GRADING PROCESS

Clinical Grading Scale

Level I Grading

A minimum grade of 86.6% must be attained on the first attempt to show competency on a particular examination. If the first attempt is not successful, the exam may be challenged a second time. No more than one unsatisfactory on a non-asterisked item may be achieved. A grade of 85% will then be recorded for that examination. Unsatisfactory result of an asterisked item will result in termination of the exam. A third attempt may be challenged following a successful lab competency. No more than one unsatisfactory on a non-asterisked item may be achieved. A grade of 33% will be recorded. If a student does not pass the third attempt a grade of 0 will be recorded, however the student must still demonstrate competency for that exam.

Level II Grading

A successful attempt is a minimum of 85%. If the first attempt is unsuccessful, the student must create a formal case study of a topic assigned by the Clinical Coordinator. The student must contact the Clinical Coordinator immediately following the termination. The case study must be presented to the Clinical Coordinator within one week following the unsuccessful attempt.

A successful second attempt at a Level II will be recorded as an 85%. The second attempt must be done on the same or similar exam. If the second is unsuccessful, a zero is recorded and no further evaluations are attempted for this Level II grade.

FINAL CLINICAL GRADE COMPUTATION

The final letter grade for each clinical education course is determined by the following steps in order:

To receive an “A” grade, the student must:

- 1) Complete all required competency evaluations (Level I, and II) with an average of 96 to 100% accuracy.
- 2) Complete all required clinical time by the end of the grading period of the current semester.
- 3) Receive No marginal assessment in any category & No unsatisfactory assessment in any category on the Final Personal Development Assessment.*,***
- 4) Did not receive enough Demerits to lower the grade below the 96% level.
- 5) Did not receive a Category I Counseling Report**

To receive a “B” grade, the student must:

- 1) Complete all required competency evaluations (Level I, and II) with an average of 91 to 95% accuracy.
- 2) Complete all required clinical time by the end of the grading period of the current semester.
- 3) Received no more than one marginal assessment in any category & No unsatisfactory assessment in any category on the Final Personal Development Assessment.*, ***
- 4) Did not receive enough Demerits to lower the grade below the 91% level.
- 5) Did not receive a Category I Counseling Report**

To receive a “C” grade, the student must:

- 1) Complete all required competency evaluations (Level I, and II) with an average of 85 to 90% accuracy.
- 2) Complete all required clinical time by the end of the grading period of the current semester.
- 3) Received no more than two marginal assessments in any category & No unsatisfactory assessment in any category on the Final Personal Development Assessment.*, ***
- 4) Did not receive enough Demerits to lower the grade below the 85% level – if so received, a committee will decide the outcome.
- 5) Did not receive a Category I Counseling Report**

*NOTE: Any unsatisfactory assessment in any category will result in a failing course grade regardless of grades earned from Level I and II evaluations.

** NOTE: A **GROUP I COUNSELING REPORT** affords a **FAILING GRADE** for the course and **PROGRAM DISMISSAL** regardless of other grades earned.

***NOTE: If a marginal assessment reduces the clinical grade, the grade will be to the upper range of the next lower letter grade. (e.g. one marginal assessment would reduce a 98% clinical grade to 95%, the upper range of a B grade. Two marginals would reduce a 98% clinical grade to a 90%, the upper

range of a C grade. Demerits are then subtracted after the marginal assessments are considered in the grade.

INCOMPLETE GRADES

Incomplete grades will only be given under **extreme circumstances** and not routinely administered.

ATTENDANCE POLICY (*any changes, additions, or deletions to a student's schedule must be Program approved*) Punctual attendance during all clinical education courses is mandatory for continued progression in the program. Specific shift start times will vary according to hospital site and assignment within particular departments. The Clinical Coordinator determines shift hours. The Program strongly recommends that each student be at his/her station and "ready-to-go" five minutes before his/her scheduled start time. A tardy is documented at one minute passed the scheduled start time and a left early is defined as leaving one minute or more prior to the end of the scheduled shift. More than two tardies or left earlies in any one semester earns demerits. Two absences (excluding jury duty, bereavement, and military duty) are allowed each full semester without academic penalty. The third absence is an academic demerit. The fourth absence, and so on, receives respective demerits. (See Student Counseling Report – Merit/Demerit)

A "tardy" is defined when a student clocks in between 1 minute and 4 hours after their scheduled start time.

A "leave early" is defined when a student clocks out between 1 minute and 4 hours before the end of their scheduled shift.

Any time missed greater than 4 hours constitutes an "absence".

Any student absent from clinical **MUST** make up the time missed or he/she is subject to demerits, counseling, or dismissal. **The College & program has predetermined semester breaks. Students are expected to plan VACATIONS, FAMILY REUNIONS, MARRIAGES, ELECTIVE SURGERY, etc., during these semester breaks and not during the semester time periods.** Semester breaks are defined as the time periods between semesters.

Any absence immediately before or after a scheduled holiday will result in one additional demerit for each day missed.

All clinical time must be completed before a grade will have been earned for each course. Students **MUST arrange make-up time with the Clinical Coordinator** and with the approval of the appropriate clinical instructor at the assigned clinical education center. Any rescheduled make-up day is treated as a scheduled day in regards to tardiness, absenteeism, etc. **Students may make up or bank time on days approved by the clinical instructor and clinical coordinator.** Students who are unable to make up time missed before the end of the official college grading period will receive an INCOMPLETE GRADE. College policy states that the Incomplete grade must be removed from the record within twenty-eight days into the next grading period or a grade of F will be recorded

The student must personally notify the Clinical Coordinator **and** Clinical Instructor 30-minutes before the scheduled clinical start time. If the CI is not available or has not yet arrived at the hospital when the student calls, a message may be given to a department staff member. A phone message for the Clinical Coordinator is also required. If the student fails to inform both the CI and Clinical Coordinator in an appropriate manner, he/she will receive 1 demerit for each occurrence.

ALL MISSED CLINICAL TIME SHALL BE MADE UP DURING THE HOURS AND CLINICAL ASSIGNMENT IN WHICH THE TIME WAS MISSED

Student attendance at Radiologic Technology Society meetings are encouraged. The Program Coordinator awards two clinical hours for every hour of attendance at a pre-approved meeting. The Coordinator distributes signed certificates of attendance to participating students. These certificates can be applied toward required clinical time by providing the original certificate to the student's clinical instructor. Hours earned from Society meetings, hospital orientations, and bank time shall not be used during the fall semester-first year.

Each student is encouraged to get a day or two ahead in clinical time if he/she desires. This time can be used in the process of making up time for clinical time missed for an illness, a family emergency, etc. **Students may not "bank" time in excess of three clinical days (24 total hours).** This total includes all time accrued during Society seminars or hours gained from Merits. Time cannot be banked in increments of less than 4 hours (Society meetings exempted). No time off may be scheduled the last week of the program. Any missed time during this week regardless of banked time must be made up before program completion. **Remember that the Clinical Coordinator must approve all banked time prior to banking the time or use of banked time.**

ABSENCE REPORTS

An Absence Report must be completed following any absence from the clinical setting. Any make up time must be approved.

HURRICANE / DISASTER POLICY

In the event of a hurricane OR natural disaster, students should listen to the local news media for campus closings. If in question, call Edison State College Lee Campus Public Safety at (239) 489-9203, Collier Campus Public Safety at (239) 732-3712, or Charlotte Campus Public Safety at (941) 637-5608. If a particular Edison State College campus is closed, **NO STUDENT SHOULD BE ON THAT CAMPUS.** If any campus is closed, **NO STUDENT SHOULD BE AT ANY CLINICAL SITE.** **UNDER NO CIRCUMSTANCES SHOULD A STUDENT USE THIS TIME TO MAKE-UP HOURS PREVIOUSLY MISSED.** When a closure is ordered or when contacted by the Program or Clinical Coordinator, students may be required to leave a clinical site before completing his/her daily rotation. Time is not made-up when missed due to hurricane / disaster closures.

JURY DUTY

If a student is called for jury duty, the time missed is considered excused and will not need to be made up. A court appearance mandated by legal summons will be considered excused, however the time will need to be made up. All other court time will be treated as a regular absence.

MILITARY DUTY

All military duty is considered an excused absence and time will need to be made up in an appropriate manner.

BEREAVEMENT

Upon the death of an immediate family member (father, mother, brother, sister, mother-in-law, father-in-law, grandfather, & grandmother) a student is granted up to 3 clinical days of leave time. Bereavement time is excused and does not need to be made up.

CLINICAL ASSIGNMENT ROTATIONS

A plan of clinical assignments will be such that the student will be experienced in all facets of the modern radiology department. The plan allows the student to apply didactic learning with actual practice in the clinical setting. Students typically rotate through radiographic rooms during day shifts. However, during the second year, shift assignments are made to evenings and to other affiliate hospitals. Other areas of assignments include: patient transport, reception, film library, quality control, surgery, non-surgical portables, CT, MRI, sonography, nuclear medicine, and special procedures.

The Clinical Instructor makes assignments with approval of the Clinical Coordinator. Students cannot change their scheduled rotations.

Schedule of assigned areas:

Fall-1	-Radiographic Rooms -Portables (non-surgical) -Transport	-Quality Control -Front Office -Film Library
Spring-1	-Radiographic Rooms -Portables (non - surgical)	-Surgery -Two week outside clinic rotation
Summer-C	-Radiographic Rooms -Portables (non - surgical)	-Surgery -Two week outside clinic rotation
Fall-2	-Radiographic Rooms -Portables (non- surgical) -Surgery	-Six Evening Shifts (1-9:30PM or 3-11:30PM) -Two week outside hospital/clinic rotation -Two week CT rotation
Spring-2	-Radiographic Rooms -Portables (non-surgical) -Surgery -One week Special Procedures rotation	-Six Evenings (1-9:30PM or 3-11:30PM) - <i>One Night Shift (11:00 PM to 7:30 AM) (optional)</i> - Two week outside hospital/clinic rotation
Summer-A	-Radiographic Rooms -Portables (non-surgical) - Four days total of elective rotation in any of the following modalities in any combination: MRI, Sonography, Nuclear Medicine, CT, Special Procedures, Radiation Therapy	- 4 Evenings (1-9:30PM or 3-11:30PM) (<i>optional</i>) -Surgery

REMAINING IN CLINICAL ASSIGNMENT AREAS

Students are to be in their assigned areas of the department of radiology. They will change assigned areas only when asked to do so by their clinical instructor. **Changes in assignments are to be educationally valid, and approved by the clinical coordinator.**

HOSPITAL ROTATION ASSIGNMENTS

Each student may be assigned to at least one different hospital during the length of the program. This hospital rotation helps insure that each graduate is readily adaptable to new work environments and has gained comprehensive experience in all areas of radiology.

INJECTION OF CONTRAST MEDIA, RADIOPHARMACEUTICALS & MEDICATIONS.

It is program policy that students **DO NOT, UNDER ANY CIRCUMSTANCE**, inject or otherwise “push” contrast media, radiopharmaceuticals, or any other type of medication as part of their clinical education, i.e.,

intravenous & intramuscular injections. Students may introduce barium or other contrast media for the purpose of a gastrointestinal study.

TRANSPORTATION: A student provides his/her own transportation to and from all clinical assignments.

REPEATED RADIOGRAPHS

A student may do the **FIRST RADIOGRAPH REPEAT** if a registered technologist is in **DIRECT SUPERVISION** (see definition below). If necessary, the technologist performs the **SECOND RADIOGRAPH REPEAT** and allows the student to observe the corrections. **A STUDENT NEVER REPEATS A RADIOGRAPH WITHOUT DIRECT SUPERVISION OF A REGISTERED TECHNOLOGIST.** Each offense is a five-percent decrease in the semester clinical grade.

DIRECT AND INDIRECT SUPERVISION

Until a Level I evaluation is successfully completed, a student must have direct supervision of a registered technologist. This means that the technologist is present in the radiographic room with the student during the examination. After successful completion of the Level I evaluation and both upper and lower parts of the evaluation form are properly signed, the student may perform those specific examinations with indirect supervision. Indirect supervision is defined as: The technologist is **READILY AVAILABLE** and in **HAILING-DISTANCE**, but not necessarily in the radiographic room at the time of the examination.

CPR CERTIFICATION

CPR certification (American Heart Association – Healthcare Provider/Category C) is required before the start of the program. Students may not report to clinic without a valid card. Certification must be kept current while in the program.

**EDISON STATE COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM
DRESS CODE AND PERSONAL HYGIENE POLICY**

The following statements are designed for student and patient safety while maintaining standards of professionalism in the radiology departments of the clinical education centers of the Edison State College Radiologic Technology Program. The Clinical Coordinator will determine what clothing does not meet dress code.

1. Lab coats will include the Edison State College logo, Radiology information, & students' first name embroidered on the front. Hospital or ESC nametag and film badge must be visible at all times during clinical assignment.
2. Dark Forest Green or Navy Blue uniform pants. Uniform color is determined by the program at the beginning of the Fall semester of the first year.
3. Clean pressed white tunic or polo-style top, embroidered with program information and student first name.
 - Hospital and/or Edison State College ID must be worn at all times.
 - Radiation monitoring devices must be worn at the collar level.
4. Hospital-issued surgical scrubs are worn in the department and only if you are assigned to surgery/portables or special exams that require surgical clothing. These surgical scrubs are not worn or taken out of the hospital.
5. Clean, white footwear (shoes/sneakers). No open-toe or open-back shoes and no colored sneakers allowed. No clogs! Natural or white hose/socks.
6. Tattoos shall remain covered during all clinical time.
7. Simple make-up and jewelry (i.e. wristwatch, ring, necklace, and earrings) allowed. Earrings must not extend beyond the earlobes. Only one pair of earrings permitted (one in each ear). No other visible "rings or studs" are acceptable, (i.e. nose ring, tongue studs, etc.). Only one necklace permitted and any attachments are not to exceed ½ inch in height/width.
8. Fingernails will be short and clean. Clean is also defined as NO POLISH. ANY type of nail polish is PROHIBITED. No artificial or acrylic nails are allowed.
9. Excessive amounts of perfume or cologne are prohibited.
10. Hair should be clean, neat and not extremely styled. If longer than shoulder length, hair should be tied back to avoid contact with the patient, etc. The hairstyle should be of a conservative nature and should in no way obscure the student's vision or ability to provide patient care.
11. Sideburns and beard must be neat, clean and trimmed.
12. Daily bathing and personal hygiene is required.
13. Personal pagers, cell phones, etc., are not part of the uniform and are prohibited at the clinical sites.

CRIMINAL BACKGROUND CHECK

Required for applicants who are provisionally accepted into the Radiologic Technology Program

Each applicant is required to inform the Program Coordinator in writing of any criminal charges on his/her record in any state or national jurisdiction upon submission of an application for enrollment to the program. This information needs to include an explanation of circumstances for possible review by an admissions committee.

Applicants notified of provisional acceptance into the Radiologic Technology Program are required to complete and send a Request for Civilian Criminal Records Inquiry to the Florida Department of Law Enforcement (FDLE). This criminal background screening ensures consistency with the requirements of Chapter 435, Florida Statutes, by health care agencies with which Edison State College has clinical affiliation agreements. Background screening must be completed before final acceptance to the Radiologic Technology Program can be approved. The Request for Civilian Criminal Records Inquiry requires payment of a processing fee of \$24 to the FDLE at the applicant's expense. The criminal background check report(s) must be forwarded directly from FDLE to the Radiologic Technology Program Office.

Applicants with criminal records are forewarned that the Florida Department of Health Bureau of radiation Control requires any applicant who has ever been convicted or found guilty of a felony, regardless of adjudication, to explain the circumstances. The same is true for other states with licensure statutes as well as the American Registry of Radiologic Technologists. These individuals will need to gain clearance from these agencies before they are allowed to take state licensure and national certification examinations that are usually required for employment.

Criminal History Findings

Any applicant or enrolled student who has been found guilty of, regardless of adjudication, or entered a plea of nolo contendere, or guilty to, any offense under the provisions of Florida Statutes or under similar statutes of another jurisdiction may be disqualified from admission or continued enrollment in the Radiologic Technology Program.

Those offenses include:

- Murder
- Manslaughter
- Vehicular homicide
- Killing of an unborn child by injury to the mother
- Assault, if the victim of the offense was a minor
- Aggravated assault
- Battery, if the victim of the offense was a minor
- Aggravated battery
- Kidnapping
- False imprisonment
- Sexual battery
- Prohibited acts of persons in familial or custody authority
- Lewd and lascivious behavior
- Arson
- Theft, robbery, and related crimes, if the offense is a felony

- Fraudulent sale of controlled substances, only if the offense was a felony
- Incest
- Abuse or neglect of a disabled adult or elderly person
- Exploitation of disabled adult or elderly person
- Aggravated child abuse
- Child abuse
- Negligent treatment of children
- Sexual performance by a child
- Alcohol or drug offenses which were a felony, or if the offense involved a minor
- Offenses indicating unfitness to serve as a health care professional

Health Record / Ability to Meet Technical Standards

A completed medical health form and self assessment of Program Technical Standards must also be submitted and approved by the Program Coordinator prior to admission to clinical rotations. This health record will contain results from a physical examination and laboratory tests including immunization records. An updated health record verified by a licensed physician or designee must be submitted on a yearly basis before attending clinical courses.

Radiologic Technology students who do not meet the standards of good physical and mental health, as required by clinical facilities for safe patient care, may reapply and be considered for application to the Radiologic Technology Program after resolution of the health problem. Additionally, student drug screens, criminal history reports, and medical records, when submitted, will become the property of Edison State College, and will not be available for copying or for use to meet the requirements of outside employers or other agencies/persons. Students who are out of their program for six months or more must submit new records.

Appeal Process

If a review of a criminal background check or a medical health report deems an applicant or student ineligible for admission or continuation in the Radiologic Technology Program, an appeal can be filed. The College's published appeal process is to be followed as found in the current *Catalog* under "Student Rights and Responsibilities".

HEALTH STANDARDS AND SERVICES

Program health standards for enrolled students.

An accepted applicant to the program must submit a completed health report before attending clinical. The TB test must be updated annually and on file in the program office. A positive TB test will require an annual chest x-ray and symptoms analysis worksheet. The student should keep a copy of all records to take on clinical rotations. CPR certification (American Heart Association Healthcare Provider) is required before the first day of the program. A copy of the health report follows on the next two pages.

Changes in a student's health that may affect the health and safety of other students, patients, or staff must be reported to the program director, clinical coordinator, and clinical instructor in a timely manner (Note: see Provisions for Pregnant Students). Students are expected not to attend clinical when in a contagious state of illness. (Time missed will be made up later.) After major illnesses, a physician's statement of good health will be required to be on file with the program director before attending clinical courses.

Edison State College does not offer hospital facilities or a student infirmary. Should a health problem occur at the College, the student is encouraged to contact his or her personal physician. If the problem is severe, emergency medical services (911) may be called.

The program has no agreement with the clinical education centers to provide necessary emergency care for the faculty or students assigned to them. If an emergency should occur, the faculty member or student is treated as any other individual and that individual would be responsible for the medical expenses required for his/her care.

STUDENT INSURANCE

Students are strongly advised to purchase private health insurance. As part of the clinical fees, Edison State College Radiologic Technology students are covered by an Accidental Insurance while attending the clinical sites. This insurance does not cover travel to and from clinical and is limited in its coverage. Please refer to the specific insurance forms.

1. If student is injured, the injury should be reported immediately to the Clinical Coordinator or Program Coordinator and the student is to immediately see either the emergency physician or his/her own physician.
2. The Coordinator or program official will gather information and fill out the appropriate sections of the claim form. Student must sign the bottom of the claim form.
3. The claim form is forwarded to the Associate Dean of Health Professions for a signature and completion of Title of Official section.
4. Clinical Coordinator with notify the EDISON STATE COLLEGE Public Safety Department and an Incident Report completed regarding the claim.
5. It is the student's responsibility to submit the completed claim form to the insurance company.

**EDISON STATE COLLEGE
DIVISION OF HEALTH PROFESSIONS
RADIOLOGIC TECHNOLOGY**

HEALTH REPORT

TO THE APPLICANT: This certificate should be completed, signed and returned to the Radiologic Technology Program Office by August 15th. **Student must also sign this form.**

NAME _____ ADDRESS _____
CITY _____ STATE _____ ZIP _____
PHONE NUMBER _____
IN CASE OF EMERGENCY NOTIFY: _____ PHONE: _____

The Radiologic Technology Program at Edison State College has accepted the following as requirements for all students entering the program:

PROGRAM PERFORMANCE STANDARDS

To the health care provider: In order to provide care to patients in the clinical courses of the Program, radiography students should be able to perform the following STANDARDS. Please certify that the above named individual is able to .

- ___ Lift more than 30 pounds routinely
- ___ Push and pull routinely
- ___ Bend and stoop routinely
- ___ Kneel or squat routinely
- ___ Have full use of both hands and wrists
- ___ Adequately view radiographs including density, contrast, and sharpness distinctions.
- ___ Work standing on his or her feet 80% of the time.
- ___ Work compassionately and effectively with the sick.
- ___ Assist patients on and off examining table.
- ___ Communicate effectively with patients and staff.
- ___ Organize and perform the individual steps in a radiographic examination in the proper sequence.

In addition, the student must submit the following laboratory tests:

1. Tuberculin Test Reading _____ Date Read: _____ (Must be within one yr.)
If positive, the student must submit a negative Chest X-Ray report and a symptoms analysis worksheet on a yearly basis.
2. Rubella Titer: Indicate if positive or negative* _____ Date: _____
*MMR is required only if negative.
3. MMR _____ Date _____
(If rubella titer negative, regardless of age or sex)
4. Tetanus _____ Date _____
(Tetanus must be within 5 years)

Edison State College highly recommends that all students receive the Hepatitis B Vaccine. Students who elect not to receive the Hepatitis B Vaccine must sign this form stating that they are choosing not to receive the vaccine.

Hepatitis B received _____ Date _____

Hepatitis B refused _____ Date _____

Student Signature

This is to certify that I have examined _____ on this date and have found her/him to be in good physical, mental and emotional health, as described in the stated requirements, and free from communicable disease.

EXCEPTIONS:

(Please note below any physical, mental, and emotional abnormalities or diseases which might in any way interfere with the student's attendance and progress in the Radiologic Technology Program)

SIGNED: _____ Date _____
(Signature of M.D., D.O., A.R.N.P., P.A.)

ADDRESS: _____
_____ ZIP: _____

Please return to: Radiologic Technology Program
Edison State College
8099 college Parkway, SW
Ft Myers, Florida 33919

I give Edison State College permission to share part, or all of the information on this health evaluation with the clinical agency or agencies and to the clinical agencies or agencies' designee(s) to which I am assigned.

Signed: _____ Date: _____
Signature of Student

NOTES for the Student:

- Make a copy of this report and keep for your personal record.
- **CPR certification** (American Heart Association – Health Provider) is required before the first day of the program

FAIR PRACTICES

Grievance and Complaint Procedures

In the event a student has a grievance or complaint regarding academic, non-academic, or clinical issues, the student will use the following procedure to reconcile the problem:

- 1) The student should initially discuss the circumstances with the course instructor or Clinical Coordinator in a timely manner.
- 2) If, as a result of these discussions, the student does not feel that the issue has been satisfactorily resolved, he or she may, within two weeks, inform the Program Coordinator in writing of the grievance.
- 3) The Program Coordinator will respond, in writing, within two weeks.
- 4) If the Program Coordinator's decision does not satisfactorily resolve the issue, the student may notify the Associate Dean of Health Professions, in writing, within two weeks.
- 5) The Associate Dean will respond, in writing, within two weeks.
- 6) If the Associate Dean's decision is not satisfactory, the student may appeal to the Health Professions Student Review Committee within two weeks.
- 7) The decision of the Health Professions Student Review Committee is final.

If a student has a concern that the program is in non-compliance with the Joint Review Committee on Education in Radiologic Technology (JRCERT) Standards, the student should follow the following procedure:

- 1) The student should inform the Program Coordinator of the allegation(s) in writing within two weeks of the incident or complaint.
- 2) The Program Coordinator will respond within two weeks.
- 3) If the situation is not resolved, the student should contact the JRCERT at the following:

JRCERT
20 N. Wacker Drive
Suite 2850
Chicago, IL 60606-3182
Web site: www.jrcert.org
Tel: (312) 704-5300

- 4) All allegations and their resolution will be kept on file with the program administration.

Radiation Monitoring Practices

The program requires that all students wear a radiation-monitoring device (dosimeter) in accordance with federal radiation standards. These monitors should be kept in a designated area at the clinical site when not in use and should be worn at collar-level and outside the lead apron whenever the student is at the clinical site. Failure to properly wear and/or store the monitor is cause to receive a demerit (see Demerit Form, appendix A). The Program Coordinator serves as the Radiation Safety Officer (RSO) for the program. He/she reviews the monitoring reports each month to assure that each student is within safe exposure guidelines in accordance with the concept of ALARA (As Low As Reasonably Achievable). Students that receive excessive radiation exposures are counseled on their radiation protection practices by the RSO. Those with exposures within a one month period of 50 millirem SDE, or higher, will receive written

notification to be signed and returned to the RSO. An attempt is made to determine the cause of the exposure and methods of reducing the exposure in the future are discussed and agreed upon.

Radiation exposure reports, with personal information (social security number and date of birth) eliminated, are given to the students to review and posted at the front of the classroom. These reports are also available from the monitoring company via the internet.

Radiation Protection Rules

Following an introduction to the radiation protection policies and procedures of the program, the student will adhere to the following rules:

1. It is the responsibility of the student to insure the protection of him-/herself, the patient, and the general public from the harmful effects of ionizing radiation to the best of his or her ability.
2. The student should always follow the concepts of ALARA.
3. The student will not hold patients during an exposure.
4. The student will always wear a dosimeter (film badge) at collar level while in the clinical setting.
5. During fluoroscopic or mobile exams, the student will always wear the dosimeter outside the lead apron.
6. The student will be responsible for the proper storage of his or her dosimeter while away from the clinical site.
7. The student will stand a minimum of six feet from the patient during mobile radiographic examinations.
8. The student will use lead shielding on all patients regardless of age unless it will negatively affect the quality of the radiographic images.
9. The student will always use proper collimation.
10. The student will determine the pregnancy status of female patients when appropriate.
11. The student will understand and adhere to the radiation safety rules at the individual clinical site.

Provisions for Pregnant Students

The provisions made for pregnant students are as follows:

- a. A student who is pregnant, or suspects she is pregnant, has the option of whether or not to declare her pregnancy to program officials. If she chooses to inform the officials of her pregnancy, it must be done in writing and indicate the expected date of delivery, and she has the option of un-declaring her pregnancy at any time. Notification of the change in her health status facilitates the program's policies concerning pregnant students (see the Pregnancy Counseling Sheet). If she chooses not to inform the program officials, she will be treated no differently than other students.
- b. Following the student's declaration of pregnancy, the RSO will review the Nuclear Regulatory Commission Regulatory Guide 8.13 with her. The RSO will also review the Pregnancy Counseling Sheet with the student and she will sign the document indicating that she understands the concepts of the policy.
- c. The Program Coordinator will review the student's options concerning her continuation within the program. These options include: (a) continuation of the program without interruption, (b) withdrawal from the program and re-entering it at the beginning of the next semester in which her unfinished courses are offered, and (c) receiving a temporary leave of absence. These options are further described on the Pregnancy Counseling Sheet.

**EDISON STATE COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM**

PREGNANCY COUNSELING SHEET

The purpose of this form is to document that the student named below and the Radiologic Technology Program Director have had a counseling session in regards to specific program policies related to student pregnancy.

Protection concepts reviewed:

1. During the gestation period, the dose equivalent limit for the fetus is 0.5 rem, or 5 mSv, and 0.05 rem, or 0.5 mSv/month.
2. A second radiation-monitoring badge will be ordered immediately and is to be worn at the waist level and under any radiation protection device (e.g.apron).
3. A review of the cardinal principles of radiation protection including time, distance and shielding was performed to minimize the fetal dose.
4. The student may choose to continue practice in her assigned clinical area. Clinical competencies, objectives, and attendance policy would remain unchanged.
5. Absences due to pregnancy will be made up according to policies governing absences.
6. The student has the option of withdrawing from the program and re-entering at the beginning of the next semester in which her unfinished courses are offered. Re-entering is on a space available basis and requires a signed learning contract.
7. The student has the option, in consultation with program faculty, to take a limited leave of absence from the program. This leave may result in a postponed graduation date.

I, _____, have discussed the above Program Pregnancy Counseling Sheet with my Program Director and understand the Pregnancy Policy of the Radiologic Technology Program.

Student Signature

Date



EDISON STATE COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM
DRUG-FREE CAMPUS AND WORKPLACE POLICY

(In compliance with the EDISON STATE COLLEGE Drug and Alcohol Policy,
2008 – 2009 College Catalog, page 56)

In accordance with Edison State College's Drug-Free Campus and Workplace Policy, the Radiologic Technology Program prohibits any student from reporting to class or clinical to perform his/her duties while under the influence of drugs or alcohol. Violation of this policy can result in disciplinary action up to and including immediate suspension, expulsion, and / or a requirement of satisfactory participation in a College approved drug or alcohol rehabilitation program.

A student, who is suspected of violating this policy, is required to submit to an immediate Five-Panel drug screen and Blood Alcohol examination. The tests are done at a designated test site. Failure to submit to the testing results in dismissal from the program.

Procedure:

If a faculty member or instructor suspects a student of drug or alcohol use, the faculty member or instructor should do the following steps.

1. The Clinical Instructor should be informed immediately.
2. Edison State College must be informed and a program official will be sent to the clinical site. A verbal authorization may be given to the clinical site prior to the program official's arrival.
3. The student should be immediately removed from the direct patient care setting and placed in a secure area.
4. Suspicions should be verified with an administrative representative.
5. Suspicions should be discussed with the student and alcohol/drug screening must be immediately done.
6. The testing is performed at any D.S.I. Laboratory
7. The faculty member or instructor pays the cab fee and sends the student to the designated test site. Edison State College reimburses the faculty member or instructor for the cab fee.
8. The faculty member or instructor will call the test site and informs them of the student's pending arrival.
9. The faculty member or instructor will follow the student to the test site.
10. The student is required to undergo immediate testing (testing performed in a timely manner) or face dismissal from the program.
11. Edison State College has an open Purchase Order to initially pay the alcohol / drug-screening procedure fees.
12. Following the test, the student then is taken to his/her residence via a cab.
13. Results of the testing are sent to the Dean of Health & Sciences whereupon the information is distributed to the proper personnel.
14. A positive testing results in a disciplinary action as stated above.
15. If the testing is negative, the student may return to the class / clinical site.

Discrimination and Harassment Policy

Edison College District Board of Trustees Policy 6Hx6:2.03 (From the Edison College 2008 – 2009 Catalog, pages 55 – 56)

Edison College is committed to providing an educational and working environment free from discrimination or harassment based on such factors as race, sex, age, religion, national origin, disability, marital, or veteran status. Edison College, as a matter of policy and in compliance with Title VII of the Civil Rights Act of 1964 and the Florida Civil Rights Act of 1992 for employees and Title IX of the Education Act of 1972 and the Florida Education Equity Act, absolutely opposes any act of discrimination or harassment and strictly prohibits and will not tolerate such action, whether those involved stand in a subordinate-supervisory relationship, student-faculty relationship, student-student relationship or others doing business with Edison College.

For purposes of this Policy “discrimination” includes, but is not limited to, action with partiality or prejudice for or against a person of a group on the basis of one of the protected categories above.

For purposes of this Policy “harassment” includes, but is not limited to, verbal, physical, and visual conduct that creates intimidating, offensive, or hostile working or educational environment or that interferes with work performance or educational opportunities.

There are two types of educational/workplace sexual harassment. The first is “quid pro quo” which generally means that type of harassment where a person is promised better employment conditions such as a promotion or a desired transfer or, in the alternative, is threatened with lesser conditions such as a demotion or termination if the person refuses sexual overtures from a supervisor or some other person in the management structure of the employer. The second type of sexual harassment is a “hostile environment.” A hostile environment is created by a pervasive sexually oriented work/educational atmosphere. For example, disparagement related to one’s sex, unwelcome sexual flirtations, sexually offensive jokes or comments, and sexually offensive material displayed in the workplace can create a sexually hostile environment. A sexually hostile environment will exist if the type of conduct described above has the purpose or effect of unreasonably interfering with an individual’s work performance or academic or professional performance or creating an intimidating, hostile or offensive working or educational environment.

Edison College is also equally opposed to willful and intentional bad faith claims of discrimination or harassment. Bad faith claims are those that are known or should be known by the alleging employee/student to be false. The College takes this strong stand because such claims often affect the future employment and important family relationships of, not only the claimant, but also the person against whom the claim is made.

If an employee or student becomes aware of any behavior that may constitute discrimination or harassment, it is the responsibility of that person to report such conduct.

1. Employees should notify their immediate supervisor, The District Director of Human Resources or the Chief Learning Officer.

2. Students should notify either the District Dean for Student Services or the District Director of Human Resources.

Any report of alleged discrimination or harassment will be promptly and fully investigated by the individual contacted above or his or her designee. Appropriate disciplinary action will be taken against any employee, student or applicant who is determined to have violated this policy against discrimination or harassment or against anyone who knowingly files false claims of discrimination or harassment. Based on the seriousness of the offense, disciplinary action may include a verbal or written reprimand, suspension, or termination. Certain disciplinary actions, as determined by the President, may require action by the District Board of Trustees, depending upon the nature of the offense and the resulting severity of the action to be taken. In such cases, the District President will recommend appropriate action to the District Board of

Trustees following the completion of the investigation and the communication of the District President's position to the individuals involved. Claims of discrimination or harassment made against a student may be referred to the student disciplinary committee. Results of the hearing may lead to suspension or expulsion.

Retaliatory action against anyone filing a valid complaint of any type of discrimination or harassment will not be tolerated. The individual investigating such reports or claims on behalf of the College, with the District President's full support, will make all efforts necessary to safeguard against any retaliation against any individual involved in the discrimination or harassment claim and any witnesses interviewed during the investigatory process.

This policy is intended to reflect applicable laws regarding discrimination and harassment, as such laws may from time to time be stated or clarified, and to provide no greater or lesser protection than the laws provide. This policy is to be interpreted and applied with that understanding.

Infectious Disease Policy

EXPOSURE TO INFECTIOUS DISEASES PLAN

PURPOSE: The Radiologic Technology program, a unit the Workforce Division at Edison State College, recognizes that the students who participate in the programs offered will have direct contact with patients in a health care setting. It is possible that some of the patients cared for will have an infectious disease, as defined by the Center for Disease Control (CDC). It is further possible that a student might become exposed to an infectious disease. It is the purpose of this policy to outline the process that must be followed to assure the health and safety of the students who progress through the Radiologic Technology program.

Definition:

Exposure: The process of contact with a bloodborne or airborne pathogen that is capable of causing an infectious disease, as defined by the CDC. This contact can occur from, but is not limited to, a needle stick, spray of blood onto exposed mucous membranes, or breathing within a confined space while exposed to a patient who has an infectious respiratory ailment.

POLICY:

- Students are to be taught universal / standard precautions during the first semester of the program.
- Students are to use the appropriate precautions while in clinical settings. If the student is unsure of what precautions are necessary, he/she is to check with his/her clinical instructor or a staff technologist prior to initiating contact with the patient.
- Any student who is either exposed, or believes that he/she has been exposed, needs to follow the procedure as defined below.

PROCEDURE: Hospital and Non-hospital

HOSPITAL EXPOSURE:

- 1) The Clinical Coordinator is to be notified immediately.
- 2) The student will be directed to be seen in the Emergency Room or contact his/her personal physician immediately.
- 3) Insurance
 - a. The student will obtain the proper insurance paperwork from the Clinical Instructor
 - b. The student will have the Emergency Room Physician or personal physician complete Section III of the insurance form.
 - c. The student will complete Section II

- d. The student will return the completed insurance form to the Program Coordinator for Official Signature.
- e. The student will send the completed insurance form to the insurance company. The Program and Clinical Coordinators will advise if necessary.
- 4) A Clinical Exposure Form will be initiated by the Clinical Instructor at the hospital and forwarded to the Clinical Coordinator.
- 5) If consent is given, the source patient will have blood drawn by the hospital facility and sent to the appropriate lab for testing.
- 6) The lab test results will be forwarded to the student's personal physician for follow up.
- 7) The student will be directed to follow the advise of the Emergency Room Physician or personal physician and to receive further follow up with his/her personal physician.
- 8) The Clinical Exposure Form (appendix D) will be forwarded to the Program Coordinator for review and signature.
- 9) The Clinical Coordinator will notify the Edison State College Public Safety Department and an incident report completed.
- 10) The completed Clinical Exposure Form will be filed in the student's file.

NON-HOSPITAL EXPOSURE:

- 1) The Clinical Coordinator is to be notified immediately.
- 2) The student will be directed to be seen in an Emergency Room or contact his/her personal physician immediately.
- 3) Insurance
 - a. The student will obtain the proper insurance paperwork from the Clinical Instructor
 - b. The student will have an Emergency Room Physician or personal physician complete Section III of the insurance form.
 - c. The student will complete Section II
 - d. The student will return the completed insurance form to the Program Coordinator for Official Signature.
 - e. The student will send the completed insurance form to the insurance company. The Program and Clinical Coordinators will advise if necessary.
- 4) A Clinical Exposure Form (appendix D) will be initiated by the Clinical Instructor at the non-hospital site and forwarded to the Clinical Coordinator.
- 5) If consent is given, the source patient will have blood drawn by the non-hospital facility and sent to the appropriate lab for testing.
- 6) The lab test results will be forwarded to the student's personal physician for follow up.
- 7) The student will be directed to follow the advise of the Emergency Room Physician or personal physician and to receive further follow up with his/her personal physician.
- 8) The Clinical Exposure Form will be forwarded to the Program Coordinator for review and signature.
- 9) The Clinical Coordinator will notify the Edison State College Public Safety Department and an incident report completed.
- 10) The completed Clinical Exposure Form will be filed in the student's file.

VACCINATION AGAINST MENINGOCOCCAL MENINGITIS AND HEPATITIS B (Florida Statute Section 1006.69)

- (1) A postsecondary educational institution shall provide detailed information concerning the risks associated with meningococcal meningitis and hepatitis B and the availability, effectiveness, and

known contraindications of any required or recommended vaccine to every student, or to the student's parent if the student is a minor, who has been accepted for admission.

(2) An individual enrolled in a postsecondary educational institution who will be residing in on-campus housing shall provide documentation of vaccinations against meningococcal meningitis and hepatitis B unless the individual, if the individual is 18 years of age or older, or the individual's parents, if the individual is a minor, declines the vaccinations by signing a separate waiver for each of those vaccines, provided by the institution, acknowledging receipt and review of the information provided.

(3) This section does not require any postsecondary educational institution to provide or pay for vaccinations against meningococcal meningitis and hepatitis B.

Meningitis is a serious disease that affects the brain and spinal cord. Because bacterial meningitis is a grave illness and can rapidly progress to death, it requires early diagnosis and treatment. This is often difficult because the symptoms closely resemble those of the flu and the highest incidence occurs during late winter and early spring (flu season). When not fatal, bacterial meningitis can lead to permanent disabilities such as hearing loss, brain damage or loss of limbs.

Hepatitis B is a serious infectious disease caused by a virus that attacks the liver. The hepatitis B virus (HBV) can cause life-long infection that leads to cirrhosis (scarring) of the liver, liver cancer, or liver failure. There is no cure for hepatitis B, but the infection can be prevented by vaccination. Each year, about 200,000 people are infected with the virus and 5,000 people die.

Although there have been no reported cases of meningitis or hepatitis B at our College in recent years, we are taking the proactive step towards informing and protecting our students. For more information, please contact the Office of the District Dean of Student Services.

POLICY REGARDING STUDENTS WITH HUMAN IMMUNODEFIENCY VIRUS (HIV) (Edison College District Board of Trustees Policy 6Hx6:6.02)

The following guidelines are established regarding students with Human Immunodeficiency Virus (HIV):

1. **DEFINITION:** For the purposes of this policy, a student with HIV falls into one of the following categories:
 - a. An individual who tests positive for HIV antibody but who has no symptom manifestations; or
 - b. An individual who is diagnosed as having Acquired Immune Deficiency Syndrome (AIDS)-displaying one or more opportunistic infections.
2. **STUDENT RIGHTS:** The College recognizes that the rights of students with HIV to obtain education and employment must be balanced against the rights of persons without HIV who wish to be reasonably protected from contracting the virus.
 - a. Both the Federal Vocational Rehabilitation Act of 1973 and the Florida Education Equity Act prohibit discrimination against disabled persons, and students with HIV are classified as disabled.
 - b. Precautions will be provided to students in Allied Health Programs and science laboratory classes.
 - c. Any student who reveals that he/she has HIV will be afforded confidentiality in accordance with appropriate statutes and state law.
3. **ADMISSIONS:** No student will be denied admission to the College solely on the basis that he/she has HIV.
 - a. The College will not require a student to reveal whether or not he/she has HIV when applying for admission to the College.
 - b. Furthermore, the College will not require serological testing to determine if a student seeking admission has HIV.

4. ATTENDANCE, WITHDRAWAL, AND/OR SUSPENSIONS: Under most circumstances, no student will be required to cease class attendance solely on the basis of having HIV.
- a. If a student with HIV requests special accommodations due to illness (i.e., disability), the College will acquire sufficient information about such disability to make a determination regarding the requested accommodation(s).
 - 1) Any student wishing to request special accommodations should contact the District Dean of Student Services.
 - 2) On the Charlotte and Collier campuses, the student should contact the Campus President's Office.
 - b. The College will not impose any rule(s) or restriction(s) upon a student with HIV that will have the effect of limiting that individual's participation in the College's educational programs and/or services solely on the basis of that person's disability.
 - c. Current research has indicated the possibility that the central nervous system may become affected by HIV, which may lead to progressive neurological and cognitive dysfunction and subsequent inability of the student to maintain scholastic performance. Decisions as to such a student continuing to attend class or being suspended or withdrawn from class(es) will be made on a case-by-case basis after reasonable accommodations have been examined or tried, and after an examination of the facts demonstrates to the College that the student can no longer function as necessary to meet the requirements of the student's course or program, or that the student presents a health or safety risk to self or to the college community.

Workplace Hazards

Each student will attend an orientation at his or her respective clinical site. As part of this orientation the student will be informed of and will conform to the safety policies of the hospital. These policies include, but are not limited to: fire safety, emergency procedures, electrical safety, risk management, patient safety, infection control, hazardous materials, radiation protection, etc.

For information concerning classroom and laboratory safety, the student should refer to the Radiologic Technology Program "Safety Manual". This document is distributed to the students during the first week of the fall semester and is reviewed with the students by the course instructor. The Safety Manual is also available on the Edison web site (Edison.edu)

Cellular Phones & Pagers

Personal cell phones, pagers, etc. are prohibited while at any clinical site. Hospital owned communication devices are for hospital use only. Should a student need to communicate with family, day care, or others for emergency situations, the hospital telephone number may be given to those individuals. NOTE: PHONE CALLS ARE LIMITED TO EMERGENCY OR URGENT SITUATIONS.

Employment Related Policy

The Edison State College Radiologic Technology Program follows the Florida Administrative Code 10D-74.050 concerning student employment:

"A radiologic technology student may practice radiologic technology as a student only within the courses of an approved educational or training program in which the student is enrolled and under the direct supervision of a licensed practitioner."

If a student establishes an employment relationship involving the application of x-radiation with an employer, he/she does so outside of the scope of the above code. Also, he/she does so without an implied

student technologist relationship involving the EDISON STATE COLLEGE Radiologic Technology Program or its faculty.

Record Security and Availability (Buckley Amendment)

It is the policy of the program that all program- related records kept on any individual student are available for inspection by that student or his/her designee at all times. Records are not removed from the program office without the permission of program staff. Students that wish to see their records should ask the program faculty who, in turn, will make them available. Student records are treated as confidential to third parties. Information will only be released to others with the student's written permission.

Graduate Competencies

The following are the basic graduate competencies that each student must be proficient in upon completion of the program.

The graduate will:

1. Provide basic patient care and comfort, and anticipate patient needs.
2. Provide appropriate patient education.
3. Practice radiation protection.
4. Understand basic x-ray production and interactions.
5. Operate medical imaging equipment and accessory devices.
6. Position the patient and medical imaging system to perform examinations and procedures.
7. Exercise independent judgment and discretion in the technical performance of medical imaging procedures.
8. Demonstrate knowledge of human structure and function, and pathology.
9. Demonstrate knowledge and skills relating to quality assurance activities.
10. Evaluate the performance of medical imaging systems.
11. Evaluate medical images for technical quality.
12. Demonstrate knowledge and skills relating to medical image processing.
13. Demonstrate an understanding of the safe limits of equipment operation.
14. Recognize equipment malfunctions and report them to the proper authority.
15. Demonstrate knowledge and skills relating to verbal, nonverbal, and written medical communication in patient care intervention and professional relationships.

16. Demonstrate a support of the profession's code of ethics and comply with the profession's scope of practice.
17. Perform in a competent manner a full range of radiologic procedures on children and adults in the following categories:
 - Head/neck Trauma
 - Musculoskeletal Bedside
 - Chest Surgical
 - Abdominal/gastrointestinal/genitourinary

GRADUATION REQUIREMENTS (see Edison State College Catalog and Program Application)

To receive the Associate in Science degree in Radiologic Technology, students must satisfy the following requirements.

1. Complete the Program Specific Requirements for the Associate in Science Degree as specified in the Radiologic Technology Program requirements.
2. Earn a minimum grade point average of 2.0 in each radiologic technology course
3. Earn a cumulative grade point average of 2.0 in all courses, including transferred credits, which comprise the Associate in Science Degree in Radiologic Technology Program.
4. Register in the final session of attendance for any courses not previously completed which are necessary to satisfy the desired degree or certificate.
5. Fulfill all financial obligations to the College.
6. Successfully complete a minimum of 25% of the required credit hours at Edison State College.
7. Meet all deadlines pertaining to graduation.

EVALUATION: STRATEGIES, INSTRUMENTS, GRADING POLICY AND DERIVATION

Assessment of student learning in program core courses is formally achieved by using quizzes given as necessary for student/instructor feedback. Typical quizzes are comprehensive in design, including questions on concepts learned in previous units throughout the semester and program. Skills testing of positioning procedure performance may be given in positioning courses. Final comprehensive exams are also administered. No make-up quizzes are given.

Grading for all RTE courses is done on a criterion-referenced basis. Each student must demonstrate competency in learning specific, written behavioral objectives. The base criterion established for all didactic RTE courses is objective mastery at a level of at least a 75%.

Therefore, the grading scale for all RTE (Radiologic Technology) classroom core courses is:

100% - 93% = A

92% - 85% = B

84% - 75% = C

74% - 0% = F

NOTE: Individual instructors may develop their own procedure to determine the grade percentage. This procedure is explained in the instructor's course syllabus/outline.

EVALUATION INSTRUMENTS

Typical test instruments are objective in nature, and may evaluate the students performance in the cognitive and/or psychomotor domains. Tests are created based on the written, specific classroom learning objectives found in each class syllabus.

FAILURE OF A PROGRAM CORE (RTE) COURSE

The curriculum of the Radiologic Technology Program is comprehensive in nature, i.e., each course building upon the material learned in previous courses. Therefore, each course must be taken in sequence and passed with at least a grade of "C". In the event that a student fails to achieve a grade of "C" or better in any core course beginning with the RTE prefix the student can retake the course the next time the course is offered. Reentrance into the program will be considered under individual circumstances and will be determined by clinical availability and successful competency testing.

If a student fails any two or more RTE courses, they will be immediately dismissed from the program. Any possible reentry into the program at a future time will be determined by a review committee.

CURRICULUM SEQUENCE

The typical curriculum schedule of courses is on the next page. The RTE core courses are taught only during the semester indicated and must be taken in sequence. The College Algebra (MAC 1105) and Anatomy and Physiology I (BSC 1093C) courses are integral to the student's success in the program and therefore the program **requires** that both courses be taken before applying. The other non-core courses may be taken as corequisites at any time, either before, or during the program. When scheduling courses, RTE core courses always take precedence over non-core courses.

EDISON STATE COLLEGE Radiologic Technology Program (77 Credit Hours)

(Subject to Change: January, 2009)

General Education Requirements

BSC 1080	Human Biology	2
BSC 1093C	Anatomy and Physiology I*	4
BSC 1094C	Anatomy and Physiology II	4
MAC1105	College Algebra*	3
ENC 1101	Composition I	3
_____	Computer Science Elective	3
_____	Humanities Elective	3
PSY 2013	General Psychology	<u>3</u>
		25

First Year, Fall Semester

RTE 1000	Introduction to Radiography and Patient Care	3
RTE 1001	Radiographic Terminology	1
RTE 1503	Radiographic Positioning I	4
RTE 1503L	Radiographic Positioning Lab (Clinical)	2
RTE 1418	Principles of Radiographic Exposure I	<u>3</u>
		13

First Year Spring Semester

RTE 1613	Radiographic Physics	4
RTE 1513	Radiographic Positioning II	4
RTE 1804	Radiology Practicum I	<u>3</u>
		11

First Year, Summer A Term (6 weeks)

RTE 1457	Principles of Radiographic Exposure II	2
RTE 1523	Radiographic Positioning III	<u>3</u>
		5

First Year, Summer C Semester (12 weeks)

RTE 1814	Radiology Practicum II	<u>3</u>
		3

Second Year, Fall Semester

RTE 1573	Radiologic Science Principles		3
RTE 2563	Special Radiographic Proc./Sectional Anat.	3	
RTE 1824	Radiology Practicum III	<u>3</u>	
		9	

Second Year, Spring Semester

RTE 2782	Radiographic Pathology	1
RTE 2385	Radiation Biology/Protection	2
RTE 2473	Quality Assurance	1
RTE 2834	Radiology Practicum IV	<u>3</u>
		7

Second Year, Summer A Term (6 weeks)

RTE 2061	Radiologic Technology Seminar	2
RTE 2844	Radiology Practicum V	<u>2</u>
		4

TOTAL 77

* Successful completion of these courses is required before applying to the program.

COURSE DESCRIPTIONS

**EDISON STATE COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM**

(CORE COURSES)

RTE 1000: Introduction to Radiography and Patient Care

Credit Hours: 3

Prerequisite: Admission to Radiologic Technology Program

Corequisite: RTE 1503L

An overview of medical imaging and an investigation of patient care techniques applicable to the practicing radiographer. Includes concepts on becoming a technologist, practicing the profession, and competently performing patient care in the medical environment.

RTE 1001: Radiographic Terminology

Credit Hours: 1

Prerequisites: Admission to Radiologic Technology Program

Corequisite: RTE 1503L

This course is the study of the language of medicine which is commonly used in the field of Radiology. It includes the construction, analysis, spelling, application and pronunciation of medical terms and how they relate to the structure and function of the human body. It explores the use of medical words and abbreviations used in Radiologic procedures, pathophysiology and case histories.

RTE 1503: Radiographic Positioning I

Credit Hours: 4

Prerequisite: Admission to Radiologic Technology Program

Corequisites: RTE 1503L, and RTE1613

A study of radiographic positioning procedures covering the upper and lower extremities, chest, and abdomen. Concepts include radiographic anatomy and film analysis. Radiation protection is stressed and demonstrated for each procedure. Each participant must take RTE 1503L as a corequisite course.

RTE 1613: Radiographic Physics

Credit Hours: 4

Prerequisite: Admission to Radiologic Technology Program

Corequisite: RTE 1503L

A study of the fundamental units of measurement, the structure of matter, and the concepts of work, force and energy. The course covers the following basics of electricity: electrostatics, electrodynamics, magnetism, and the electric generator. Concepts include electromagnetic induction, transformers, rectifiers, x-ray tubes, and the interactions that produce x-radiation. Radiation measurement and basic radiation protection concepts are also included.

Clinical Practicum Courses (Seven Labs)

A. RTE:	1503L	1804	1814	1824	2834	2844
B. Semester:	F-1	Sp-1	Sm C	F-2	Sp-2	Sm A
C. Credit Hrs.:	2	3	3	3	3	2
D. Clock Hrs.:	280	336	336	336	336	184

Affiliation agreements with various hospitals enable Edison State College Radiologic Technology students to gain valuable clinical experience in departments of radiology. Each student has the opportunity to

demonstrate the skills learned in the classroom and laboratory in the real clinical setting. In this area each student is assigned to various department subdivisions. The student at first works closely with a registered radiologic technologist. As proficiency and speed increase, the student performs examinations in an indirectly supervised capacity.

Clinical experience involves the student in handling and care of patients and various radiographic apparatus. The student learns to manipulate exposure factors in all clinical situations under many different conditions. Each student gains significant experience in routine and special positioning methods, surgical radiographic procedures, processing of radiographic film, and maintaining radiographic records.

RTE 1418: Principles of Radiographic Exposure I

Credit Hours: 3

Prerequisites: RTE 1613, Radiographic Physics

Corequisite: RTE 1804, Radiology Practicum I

A course designed to build upon the concepts learned in RTE 1613, Radiologic Physics. The course leads the learner through concepts related to radiographic imaging including: beam restriction, grids, radiographic film, processing, sensitometry, intensifying screens, quality factors, and conversion techniques involving manipulation of exposure parameters.

RTE 1513: Radiographic Positioning II

Credit Hours: 4

Prerequisite: RTE 1503 and 1503L

Corequisite: RTE 1804

A continuation of positioning theory and application started in RTE 1503. Radiographic procedures studied include: the entire vertebral column, bony thorax, upper and lower gastrointestinal systems, the biliary system, and the genitourinary system.

RTE 1457: Principles of Radiographic Exposure II

Credit Hours: 2

Prerequisite: RTE 1418, Prin. of Radiographic Exposure I

Corequisite: RTE 1814, Radiology Practicum II

A course designed to build upon the concepts learned in RTE 1613, Radiologic Physics, and RTE 1418, Principles of Radiographic Exposure I. The course leads the learner through concepts related to radiographic imaging including: film critique, exposure control systems including fixed and variable kilovoltage technique chart construction, automatic exposure control, and exposure conversion methods.

RTE 1523: Radiographic Positioning III

Credit Hours: 3

Prerequisite: RTE 1513 and 1804

Corequisite: RTE 1814

Positioning III covers the procedures involved with radiographic examinations of the head.

X-Ray studies investigated include the: bony calvarium, sella turcica, facial bones, optic foramen, mandible, temporomandibular joints, paranasal sinuses, and the temporal bone.

RTE 1573: Radiologic Science Principles

Credit Hours: 3

Prerequisite: RTE 1457, Prin. of Radiographic Exposure II

Corequisite: RTE 1824, Radiology Practicum III

A course designed to teach radiography students advanced imaging concepts related to their field. Topics covered include: mobile radiography, fluoroscopy, tomography, stereoradiography, macroradiography, duplication, subtraction, xeroradiography, digital imaging processing, and basic physical concepts related to computed tomography and magnetic resonance imaging.

RTE 2563: Special Radiographic Procedures/Cross Sectional Anatomy

Credit Hours: 3

Prerequisite: RTE 2542

Corequisite: RTE 1824

An investigation of the anatomy, equipment, and techniques for special radiographic procedures. Included are angiographic, neuroradiographic, and interventional procedures. Infrequent, but interesting studies are also covered such as lymphography and sialography. Included in this course is an introduction to cross-sectional anatomy as demonstrated by digital imaging techniques.

RTE 2782: Radiographic Pathology

Credit Hours: 1

Catalog Description:

The course is the study of disease processes of the human body and how they are identified radiographically. The pathology of each major body system and the imaging methods and procedures used for diagnosis are explored.

RTE 2385: Radiation Biology/Protection

Credit Hours: 2

Prerequisite: RTE 1613

Corequisite: RTE 2834

An examination of radiation safety issues related to the Radiologic Technology profession. Emphasis is given to concepts that increase one's awareness of the responsibility to protect the public and self from unnecessary radiation dose.

RTE 2473: Quality Assurance

Credit Hours: 1

Prerequisite: RTE 1418

Corequisite: RTE 2844

A course designed to introduce the radiography student to evaluation methodology of radiographic systems to assure consistency in the production of quality images at the lowest dose.

RTE 2061: Radiologic Technology Seminar

Credit Hours: 2

Catalog Description:

A final, comprehensive course that reviews and relates concepts previously covered in the two-year curriculum. It provides the student with a meaningful approach to evaluate previous learning and to investigate areas of needed preparation for employment and credentialing. The course also includes employment interview skills and related concepts such as resume preparation.

Appendix A

Clinical Forms

**Level 1 Clinical Competency Evaluation
Radiographic Procedures**



Date: _____ Exam: _____

Student: _____

Patient: _____ Med. Record # _____

PERFORMANCE EVALUATION

S = Satisfactory

U = Unsatisfactory

- *1. Verified patient identification S / U
- 2. Prepared patient and facilities S / U
- 3. Proficiently utilize equipment S / U
- 4. Placed correct identification on image receptor S / U
- *5. Placed patient in correct position(s) S / U
- *6. Selected correct part-tube-IR relationship S / U
- *7. Selected correct source-to-image receptor distance S / U
- 8. Utilized appropriate radiation protection S / U
- *9. Selected appropriate exposure factors S / U
- 10. Performed examination in an orderly sequence and timely manner S / U

Evaluator's Signature

Note: Competencies preceded by an asterisk (*) must be successfully completed or the evaluation is terminated.

Form must be returned to the clinical instructor for image evaluation and grade computation.

IMAGE EVALUATION (Done by Clinical Coordinator or Clinical Instructor ONLY)

- 1. Anatomy positioned correctly S / U
- 2. Appropriate structures shown per projection S / U
- 3. Identification of anatomy S / U
- 4. Technical differences / improvements S / U
- 5. Radiographic quality (collimation, markers, scale of contrast, patient ID, motion, artifacts) S / U

Note: Grade is determined by dividing the number of "S" answers by 15.

(15 "S" = 100%, 14 "S" = 93.3%, 13 "S" = 86.6%, 12 & below = exam termination)

Comments:

Coordinator / Instructor Signature ONLY
RAD--21(06/08)

Student Signature

Date

% GRADE

Did the student verify identification:

- a) Before performing the procedure?
- b) By checking the patient's name band? (in-patient)
- c) Through verbal acknowledgement? (out-patient)

Performance Evaluation (Level 1, pg. 2)

1. Verified Patient Identification

2. Prepared patient and/or facilities

Did the student:

- a) Properly prepare the radiographic room for the procedure before the patient's arrival? (e.g. cassettes, table, bucky, over-head tube, etc.)
 - b) Set preliminary technical factors before the patient's arrival in the room?
 - c) Recognize when the used of ancillary equipment was required and prepared accordingly? (e.g. grids. Decubitus sponge, piggy-o-stat, etc.)
 - d) Confirm the possibility of pregnancy and provide documentation?
 - e) Prepare the patient properly for the radiographic procedure? (e.g. dentures, partial plates, hearing aids, any artifacts or clothing., etc.)
 - f) Explain the procedure clearly to the patient?
 - g) Give proper breather instructions?
3. **Proficiently utilize equipment**
Did the student:
- a) Select the proper image receptor?
 - b) Demonstrate proper use of equipment?
4. **Placed correct identification on image receptor**
Did the student properly mark
- a) The anatomy being radiographed with the correct lead anatomical side marker?
 - b) The IR with the correct patient identification?
 - c) The IR for comparison studies?
 - d) The IR for foreign body localization?
 - e) The IR in a sequence during a series of radiographs?
5. **Placed patient in correct positions(s)**
Did the student:
- a) Place the patient in the correct position?
 - b) Demonstrate knowledge of the routine positions?
6. **Selected correct part-tube-IR relationship**
Did the student:
- a) Properly angle the central ray?
 - b) Have the central ray centered to the IR?
 - c) Have the central ray directed to the correct anatomical centering point?
 - d) Center the bucky/IR to the patient
- Center the ancillary equipment (grid) correctly? (e.g. grid centered, not tilted/angled, etc.)
7. **Selected correct SID**
Did the student:
- a) Use the correct SID for the entire series?
 - b) Lower the tube from detent when angling the central ray to maintain the standard distance?
8. **Utilize appropriate radiation protection**
Did the student:
- a) Shield the gonadal area during the procedure according to protocol? (Except when the shield will cover the area of interest)
 - b) Properly collimate to the part being radiographed as recommended?
 - c) Demonstrate the use of technique selection as it applies to radiation protection? (e.g. low mAs, high kVp (within dx. Range))
9. **Selected appropriate exposure factors**

- a) Select the proper kVp, mA and time (mAs) for the procedure?
 - b) Properly use the AEC for the procedure?
10. **Performed examination on an orderly sequence and timely manner**
Did the student:
- a) Adapt the sequence of the procedure to meet the condition of the patient?
 - b) Select exposure factors before the positioning of the patient?
 - c) Have the room prepared in an orderly and timely manner?
 - d) Complete the radiographic procedure in a timely manner that does not compromise the patient or the facility?

Image Evaluation

1. Anatomy positioned correctly

- a) Are all the pertinent anatomical parts included?
- b) Is patient properly positioned for each image - angle of body planes accurate?

2. Appropriate structures shown per projection

- a) Identify the primary area of interest for each image.

3. Identification of anatomy

Student can identify all anatomy demonstrated on each image as requested by evaluator.

4. Technical differences / improvements

Can the student identify or make corrections for the:

- a) film size
- b) film orientation to part
- c) film speed
- d) central ray location to part
- e) central ray direction
- f) S.I.D.
- g) evidence of appropriate gonadal shielding
- h) complete series with proper projections

5. Radiographic quality

Can the student identify or make corrections for:

- a) patient name & date imbedded in the emulsion
- b) proper placement of anatomical side marker
- c) appropriate collimation
- d) scale of contrast
 - 1) Low vs High (Long vs Short)
 - 2) Primary controlling factor is?
- e) sufficient density

Primary controlling factory is?
- f) image free of visible motion
- g) free of preventable artifacts
- h) CR properly at mid-point of film

Level 1 Clinical Competency Evaluation Radiographic Control Panel & Accessories



Date: _____

Student: _____

- | | |
|---|----------|
| 1. Operate the on/off switch. | Yes / No |
| 2. Demonstrate the proper tube warm-up procedure. | Yes / No |
| 3. Select a specified kilovoltage setting. | Yes / No |
| 4. Select specified mAs setting. | Yes / No |
| 5. Select a time setting that will provide a specified mAs value, with a given mA station.
(e.g.: 200 mA, _____sec. = 20 mAs) | Yes / No |
| 6. Select a mA setting that will provide a specified mAs value, with a given time station.
(e.g. : _____mA, 0.20 sec = 20 mAs) | Yes / No |
| 7. When given an mAs value, select a technique to minimize the chance of motion unsharpness | Yes / No |
| 8. Demonstrate the proper use of the rotor and exposure control switches. | Yes / No |
| 9. Demonstrate how one knows when the x-ray exposure is properly terminated. | Yes / No |
| 10. Demonstrate how to select a tabletop technique using correct controls. | Yes / No |
| 11. Place a 10" x 12" IR crosswise in the vertical bucky using: 40"SID, 20 mAs, 75 kVp and a small focal spot size. | Yes / No |
| 12. Identify two ways one would know an exposure was made during a procedure. | Yes / No |
| 13. Demonstrate proper automatic exposure control selection. | Yes / No |
| 14. Properly place a portable grid on a cassette. | Yes / No |
| 15. Properly mount the shoulder-restraining device to the radiographic table. | Yes / No |

Note: Grade is determined by dividing the number of YES answers by 16
(15 YES = 100%, 14 YES = 93.3%, 13 YES = 86.6%, 12 & below = exam termination)

Comments:

Evaluators's Signature

Date

Student Signature

%GRADE

Evaluator must return this form to the clinical instructor for grade computation.
RAD-022(01/09)

Level 1 Clinical Competency Evaluation Equipment Manipulation/Identification, R/F



EDISON STATE
COLLEGE

Date: _____

Student: _____

- | | |
|---|----------|
| 1. Manipulate the generator control panel for fluoroscopic readiness. | Yes / No |
| 2. Install and remove the table footrest. | Yes / No |
| 3. Position image intensifier, TV monitor, foot pedal, and OH tube for fluoro readiness. | Yes / No |
| 4. Manipulate table bucky tray for fluoroscopy. | Yes / No |
| 5. Properly input patient information into computer. | Yes / No |
| 6. Manipulate vertical bucky stand. | Yes / No |
| 7. Identify five different radiographic protection devices | Yes / No |
| 8. Operate table top longitudinal / transverse directional switches. | Yes / No |
| 9. Manipulate the table angle to a specified angle. | Yes / No |
| 10. Manipulate the longitudinal, transverse, & vertical overhead tube locks. | Yes / No |
| 11. Set vertical tube lock to a specified SID. | Yes / No |
| 12. Manipulate overhead tube swivel lock properly. | Yes / No |
| 13. Manipulate overhead tube to a specified angle while maintaining appropriate SID. | Yes / No |
| 14. Manipulate overhead tube detents for correct alignment to vertical and table bucky diaphragms | Yes / No |
| 15. Collimate the field size to specific dimensions. | Yes / No |
| 16. Properly prepare images for Radiologist | Yes / No |

Note: Grade is determined by dividing the number of YES answers by 15
(16 YES = 100%, 15 YES = 93.75%, 14 YES = 87.5%, 13 & below = exam termination)

Comments:

Evaluator's Signature

Date

Student Signature

%GRADE

Evaluator must return this form to the clinical instructor for grade computation.
RAD-023(01/09)

Level 1 Clinical Competency Evaluation

Patient Care and Safety



Student: _____ Date: _____

The student must correctly demonstrate the knowledge of:

- | | |
|--|----------|
| 1. Patient safety while patient is unattended | Yes / No |
| 2. Identifying patient data from exam request form (isolation, history, date of exam, etc.) | Yes / No |
| 3. Differential treatment of patient needs with respect to age, cultural differences, disabilities, etc. | Yes / No |
| 4. Patient confidentiality in accordance with HIPPA regulations | Yes / No |
| 5. To locate contrast and other ancillary equipment (i.e. barium bags, etc.) | Yes / No |
| 6. Properly restocking room on a daily basis | Yes / No |
| 7. Preparing the radiographic table to maximize patient comfort. (Blanket warmer, mat, etc.) | Yes / No |
| 8. The location of emergency life support equipment and supplies. | Yes / No |
| 9. Department protocol regarding life-threatening emergencies (calling codes, etc). | Yes / No |
| 10. The use of departmental contrast media consent forms. | Yes / No |
| 11. How to correctly identify in-patients and out-patients | Yes / No |
| 12. Isolation precautions including DNR, fall precautions, altered mental status... | Yes / No |
| 13. Proper communicate and with respectfulness with all patients | Yes / No |
| 14. Where to locate patients and how to prepare them for exams | Yes / No |
| 15. The use of the following; sharps container, positioning aids, foot stool, pediatric and adult immobilization devices | Yes / No |

Note: Grade is determined by dividing the number of YES answers by 15.
 (15 YES = 100%, 14 YES = 93.33%, 13 YES = 86.6%, 12 & below = exam termination)

Comments:

 Evaluator's Signature Date Student Signature

Evaluator must return this form to the clinical instructor for grade computation.
 RAD-024(1/09)

Level 1 Clinical Competency Evaluation



Equipment Manipulation/Identification, C-Arm

Date: _____

Student: _____

- | | |
|--|----------|
| 1. Safely maneuver C-arm & workstation engaging/disengaging brakes. | Yes / No |
| 2. Safely connect & disconnect all cables | Yes / No |
| 3. Safely turn fluoroscopic system on & off. | Yes / No |
| 4. Position image intensifier, TV monitor, and foot pedal for fluoro readiness | Yes / No |
| 5. Understand & manipulate all movements, locks, & steering handle | Yes / No |
| 6. Prepare patient information screen for fluoroscopy imaging | Yes / No |
| 7. Utilize Image Annotation Screen | Yes / No |
| 8. Utilize Image Directory Screen | Yes / No |
| 9. Properly orient image on fluoro screen | Yes / No |
| 10. Properly utilize technique settings, Alarm Reset, & collimation | Yes / No |
| 11. Properly utilize Magnification | Yes / No |
| 12. Properly utilize Save & Workstation (Swap) | Yes / No |
| 13. Properly utilize Brightness/Contrast/Auto | Yes / No |
| 14. Properly utilize high level fluoro | Yes / No |
| 15. Properly locate & understand the Status bar | Yes / No |

Note: Grade is determined by dividing the number of YES answers by 15

(15 YES = 100%, 14 YES = 93.33%, 13 YES = 86.6%, 12 & below = exam termination)

Comments:

Evaluator's Signature

Student Signature

Date

GRADE %

Evaluator must return this form to the clinical instructor for grade computation.

RAD- 23 (01/09)

Level 1 Clinical Competency Evaluation

Mobile C-Arm Procedure



Date: _____

Student: _____

- | | | |
|------|--|----------|
| 1. | Properly maneuver the C-arm and workstation. | Yes / No |
| 2*. | Describe and demonstrate the use of the C-arm locks. | Yes / No |
| 3*. | Explain and demonstrate the Left/Right and Superior/Inferior orientations | Yes / No |
| 4. | Reset the fluoroscopy timer. | Yes / No |
| 5*. | Save and Print images with proper contrast and density adjustments | Yes / No |
| 6. | Properly rotate the monitor screen. | Yes / No |
| 7. | Demonstrate the proper use of continuous and intermittent fluoroscopy | Yes / No |
| 8. | Demonstrate the proper use of auto setting and manual exposure settings. | Yes / No |
| 9*. | Demonstrate the proper use of each button or switch on the C-arm workstation. | Yes / No |
| 10. | Demonstrate the proper sequence to connect and disconnect the unit. | Yes / No |
| 11. | Properly identify anatomy found in the exams performed. | Yes / No |
| 12*. | Properly manipulate the C-arm for the exams performed. | Yes / No |
| 13. | Identify technical difficulties and give proper improvement instructions while performing the exams. | Yes / No |
| 14. | Use appropriate patient and personnel radiation protection while performing exams. | Yes / No |
| 15. | Properly store the C-arm and monitor. | Yes / No |

NOTE: Competencies marked with an asterisk (*) must be successfully completed or the evaluation is terminated.

Note: Grade is determined by dividing the number of YES answers by 15
 (15 YES = 100%, 14 YES = 93.33%, 13 YES = 86.6%, 12 & below = exam termination)

Comments:

 Evaluator's Signature

 Date

 Student Signature

--

%GRADE

Evaluator must return this form to the clinical instructor for grade computation.
 RAD-025(01/09)

Radiologic Technology Program

Level II Clinical Competency Evaluation



EDISON STATE
COLLEGE

Date: _____

Student: _____

Exam: _____ MR#: _____

Group I

- () State procedure and departmental routine
- () State patient's name, age, sex, and date of exam
- () State mode of transportation.
- () Record information on requisition.
- () Employ proper disposition of requisition.
- () Notify office of changes in procedure.

Group II

- () Select proper room.
- () Provide clean table and linen.
- () Provide procedural supplies and equipment.
- ()* Provide emergency supplies and equipment.
- () Select appropriate image receptor holders.
- () Set preliminary exposure factors.
- ()* Remove obstacles interfering with patient transfer
- ()* Set proper source-to-image receptor distance

Group III

- ()* check patient's identification.
- () Introduce self to patient.
- () Provide for patient's privacy.
- () Explain procedure to patient.
- ()* Follow proper isolation or sterile procedure.
- () Ascertain that patient is properly gowned.
- () Remove foreign objects.

Group IV

- () Respond to needs and apprehensions of patient
- () Display courteous communication with patient.
- () Perform procedure in an orderly and timely manner.
- ()* Alter procedure to fit needs of situation.

Continued on next page.

Group V

- () Assist patient to assume proper basic position.
- ()* Select proper tube-IR relationship
- ()* Place patient in proper position.
- ()* Select correct part-IR alignment.
- () Give exposure instructions to patient.
- () Utilize positioning aides.
- () Assist physician with equipment and/or contrast media.
- () Utilize equipment locks and angulators.
- () Select appropriate placement of IR holder.
- ()* Select optimum exposure factors.
- () Place patient identification on IR.
- ()* Utilize radiation protection.
- () Clean and re-supply radiographic room.
- ()* Implement correction of factors or positioning.
- () Utilization of correct central ray angulation
- ()* Utilization of proper anatomical side marking for each radiograph. (*for mismarking)
- ()* Demonstrates proficient use of equipment

Group VI – Student’s Critique of Images (Completed by Clinical Instructor or Coordinator)

- () Ascertain that radiograph demonstrates correct positioning based upon anatomy demonstrated.
- () Ascertain that the radiograph demonstrates adequate density and contrast to visualize necessary anatomical structures.
- () Ascertain that the radiograph demonstrates proper part-tube-IR alignment based upon anatomy demonstrated.
- () Ascertain a working knowledge of anatomy

Directions:

1. Indicate satisfactory completion with a plus sign (+).
2. Indicate unsatisfactory non-completion with a minus sign (-).
3. Indicate non-applicable with no mark ()
4. Competencies marked with an asterisk (*) must be successfully completed or the evaluation is terminated.

() First Attempt Total Points Possible: _____

() Termination
Total Points Earned: _____

() Second Attempt

() Termination Grade: _____

Remarks: _____

Evaluator’s Signature Date Student Signature
RAD-026(01/09)

Radiologic Technology Program

Level II Surgery Competency Evaluation



EDISON STATE
COLLEGE

Date: _____

Student: _____

Exam: _____

MR#: _____

Group I

- () State procedure
- () Record information on requisition.
- () Employ proper disposition of requisition.
- () Store the C-Arm and monitor/portable unit.
- () Demonstrate ability to generate a requisition

Group II

- () Provide procedural supplies and equipment.
- () Select appropriate film holders.
- () Set preliminary exposure factors.
- () Differentiate between AEC setting and manual exposure factors.
- ()* Remove obstacles interfering with equipment manipulation

Group III

- ()* Verify patient's identification.
- ()* Follow proper isolation or sterile procedure.
- () Remove foreign objects.

Group IV

- () Display courteous communication with surgical staff.
- () Perform procedure in an orderly sequence.
- ()* Alter procedure to fit needs of situation.
- ()* Perform procedure in a timely manner

Group V

- () Proper maneuver C-arm, monitor and/or mobile unit.
- ()* Select optimum exposure factors.
- ()* Select proper tube-IR relationship
- ()* Utilize correct central ray angulation
- ()* Select correct part-IR alignment.
- ()* Utilize appropriate radiation protection practices.
- () Utilize equipment locks and angulators.
- () Select appropriate placement of IR holder.
- () Assist physician with equipment and/or contrast media.
- () Give proper exposure instructions to anesthesia
- () Explain and demonstrate the LT/RT and Superior/Inferior orientations
- () Reset the fluoroscopy timer

- () Save and reprint images with proper contrast and density adjustments
- () Demonstrate the proper usage of continuous and intermittent fluoroscopy
- () Place identification on IR.
- ()* Implement corrections in technical factors and/or positioning

Group VI – To be completed by Clinical Instructor or Coordinator only

- () Ascertain that radiograph demonstrates correct positioning based upon anatomy demonstrated.
- () Ascertain that the radiograph demonstrates adequate density and contrast to visualize necessary anatomical structures.
- () Ascertain that the radiograph demonstrates proper part-tube-IR alignment based upon anatomy demonstrated.
- () Ascertain a working knowledge of anatomy

Directions:

1. Indicate satisfactory completion with a plus sign (+).
2. Indicate unsatisfactory non-completion with a minus sign (-).
3. Indicate non-applicable with no mark ()
4. Competencies marked with an asterisk (*) must be successfully completed or the evaluation is terminated.

()	First Attempt	Total Points Possible: _____
()	Termination	
		Total Points Earned: _____
()	Second Attempt	
()	Termination	Grade: _____

Remarks: _____

Student's Signature: _____ Date: _____

Evaluator's Signature: _____ Date: _____

RAD-027(01/09)

Radiologic Technology Program
STUDENT PERFORMANCE EVALUATION – MOBILE Radiography



STUDENT _____ DATE _____

4 =Above Standard 3 =Meets Standard 2 = Needs Minor Improvement 1 = Needs Major Improvement

1. Student / Patient Relationship				
attitude, communication, concern, patient safety	4	3	2	1
2. Student / Radiographer Relationship				
cooperation, communication, attitude		3	2	1
3. Dependability and Responsibility				
punctual, available, conscientious		3	2	1
4. Personal Characteristics				
self confidence	4	3	2	1
5. Attitude toward Criticism				
accepts and implements criticism, direction, and suggestions well		3	2	1
6. Attitude toward Portable Procedure				
interest in procedure being performed, eager to learn, asks questions	4	3	2	1
7. Initiative for Portable Exams				
a. performs routine duties without being asked to do so		3	2	1
b. tries unfamiliar cases		3	2	1
c. eagerly performs exams learned		3	2	1
8. Portable Organization and Perseverance				
a. adapts to situations and exams (trauma/recovery room)	4	3	2	1
b. applies organization in procedures and utilizes foresight	4	3	2	1
c. follows through on assigned tasks		3	2	1
9. Judgment During Portable Radiography				
ability to think and act calmly, logically, and rapidly under stress	4	3	2	1
10. Portable Clinical Ability				
a. accuracy of positioning	4	3	2	1
b. adjustment exposure factors for portable exams	4	3	2	1
c. concentrates on fundamentals (grid, SID...)		3	2	1
d. practices proper radiation protection		3	2	1
e. procedure output-completes procedures in a timely manner	4	3	2	1
11. Quality of Portable Procedure				
neatness, accuracy, efficiency (low repeat ratio)		3	2	1
12. Portable Equipment and Supplies				
a. careful / professional use of portable units		3	2	1
b. proper supplies for portable exams		3	2	1

Comments: _____

 Student's Signature of Acknowledgement

 Clinical Instructor Signature

Evaluator's Signature _____ (01/09) RAD-039

Radiologic Technology Program
STUDENT PERFORMANCE EVALUATION -- SURGERY



STUDENT _____

DATE _____

4 =Above Standard 3 = Meets Standard 2 = Needs Minor Improvement 1 = Needs Major Improvement

1. Student / Physician Relationship	attitude, communication, cooperation	4	3	2	1
2. Student / Radiographer Relationship	cooperation, communication, attitude		3	2	1
3. Dependability and Responsibility	punctual, available, conscientious		3	2	1
4. Personal Characteristics	self confidence	4	3	2	1
5. Attitude toward Criticism	accepts and implements criticism, direction, and suggestions well		3	2	1
6. Attitude toward Procedure	interest in procedure being performed, eager to learn, asks questions	4	3	2	1
7. Initiative toward operative procedures	a. tries unfamiliar cases		3	2	1
	b. eagerly performs exams learned		3	2	1
8. Organization and Perseverance	a. adapts to situations and exams	4	3	2	1
	b. applies organization in procedures and utilizes foresight	4	3	2	1
	c. follows through on assigned tasks		3	2	1
9. Operative Judgment	ability to think and act calmly, logically, and rapidly under stress	4	3	2	1
10. Operative Clinical Ability	a. ability to perform operative exams	4	3	2	1
	b. knowledge of exposure factors	4	3	2	1
	c. concentrates on fundamentals (marking films, tube film alignment)		3	2	1
	d. practices proper aseptic technique		3	2	1
	e. procedure output-completes procedures in a timely manner	4	3	2	1
11. Quality of Operative Procedure	neatness, accuracy, efficiency (low repeat ratio)		3	2	1
12. Equipment and Supplies	a. careful use of darkroom materials		3	2	1
	b. ability to operate equipment proficiently		3	2	1

Comments: _____

 Student's Signature of Acknowledgement

 Clinical Instructor Signature

 Evaluator's Signature
 (01/09) RAD-041

Radiologic Technology Program



Clinical Performance Evaluation

Evening Rotation

Student: _____ Assigned Dates: _____

To the supervising technologist: Please evaluate the student's performance on the following objectives and return this form to the student's clinical instructor.

During the past clinical assignment, the student whose name appears on this form has:

1. Demonstrated a high level of initiative and self-direction in accomplishing the goals of each assigned shift.

_____ Yes _____ No

2. Demonstrated a high interest in observing, assisting, and performing all available examinations including trauma procedures.

_____ Yes _____ No

3. Selected correct radiographic rooms when given a choice according to the condition of the patient and procedure being ordered.

_____ Yes _____ No

4. Demonstrated the ability to alter radiographic procedures according to patient limitations and conditions.

_____ Yes _____ No

5. Demonstrated professional telephone communication skills by:

- Using professional telephone etiquette.
- Taking and delivering messages in an accurate and timely manner.
- Networking with others to provide positive answers to callers' questions.

_____ Yes _____ No

6. Demonstrated the ability to assist in the clerical and record keeping area of the radiology department.

_____ Yes _____ No

7. Demonstrated the ability to function in the darkroom, and to assist in processor maintenance and monitoring, as appropriate.

_____ Yes _____ No

8. Demonstrated correct independent judgement concerning various tasks such as cleaning and stocking rooms.

_____ Yes _____ No

9. Demonstrate safe patient transport duties with minimal assistance.

_____ Yes _____ No

10. Please write any comments on the reverse side.

Evaluator's Signature

Date

Student's Signature

RAD-028(01/09)

**Radiologic Technology Program
Clinical Performance Evaluation
Film Library / Reception**



Student: _____

Rotation Date: _____

1. The student can demonstrate the proper method of answering the telephones.
_____ Yes _____ No
2. The student can demonstrate the proper method of obtaining patient reports.
_____ Yes _____ No
3. The student can demonstrate the proper method of writing up new film jackets.
_____ Yes _____ No
4. The student can demonstrate the ability to locate previous images.
_____ Yes _____ No
5. The student can demonstrate the ability to file patient reports.
_____ Yes _____ No
6. The student can demonstrate the correct method of signing in and signing out radiology documents with proper authorization if requested.
_____ Yes _____ No
7. The student can demonstrate the proper method of placing patient information into the computer from the physician's orders.
_____ Yes _____ No
8. The student will demonstrate the ability to interpret patient requests.
_____ Yes _____ No
9. The student can demonstrate the ability to make copies of original images.
_____ Yes _____ No

Evaluator Signature

Clinical Instructor Signature

Student's Signature

RAD-030(01/09)

Radiologic Technology Program Clinical Performance Evaluation Patient Transporting



Student: _____ Rotational Date: _____

1. The student can demonstrate the ability to interpret transport slips according to:

a.	patient name	_____	Yes	_____	No
b.	location	_____	Yes	_____	No
c.	mode of transportation	_____	Yes	_____	No
d.	special equipment for transportation (O ₂ , IV's, restraints, etc.)	_____	Yes	_____	No
2. The student can demonstrate the ability to move equipment through the hallways.
 _____ Yes _____ No
3. The student can demonstrate the ability to properly identify patients.
 _____ Yes _____ No
4. The student can demonstrate the proper method of checking out a house patient to be transported to the radiology department.
 _____ Yes _____ No
5. The student can demonstrate the proper handling of O₂ apparatus, IV's and any other equipment apparatus.
 _____ Yes _____ No
6. The student can demonstrate the ability to locate patient floors and hospital departments.
 _____ Yes _____ No
7. The student can demonstrate the proper method of transferring a patient from bed to transportation device.
 _____ Yes _____ No
8. The student can demonstrate the proper method of transferring a patient from chair to transportation device.
 _____ Yes _____ No
9. The student can demonstrate the proper method of transferring a patient from transportation device to radiographic table.
 _____ Yes _____ No

Evaluator's Signature

Clinical Instructor's Signature

Student's Signature

**Radiologic Technology Program
Clinical Performance Evaluation
Special Procedures / Angiography**



Student: _____ Rotational Date: _____

1. Identify and describe the operation of the following equipment:
 - a. radiographic control panel
 - b. image processing panel
 - c. automatic injector and its controls

_____ Yes _____ No
2. Describe the process of D.S.A. (digital subtraction angiography)

_____ Yes _____ No

3. Setup and prepare a sterile tray.

_____ Yes _____ No

4. Load the automatic injector.

_____ Yes _____ No

5. Position the imaging system and table.

_____ Yes _____ No

6. List the basic components of a typical angiographic tray.

_____ Yes _____ No

7. Select a requested catheter and appropriate guide wire.

_____ Yes _____ No

8. Describe the positioning procedure for a typical angiogram

_____ Yes _____ No

9. Demonstrate the proper procedure for monitoring a patient's vital signs
 - a. Blood Pressure
 - b. Pulse
 - c. Respiration
 - d. Temperature

_____ Yes _____ No
10. Understands basic anatomy of the arterial and venous systems.

Evaluator's Signature

Clinical Instructor's Signature

Student's Signature

RAD-033(01/09)



Radiologic Technology Program Clinical Performance Evaluation Radiation Therapy Observation

Student: _____

Rotational Date: _____

1. The student can briefly explain each major equipment's or work station's general function or purpose.
_____ Yes _____ No

2. The student can explain the purpose and importance of using custom blocks when treating patients.
_____ Yes _____ No

3. The student can explain basic nursing care for the oncology patient.
_____ Yes _____ No

4. The student can demonstrate the acquisition of "port" films.
_____ Yes _____ No

Supervising Technologist (Therapy Center)

Clinical Instructor's Signature (Hospital)

Student's Signature

NOTE: The above objectives may be non-applicable if the student is in observation for a very short time. The Supervising Technologist may determine when an objective is not attainable for a particular student's rotation.

RAD-034(01/09)

**Radiologic Technology Program
Clinical Performance Evaluation
Nuclear Medicine**



Student: _____

Rotational Date: _____

1. The student can describe how nuclear medicine studies are performed.
_____ Yes _____ No

2. The student can describe how radioactive material is injected.
_____ Yes _____ No

3. The student can describe the concept of radioactive half-life.
_____ Yes _____ No

4. The student can demonstrate the basic operation of the nuclear medicine imaging camera.
_____ Yes _____ No

5. The student can describe the patient preps and how conventional radiography contrast media can interfere with nuclear medicine examinations.
_____ Yes _____ No

6. The student can assist with basic examinations.
_____ Yes _____ No

Comments:

Evaluator's Signature

Clinical Instructor's Signature

Student's Signature

RAD-035(01/09)

**Radiologic Technology Program
Clinical Performance Evaluation
Medical Sonography**



Student: _____

Rotational Date: _____

1. The student can describe the basic theory of sonographic imaging.
_____ Yes _____ No

2. The student can identify basic anatomy from sonographic images.
_____ Yes _____ No

3. The student understands patient preparations.
_____ Yes _____ No

4. The student can demonstrate the processing of images.
_____ Yes _____ No

5. The student can demonstrate the basic operation of sonographic equipment.
_____ Yes _____ No

Comments:

Evaluator's Signature

Clinical Instructor's Signature

Student's Signature

Radiologic Technology Program Clinical Performance Evaluation Computed Tomography (C.T.)



Student: _____

Rotational Date: _____

1. The student can describe the basic theory of C.T.
_____ Yes _____ No
2. The student can explain exams performed, patient preps and contrast media utilized.
_____ Yes _____ No
3. The student can explain the scanning procedure from scout to programming of cuts.
_____ Yes _____ No
4. The student can demonstrate operation of the console.
_____ Yes _____ No
5. The student can demonstrate the manipulation of the table.
_____ Yes _____ No
6. The student can demonstrate the performance of a head scan (with assistance).
_____ Yes _____ No
7. The student can demonstrate the performance of an abdominal scan (with assistance).
_____ Yes _____ No
8. The student can demonstrate image retrieval from the computer and transfer to film.
_____ Yes _____ No
9. The student can identify basic anatomy from cross-sectional images.
_____ Yes _____ No
10. Please write any comments on the reverse side of this form.

Evaluator's Signature

Clinical Instructor's Signature

Student's Signature

**Radiologic Technology Program
Clinical Performance Evaluation
Magnetic Resonance Imaging (M.R.I.)**



Student: _____

Rotational Date: _____

1. The student can describe the basic theory of Magnetic Resonance Imaging.
 - a. the magnet _____ Yes _____ No
 - b. radio frequency signal _____ Yes _____ No
 - c. receiver coil _____ Yes _____ No
 - d. computer constructed image _____ Yes _____ No
on TV monitor

2. The student can demonstrate the patient positioning for head and spine scanning.
_____ Yes _____ No

3. The student can operate the controls to move the scanning table.
_____ Yes _____ No

4. The student can register a patient's name using the control panel.
_____ Yes _____ No

5. The student can select a sequence and program it with assistance.
_____ Yes _____ No

6. The student can transfer images if necessary.
_____ Yes _____ No

7. The student can develop the film.
_____ Yes _____ No

8. The student can change archive tapes.
_____ Yes _____ No

9. Please write any comments on the reverse side of this form.

Evaluator's Signature

Clinical Instructor's Signature

Student's Signature

Radiologic Technology Program Absence Report



Student: _____

Date: _____

Base Hospital: _____

Rotation or assigned area: _____

Date(s) absent: _____

Shift time: _____

Number of hours absent: _____

Do you have banked hours to cover this leave? Yes _____ No _____

If yes, attach banked hours documentation to this request.

If no, when do you plan to make up this time? _____

Student Signature

Clinical Instructor

Approved by Clinical Coordinator

Instructions:

1. It is the student's responsibility to deliver the Absence Report form to the clinical instructor.
2. The form **MUST** be approved prior to a student's make up day(s).
3. This form becomes part of the student's permanent attendance record.

RAD-040 (01/09)

Radiologic Technology Program Bank Time Request



Student: _____

Date: _____

Base Hospital: _____

Requested Bank Date (ONLY one day per request) Total Hours _____

Student Signature

Approved by Clinical Instructor

Approved by Clinical Coordinator

Instructions:

1. It is the student's responsibility to deliver the leave request form to the clinical instructor.
2. The form **MUST** be approved prior to a student's leave date except for illness or emergency.
3. In the case of illness or emergency, the student is required to deliver the form to the clinical instructor upon returning to clinical.
4. The leave form becomes part of the student's permanent attendance record.
5. Remember, if a student is unable to attend clinical, the clinical instructor and the clinical coordinator **MUST** be contacted 30 minutes prior to start time.

RAD-046 (01/09)

Radiologic Technology Program
STUDENT PERFORMANCE EVALUATION



STUDENT _____

DATE _____

ASSIGNMENT AREA	EVALUATOR NAME			EVALUATOR SIGNATURE			
	4 = Above Standards	3 = Meets Standards	2 = Needs Minor Improvement	1 = Needs Major Improvement (circle one)			
1. Student / Patient Relationship attitude, communication, concern, patient safety				4	3	2	1
2. Student / Radiographer Relationship cooperation, communication, attitude					3	2	1
3. Dependability and Responsibility punctual, available, conscientious					3	2	1
4. Personal Characteristics self confidence				4	3	2	1
5. Attitude toward Criticism accepts criticism, direction, and suggestions well					3	2	1
6. Attitude toward Procedure interest in procedure being performed, eager to learn, asks questions				4	3	2	1
7. Initiative							
a. performs routine duties without being asked to do so					3	2	1
b. tries unfamiliar cases					3	2	1
c. eagerly performs exams learned					3	2	1
8. Organization and Perseverance							
a. adapts to situations and exams				4	3	2	1
b. applies organization in procedures and utilizes foresight				4	3	2	1
c. follows through on assigned tasks					3	2	1
9. Judgment ability to think and act calmly, logically, and rapidly under stress				4	3	2	1
10. Clinical Ability							
a. knowledge of positioning				4	3	2	1
b. knowledge of exposure factors				4	3	2	1
c. concentrates on fundamentals					3	2	1
d. practices proper radiation protection					3	2	1
e. procedure output – completes procedures in a timely manner				4	3	2	1
11. Quality of Procedure neatness, accuracy, efficiency (low repeat ratio)					3	2	1
12. Equipment and Supplies							
a. careful / professional use of . .					3	2	1
b. knowledge of . . .					3	2	1
c. routine stocking of room					3	2	1

Comments: _____

Please make any additional comments on the back side of this form.

 Student's Signature of Acknowledgement
 RAD-041 (01/09)

 Clinical Instructor Signature

Radiologic Technology
Personal Development Assessment by the Clinical Instructor



Student	Course	Semester/Year
CATEGORY	COMMENTS	
Interpersonal Skills		
Use & Care of Equipment & Supplies		
Cooperation / Team Participation		
Application of Knowledge		
Attitude Toward Criticism		
Initiative		
Self-confidence		
Adaptability		
Quality of Work		

Overall Evaluation	Above Average	Average	Marginal	Unsatisfactory
---------------------------	----------------------	----------------	-----------------	-----------------------

Additional comments may be written on the back side of this form.

 Clinical Instructor's Signature

 Student's Signature

 Date

RAD-042 (01/09)

Edison State College
Radiologic Technology Program
Personal Development Assessment



Student _____ Course _____ Semester/Year _____

CATEGORY

ASSESSMENT

	ABOVE AVERAGE	AVERAGE	MARGINAL	UNSATISFACTORY
Interpersonal Skills	Consistently relates well to staff, peers, and patients <input type="checkbox"/>	Usually relates well to staff, peers, and patients <input type="checkbox"/>	Occasionally relates well to staff, peers, and patients <input type="checkbox"/>	Does not relate well to staff, peers, and patients <input type="checkbox"/>
Use & Care of Equipment or Supplies	Consistently demonstrates proper use & care of equipment or supplies <input type="checkbox"/>	Usually demonstrates proper use & care of equipment or supplies <input type="checkbox"/>	Occasionally demonstrates proper use & care of equipment or supplies <input type="checkbox"/>	Demonstrates a lack of knowledge of OR improper use of equipment or supplies <input type="checkbox"/>
Cooperation / Team Participation	Consistently displays cooperative effort and functions well as a team member <input type="checkbox"/>	Usually displays cooperative effort and functions as a team member <input type="checkbox"/>	Occasionally displays cooperative effort and functions as a team member <input type="checkbox"/>	Uncooperative and does not function well as a team member <input type="checkbox"/>
Application of Knowledge	Consistently applies classroom learning experiences to the clinic <input type="checkbox"/>	Usually applies classroom learning experiences to the clinic <input type="checkbox"/>	Occasionally applies classroom learning experiences to the clinic <input type="checkbox"/>	Does not apply classroom learning experiences to the clinic <input type="checkbox"/>
Attitude Toward Criticism	Consistently accepts criticism and implements improvements / changes <input type="checkbox"/>	Usually accepts criticism and implements improvements / changes <input type="checkbox"/>	Occasionally accepts criticism and implements improvements / changes <input type="checkbox"/>	Unwilling to accept criticism and does not improve or change <input type="checkbox"/>
Initiative	Consistently seeks additional responsibilities <input type="checkbox"/>	Usually seeks additional responsibilities <input type="checkbox"/>	Occasionally seeks additional responsibilities <input type="checkbox"/>	Does not seek additional responsibilities <input type="checkbox"/>
Self-confidence	Consistently displays confidence and good judgement <input type="checkbox"/>	Usually displays confidence and good judgement <input type="checkbox"/>	Occasionally displays confidence and good judgement <input type="checkbox"/>	Does not display confidence or good judgement <input type="checkbox"/>
Adaptability	Consistently adapts to changes in procedure <input type="checkbox"/>	Usually adapts to changes in procedure <input type="checkbox"/>	Occasionally adapts to changes in procedure <input type="checkbox"/>	Does not adapt to changes in procedure <input type="checkbox"/>
Quality of Work	Work is consistently accurate, neat and meets department standards <input type="checkbox"/>	Work is usually accurate, neat and meets department standards <input type="checkbox"/>	Work is occasionally accurate, neat and meets department standards <input type="checkbox"/>	Work is not accurate or neat and fails to meet department standards <input type="checkbox"/>
Overall Evaluation	Above Average	Average	Marginal	Unsatisfactory

Additional comments about the student's strengths and weaknesses in Personal Development **ON BACK**
 Student may also make additional comments **ON BACK**

 Clinical Coordinator's Signature

 **Student's Signature

 Date

 Clinical Instructor's Signature

**I have read and discussed this evaluation with the
 Clinical Instructor or Clinical Coordinator

RAD-043 (01/09)

Student _____ Clinical Facility _____

Semester _____ Date _____

MERIT* - May be used for time off (see Clinical Coordinator) or to remove a demerit for tardiness/dress code (see instructions)

1. _____ Unusual case study (Limit two / semester)
2. _____ Perfect attendance
3. _____ Exceeding # of required competencies by two or mor

DEMERIT* – One Percentage Point Subtracted from Final Clinical Grade for each Occurrence

1. _____ Tardy / leave early
2. _____ Improper reporting of clinical absence
3. _____ Absence before or after a Holiday
4. _____ Restricting or impeding clinical output, misuse of clinical time
5. _____ Violation of dress code (ZERO tolerance)
6. _____ Improper storage of radiation dosimeter
7. _____ No personal lead ID markers in clinical area
8. _____ Use of another’s lead ID markers
9. _____ Improper use of recommended S.I.D.
10. _____ Failure to properly place markers, labels, time indicators, etc., on radiographs
11. _____ Improper computer documenting of procedure performed.
12. _____ Improper radiation protection
13. _____ Failure to have weekly evals promptly completed by a full semester’s end.

DEMERIT* – Two Percentage Points Subtracted from Final Clinical Grade for each Occurrence.

1. _____ Failure to follow professional standards
2. _____ Inconsiderate treatment of patients, visitors, students, or hospital employees
3. _____ Engaging in disorderly conduct that could ultimately threaten the well being of any patient, visitor, student, or hospital employee.
4. _____ Insubordination – refusing to follow orders or directions, arguing with supervisor.
5. _____ Unexcused absences in a full semester – More than two for a full semester; more than one in a short semester.
6. _____ Leaving clinical without permission from a program official
7. _____ Failure to complete an examination in which the student is performing or in which he/she is assisting.
8. _____ Failure to provide gonadal shielding to all patients.
9. _____ Failure to question pregnancy on females 12-55 years of age
10. _____ Failure to report for scheduled clinical time (e.g. make-up time)

DEMERIT* – Five Percentage Points Subtracted from Final Clinical Grade for each Occurrence.

1. _____ Repeating radiographs without a technologist in the room
2. _____ Failure to follow the direct/Indirect supervision policy
3. _____ Passing radiographs without technologist approval
4. _____ Failure to verify orders which results in performing the wrong exam or performing a non-ordered exam.

*Subject to Change

Remarks _____

I HAVE READ THIS REPORT

Student’s Signature

Clinical Instructor’s Signature

Date

Clinical Coordinator (as needed)

Date

RAD-044 (01/09)

Clinical Merits

The clinical instructor or program officials assign merits. Merits are used to offset only demerits in tardiness or dress code infractions.

Exception: 4 merits can be utilized for 8 hours of clinical time for students with a clinical grade of 96% and above.

Clinical Demerits

A demerit is a numerical documentation of unsatisfactory performance, which will affect a student's overall clinical grade. The clinical instructors or program officials assign demerits. The number of demerits given will depend on the seriousness of the infraction or the frequency. Demerits will reduce the final clinical grade for the semester in which it is given.

Rules

- A merit will offset a demerit in only tardiness or dress code infractions.
- Merits can be carried from one semester to the next but no more than 4 merits can be banked at any one time.
- Merits cannot be used for the same infraction/violation more than one time in the same semester.
- No more than 2 merits can be used to offset demerits toward clinical grading in any one semester.
- **A merit cannot be used in any way to increase the clinical competency average of the clinical grade.**
- A two-point demerit cannot be offset by merits.

NOTE

It is possible for a student to fail clinical due to an over abundance of demerits, but only after specific counseling methods have been exhausted (Coordinator decision). A student with a low clinical grade (i.e. 85-89 percent) should be even more careful not to perform any act that would require the issuing of a demerit.

Awarding a Merit or Demerit

A one-point merit will be given for*:

- Unusual case studies. (Limited to two per semester) See Clinical Coordinator for details.
- Perfect attendance. (No missed clinical days, no rescheduled days, no tardies, and no leaving early in a semester)
- Exceeding the number of required clinical competencies by two or more.

A one-point demerit will be given for*:

- Tardiness- Recorded clinical time later than the scheduled start time. One minute passed the scheduled start time is considered tardiness and leaving early one minute or more prior to the scheduled end of shift is considered a left early. Two accounts of tardiness/left early are allowed per full semester (one per short, summer semester) after which each subsequent tardy will result in 1 demerit.
- Not properly calling in when absent from the clinic.
- Unexcused absences before or after a Holiday.
- Restricting or impeding clinical output, misuse of clinical time.
- Violation of the dress code (zero tolerance)
- Improper storage of the radiation monitoring device (Film badge) or taking the monitor home.
- Not having lead ID markers in the clinic area.
- Using another person's lead ID markers.
- Not properly utilizing the recommended S.I.D
- Failure to properly put correct marker on exam (mislabeling, no portable stickers, no time indicators etc.)
- Not properly documenting/entering appropriate data in the computer or on the requisition.
- Improper use of radiation protection devices & procedures
- Failure to have 6-7 weekly PDA's completed by a full semester's end

A two-point demerit will be given for*:

- Not following professional standards.
- Inconsiderate treatment of patients, visitors, students, or hospital employees.
- Engaging in disorderly conduct that could ultimately threaten the well being of any patient, visitor, student, or hospital employee.
- Insubordination – refusing to follow orders or direction, arguing with supervisor.
- More than two unexcused sick occurrences in a full semester or (1) in a mini-semester.
- Note: Physician documented illnesses are excused.
- Leaving the clinic without permission from a program official.
- Failure to complete a radiographic examination that the student is performing or in which he/she is assisting.
- Failure to provide gonadal shielding to all patients.
- Failure to question pregnancy on females 12-55 years of age.
- Failure to report for scheduled clinical time (e.g. make-up time)

A five-point demerit will be given for*:

- Repeating radiographs without a technologist in the room.
- Not following the direct/indirect supervision policy.
- Passing radiographs without approval from a technologist.
- Failure to verify orders which results in performing the wrong exam or performing a non-ordered exam. *Subject to change.

**Radiologic Technology Program
Student Counseling Report – Group I**



Student _____

Clinical Facility _____ Date _____

- 1. Obtaining, possessing, selling or using marijuana, narcotics, amphetamines, hallucinogenic substances, or alcohol on hospital premises.
- 2. Theft, abuse, misuse, or destruction of the property or equipment of any patient, visitor, student, hospital employee, or hospital.
- 3. Disclosing confidential information about any patient, student, or hospital employee without proper authorization.
- 4. Immoral, indecent, illegal, or unethical conduct on hospital premises.
- 5. Possession of weapons, wielding or threatening to use firearms, illegal knives, etc., on hospital premises.
- 6. Assault on any patient, visitor, student, hospital or college personnel.
- 7. Misuse or falsification of patient, student, hospital or college official records.
- 8. Removal of patient, student, hospital or college official records without proper authorization.
- 9. Reporting to clinical station under the influence of any substance in #1. See Drug Free Workplace Policy for details.

Group I Offenses Require Discharge From The Program

Remarks

I HAVE READ THIS REPORT

Student Signature

Date

Clinical Instructor's Signature

Date

Clinical Coordinator's Signature

Date



Radiologic Technology Program Student Counseling Report

Name: _____

Date: _____

Subject: _____

Student Response:

Student's Signature

Date

Instructor Signature (if applicable)

Date

Clinical Coordinator (if applicable)

Date

Radiologic Technology Program Monthly Time Record



Hospital: _____ Student _____

Month and Year: _____

Monday	Tuesday	Wednesday	Thursday	Friday

Hours Required

Hours Completed

Supervisor's Signature:

Student's Signature:

Comments: _____

Appendix B

ARRT Code of Ethics

PREAMBLE

The Standards of Ethics of The American Registry of Radiologic Technologists shall apply solely to persons holding certificates from ARRT and who either hold current registrations by ARRT or formerly held registrations by ARRT (collectively, "Registered Technologists"), and to persons applying for examination and certification by ARRT in order to become Registered Technologists ("Applicants"). The Standards of Ethics are intended to be consistent with the Mission Statement of ARRT, and to promote the goals set forth in the Mission Statement.

A. CODE OF ETHICS

The Code of Ethics forms the first part of the Standards of Ethics. The Code of Ethics shall serve as a guide by which Registered Technologists and Applicants may evaluate their professional conduct as it relates to patients, health care consumers, employers, colleagues, and other members of the health care team. The Code of Ethics is intended to assist Registered Technologists and Applicants in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients. The Code of Ethics is aspirational.

- 1. The radiologic technologist conducts herself or himself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.**
- 2. The radiologic technologist acts to advance the principle objective of the profession to provide services to humanity with full respect for the dignity of mankind.**
- 3. The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion, or socioeconomic status.**
- 4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed and employs procedures and techniques appropriately.**
- 5. The radiologic technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.**
- 6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.**
- 7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self and other members of the health care team.**
- 8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.**

9. The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy and reveals confidential information only as required by law or to protect the welfare of the individual or the community.

10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues and investigating new aspects of professional practice.

B. RULES OF ETHICS

The Rules of Ethics form the second part of the Standards of Ethics. They are mandatory and directive specific standards of minimally acceptable professional conduct for all present Registered Technologists and Applicants. Certification is a method of assuring the medical community and the public that an individual is qualified to practice within the profession. Because the public relies on certificates and registrations issued by ARRT, it is essential that Registered Technologists and Applicants act consistently with these Rules of Ethics. These Rules of Ethics are intended to promote the protection, safety, and comfort of patients. The Rules of Ethics are enforceable. Registered Technologists and Applicants engaging in any of the following conduct or activities, or who permit the occurrence of the following conduct or activities with respect to them, have violated the Rules of Ethics and are subject to sanctions as described hereunder:

1. Employing fraud or deceit in procuring or attempting to procure, maintain, renew, or obtain reinstatement of: (i) any document issued by ARRT, or (ii) employment in radiologic technology or a state permit, license, or registration certificate to practice radiologic technology, such as by altering in any respect any document issued by the ARRT.

2. Subverting or attempting to subvert ARRT's examination process. Conduct that subverts or attempts to subvert ARRT's examination process includes, but is not limited to:

(i) conduct that violates the security of ARRT examination materials, such as removing examination materials from an examination room, or having unauthorized possession of any portion of or information concerning a future, current, or previously administered examination of ARRT, or disclosing information concerning any portion of a future, current, or previously administered examination of ARRT, or disclosing what purports to be, or under all circumstances is likely to be understood by the recipient as, any portion of or "inside" information concerning any portion of a future, current, or previously administered examination of ARRT:

(ii) conduct that in any way compromises ordinary standards of test administration, such as communicating with another examinee during administration of the examination, copying another examinee's answers, permitting another examinee to copy one's answers, or possessing unauthorized materials: or

(iii) impersonating an examinee or permitting an impersonator to take the examination on one's own behalf.

3. Conviction of a crime, including a felony, a gross misdemeanor, or a misdemeanor with the sole exception of speeding and parking violations. All alcohol and/or drug related violations must be reported. Conviction as used in this provision includes a criminal proceeding where a finding or verdict of guilt is made or returned but the adjudication of guilt is either withheld or not entered, or a criminal proceeding where the individual enters a plea of guilty or nolo contendere.

4. Failure to report to the ARRT that charges regarding the person's permit, license, or registration certificate to practice radiologic technology are pending or have been resolved adversely to the individual in any state, territory, or country, or that the individual has been refused a permit, license, or registration certificate to practice radiologic technology by another state, territory, or country.

5. Failure or inability to perform radiologic technology with reasonable skill and safety.

6. Engaging in unprofessional conduct, including, but not limited to, (i) a departure from or failure to conform to applicable federal, state, or local governmental rules regarding radiologic technology practice, or, if no such rule exists, to the minimal standards of acceptable and prevailing radiologic technology practice, or, (ii) any radiologic technology practice that may create unnecessary danger to a patient's life, health, or safety. Actual injury to a patient need not be established under this clause.

7. Delegating or accepting the delegation of a radiologic technology function or any other prescribed health care function when the delegation or acceptance could reasonably be expected to create an unnecessary danger to a patient's life, health, or safety. Actual injury to a patient need not be established under this clause.

8. Actual or potential inability to practice radiologic technology with reasonable skill and safety to patients by reason of illness, use of alcohol, drugs, chemicals, or any other material, or as a result of any mental or physical condition.

9. Adjudication as mentally incompetent, mentally ill, a chemically dependent person, or a person dangerous to the public by a court of competent jurisdiction.

10. Engaging in any unethical conduct, including, but not limited to, conduct likely to deceive, defraud, or harm the public, or demonstrating a willful or careless disregard for the health, welfare, or safety of a patient. Actual injury need not be established under this clause.

11. Engaging in conduct with a patient that is sexual or may reasonably be interpreted by the patient as sexual, or in any verbal behavior that is seductive or sexually demeaning to a patient, or engaging in sexual exploitation of a patient or former patient. This does not apply to pre-existing consensual relationships.

12. Revealing a privileged communication from or relating to a patient, except when otherwise required or permitted by law.

13. Knowingly engaging or assisting any person to engage in or otherwise participating in abusive or fraudulent billing practices, including violations of federal Medicare and Medicaid laws or state medical assistance laws.

- 14. Improper management of patient records, including failure to maintain adequate patient records or to furnish a patient record of report required by law or making, causing, or permitting anyone to make false, deceptive, or misleading entry in any patient record.**
- 15. Knowingly aiding, assisting, advising, or allowing a person without a current and appropriate state permit, license, or registration certificate or a current certificate of registration with ARRT to engage in the practice of radiologic technology, in a jurisdiction which requires a person to have such a current and appropriate state permit, license, or registration certificate or a current and appropriate certification of registration with ARRT in order to practice radiologic technology in such jurisdiction.**
- 16. Violating a rule adopted by any state board with competent jurisdiction, an order of such board, or state or federal law relating to the practice of radiologic technology, or a state or federal narcotics or controlled substance law.**
- 17. Knowingly providing false or misleading information that is directly related to the care of a patient.**
- 18. Practicing outside the scope of practice authorized by the individual's current state permit, license, or registration certificate or the individual's current certificate of registration with ARRT.**
- 19. Making a false statement or knowingly providing false information to ARRT or failing to cooperate with any investigation of ARRT or the Ethics Committee.**
- 20. Engaging in false, fraudulent, deceptive, or misleading communications to any person regarding the individual's education, training, credentials, experience, or qualifications, or the status of the individual's state permit, license, or registration certificate in radiologic technology or certificate of registration with ARRT.**
- 21. Knowing of a violation or a probable violation of any Rule of Ethics by any Registered Technologist or by an Applicant and failing to promptly report in writing the same to the ARRT.**

C. ADMINISTRATIVE PROCEDURES

These Administrative Procedures provide for the structure and operation of the Ethics Committee; they detail procedures followed by the Ethics Committee and by the Board of Trustees of ARRT in handling challenges raised under the Rules of Ethics, and in handling matters relating to the denial of an application for examination (for reasons other than failure to meet the criteria as stated in Article II, Sections 2.02 and 2.03 of the Rules and Regulations of ARRT, in which case, there is no right to a hearing) or the denial of renewal or reinstatement of a registration. All Registered Technologists and Applicants are required to comply with these Administrative Procedures; the failure to cooperate with the Ethics Committee or the Board of Trustees in a proceeding on a challenge may be considered by the Ethics Committee and by the Board of Trustees according to the same procedures and with the same sanctions as failure to observe the Rules of Ethics.

1. Ethics Committee

(a) Membership and Responsibilities of the Ethics Committee. The President, with the approval of the Board of Trustees, appoints at least three (3) Trustees to serve as members of the Ethics Committee, each such person to serve on the Committee until removed and replaced by the President, with the approval of the Board of Trustees, at any time, with or without cause. The Ethics Committee is responsible for (1) investigating each alleged breach of the Rules of Ethics and determining whether a Registered Technologist or Applicant has failed to observe the Rules of Ethics in the Standards, and determining an appropriate sanction; and (2) assessing the Code of Ethics, Rules of Ethics, and Administrative Procedures in the Standards periodically and recommending any amendments to the Board of Trustees.

(b) The Chair of the Ethics Committee. The President, with the approval of the Board of Trustees appoints one (1) member of the Ethics Committee as the Committee's Chair to serve for a term of two (2) years as the principal administrative officer responsible for management of the promulgation, interpretation and enforcement of the Standards of Ethics. The President may remove and replace the Chair of the Committee, with the approval of the Board of Trustees, at any time, with or without cause. The Chair presides at, and participates in, meetings of the Ethics Committee and is responsible directly and exclusively to the Board of Trustees, using staff, legal counsel and other resources necessary to fulfill the responsibilities of administering the Standards of Ethics.

(c) Preliminary Screening of Potential Violation of the Rules of Ethics. The Chair of the Ethics Committee shall review each alleged violation of the Rules of Ethics which is brought to the attention of the Ethics Committee. If in the sole discretion of the Chair there is (1) insufficient information upon which to base a charge of a violation of the Rules of Ethics, or (2) the allegations against the Registered Technologist or Applicant are patently frivolous or inconsequential, or (3) the allegations if true would not constitute a violation of the Rules of Ethics, the Chair may summarily dismiss the matter. The Chair may be assisted by staff and/or legal counsel of ARRT. The Chair shall report each such summary dismissal to the Ethics Committee.

(d) Alternative Dispositions. At the Chair's direction and upon request, the Executive Director of ARRT shall have the power to investigate allegations and to enter into negotiations with the Registered Technologist or Applicant regarding the possible settlement of an alleged violation of the Rules of Ethics. The Executive Director may be assisted by staff members and/or legal counsel of ARRT. The Executive Director is not empowered to enter into a binding settlement, but rather may recommend a proposed settlement to the Ethics Committee. The Ethics Committee may accept the proposed settlement, make a counterproposal to the Registered Technologist or Applicant, or reject the proposed settlement and proceed under these Administrative Procedures.

(e) Summary Suspensions. If an alleged violation of the Rules of Ethics involves the occurrence with respect to a Registered Technologist of an event described in paragraph 3 of the Rules of Ethics or any other event that the Ethics Committee determines would, if true, potentially pose harm to the health, safety, or well being of any patient or the public, then notwithstanding anything apparently or expressly to the contrary contained in these Administrative Procedures, the Ethics Committee may, without prior notice to the Registered Technologist and without a prior hearing, summarily suspend the registration of the Registered Technologist pending a final determination under these Administrative

Procedures with respect to the alleged violation of the Rules of Ethics in fact occurred. Within five (5) working days after the Ethics Committee summarily suspends the registration of a Registered Technologist in accordance with this provision, the Ethics Committee shall, by certified mail, return receipt requested, give to the Registered Technologist written notice that describes (1) the summary suspension, (2) the reason or reasons for it, and (3) the right of the Registered Technologist to request a hearing with respect to the summary suspension by written notice to the Ethics Committee, which written notice must be received by the Ethics Committee not later than fifteen (15) days after the date of the written notice of summary suspension by the Ethics Committee to the Registered Technologist. If the Registered Technologist timely requests a hearing with respect to the summary suspension, the hearing shall be held before the Ethics Committee or a panel comprised of no fewer than three (3) members of the Ethics Committee as promptly as practicable, but in any event within thirty (30) days after the Ethics Committee's receipt of the Registered Technologist's request for the hearing. The applicable provisions of paragraph 2 of these Administrative Procedures shall govern all hearings with respect to summary suspensions, except that neither a determination of the Ethics Committee, in the absence of a timely request for a hearing by the affected Registered Technologist, nor a determination by the Ethics Committee or a panel following a timely requested hearing is appealable to the Board of Trustees.

2. Hearings

Whenever the ARRT proposes to take action in respect to the denial of an application for examination (for reasons other than failure to meet the criteria as stated in Article II, Sections 2.02 and 2.03 of the Rules and Regulations of ARRT, in which case, there is no right to a hearing) or of an application for renewal or reinstatement of a registration, or in connection with the revocation or suspension of a certificate or registration, or the censure of a Registered Technologist for an alleged violation of the Rules of Ethics, it shall give written notice thereof to such person specifying the reasons for such proposed action. A Registered Technologist or an Applicant to whom such notice is given shall have thirty (30) days from the date the notice of such proposed action is mailed to make a written request for a hearing. The written request for a hearing must be accompanied by a nonrefundable hearing fee in the amount of \$100. In rare cases, the hearing fee may be waived, in whole or in part, at the sole discretion of the Ethics Committee.

Failure to make a written request for a hearing and to remit the hearing fee (unless the hearing fee is waived in writing by the ARRT) within such period shall constitute a consent to the action taken by the Ethics Committee or the Board of Trustees pursuant to such notice. A Registered Technologist or an Applicant who requests a hearing in the manner prescribed above shall advise the Ethics Committee of his or her intention to appear at the hearing. A Registered Technologist or an Applicant who requests a hearing may elect to appear by a written submission which shall be verified or acknowledged under oath.

Failure to appear at the hearing or to supply a written submission in response to the charges shall be deemed a default on the merits and shall be deemed consent to whatever action or disciplinary measures which the Ethics Committee determines to take. Hearings shall be held at such date, time, and place as shall be designated by the Ethics Committee or the Executive Director. The Registered Technologist or the Applicant shall be given at least thirty (30) days' notice of the date, time, and place of the hearing.

The hearing is conducted by the Ethics Committee with any three (3) or more of its members participating, other than any member of the Ethics Committee whose professional activities

are conducted at a location in the approximate area of the Registered Technologist or the Applicant in question. In the event of disqualification, the President may appoint a trustee to serve on the Ethics Committee for the sole purpose of participating in the hearing and rendering a decision. At the hearing, ARRT shall present the charges against the Registered Technologist or Applicant in question, and the facts and evidence of ARRT in respect to the basis or bases for the proposed action or disciplinary measure. The Ethics Committee may be assisted by legal counsel. The Registered Technologist or Applicant in question, by legal counsel or other representative if he or she desires (at the sole expense of the Registered Technologist or Applicant in question), shall have the right to call witnesses, present testimony, and be heard in his or her own defense, to hear the testimony of and cross-examine any witnesses appearing at such hearing, and to present such other evidence or testimony as the Ethics Committee shall deem appropriate to do substantial justice. Any information may be considered which is relevant or potentially relevant. The Ethics Committee shall not be bound by any state or federal rules of evidence. A transcript or an audio recording of the hearing is made. The Registered Technologist or Applicant in question shall have the right to submit a written statement at the close of the hearing.

In a case where ARRT proposes to take action in respect to the denial of an application for examination (for reasons other than failure to meet the criteria as stated in Article II, Sections 2.02 and 2.03) or the denial of renewal or reinstatement of a registration, the Ethics Committee shall assess the evidence presented at the hearing and make its decision accordingly, and shall prepare written findings of fact and its determination as to whether grounds exist for the denial of an application for examination or renewal or reinstatement of a registration, and shall promptly transmit the same to the Board of Trustees and to the Registered Technologist or Applicant in question.

In the case of alleged violations of the Rules of Ethics by a Registered Technologist, the Ethics Committee shall assess the evidence presented at the hearing and make its decision accordingly, and shall prepare written findings of fact and its determination as to whether there has been a violation of the Rules of Ethics and, if so, the appropriate sanction, and shall promptly transmit the same to the Board of Trustees and to the Registered Technologist in question. Potential sanctions include denial of renewal or reinstatement of a registration with ARRT, revocation or suspension of a certification or registration, or both, with ARRT, or the public or private reprimand of a Registered Technologist. Unless a timely appeal from any findings of fact and determination by the Ethics Committee is taken to the Board of Trustees in accordance with paragraph three (3) below, the Ethics Committee's findings of fact and determination in any matter (including the specified sanction) shall be final and binding upon the Registered Technologist or Applicant in question.

3. Appeals.

Within thirty (30) days after the decision of the Ethics Committee is mailed, the Registered Technologist or Applicant may appeal to the Board of Trustees any decision of the Ethics Committee. In the event of an appeal, those Trustees who participated in the hearing at the Ethics Committee shall not participate in the appeal. The remaining members of the Board of Trustees shall consider the decision of the Ethics Committee, the files and records of ARRT applicable to the case at issue, and any written appellate submission of the Registered Technologist or Applicant in question, and shall determine whether to affirm or to overrule the decision of the Ethics Committee or to remand the matter to the Ethics Committee for further consideration. In making such determination to affirm or to overrule,

findings of fact made by the Ethics Committee shall be conclusive if supported by any evidence. The Board of Trustees may grant rehearings, or hear additional evidence, or request that ARRT or the Registered Technologist or Applicant in question provide additional information, in such matter, on such issues, and within such time as it may prescribe.

All hearings and appeals provided for herein shall be private at all stages. It shall be considered an act of professional misconduct for any Registered Technologist or Applicant to make an unauthorized publication or revelation of the same, except to his or her attorney or other representative, immediate superior or employer.

4. Publication of Adverse Decisions.

Final decisions, which are adverse to the Registered Technologist or Applicant, will be communicated to the appropriate authorities of all states, and provided in response to inquires into a person's registration status. ARRT shall also have the right to publish any adverse decisions and the reasons therefor. For purposes of this paragraph, a "final decision" means and includes: a determination of the Ethics Committee relating to a summary suspension, if the affected Registered Technologist does not timely request a hearing; a nonappealable decision of the Ethics Committee or a panel relating to a summary suspension that is issued after a hearing on the matter; an appealable decision of the Ethics Committee from which no timely appeal is taken; and, in a case involving an appeal of an appealable decision of the Ethics Committee in a matter, the decision of the Board of Trustees in the matter.

Revised 07/98

RAD-047

Appendix C

Student Release Form



EDISON STATE
COLLEGE

Dear EDISON STATE COLLEGE Rad Tech Program,

Please release the following information from my student files to:

Company Name & Person to whom information is to be sent or released

Address/City/State/ZIP

Check here to release any or all of you student files or write specific information below.

Information Requested:

Print Your Full Name

SS#

Signature

Date

Graduate's/Student's Address

City/State
RAD-048

ZIP

Appendix D

Exposure / Injury Notification Forms



**Radiologic Technology Program
Student Clinical Exposure Notification**

Student Name _____ SSN _____

Class/Clinical Location _____

Date of Exposure: _____ Time of Exposure: _____

Date Exposure Reported: _____ Time Exposure Reported: _____

**If above dates/times conflict, describe why: _____

Describe events leading up to the exposure:

Protective equipment utilized:

Future preventative measures:

Student advised to follow up with further medical evaluation? YES _____ NO _____ N/A _____

Student Signature _____ Clinical Instructor / Staff Technologist _____



Date Received _____ Clinical Coordinator _____

Date Received _____ Program Coordinator _____

Jim Mayhew – Program Coordinator – (239) 489-9110
Coleen Swanson – Lee/Collier Clinical Coordinator – (239) 489-9122, pager (239) 890-7205
Nancy Costello – Lee/Charlotte Clinical Coordinator – (239) 985-8318, pager (239) 890-6337

Follow-up Action:



Radiologic Technology Program Student Injury Notification

Student Name _____ SSN _____

Class/Clinical Location _____

Date of Injury: _____ Time of Injury: _____

Date Injury Reported: _____ Time Injury Reported: _____

**If above dates/times conflict, describe why:

Describe events leading up to the injury:

EMS notified? Yes _____ No _____ Transported to: _____

In-hospital/clinic treatment provided? Yes _____ No _____ Department _____

Name of Physician/Nurse providing care: _____

Briefly describe medical treatment rendered: _____

Student advised to follow up with further medical evaluation? YES _____ NO _____ N/A

Additional Comments

Student Signature

Clinical Instructor / Staff Technologist

Date Received

Clinical Coordinator

Date Received

Program Coordinator

Jim Mayhew – Program Coordinator – (239) 489-9110

Coleen Swanson – Lee/Collier Clinical Coordinator – (239) 489-9122, pager (239) 890-7205

Nancy Costello – Lee/Charlotte Clinical Coordinator – (239) 985-8318, pager (239) 890-6337

Follow-up Action: