Health Sciences Department

Associate of Applied Science Radiologic Technology Program

Student Handbook

Fall 2020

(Approved 08/09/2020)

Associate of Applied Science Radiologic Technology Program

Student Handbook

Fall 2020

REVIEWED: _____ **DATE:** _____
PROGRAM DIRECTOR

REVIEWED: _____ **DATE:** _____
PROGRAM FACULTY

REVIEWED: _____ **DATE:** _____
DEAN OF HEALTH SCIENCES

REVIEWED: _____ **DATE:** _____
VICE PRESIDENT OF ACADEMIC AFFAIRS

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Welcome

Dear Student:

Welcome to the Associate of Applied Science in Radiologic Technology Program at Southeastern Technical College (STC). We are so excited that you have chosen the Radiologic Technology profession as your career goal, and we are eager to assist you in your new endeavor! The time you spend with us will be educational, exciting, beneficial, and challenging! We encourage you to do your best and allow each educational moment and milestone to enrich your future as a radiographer. Our primary focus is on your successful completion of the program and attainment of licensure as a Registered Technologist in Radiography, RT(R).

As a student enrolled in the Radiologic Technology Degree Program, you are provided this manual as a guide for the policies and procedures of the program and College. It is essential that all students in the Radiologic Technology Program have a full understanding of the policies, procedures, and curriculum to be successful in completing the required competencies of the program. Students enrolled in the program will be responsible for observing Southeastern Technical College rules and regulations as stated in the current and subsequent College catalog and handbook, in addition to those applicable to the Radiologic Technology Program.

The policies and procedures stated in this manual represent a contractual agreement between Southeastern Technical College, the Radiologic Technology Program, and the Radiologic Technology Program student for the duration of the program.

If you have any questions regarding the Radiologic Technology Program or items addressed in the Student Handbook, please contact a faculty member. We wish you success in the completion of the Radiologic Technology Program.

Sincerely,

Radiologic Technology Program Faculty

Disclaimer

The College and the Program reserve the right to alter contents of the Student Handbook with notice to students as necessary. Students will be notified of the change in a timely manner, given a copy of the change, and must sign they have received and understand the change. Changes may be necessary as the accrediting body, state, or national regulations change.

Accessibility Statement

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

STC Statement of Non-Discrimination

The Technical College System of Georgia (TCSG) and its constituent technical colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all TCSG and technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life and athletics. It also applies to the recruitment and employment of personnel and the contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veteran's Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act (ADA) of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

American with Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer
Helen Thomas, Special Needs Specialist
Vidalia Campus
3001 East 1st Street, Vidalia Office 165
Phone: 912-538-3126
Helen Thomas (hthomas@southeasterntech.edu)

Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Lanie Jonas, Director of Human Resources
Vidalia Campus
3001 East 1st Street, Vidalia Office 138B
Phone: 912-538-3230
Lanie Jonas (ljonas@southeasterntech.edu)
Reference: STC 2.1.1.p. Procedure: Southeastern Technical College Statement of Equal Opportunity
Southeastern Technical College Introduction and General Information
(http://www.southeasterntech.edu/pdf/IntroductionandGeneralInformation.pdf)

Campus Carry Bill

Date of implementation July 1, 2017

- **Break down elements of the statute** 16-11-127.1
  - Must be 21 or over (unless an active member of the military)
  - Applies to anyone on campus-- student, faculty, staff, contractor or visitor
  - Applies only to handguns (revolvers and pistols)
  - Must have valid GA Weapons Carry License (WCL) or a weapons carry license or permit from a reciprocal state provided that the license carrier is not a resident of GA. If they become a GA resident they must obtain a GA carry license (active military exception)
  - Locations authorized
    - In any building or on real property (buildings or land) owned or leased by the college, unless specifically prohibited below
  - Locations prohibited
    - Any buildings or property used for athletic sporting events (while athletic event is occurring)
    - Student housing (includes fraternity and sorority houses)
    - Preschool or childcare spaces (defined as separated by electronic mechanism or human-staffed point of controlled access)
    - College and Career Academies
    - Classes w/ Move On When Ready (MOWR)/dual enrollment students (defined as the space or room being currently used for MOWR/dual enrollment instruction)
    - Faculty, staff or administrative offices
    - Rooms where disciplinary hearings are conducted
  - Must be concealed
    - Concealed defined—carried in such a fashion it does not ***actively solicit*** the ***attention*** of others… is not ***openly and intentionally*** displayed. ***Substantially*** covered by an article of clothing, or carried within a bag of nondescript nature

Additional Points for Consideration:

- **<u>It is incumbent upon the weapons carry license holder to know the law and follow it at all times.</u>**
- It is the responsibility of the license holder/gun owner to ensure that they have received gun safety training on proper loading, use and carry (including concealed carry) of a firearm. Colleges (including their police or security departments) will not provide firearms training to anyone other than employed sworn police officers.
- Active Shooter training is provided to all students and employees. In the event of an active shooter type occurrence, police will respond with the intent of locating and stopping the threat. ***It is the responsibility of the licensed carrier to clearly identify themselves and immediately obey all instructions given by law enforcement.***

Frequently Asked Questions:

1) Where can weapons be secured when not being carried on campus by permit holder? The gun owner's vehicle. Schools ***will not*** provide weapons storage facilities.
2) How will anyone know whether a class has MOWR or dual enrollment students in it? It is incumbent upon the licensed carrier to determine when these conditions exist and not violate the law. Students may ask their fellow classmates if anyone is a dual enrollment, MOWR, or high school student, however, fellow students are ***not required*** to identify themselves as dual enrollment, MOWR or high school student.
3) What is penalty for violation? See OGCA 16-11-127.1. If the violator has a valid carry license, on first offense, the penalty is a misdemeanor and a $25 fine. If the violator does not have a carry license the charge is a felony.
4) Can law enforcement ask to see weapon carry license at any time? Law enforcement may not detain an individual for the sole purpose of asking if they have a carry license or requesting to view it.
5) Must the permit be on your person while carrying? Yes
6) Does it apply to any area where a student conduct hearing *may occur* or *has* occurred? It applies to any area where a student conduct hearing *is* occurring or will occur in the immediate future.
7) What happens when high school (or younger) students are in common areas? The prohibition only applies to areas in current use for instruction of students who are dual enrollment or MOWR. Common areas where these students may be present are not covered.

Security of Student Records/Family Educational Rights and Privacy Act

Annually, Southeastern Technical College shall inform their students about the Family Educational Rights and Privacy Act of 1974 ("FERPA"). FERPA was designed to protect the privacy of educational records and to establish the right of students to inspect and review their non-privileged educational records. FERPA also provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students have the right to file complaints with the Family Policy Compliance Office, U.S. Department of Education, concerning alleged failures by the institution to comply with the Act. Southeastern Technical College shall also provide a mechanism whereby students may file informal complaints within the College.

This policy applies to students who are or who have formerly been enrolled at Southeastern Technical College. Education Records include any records (in handwriting, print, tapes, film, computer, or other medium) maintained by Southeastern Technical College or Technical College System of Georgia that are directly related to a student except:

1) A personal record kept by a faculty or staff member if it is kept in the sole possession of the maker of the record, is not accessible or revealed to any other person except a temporary substitute for the maker of the record, and is not used for purposes other than a memory or reference tool. Records that contain information taken directly from a student or that are used to make decisions about the student are not covered by this exception.
2) Records created and maintained by Southeastern Technical College law enforcement unit for law enforcement purposes
3) An employment record of an individual whose employment is not contingent on the fact that he or she is a student.
4) Records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional if the records are used only for treatment of a student and made available only to those persons providing the treatment.
5) Alumni records that contain information about a student after he or she is no longer in attendance at the College and which do not relate to the person as a student.

The complete STC procedure regarding student records is available in the *STC Online Catalog and Student Handbook*:

STC Student Affairs (http://www.southeasterntech.edu/pdf/StudentAffairs.pdf)

Accreditation

College Accreditation

Southeastern Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate Degrees.

Commission on Colleges
1866 Southern Lane
Decatur, GA 30033-4097
404-679-4500
Southern Association of Colleges and Schools Commission on Colleges
(www.sacscoc.org)

Program Accreditation

The Radiologic Technology Program at Southeastern Technical College is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
(312) 704-5300
Joint Review Committee on Education in Radiologic Technology (http://www.jrcert.org)
Email: mail@jrcert.org

The minimum standards, by which the JRCERT evaluates a radiography program, are published in the *Standards for an Accredited Educational Program in Radiologic Science.*
The Standards may be found on the JRCERT webpage: (http://www.jrcert.org)

Due Process for JRCERT Standards Non-compliance/Complaint Process

Complaints regarding potential noncompliance of the Program with the *Standards* should be brought to the attention of the Program Director in writing. The Program Director will respond to complainant in writing within ten (10) school days. If the response is unsatisfactory, a written complaint may be filed with the Dean of Health Sciences. The Dean of Health Sciences will respond to the complainant in writing within ten (10) school days. If the complaint is not resolved, a written complaint may be filed with:

Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
(312) 704-5300
Joint Review Committee on Education in Radiologic Technology (http://www.jrcert.org)
Email: mail@jrcert.org

College and Program Mission Statements

Southeastern Technical College Mission Statement

Southeastern Technical College, a unit of the Technical College System of Georgia, provides an innovative, educational environment for student learning through traditional and distance education delivery methods focused on building a well-educated, globally competitive workforce for Southeastern Georgia.

The College fulfills its mission through**:**

- associate degree, diploma, and technical certificate of credit programs;
- adult education;
- continuing education; and
- customized training and services.

Vision

Southeastern Technical College will be recognized as an educational leader in Southeastern Georgia. The College will deliver quality, student-centered, and accessible postsecondary education and training. The College will empower students for success, cultivating innovative and economically thriving communities and enterprises.

Southeastern Technical College Values:

- Integrity, honesty, openness, mutual respect, and personal excellence.
- Continuous improvement.
- Making a difference in teaching and learning.
- A strong, visionary Administration.
- A qualified and committed Faculty and Staff.
- Community Partnerships and citizenship.
- Safe, secure, and attractive campuses and facilities.
- Time together for planning.
- Positive attitudes and teamwork.
- Accessible and affordable, quality programs and services.
- Professional Development.
- Communication.
- Fairness, equality, and diversity.
- Workforce development.
- Marketing our uniqueness for a competitive advantage.
- Technological advancement.

Associate of Applied Science Radiologic Technology Program Mission Statement

The Radiologic Technology Degree Program prepares students for positions in radiology departments and related healthcare industries. The curriculum encourages students to develop career, personal, and work ethic principles. Program graduates receive an Associate of Applied Science degree in Radiologic Technology; will have completed both the educational and clinical competency requirements of the American Registry of Radiologic Technologists.

Levels of Program Organization

Associate of Applied Science Radiologic Technology Program

State Board of the Technical College System of Georgia

Commissioner of the Technical College System of Georgia – Matt Arthur

President – Mr. Larry Calhoun

Vice President for Academic Affairs – Teresa Coleman

Dean of Academic Affairs – Dana Roessler

Academic Affairs Administrative Assistant – Ola Smith; Dusty Pittman

Health Sciences Administrative Assistant – Erin Rollins

Program Director – Tara Powell

Clinical Coordinator – Keegan Spell

Communication

Approved: 8/8/2016

Channel of Program Communication:

Faculty

Program Director

Dean

Vice President for Academic Affairs

The Preferred method of contacting a faculty member is via Southeastern Technical College email. The use of private email is discouraged.

Faculty/Staff Contact Information:

Program Director

Tara Powell, MBA, RT(R) (M) (CT), RDMS

Office 714-Gillis Medical Building
Office: (912) 538-3151
Cell: (912) 246-0435
Email: Tara Powell (tpowell@southeasterntech.edu)

Clinical Coordinator

Keegan Spell, RT (R)

Office 708-Gillis Building
Office: (912) 538-3112
Cell: (912) 245-5674
Email: Keegan Spell (kspell@southeasterntech.edu)

Dana Roessler
Dean of Academic Affairs
Dana Roessler (droessler@southeasterntech.edu)
912-538-3198

Teresa Coleman
Vice President of Academic Affairs
Teresa Coleman (tcoleman@southeasterntech.edu)
912-538-3103

Technical Standards and Clinical Requirements for Health Sciences Education

Southeastern Technical College has a moral and ethical responsibility to select, educate, and graduate competent and safe students/practitioners. The College has identified core performance standards critical to the success of students in the health sciences programs. These standards are designed not to be exclusionary, but to establish performance expectations that will enable students to provide safe professional practice with or without reasonable accommodations. All students enrolled in a health science program will be asked to review the provided core performance standards and clinical requirements and sign a form certifying they have read, understand, and are able to meet the standards and requirements as follows. The health science programs are prepared to provide reasonable accommodations to accepted students who have documented disabilities.

Students with disabilities who wish to request accommodations under the Americans with Disabilities Act must follow the College's procedures outlined in the Student Affairs section of the catalog.

Program Core Performance Standards

The student enrolled in the Radiologic Technology Program will engage in various intricate and detailed experiences necessary to the attainment of vital radiologic technology proficiency.

Unique combinations of cognitive, affective, psychomotor, physical, and social abilities are required to satisfactorily perform these functions. The essential qualifications that students must demonstrate include but are not limited to the following:

a. Students must have the intellectual, conceptual, and critical thinking abilities to assess, analyze, reason and synthesize data in order to draw sound conclusions and make clinical decisions. Students must be able to problem solve as well as obtain, interpret, and document information.

b. Students must have effective oral and written communication skills in order to accurately transmit information appropriate to the ability of patients, colleagues, and other healthcare workers. Students must be able to read and write legibly in English with proper spelling of medical terms.

c. Students must have gross and fine motor skills sufficient to lift and operate equipment and provide safe and effective health care. Students must assist or move patients from wheelchairs and/or beds, when necessary, using proper body mechanics. Students must also have the motor skills necessary to perform basic life support and first aid in event of an emergency situation.

d. Students must have interpersonal skills such that they are capable of interacting with individuals, families, and groups from a variety of social, economic, and ethnic backgrounds.

e. Students must have the physical mobility necessary to move from place to place in small spaces as well as full range of motion.

f. Students must have physical endurance that enables them to stay on task for a prolonged period while sitting, standing, or moving.

g. Students must have the visual and perceptual abilities sufficient for observation and treatment of patients. Students must have the ability to discriminate between subtle changes in a patient clinically and be prompt and assertive actions to resolve problems.

h. Students' auditory ability and other sensory skills must be sufficient to monitor and assess the health needs of patients as well as maintain patient safety.

i. Students must demonstrate professional attitudes and behaviors. Students must be able to use reasonable judgment under stressful conditions that impact patient care. Students must be able to tolerate taxing workloads, function effectively under stress and time constraints, adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in clinical problems of many patients.

Students must be able to work independently as a member of a team to maintain the highest ethical standards in relation to quality care. Students must possess attributes such as compassion, empathy, integrity, honesty, responsibility, and tolerance. Students must be able to present a professional appearance, and maintain personal health.

These core performance standards are not intended to be a complete listing of radiologic technology practice behaviors, but a sample of the types of abilities needed by the radiologic technology student to meet program objectives and requirements. If for any reason the student cannot meet any of these core performance standards, please contact the Disabilities Coordinator so that individual situations may be assessed.

STC Services to Students with Disabilities

The Special Needs office at Southeastern Technical College promotes the success of students with disabilities. Our focus is to provide students with disabilities the tools, reasonable accommodations, and support services to participate fully in the academic environment.

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 define a person with a disability as someone with a physical or mental impairment that substantially limits one or more major life activities such as walking, seeing, hearing, speaking, breathing, learning, and working. Such a person must have a record of the impairment or be regarded as having such impairment.

Examples of some reasonable accommodations include:

- Extended time for class projects and tests
- Testing in a distraction-reduced setting
- Permission to audio record class lectures
- Volunteer note-takers
- Books in electronic format
- Screen-reading software
- Speech recognition software
- Use of an electronic spell checker for classroom tests, quizzes, and writing assignments
- Use of a calculator
- Magnification/visual aid/large print

- Priority seating (front row, back row, near exit, etc.)

To request Services, contact:

Helen Thomas
Special Needs Specialist
Vidalia Campus, Room 165
(912) 538-3126
Helen Thomas (hthomas@southeasterntech.edu)

Calendar of Events

CALENDAR OF EVENTS

The annual Calendar of Events can be found in the online STC Catalog and Handbook

(http://www.southeasterntech.edu/pdf/IntroductionandGeneralInformation.pdf)

ACADEMIC YEAR

Southeastern Tech operates on a three semester system, with a Fall Semester (August-December), Spring Semester (January-April), and Summer Semester (May-July).

**Please note dates are subject to change.*

SEMESTER SCHEDULES

A listing of the classes to be taught each semester, including the days and times, is published prior to the beginning of each semester. Semester class schedules are available online at www.southeasterntech.edu. Schedules are available prior to returning student registration. Any questions concerning schedules should be addressed to the student's advisor or the Academic Affairs Office.

STUDENT RESPONSIBILITY

It is especially important that each student note that it is his or her responsibility to be aware of the calendar and of any changes in the calendar which may occur from time to time during the year.

Emergency Closing of the College

The President, or designee, may alter the business and class hours if conditions exist that may threaten the health, safety, or welfare of students and personnel. Should the school be forced to close due to inclement weather or other circumstances, the following radio and television stations will be contacted. Notifications will be posted on the STC website, STC Facebook page, and STC Twitter page.

Students, faculty, and staff are to listen to the radio and television stations listed for updates/decisions regarding announcement of closure:

WTNL (Reidsville)

WYUM (Vidalia)

WTCQ (Vidalia)

WVOP (Vidalia)

WBBT (Lyons)

WTOC (Savannah)

Northland Cable (TV Channel 13)

TV 46 (Cable Channel 19, Non-Cable Channel 46)

WJBF-Channel 6 (Augusta)

WQZY (Dublin)

WMAZ-Channel 13 (Macon)

WJAT & WXRS (Swainsboro)

WHCG & WBMZ (Metter)

WPEH (Louisville)

WHKN (Millen/Statesboro)

Reference: STC 3.3.11.p. Procedure: Southeastern Technical College Severe Inclement Weather

Program Curriculum

Course Number	Course Name	Credit Hours
COLL 1040	College Foundations (Institutional Credit)	3
MATH 1111	College Algebra	3
ENGL 1101	Composition and Rhetoric	3
PSYC 1010	Psychology	3
ENGL 2130	American Literature	3
ALHS 1090	Medical Terminology	2
SPCH 1101	Public Speaking	3
BIOL 2113	Anatomy and Physiology, I	3
BIOL 2113 L	Anatomy and Physiology, I Lab	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114 L	Anatomy and Physiology II Lab	1
*ALMA 1000	Allied Health Science Math (Institutional Credit)	0
RADT 1010	Intro to Radiography	4
RADT 1030	Radiographic Procedures I	3
RADT 1060	Radiographic Procedures II	3
RADT 1065	Radiologic Science	2
RADT 1075	Radiographic Imaging	4
RADT 1085	Radiographic Equipment	3
RADT 2090	Radiographic Procedures III	2
RADT 1200	Principles of Radiation Biology and Protection	2
RADT 2260	Radiology Technology Review	3
RADT 1320	Clinical Radiography I	4
RADT 1330	Clinical Radiography II	7
RADT 2340	Clinical Radiography III	6
RADT 2360	Clinical Radiography IV	9
Total		80

*Institutional Credit (will be removed from curriculum for 2022 program students)

Program and Student Learning Outcomes

Program Goals/Student Learning Outcomes

Goal 1: Students will demonstrate clinical competence.

1.1 Students will exhibit accurate positioning skills.

1.2 Students will practice proper radiation protection.

1.3 Students will demonstrate appropriate patient care skills.

Goal 2: Students will demonstrate effective communication skills.

2.1 Students will demonstrate effective written communication skills.

2.2 Students will demonstrate effective verbal communication skills.

Goal 3: Students will utilize critical thinking.

3.1 Students will accurately evaluate images for diagnostic quality.

3.2 Students will adapt positioning skills in non-routine circumstances.

Goal 4: Students will exhibit professionalism.

4.1 Students will demonstrate an understanding of life long professional development.

4.2 Students will exhibit professional behavior.

Program Effectiveness/Program Outcomes

1. Graduates will pass the ARRT national certification on the first attempt.

2. Of those pursuing employment, graduates will be gainfully employed within 12 months post-graduation.

3. Students will complete the program within 15 months.

4. Graduates will be satisfied with their education.

5. Employers will be satisfied with the graduate's performance.

Capstone Courses

An integral part of a student's education as they move through a given program of study is the ability to transfer and apply knowledge to the workplace. As a key component of degree, diploma and select technical certificates, capstone courses have been identified which include any of the following: a specific exit exam, project, portfolio, or skills check-off, etc. measuring student knowledge. When students are able to pass the exit assessment, they demonstrate they have retained knowledge throughout their program of study which will carry over to their chosen career. Students who do not pass the exit assessment will not be able to graduate and the capstone course will need to be repeated and passed along with the exit assessment.

In instances in which a student transfers from another college (having taken a course there-which is a capstone course here) into the same program at STC, they will need to complete STC's program exit assessment. This will be a requirement before credit for the course is given. In cases in which a student transfers from another college that has a capstone course for same program, the student will need to take the exit assessment for STC's designated capstone course. Students who do not pass this assessment will not be able to graduate and the capstone course will need to be repeated and passed along with the exit assessment.

For any questions regarding STC's capstone courses, please see your program advisor.

Radiologic Technology Program Capstone
The Radiologic Technology Program capstone course is RADT 2260, Radiologic Technology Review. Details outlining capstone requirements may be found in the RADT 2260 course syllabus.

Program Progression, Readmission, and Transfer

Approved: 8/8/2016

Progression

Because of the uniqueness and progressive nature of the Radiologic Technology curriculum, the Radiologic Technology student must proceed through courses listed in this sequence. Due to the high level of academic and technical competency standards, the student must receive no less than a final grade of “C” in any academic or clinical course to be able to progress to the next sequence of Radiologic Technology courses. If the final grade earned for any required course is lower than a “C”, the student will be withdrawn from the program.

In order to continue in the Radiologic Technology Program, the student must be accepted by clinical agencies for clinical experiences. The student must demonstrate safe practice in care of clients and exercise appropriate judgement as entry-level radiographer. The student must maintain ability to meet program core performance standards.

Readmission

Students dropped or withdrawn from any Radiologic Technology program course for attendance (i.e., health related, family illness, and personal hardship), academic reasons or students who have made less than a "C" in a Radiologic Technology course will be allowed to repeat a course(s) one time only. Students previously withdrawn from the program for behavioral reasons will not be allowed to readmit to the program. In addition, a student may repeat only one semester within the Radiologic Technology curriculum in which the minimum grade of "C" was not earned. This procedure applies to transfer students the same as for students fully in residence.

Readmission to the program will be granted on a competitive and space-available basis, whereas all criteria apply as described in the section "Admission of Radiologic Technology Students". Students will be required to pass both a comprehensive and a clinical skills competency exam with a minimum score of 80% on each exam to be eligible to compete for readmission. Students granted readmission to the Radiologic Technology Program in order to repeat a course(s) must be readmitted to the program within 12 months from the date of their last completed semester.

Any student requesting readmission must reapply to the Office of Admissions before Midterm the semester before reentry.

Students must submit a letter requesting readmission to the Program Director at least three months prior to the appropriate start date that includes the following:

- Last semester attended; reason for withdrawal, dismissal or failure; reason why he/she desires to be readmitted; and the circumstances which have changed to indicate the applicant would be successful in completing his/her radiologic technology education; and

The student must submit the program's required documents to verify proof of a current AHA Healthcare Provider CPR certification, immunizations, criminal background check, and drug screen. If there has been a break in enrollment, students will be required to repeat criminal background check and drug screen.

Students applying for re-entry beyond the first semester of RADT courses must take:

- Course comprehensive exam(s) on all course content prior to the course of readmission
- Clinical skills competency evaluation

Students applying beyond the first semester must request reinstatement within one year from the term of withdrawal or failure. Students will be required to score 80 or better on the comprehensive exam. In addition the student will be required to complete a clinical competency evaluation at the same level of competency expected for the proposed course.

Readmission to the Radiologic Technology program is not guaranteed. Selection for reinstatement is based on the student's GPA at the current institution and space availability. Reinstatement may be denied due to, but not limited to, any of the following circumstances:

- Refusal by clinical agencies to accept the student for clinical experiences,
- Twelve months have elapsed since the student was enrolled in a Radiologic Technology course, and
- Students dismissed from the program previously for disciplinary reasons and/or unsafe/unsatisfactory client care in the clinical area will not be allowed readmission to the Radiologic Technology program.

In the event more than one student meets the requirements for re-admission beyond the first semester of RADT courses, the following criteria will be utilized to determine the best candidate for re-admission:

- Course comprehensive challenge exam(s) scores will be averaged and count 50%, and
- Health Care Management Degree core course GPA will count 50%.

Transfer

The Radiologic Technology Program defines a transfer student as a student who has been enrolled in a Radiologic Technology program at the associate degree or bachelor degree level for at least one semester at another college or university. Students must meet the admission requirements for STC and the Radiologic Technology Program in order to be considered for admission as a transfer Radiologic Technology student.

Any student requesting transfer must apply to the Office of Admissions and based on space availability, transfer may be considered for students meeting the following criteria.

Students must:

1. Meet admission standards for the Radiologic Technology program.
2. Be a student in good standing and eligible to return to the previous Radiologic Technology program.

Students must submit required documents for proof of current AHA Healthcare Provider CPR certification, immunizations and will be required to undergo a criminal background check and drug screen.

Students applying for transfer beyond the first semester must take:

- Course challenge exam(s) on all course content prior to the course of transfer, and
- Clinical skills competency evaluation.

Students must score 80 or better on the comprehensive challenge exam. Students must successfully complete a clinical skill competency evaluation at the same level of competency expected for the proposed course.

Any student who has had two unsuccessful attempts in any Radiologic Technology program semesters will not be considered for transfer. Students are required to complete 25% of the Radiologic Technology Program hours required for graduation at STC.

Readmission to the Radiologic Technology Program will not be allowed if a transfer student withdraws or fails a Radiologic Technology course at STC.

Program Requirements/Approximate Costs

Approved: 8/8/2016; **Updated:** 07/24/2019

The Higher Education Opportunity Act (HEOA) requires all colleges to notify students and prospective students of all program costs for which they will be responsible. Students will be responsible for the following expenses. Most of these requirements must be completed prior to the beginning of clinical or laboratory activities. **The cost ranges are estimates and are subject to change.**

- Tuition / Fees: $6,404 (tuition $100 per credit hour, fees $351.00 each semester)
- Textbooks (approximately $1,000 for entire program)
- Rad Tech Boot Camp/Clover Learning: $200.00 for 14-month license/access
- Graduation Application Fee $40 (if student participates); Print diploma fee $20
- Uniform Costs (up to $300)
- myClinicalExchange ($40 annually)
- Background check & drug screen (approximately $85 paid to PreCheck)
- AHA BLS (CPR) $30 (Credential must remain current throughout the program.)
- CPR Mask ($9)
- Trajecsys: Approximately $150
- Dosimeter: $225
- Initialed Lead Markers: Approximately $70
- BLS voucher $8.00; First Aid voucher $22.00 (Must be purchased separately from Manuals.)
- Respiratory N95 Mask ($20)
- Liability Insurance ($12 per year)
- Immunizations/Laboratory Tests
    - MMR vaccination: $64
    - Measles titer: $20
    - Mumps titer: $20
    - Rubella titer: $20
    - Varicella titer: $20
    - Hepatitis B titer: $20
    - Varicella vaccination: $117
    - Tuberculin Skin Test (TST)/PPD- Two-step: $25 per step
    - Tdap: $40
    - Tetanus vaccination: $20
    - Hepatitis B Series: $264
    - Hepatitis A and B: $163 for 3 shot series (this option may be chosen instead of the Hepatitis B series)
    - Seasonal Influenza vaccine ($25)

Special Note: A single charge may apply to more than one titer being drawn at the same time.

- Please note expenses related to Program courses will **NOT** be refunded if the student is unable, unwilling, or ineligible to complete the clinical component of any course.

Laptops will be required. Suggested specifications include:
Processor i5 or i7
Memory 8GB or higher
Hard drive 250GB or larger
DVD Drive either internal or external

Webcam with microphone required
*Reliable internet connection required. Mobile Hotspots are not allowed.

Fees are to be paid on or before the deadline established by the Program Faculty.

Student Health Requirements

Approved: 8/8/2016; Updated: 11/15/2018; Reviewed: 07/24/2019

Students are required to submit copies of all updated documents to the program faculty on or before the announced deadline. *No exceptions will be allowed.* All student information will be kept confidential.

1. Immunizations (required)
    - MMR (2 vaccines or antibody titer)
    - Varicella Vaccination or titer (history of disease not acceptable)
    - Diphtheria, Tetanus, Pertussis (Adolescents 11 through 18 years of age should get one Tdap booster. Adults 19 through 64 should substitute Tdap for one booster dose of Td. Td should be used for later booster doses.)
    - Seasonal Influenza Vaccine
2. Tuberculin Skin Test/PPD (two-step*- Intradermal only) (*Two-Step- second dose must be administered within two (2) weeks of receiving the first dose.)
3. Immunizations (recommended)
    - Meningitis Vaccine
    - Shingles Vaccine/Titer
    - Hepatitis B Vaccine Series or Titer*****

      *****All students are strongly encouraged to receive the Hepatitis B vaccination series. The Hepatitis B vaccination consists of three (3) separate doses of the vaccine, given at time zero, one month and six months. Optimal protection is not conferred until after the third dose. Students who are not vaccinated must sign a declination statement prior to beginning clinical/lab which will be kept in the student's file.
4. Drug Screen (consent form and instructions provided by program faculty)

Accident Insurance

Approved: 8/8/2016

All students are required to purchase accident insurance at registration. In case of an accident, the student is responsible for any expenses not paid by this accident insurance. Accident insurance provides partial (supplemental) coverage for medical expenses related to accidents (accidental injury or death) as specified below:

- College-Time Coverage protects students while engaged in College activities during the entire term;
- Traveling to or from the student's residence and the College to attend classes or as a member of a supervised group (not as a spectator) traveling in a College-furnished vehicle or chartered transportation going to or from a College-sponsored activity;
- On the College premises during the hours on the days the College is in session or any other time while the student is required to participate in a College-sponsored activity (not as a spectator); and
- Away from the College premises as a member of a supervised group participating in a College-sponsored activity requiring the attendance of the student (not as a spectator).

Reference: TCSG POLICY: 6.8.2. (V. M.) Student Accident Insurance

Liability Insurance

Approved: 8/6/2018

All Health Sciences program students are required to obtain professional and personal liability insurance coverage in the practicum, clinical education and training areas that are a required part of these programs.

Student Check

INSTRUCTIONS FOR OBTAINING YOUR BACKGROUND CHECK and DRUG SCREENING FOR A CLINICAL EDUCATION PROGRAM

Southeastern Technical College Health Sciences Background & Drug Screen

Background checks and drug screening are required on incoming students to insure the safety of the patients treated by students in the clinical education program. You will be required to order your background check and complete the drug screening in sufficient time for it to be reviewed by the program coordinator or associated hospital prior to starting your clinical rotation. A background check typically takes 3-5 normal business days to complete, and turnaround time of the drug screening results is determined by a variety of factors. The background checks are conducted by PreCheck, Inc., a firm specializing in background checks for healthcare workers. The drug screening service is conducted by Quest Diagnostics. Your order must be placed online through StudentCheck.

Go to www.mystudentcheck.com and select your School and Program from the drop down menus for School and Program. It is important that you select your school worded as Southeastern Technical College Health Sciences Background & Drug Screen. ******Be careful NOT to choose the one including alcohol. If you choose the wrong one you will pay $108.00 instead of $84.50. Southeastern Technical College will not reimburse students that make the wrong selection.***

Complete all required fields as prompted and hit Continue to enter your payment information. The payment can be made securely online with a credit or debit card. You can also pay by money order, but that will delay processing your background check until the money order is received by mail at the PreCheck office. **Texas** residents will pay **$89.30** and **New Mexico** residents will pay **$88.48**. Residents in **all other states** will pay

$84.50. For your records, you will be provided a receipt and confirmation page of background check and drug screening through PreCheck, Inc. The collection site will be determined by your instructor.

Please note, to complete the drug screen, you must provide a copy of the receipt to your school to receive a Chain of Custody Form to submit for drug testing.

PreCheck will not use your information for any other purposes other than the services ordered. Your credit will not be investigated, and your name will not be given out to any businesses.

FREQUENTLY ASKED QUESTIONS:

- Does PreCheck need every street address where I have lived over the past 7 years? No. Just the city and state.
- I selected the wrong school, program, or need to correct some other information entered, what do I do? Please email StudentCheck@PreCheck.com, with the details.
- How long does the background check take to complete? Most reports are completed within 3-5 business weekdays.
- How long does the drug screening take to complete? Screening can be impacted by a variety of factors.
- Do I get a copy of the background report? Yes. Log into www.mystudentcheck.com and click on "Check Status", and enter your SSN and DOB. If your report is complete, you may click on the application number to download and print a copy. This feature is good for 90 days after submittal. After 90 days, you will be charged $14.95 for a copy of your report, and will need to contact PreCheck directly to request this.

- Do I get a copy of the drug screening? Your school or clinical site may have a designated administrator who receives results via fax or through e-results, however if they direct you to contact PreCheck please email your name, request, and the last 4 digits of your SSN to studentcheck@precheck.com. We will advise you of whether we house the results.
- I have been advised that I am being denied entry into the program because of information on my report and that I should contact PreCheck. Where should I call? Call PreCheck's Adverse Action hotline at 800-203-1654. Adverse Action is the procedure established by the Fair Credit Reporting Act that allows you to see the report and to dispute anything reported.

If you need further assistance, please contact PreCheck at StudentCheck@PreCheck.com.

Special Note: Conviction of a felony could prevent a health science program student from participating in any clinical experience if the student does not meet the clinical affiliate's requirements. Furthermore, other negative background check information (misdemeanors included) may also prevent clinical participation. If a student is unable to complete the clinical component, he or she will be withdrawn from the enrolled course and be unable to complete the program. Additionally, conviction of a felony could make a student ineligible to take the licensing exam(s) required by the profession upon graduation. Early notification to the appropriate board may be required. Specific licensing board requirements and contact information may be found on respective websites.

CPR Requirements-BLS for Healthcare Providers

Approved: 8/8/2016

Students are expected to provide current and accurate documentation of BLS status.

- The certification must be for the American Heart Association BLS Provider and cover 1-person, 2-person, infant, child and adult CPR and AED.
- CPR certification must remain valid throughout the program. Students who do not maintain valid certification will not be allowed to participate in clinical experiences.
- CPR renewal is not considered an excusable absence from class or clinical; therefore, renewal must be scheduled on the student's own time.

Safety/Incident Reports

Approved: 8/8/2016

PROCEDURES FOR REPORTING INCIDENTS

In the event of an accident/injury, other medical emergency, or crime-related incident, the nearest instructor or staff member and an administrator and Security should be notified.

It should be noted that this procedure is in no way meant to prohibit or impede the reporting of an emergency directly to the appropriate party (i.e., police department, fire department, ambulance, hospital, etc.).

Professional emergency care, if needed, will be secured by an administrator. As a nonresidential institution, Southeastern Technical College expects that the student will normally secure medical services through a family physician.

In the case of a serious accident or illness, the College will refer the student to the nearest hospital for emergency care and will notify the student's next of kin. It is to be understood that the student or the student's family will be responsible for the cost of such emergency care.

If a crime has been committed, the administrator on duty, the Director of Safety and Security will call the local police department.

INCIDENT REPORT

In the event of an accident/injury, other medical emergency or crime-related incident involving a student, visitor, or employee at Southeastern Technical College, an Incident Report Form must be completed for any and all accidents or crimes occurring on campus. The report should be returned to the Director of Safety and Security.

Reference: TCSG Procedure: 3.4.1p5. (II. D. 5a.) TCSG Security

Clinical Safety

If a student is injured during clinical hours, he/she must notify the faculty/preceptor immediately. Facility protocols must be followed in these situations and follow-up procedures will be maintained by STC personnel.

- If a student becomes ill or suffers an injury while in a clinical practice assignment, he/she must notify the Clinical Instructor/Preceptor immediately.
- The Clinical Instructor/Preceptor is to notify program faculty in as timely a manner as possible.
- Students suffering an illness/injury while performing a clinical practice assignment will follow the facility protocol for treatment in such instances.
- An incident/occurrence report MUST be completed.

Students will assume the financial responsibility for all treatment rendered that is not covered by the College accident insurance.

Radiologic Technology Program Safety Policies/Procedures

Student Radiation Safety

The student, as a radiation worker, will apply proper radiation practices and policies that are consistent with the clinical policies and the scope of practice in radiography.

- Students will be behind the lead-lined control area when exposures are performed
- **Students WILL NOT be allowed to hold patients or Image Receptors during any radiographic procedures or exposures.**
- All doors must be closed in each radiographic room for all examinations
- When assisting with fluoroscopic procedures, the student must wear a lead apron and thyroid shield and should remain at least two feet away from the table during fluoroscopy
- Other radiation protection devices, such as leaded gloves and glasses and portable lead shields are available and should be utilized whenever applicable
- Students must wear dosimeters at all times when in clinic
- When performing portable radiography, the student must stand at least six feet from the x-ray source and wear a lead apron when the exposure is being made
- If the student is not making the exposure, he/she must leave the room.
- No student will perform a radiographic exam that has not been ordered by a physician
- Prior to the patient being radiographed, the student (under the supervision of a Clinical Instructor or Registered Radiographer) should follow the steps for informed consent
- Students must verify the identity of the patient using at least 3 forms of identification prior to performing the exam (name, date of birth, and verify arm band information)
- Students must explain the procedure to the patient prior to performing the exam
- Students must obtain and document patient history
- Students MUST check for patient pregnancy and last menstrual period
- Students must shield patients as appropriate and necessary

Radiation Monitoring

Dosimeters

All students will be required to pay for their radiation monitoring devices. There is a one-time fee for each dosimeter of $225.00 for the duration of the program. Female students of childbearing age or capacity are encouraged to wear a whole body and a gonadal dosimeter. A gonadal dosimeter is not required of female students unless they have declared pregnancy and have chosen option #2 or #3 of the STC Radiologic Technology Pregnancy Policy.

Each student is responsible for his or her dosimeter. Students are required to pay for dosimeters at the book store beginning summer semester and return the receipt/voucher to the program faculty. All dosimeters are to be obtained from the program faculty after fees have been paid at the beginning of the program. Should a student lose his/her dosimeter, the Clinical Coordinator must be notified immediately. Another dosimeter will have to be purchased and a lost dosimeter fee of $35.00 must be paid to the business office.

Dosimeters must be worn at all times while the student is in the clinical area and in class. A student without a dosimeter will not be allowed in the clinical education setting and will be required to make up clinical time missed. A student without a dosimeter during class will not be allowed to perform laboratory assignments requiring an exposure and will not receive credit for the laboratory. Collar dosimeters are to be worn on the collar outside of the lead apron. Waist dosimeters will be worn at the level of the waist under the lead apron.

Tampering with another individual's dosimeter will result in disciplinary action and possible dismissal from the program. The dosimeter issued by the Radiologic Technology Program at STC should not be worn during outside employment hours. By law, employers are required to furnish a radiation-monitoring device to all employees working in areas with ionizing radiation.

Exposure Reports

The Program Director and Clinical Coordinator receive and review monthly radiation reports on dosimeter readings. If any student's exposure exceeds 0.5 mSv (50 millirem) in any month, the student will be counseled immediately regarding radiation protection practices. Reports are to be signed by the student monthly and kept on file in the Clinical Coordinator's office. In the event that a student becomes pregnant and decides on option #3 of the Pregnancy Policy, a fetal badge will be issued to the student at the student's expense. The radiation exposure report *will not* exceed the following limits as recommended for education and training exposures by NCRP Report No. 116:

- Annual Effective Dose of 1mSv (0.1rem) for Education & Training (Annual)
- Equivalent dose limit for tissues and organs
    - Lens of eye 15 mSv
    - Skin, hands, and feet 50 mSv

Carelessness in radiation protection will <u>NOT</u> be tolerated

Exceeding Student Dose Limits

In the event a student exceeds the semester value of 0.5 mSv (50mrem), he/she will be removed from any areas of ionizing radiation. He/she will be placed in areas such as patient transport or the office of the clinical site assigned. After a month's rotation out of ionizing radiation, the student will be able to return to his/her regular assigned area at the clinical site. If a trend emerges whereby there are higher exposure rates for any

given clinical education setting, department personnel will be notified by the Program Director of the Radiologic Technology Program and a request for review of clinical practices will be conducted and documented with any findings. The Program Director will then review these documents and act as necessary to ensure the health and safety of the students associated with clinical educational activities.

Declared Pregnant Worker

State and federal regulations were modified in 1994 to introduce the term "declared pregnant worker". Under these regulations, each employee may declare her pregnancy in writing to her supervisor. However, it is the employee's option whether or not to declare the pregnancy. The pregnancy may be declared as soon as conception is confirmed, or at any time during the pregnancy. This regulation has been applied to student radiographers as well. It is recommended that the unborn child does not receive more than 5 mSv (500 millirem) during the term of the pregnancy, as determined by the fetal dosimeter, which is worn at waist level under the lead apron. In the event that the student has received 4.5 or greater millisieverts from the date of conception to the date that the pregnancy is declared, the regulations permit the unborn child to receive a maximum of 0.5 mSv (50 millirem) during the remaining term of the pregnancy. It is up to each student to make her own decision regarding the declaration of pregnancy. In all cases, the college requires that radiation doses to the student as well as the unborn child shall be maintained, "As Low As Reasonably Achievable (ALARA)."

Nuclear Regulatory Commission (NRC) Position

NRC regulations and guidance are based on the conservative assumption that any amount of radiation, no matter how small, can have a harmful effect on an adult, child, or unborn child. This assumption is said to be conservative because there are no data showing ill effects from small doses; the National Academy of Sciences recently expressed "uncertainty as to whether a dose of 1 Rad would have any effect at all." Although, it is known that the unborn child is more sensitive to radiation than adults, particularly during certain sage of development, the NRC has not established a special dose limit was specified for the unborn child. Such a limit could result in job discrimination for women of childbearing age and perhaps in the invasion of privacy (if pregnancy tests were required) if a separate regulatory dose limit were specified for the unborn child. Therefore, the NRC has taken the position that special protection of the unborn child should be voluntary and should be based on decisions made by workers and employers who are well informed about the risks involved. (Taken from Appendix B, Pregnant Worker's Guide, Nuclear Regulatory Commission).

Program Pregnancy Policy

As a student in the imaging sciences, it is probable that you will receive some exposure to ionizing radiation. Southeastern Technical College is committed to the protection of the unborn child, and will take every reasonable step to ensure the safety of the mother and unborn child throughout the pregnancy. Current radiation protection standards and scientific evaluations have demonstrated that, with proper protection, the student may work safely throughout the term of the pregnancy. The purpose of this policy is to provide the pregnant student with the necessary protection in accordance with all standards and regulations while, at the same time, assuring the performance of assigned tasks throughout the pregnancy.

The National Council on Radiation Protection (NRCP) **recommends** a total dose equivalent limit (excluding medical exposure) of 5 mSv (0.5 rem) for the embryo-fetus. Once a pregnancy becomes known, exposure of the embryo-fetus shall be no greater than 0.5 mSv (0.05 rem) in any month (excluding medical exposure).

For purposes of radiation protection, it is **recommended** by the National Council on Radiation Protection (NRCP) that persons involved in the use of ionizing radiation notify program faculty immediately if pregnancy is suspected. It is possible to limit occupational exposure to less than 5 mSv (0.5 rem) per entire gestation period and prevent exceeding embryo-fetal dose equivalent limits through personnel monitoring, proper radiation safety instruction, and adherence to all radiation safety policies. In accordance with the NRC recommendations, the Radiologic Technology Program Faculty at Southeastern Technical College requests any student who suspects a pregnancy to notify them immediately.

As soon as a student confirms that she is pregnant, it is **recommended** that she notify the program faculty. Should the student choose to declare her pregnancy, she must do so, in writing, to the Program Director and submit documentation from her physician verifying her pregnancy and the expected delivery date. The Program Director will review the student's past exposure history, determine if radiation restrictions should be applied and counsel the student. A copy of the document "Guide for Instruction Concerning Prenatal Radiation Exposure" will be given to the individual as required by the State of Georgia, NRC, and Occupational Safety and Health Administration **(**OSHA). The student will sign documentation that this information has been received.

Program Pregnancy Policy Options

The student may voluntarily notify the Program Director of any suspected or known pregnancy, and the program honors the student's right of self-disclosure. The student's decision to declare Pregnancy must be submitted in writing to the Program Director using the Declared Pregnancy Form (see appendix). Following a declaration of pregnancy and counseling by the Program Director, the student must notify the program faculty, in writing, within ten business days of her decision on one of the following options:

Option 1

The student has the option to withdraw from the presently enrolled Radiologic Technology course in accordance to STC policy. The student may re-enter the program in the next cyclic offering of the Radiologic Technology courses as outlined in the Radiologic Technology Readmission Policy.

Option 2

The student may complete the presently enrolled Radiologic Technology course and withdraw after completion of the course. The student may re-enter the program in the next cyclic offering of the Radiologic Technology courses as outlined in the Radiologic Technology Readmission Policy.

Option 3

The student may continue in the program and will be required to purchase and wear two dosimeters; one at the waist level (Fetal Dose Dosimeter) and one at the collar level upon declaration of her pregnancy to the program officials. After delivery, the student will be allowed back into the classroom and/or clinical practicum based on the written recommendation of her attending physician. The student must contact the Program Director, Clinical Coordinator, and/or other course instructors to make arrangements for making up instructional and clinical practicum hours missed due to delivery and convalescence. This should be done to ensure completion of the clinical competencies and Radiologic Technology course requirements.

Declared Pregnancy Retraction

After the student has submitted the completed Declared Pregnancy Form, she has the right to retract the declaration of her pregnancy and will be treated as if she is no longer pregnant. The retraction of the declared

pregnancy must be completed in writing to the Program Director. It is recommended that the student discuss this situation with her physician and seek his/her advice.

Undeclared Pregnancy

Students who do not declare their pregnancy in writing to the Program Director will be considered and treated as non-pregnant. In addition, it is recommended that the student discuss this situation with her physician and seek his/her advice.

**All female students must sign a form indicating that they received a copy of the Pregnancy Policy and Possible Health Risks to Women who are exposed to Radiation during Pregnancy.*

Student Magnetic Resonance Safety Policy

The program currently places students in facilities that house Magnetic Resonance Imaging (MRI) equipment. To protect the safety of its students, the program educates and makes its students aware of the potential hazards associated with the MRI environment. Students are given MRI safety education through viewing the "Introduction to MRI Safety Training" video. The training is documented through an acknowledgement form, MRI safety quiz, and an MRI environment screening form. Students are given this training during the program orientation prior to their first clinical rotation.

Attendance

Approved: 8/8/2016; **Updated:** 8/3/2017; **Updated:** 11/28/2018

Student Attendance (Absences)

Rationale

It is essential that educational programs meet requirements and standards necessary for successful employment in business and industry. In view of the intensive nature of educational programs, it is necessary for every student to be present and on time every day for all classes as is required in the work environment.

Procedure

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students that miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of F and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an F in a course.

Additional Provisions

Health Science Programs

Requirements for instructional hours within Health Science programs reflect the rules of respective licensure boards and/or accrediting agencies. Therefore, these programs have stringent attendance procedures. Each program's attendance policy is published in the program's handbook and/or syllabus which specify the number of allowable absences. All provisions for required make-up work in the classroom or clinical experiences are at the discretion of the instructor.

Online Attendance

It is the student's responsibility to be academically engaged in each class by completing course related activities. The completion dates of these activities will be used to determine a student's last date of

attendance in the event a student withdraws, stops attending, or receives an F in a course. Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Special Needs

Students with documented special needs may be provided with an individualized Instructional Plan with specifications for scheduled instructional time. It is the student's responsibility to inform the Special Needs Specialist as students and instructors are required to have documented evidence prior to receiving or allowing special accommodations. See the STC Catalog and Student Handbook, Student Affairs section for further information regarding special needs.

Specific Absences

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

Southeastern Technical College does not have an Attendance Appeal Policy.

Reference: Southeastern Technical College Policy Guide

Radiologic Technology Program Specific Attendance Requirements

In accordance with the general procedure of the school, it is the desire for each student to successfully complete each course in the program. This is necessary to meet graduation requirements. Regular attendance, punctuality, and responsibility for class work are three of the most significant factors for success in college. Students are expected to be present, punctual and prepared for every class assignment, and they are expected to seek additional help from the instructors when needed.

Any student who is not present at the beginning of class/lab instruction may not be allowed to enter the classroom until a scheduled break.

Attendance procedures are documented on each course syllabus. Students are responsible to monitor their own record of absences and late arrivals, and should refer to individual course syllabi for specific requirements.

The faculty may consider extenuating circumstances related to absences on a case by case basis.

Extenuating Circumstances are unforeseen accidents, illness/deaths in the immediate family or personal illness which requires you to be absent from class or clinical. Vacations, weddings, non-emergent doctor appointments, studying for an exam, child care issues, job interviews and working at your job, etc., are not considered extenuating circumstances as these are not unforeseen events. Students wishing to claim extenuating circumstances may be asked to provide documentation of the condition which led to

absenteeism. The presence of extenuating circumstances does not guarantee that a student will be exempted from attendance procedures.

Clinical Attendance

Student attendance for on and off campus clinical experience is required.

Clinical experience is essential for student fulfillment of program and course outcomes. Client welfare and/or department-agency relationships are affected by student's attendance and performance in the clinical setting. Excessive or unjustified absences or excessive tardiness and early departures will affect the course grade and/or continuation in the program. Admittance to the clinical setting in the event of tardiness for exceptional circumstances will be at the discretion of the instructor and may be counted as absence.

Any absence from clinical will require make-up time and assignments at the faculty's discretion. If for any reason a student cannot be prompt or present for a scheduled clinical experience, the faculty and facility (if directed by faculty) must be notified as far in advance as possible.

Students should arrive to all clinical assignments 15 minutes prior to the start of the shift. Example: 7 am shifts start at 6:45 am. Students need to arrive no later than 6:30 am. Students are expected to complete the entire shift. Any unforeseen tardiness, early departure, or absence must be reported immediately to the clinical faculty/preceptor. Students will not be allowed to go to a clinical site and obtain hours for just "sitting". All changes from regularly scheduled clinical times must be approved by faculty.

Students are not permitted to leave the clinical area during their assigned clinical time without the permission of the clinical faculty/preceptor. This is considered client abandonment and may result in an occurrence.

If the clinical site closes or dismisses the student earlier than the assigned time scheduled, the student must notify faculty immediately. Failure to do so may result in an occurrence.

Students should not attend clinical experiences or didactic assignments when experiencing contagious illnesses with or without fever. Students may be asked to provide health care provider documentation of the condition.

Meals/Breaks

Meal/break procedures are facility specific. Failure to abide by meal/break procedures may result in an occurrence. Unless otherwise instructed, students are not permitted to leave the clinical site. Additionally, inappropriate use of clinical time (i.e., extended breaks, extended lunch hours and not being in assigned areas, etc.) may result in an occurrence. Students are required to take a 30 minute lunch break during each clinical assignment.

Tardiness

Students are expected to report for their clinical and class assignments on time. Tardiness will not be tolerated. The student MUST personally notify the Clinical Coordinator and the Clinical Instructor of the assigned clinical site at least 30 minutes prior to the time that he/she is scheduled to report if he/she is going to be tardy.

Any time missed will be made up at the discretion of the Clinical Coordinator. Excessive tardiness will result in an Occurrence and subject the student to disciplinary action.

(Note: Three tardies, three early departures, or a combination of these equal one absence, Excessive absences, tardies/early departures is defined as missing 10% of the required attendance for the course.)

Under NO circumstances will a student be allowed to clock in another student. This activity constitutes fraud and BOTH students will be disciplined, with possible suspension or dismissal from the program.

Early Departure

In the event a student leaves before the required time for that day, the Clinical Coordinator is to be notified of this early departure; along with the Clinical Instructor before leaving the clinical site. **Any early departure from the clinical site must be approved by the Clinical Coordinator 48 hours prior unless there is an emergency situation.** Any time missed will be made up at the Faculty's discretion; in accordance with the Clinical Make-Up Policy.

Bereavement Leave

Students who experience a death in their immediate family will be given up to 3 days off (without penalty) from their clinical assignments. Additional time due to individual circumstances may be granted upon the discretion of the Clinical Coordinator and/or Program Director.

Immediate family is defined as: grandparents, parents, stepparents, siblings (adopted, biological, or step), spouse, child or other individuals residing with the student. It is the responsibility of the student to notify the Clinical Coordinator and/or Program Director of a family death as soon as possible.

Jury Duty and Court Appearances

Leave for jury duty or subpoenaed court appearances will be provided upon presentation of the subpoena to the Program Director. Exemption of jury duty may be an option.

Records of Clinical Academic Attendance

Clinical attendance is recorded in the Trajecsys online system at the clinical site by the student. Program faculty will intermittently review time records during the semester. The following rules and regulations will be enforced:

- Clinical attendance is recorded in the Trajecsys system by the student
- The student shall clock in and out using the Trajecsys system daily
- Students are to have their time approved by the Clinical Instructor before leaving the clinical site each day.
- Any time not properly recorded within the Trajecsys system will have to be made up by the student and will count as missed clinical attendance for the course. The time missed will be made up by the student at the Faculty's discretion, in accordance to the Clinical Make-Up Policy.
- Attendance without a completed record does not exist. Students will not receive credit for clinical hours that are not properly recorded (clocking in and clocking out) within Trajecsys. For instance, if you forget to clock in as you arrive to clinic or forget to clock out when you leave clinic, the clinical time worked is void and the student will have to make up an entire day of clinic in accordance to the Clinical Make-Up Policy.

- Additionally, time that is recorded (clocking in or clocking out) from somewhere besides the clinical site will result in the forfeiture of any clinical time logged for that particular day.

*(Note: Any extra time spent in a clinical site may not be banked for time off later.)

Clinical Make-Up Policy

Clinical make up time will be scheduled during the semester break. Please do not ask to make up any missed clinical time during the semester as there are not adequate days to accommodate this. A Clinical Make-Up Form will be completed by the Clinical Coordinator in the Trajecsys system. The Clinical Coordinator will schedule the Make-Up Day for the student and gain approval from the clinical site.* No incompletes will be given for missed clinical time. Each student must log into Trajecsys and verify the Clinical Make-Up Day by electronically signing the Clinical Make-Up Form.

Students will be given the opportunity to make up clinical time missed, provided that this time does not exceed 10% of the total clinical time required for the course for that semester. Also, any time missed exceeding 10% of the total required clinical time for the semester will result in the student to being dismissed from the program. All time missed will be made up at the clinical site in which the absence occurred.

**Please note that in certain instances a student may be scheduled for make-up time during the semester in order to attain specific competencies that are not available at that clinical site during the semester break.*

Grading

Grading System

The following grading system will be used to specify level of performance in course work.
Special Note: A grade of “C” or higher is required in order for a student to receive credit for any course taken at STC.

Grades	Explanation	Grade Points
A	Excellent (90-100)	4
B	Good (80-89)	3
C	Satisfactory (70-79)	2
D	Poor (60-69)	1
F	Failing (0-59)	0
W	Withdrawn	Not computed in GPA
WP	Withdrawn passing	Not computed in GPA
WF	Withdrawn failing	Computed in GPA as an F
EX	Exemption Credit	Not computed in GPA
TR	Transfer Credit	Not computed in GPA
IP	In Progress	Not computed in GPA
I	Incomplete	Not computed in GPA
AU	Audit	Not computed in GPA
AC	Articulated Credit	Not computed in GPA
WM	Withdrew Military	Not computed in GPA
NG	No Grade	Not computed in GPA

Course grading procedures are noted on each individual course syllabus.

Student Success Plan

Updated: 12/3/2018

Student Success Plan

The Student Success Plan documents deficiencies in performance and provides a means for improvement. A success plan should be initiated for the following reasons:

- if the student has (1) a cumulative unit exam average of < 70% after the completion of 25% of the unit exams or (2) a skill(s) performance deficiency.

  The faculty will initiate individual counseling session and complete the Student Success Plan.

- if the student has (1) a cumulative unit exam average of < 70% after the completion of 50 % of the unit exams or (2) a skill(s) performance deficiency,

  The faculty will initiate individual counseling session, as well as review and update the Student Success Plan and submit an Early Alert.

- if the student exhibits behavior outside the expected:
    - codes of conduct outlined in professional codes of ethics, professional standards,
    - all procedures/requirements/policies outlined in program handbooks/documents,
    - STC e Catalog and Student Handbook, and/or
    - clinical facility policies and procedures.

The faculty will initiate an individual counseling session and complete an Academic Occurrence Notice. Students will complete an SSP with faculty guidance. Students are required to submit the SSP within 48 hours and are responsible for meeting with the instructor by the next class meeting.

(T)echnical College System of Georgia (E)arly (A)lert (M)anagement (S)ystem (TEAMS) & The Student Success Plan are designed to ensure that students are well informed about strategies for success, including college resources and assistance. One of the responsibilities of the Program faculty is to monitor the academic progression of students throughout the curriculum. The faculty believes that the student is ultimately responsible for seeking assistance; however, faculty will meet or refer students who are having academic difficulties.

TEAMS is designed to provide assistance for students who may need help with academics, attendance, personal hardships, etc.

Student Support

Specific information about the Student Support services listed below can be found at STC Website (www.southeasterntech.edu) by clicking on the Student Affairs tab.

- **Tutoring**
- **Technical Support**
- **Textbook Assistance**
- **Work-Study Programs**
- **Community Resources**

Library Information

Library Staff

Leah Dasher, Director of Library Services
ldasher@southeasterntech.edu

Available Resources

The Library is here for your academic information and research needs. Please visit often and ask for help when you need it.

- Online catalog includes over 60,000 electronic books
- Over 24,000 books
  Most items are available for 2 week check-out
- Over 100 magazines, newspapers and professional journals from entertainment to documentary to world news to those in your field of study.
- Interlibrary Loan (Ask at the Library desk or use the online form)
- Laminator
- Poster maker
- Scanner
- Audio-Visual equipment for classroom use
- Copying machines

Available Online

Library Web page:
(http://library.southeasterntech.edu)

GALILEO (www.galileo.usg.edu)
One website has access to over 120 databases. Many of the databases contain full-text articles and are accessible through the Internet off campus with a password. Ask for the password at the library desk.

Ask a librarian
The librarians are available for online reference at STC Library Email (library@southeasterntech.edu). In most cases, you will have an answer within 24 hours.

Interlibrary Loan Forms
If you need an item for your research through another library, simply complete and submit the Interlibrary Loan request form on the Library Home Page, or Ask a Librarian.

NetLibrary
STC has access to over 60,000 electronic books through our online catalog. Follow the directions on the Library Home Page to set up an account.

Computer Lab
A computer lab is available on the Vidalia Campus, Room 803.

Withdrawing from a CLASS(es)/All Courses

Updated 11/28/2018

Withdrawal Procedure

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Students who are dropped from courses due to attendance after drop/add until the 65% point of the semester will receive a "W" for the course.

Important – Student-initiated withdrawals are not allowed after the 65% point. Only instructors can drop students after the 65% point for violating the attendance procedure of the course. Students who are dropped from courses due to attendance after the 65% point will receive either a "WP" (Withdrawn Passing) or "WF" (Withdrawn Failing) for the semester.

Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be accessed due to the withdrawal. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

Academic Dishonesty Policy

The STC Academic Dishonesty Policy states *All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline.* The policy can also be found in the *STC Catalog and Student Handbook.*

Procedure for Academic Misconduct

The procedure for dealing with academic misconduct and dishonesty is as follows:

First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

Second Offense

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

Academic Grievances

Negative feedback or complaints are taken seriously by the Program. Anyone who lodges a complaint to the Faculty, Program Director or Dean will be reviewed carefully to determine if any action needs to be taken. The Program strives to create an environment of collaboration and mentorship among faculty, students and staff, which in turn models professional excellence in communications, skills and ethical behaviors.

If a student believes that his/her academic rights have been violated, the procedures below will be followed by contacting the appropriate individuals in the order as listed. The student will proceed to the next individual when the grievance is not resolved to his/her satisfaction.

Course Assignments/Exams

Students are responsible for meeting the standards established for each course they take. Faculty members are responsible for establishing the criteria for grades and evaluating student's academic performance.

The grade appeal process is to allow the review of alleged grading practices outside the established criteria set for the course. It is not intended as a review of the instructor's evaluation of the student's academic performance. The burden of proof shall be on the student. Disagreement or dissatisfaction with a faculty member's professional evaluation of coursework is not the basis for a grade appeal.

Grades may be changed based on any of the following reasons:

a. The student's grade was assigned on the basis of other factors rather than the performance on the assignment or in the course;
b. The student's work was graded with more demanding standards than were applied to equivalent students in the course; (Note: Different grading criteria are expected of students enrolled in higher level courses.)
c. The instructor assigned a grade using standards that were substantially different from those previously announced or stated in the syllabus.

Step 1

At any time after the awarding of a grade for an assignment or exam in a course, a student should discuss the grade with his or her instructor and request that the instructor review the grade within five (5) business days of receiving the grade.* Based upon the instructors review of the grade he or she may or may not change the grade.

*If the instructor cannot be located or is otherwise unable or unwilling to reconsider the grade, the student should consult the Program Director (if applicable) or the Dean of Academic Affairs (following the process outlined in Step 2).

Step 2

The following procedures apply if the above actions in Step 1 does not resolve a dispute concerning a grade to the student's satisfaction.

The student shall submit a written appeal using the Academic Grievance Form to the appropriate Dean of Academic Affairs within five (5) business days of the student following the process in Step 1.

The student's appeal must be written, signed, dated and include the following information:

1) A clear concise statement which includes the name of the instructor, the course and date of exam or assignment, and a statement describing the specific supporting evidence of capricious grading;
2) A brief summary of the prior attempts to resolve the matter and the results of those previous discussions; and
3) A specific statement of the remedial action or relief sought.

Failure to provide all information requested on the Academic Grievance Form may result in the form being returned to the student and a delayed resolution.

The appropriate Dean of Academic Affairs will review the syllabus and how the grade was determined and will respond to the student in writing within five (5) business days of receiving the appeal.

Step 3

If the student is not satisfied with the decision of the Dean of Academic Affairs, the student may direct an appeal to the Vice President for Academic Affairs. The student's appeal must be written, signed, and dated. The Vice President for Academic Affairs will review the syllabus and how the final grade was determined and will respond to the student in writing within five (5) business days of receiving the appeal. The decision of the Vice President for Academic Affairs is final.

* The College's administration may NOT change a grade given by any instructor.

Final Course Grade Grievance

If a student receives a final course grade that he/she believes is incorrect, the matter should first be discussed with the instructor. Direct communication between the student and the instructor may clear up any misunderstanding. In order to clarify any questions about a grade or grading practices, a student should use the following procedures. The entire process must be completed by mid-term of the following full-term semester.

- Students should first attempt to resolve the matter directly with the instructor, through a personal conference as soon as possible.
- If the student and instructor cannot reach a mutually satisfactory resolution to the problem, the student should schedule a meeting with the Program Director as applicable.
- If the student is not satisfied with the instructor's and/or Program Director's explanation of how the grade was determined, the student shall submit a written appeal using the Academic Grievance Form to the appropriate Dean of Academic Affairs by the third week of the full-term semester following the issuance of the grade. The student's appeal must be written, signed and dated. The appropriate Dean of Academic Affairs will review the syllabus and how the final grade was determined and will respond to the student in writing within five (5) business days following receipt of the completed appeal;
- If the student is not satisfied with the decision of the Dean of Academic Affairs, the student may direct an appeal to the Vice President for Academic Affairs. The student's appeal must be written, signed, and dated. The Vice President for Academic Affairs will review the syllabus and how the final grade was determined and will respond to the student in writing within five (5) business days following receipt of the completed appeal. The decision of the Vice President for Academic Affairs is final.

Appendix: Affairs Grievance/Concern Form

Reference: STC Procedure: 6.5.1p (V.H.)
Academic Standards, Evaluations and Appeals

Grievances Non-Academic Complaint or Appeal

It is the policy of Southeastern Technical College to maintain a grievance process available to all students that provides an open and meaningful forum for their complaints, the resolution of these complaints, and is subject to clear guidelines. This procedure does not address complaints related to harassment, discrimination and/or retaliation for reporting harassment/discrimination against students, or grade/attendance appeals. Those complaints are handled by the Unlawful Harassment and Discrimination of Students Procedure.

DEFINITIONS:

A. Grievable issues: Issues arising from the application of a policy/procedure to the student's specific case is always grievable. Specifically grievable are issues related to student advisement, improper disclosure of grades, unfair testing procedures and poor treatment of students; this is a representative list and is not meant to be exhaustive.
B. Non-grievable issues: Issues which have a separate process for resolution (i.e. disciplinary sanctions, FERPA, financial aid, academic grades, etc.) are not grievable and a student must take advantage of the process in place.
C. Business days: Weekdays that the college administrative offices are open.
D. Vice President of Student Affairs (VPSA): The staff member in charge of the Student Affairs division at the college.
E. Retaliation: Unfavorable action taken, condition created, or other action taken by a student/employee for the purpose of intimidation directed toward a student because the student initiated a grievance or participated in an investigation of a grievance.
F. Grievant: the student who is making the complaint.

Informal Complaint Procedure: Student complaints should be resolved on an informal basis without the filing of a formal grievance.

1) A student has 10 business days from the date of the incident being grieved to resolve their complaint informally by approaching their instructor, department chair or any other staff or faculty member directly involved in the grieved incident.
2) Where this process does not result in a resolution of the grievance, the student may proceed to the formal grievance procedure.

Formal Complaint Procedure: where a student cannot resolve their complaint informally, they may use the formal grievance procedure. This Procedure can be found in the *Southeastern Technical College Catalog* at STC Catalog (http://www.southeasterntech.edu/pdf/CodeofConduct.pdf).

Clinical Grievance/Due Process

It is the policy of Southeastern Technical College's Radiologic Technology program to provide students with a formal process by which they can voice their dissatisfactions when they feel they have not been treated fairly and methods to resolve the differences have not been met to their satisfaction.

In the event a student has a perceived problem with a Clinical Instructor, technologist, or fellow student at a clinical site, the student is to submit their complaint in writing utilizing the Clinical Complaint Form to the Program Director/Clinical Coordinator. The Program Director/Clinical Coordinator will investigate the problem

to obtain evidence related to the issue. If any evidence related to the issue or complaint is discovered, the Program Director/Clinical Coordinator will meet with the involved parties/Clinical Instructor to discuss the issue and develop a plan of action. In the event a problem is not identified, the complaint and outcome of the investigation will be documented, and follow-up visits will be made to the involved clinical site.

Work Ethics

Southeastern Technical College instructs and evaluates students on work ethics in all programs of study.

Ten work ethics traits are defined as essential for student success:
Appearance
Attendance
Attitude
Character
Communication
Cooperation
Organizational skills
Productivity
Respect
Teamwork

These traits will be integrated into the program standards of each program curriculum and evaluated in at least one course in the program thereby allowing each program to make work ethics a relevant and meaningful part of the curriculum.

The courses with a work ethics component will assess a student's knowledge of these ten traits. It will be noted on the course syllabus in which the work ethics traits are taught, which contains a work ethics module that the work ethics assessment will count as 5% of the course grade. If a student passes the work ethics assessment in his/her program with a C or better, he/she will receive a work ethics grade of 2. This grade will appear as a letter grade then a 2 for passing work ethics.

Reference:
STC Academic Regulations (http://www.southeasterntech.edu/pdf/AcademicRegulations.pdf)

Professional Code of Ethics/Standards of Practice

Approved: 8/8/2016; **Updated:** 12/3/2018

American Registry of Radiologic Technologist: 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 Certificate Holders and Candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team. The Code of Ethics is intended to assist Certificate Holders and Candidates in maintain 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 acts in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.

2. The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.

3. The radiologic technologist delivers patient care and service unrestricted by concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.

4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purpose 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.

11. The radiologic technologist refrains from the use of illegal drugs and/or any legally controlled substances, which result in impairment of professional judgement and/or ability to practice radiologic technology with reasonable skill and safety to patients.

Classroom/Laboratory Expectations and Participation

Reviewed: 11/28/2018; 07/24/2019

To maintain a productive and positive classroom and laboratory experience, the faculty will encourage focused participation in class or lab. When students arrive late, leave class, or are engaged in activities not related to the current learning activity, these behaviors can create a less than optimal learning situation and relationship with classmates and faculty. The faculty will provide attention to those students who are actively engaged in the learning activity. If a faculty member does not reprimand a student while in the class, this should not be misconstrued as acceptance of the student's behavior.

Students who habitually demonstrate a non-participative behavior in the classroom or laboratory will be asked to meet with the faculty and Program Director to discuss strategies for helping the student participate more productively.

General classroom/lab expectations:

- Show respect for everyone as well as facililties;
- Be present, punctual, prepared to learn, and attentive for the scheduled class/lab time;
- Arrive prior to the start of instructional/lab to avoid disruption. Students who arrive after instruction begins may be asked to wait until break to enter the classroom;
- Cell phones and similar devices should be turned off and stored out of sight during class or lab
- Maintain focus in class on the subject matter at hand;
- Any laptop or similar device may only be used in the classroom for note taking and/or other activities related to the course at the discretion of the instructor;
- Raise your hand to be recognized;
- Refrain from extraneous/side conversation; if there is a question, ask the instructor;
- Turn in assignments when due;
- Adhere to rules and procedures;
- Sleeping in class - may be asked to leave

The faculty reserves the right to ask any student to halt behaviors that are viewed as disruptive and may ask the student to leave the classroom if the behavior continues.

Audio Recording: Upon faculty approval, students may audio record classroom content. The purpose of audio recording in the classroom is to enhance student learning. In order to preserve client confidentiality, recorded content is restricted to student use only and may not be shared with others, nor published on social media outlets. Violation of confidentiality is considered professional misconduct and may warrant dismissal from the program. Faculty reserve the right to prohibit audio recording. This procedure does not apply to guest speakers, as we must first seek permission to audio record their presentations.

RADIOLOGIC TECHNOLOGY LABORATORY POLICY

1) Laboratory use is restricted to only those students enrolled in the program of Radiologic Technology.
2) Laboratory use is restricted to educational assignments only.
3) All laboratory experiences will be conducted under direct supervision by program faculty/a qualified radiographer.
4) All students must wear radiation monitoring devices during all laboratory assignments requiring an exposure.
5) All persons must go into the control area during a radiographic exposure.
6) Laboratory doors must be closed during exposures.
7) Only phantoms or non-living objects may be used as subjects when performing an experiment or practice examination.
8) Care must be taken in the handling of phantoms. They are heavy and very expensive.
9) Care must be taken in the handling of all other equipment and supplies.
10) All items must be returned to their designated place in the laboratory after use.
11) Student radiographic images must either be submitted to the appropriate faculty member or saved on a USB drive.
12) The laboratory must be kept neat and clean. Students are responsible for maintaining the laboratory when performing experiments or practice procedures.
    a. CR Cassettes shall be erased and returned to the cassette credenza in the control area.
    b. The radiographic tube shall be placed at the end of the table resting on the pillow.
    c. Trash shall be discarded of in an appropriate trash container.
    d. Machine breaker and overhead lights shall be turned off when leaving the lab.
13) After use of the table and upright bucky will be cleaned with antiseptic solution.
14) Any non-functioning equipment must be reported to a faculty member as soon as possible.

* These rules apply to all radiographic rooms that are used for any lab assignments. *

Guidelines for Social Media Use

Reviewed: 07/24/2019

In the realm of social networks, the boundaries between what is public or private, personal or professional are unclear. The information posted and shared online is NOT confidential. Anything posted or tagged may be visible to the world, and may affect a professional reputation for years to come.

These guidelines are established to support Program students in understanding the appropriate ways to use communication technologies and converse on social media sites. The guidelines apply to students creating or contributing to any kind communications potentially viewable to the public including those on social media, personal social media sites including YouTube, Snapchat, Instagram, Facebook, Linkedln, Twitter, wikis, blogs, and any other social media sites.

Faculty trust students to adhere to these guidelines. If, for any reason an incident occurs that violates this protocol, it is expected for students to bring it to the faculty's attention immediately.

1. Exhibit professionalism when identifying as a Southeastern Technical College and/or Program student. Simply associating yourself with an organization influences its reputation. The freedom and speed of online conversations can often prompt people to behave in ways they may otherwise would not. Your reputation is best served when you express yourself professionally. Ensure the information you post on a social media site is accurate and represents the College's and the Program's reputation positively.

2. It is prohibited to access social media for personal use during class, lab, or clinical hours.

3. It is prohibited to utilize clinical affiliate equipment to access or participate in social media sites for personal use.

4. Adhere to HIPAA. It is prohibited to share personal health information or sensitive electronic information on personal or professional social media sites. On personal social media sites and personal pages, students are:
    - Not to participate in any online conversation with patients, patients' families, or others regarding patients (not "friend" patients with whom you developed a relationship when that individual was/is a patient at a clinical affiliate);
    - Not to take or post any pictures of patients (including cell phone pictures, pictures of wounds, body parts, radiographic images, etc.), even if the family or patient agreed to the picture or the patient cannot be identified. Remove 'Tags' on pictures that include a patient within Facebook so the patient's picture does not show up on the student's personal Facebook page;
    - Not to discuss specific activities that happened at a clinical affiliate which include personal health information e. g. discuss his or her day which includes clinical care;
    - Not to discuss or share confidential or proprietary business information, e.g., contractual terms, financial information, quality data and student/employee personal information.

- Not to post Southeastern Technical College information or the STC logo to endorse an opinion, product, cause, business, or political candidate or otherwise holding yourself out as a representative of STC.

Remember everything online is discoverable. There is no such thing as a private social media site. Search engines turn up posts years after they were published. Comments can be forwarded, copied, and printed. Archival systems save information even if you delete a post.

Failure to Comply

Students will face corrective action, up to and including program dismissal from the Program for failing to comply with the Program's Guidelines for Social Media Use.

Classroom/Laboratory/Simulation Procedures

Reviewed: 11/28/2018

Educational lab sessions are provide students an opportunity to practice and master skills that are required for successful completion of program courses.

Students are not allowed in a lab unless accompanied by an instructor/facilitator.

Simulation Labs

Purpose:

- To afford education that stimulates clinical reasoning, critical thinking skills, and psychomotor competence in an innovative setting.
- To provide a dedicated environment for health care providers to learn strategies that will enhance client safety and the quality of health care via high-fidelity simulation technology. This environment provides the learner opportunities to participate in clinical experiences in a safe, non-threatening, and structured environment.

Goals:

- Increase the safety and effectiveness of client care through inventive, interdisciplinary training.
- Allow for learning in a safe, non-threatening, and controlled environment away from the clinical setting.
- Build confidence in clinical performance, including clinical reasoning and psychomotor skills.
- Increase exposure to critical, yet low-frequency client encounters in order to minimize the risk to clients.
- Increase effective communication among all members of the health care team.
- Develop simulation as a tool for the assessment of clinical skills.

Simulation is an important part of the clinical experience. Students may complete assigned simulations during clinical sessions with their assigned instructor. Students must be dressed for the simulation as they would for any other clinical experience. Name badges will be worn at all times while participating in the simulation lab. Students are also required to bring their clinical tools, including any anatomical markers, clinical handbook, pocket procedure book, etc.

Rules:

1) Each student is responsible for any material or instruments used and for cleaning and putting away those items. Each student is responsible for their desk area, additional clean-up duties may be assigned throughout the program.
2) No equipment or instruments may be removed from the lab area.
3) NO FOOD OR DRINK in lab –may cause damage to equipment or harm yourself.
4) CELL PHONES are prohibited during testing or in student work areas. (Please turn phones off to avoid any distractions.)
5) Students are required to wear their student ID at all times while in the lab and follow the recommended dress code of the college. If you forget your ID, name tags are available at the sign-in desk.

6) Laboratory use is restricted to only those students enrolled in the relevant program of study, for educational assignments only.
7) All laboratory experiences will be conducted under direct supervision by a program instructor. No student will be allowed in a laboratory area without supervision except in an emergency situation (ie tornado).
8) No studying in lab (please study; just do it elsewhere).
9) Refrigerators are NOT for personal items (lunches, snacks or drinks).
10) Leave all coats, purses and book bags in classroom. A secured/locked area can be provided when students are in the lab.
11) Students may be assigned equipment for their own use during the semester for certain classes. If you are assigned equipment from the skills lab, it is your responsibility to keep this equipment (i.e. blood pressure kit, cath kit or IV tubing) intact and to bring it with you to practice. When you are finished with the supplies for the semester, return them to the lab. If at any time your equipment becomes faulty, please return it to the lab for disposal and for replacement. Failure to return equipment may result in a grade of incomplete "I" for the course.
12) Sharing of resources (space & supplies) when practicing may be necessary. Four –six students per bed/manikin is acceptable. Working in groups is also beneficial for learning.
13) Handle equipment carefully. Do not use the equipment in the lab without first having been instructed in its use. If in doubt, check with the instructor.
14) All students must wear proper personal protective equipment for the simulated experience. E.g., protective gloves must be worn when simulating client assessment, radiation monitoring devices must be worn during any simulation that may result in an exposure.
15) Care must be taken in the handling of medical training manikins. They are heavy and very expensive. Manikins should not be moved from their assigned locations without approval from an instructor.
16) Manikins:
    a. Use gloves when handling all manikins and parts.
    b. DO NOT MOVE MANIKINS OR MANIKIN PARTS WITHOUT THE HELP OF THE LAB INSTRUCTOR.
    c. DO NOT use betadine on manikins. Use soap as lubricant for tubes.
    d. Ask for assistance for use of VitalSim units (BP, assessments)
17) All chemicals used will be stored in marked containers and labeled accordingly.
18) All chemicals will be used and/or disposed of under conditions as recommended by the manufacturer.
19) Safety Data Sheets (SDS) will be maintained on all chemicals.
20) Any non-functioning equipment must be reported to a faculty member as soon as possible.
21) Use beds for practice and testing purposes only. (No sleeping or lying in beds).
22) Individuals serving as clients are to remove their shoes when lying on the beds.
23) If you are aware that you have a latex allergy, or suspect that you do, it is your responsibility to notify skills lab instructor. Non-latex gloves and equipment are available upon request.
24) Respect lab instructors/facilitators and equipment at all times. Manikins are to be treated with dignity as you would a client/patient.

* These rules apply to all rooms that are used for any lab assignments.*

Guidelines on Professional Conduct and Definitions

Approved: 8/8/2016; **Updated:** 12/3/2018

Guiding Principle

Southeastern Technical College along with its Health Sciences Programs values professionalism among the faculty, staff, and students in carrying out responsibilities to promote and improve public health.

It is the expectation of the College for Health Sciences faculty, staff, and students to conduct themselves in a professional manner in all of their interactions with members of the College community, the public, and each other. The purposes of these guidelines are to promote excellence, integrity and selflessness in all of our activities; to assure that all persons are treated with respect, dignity and courtesy; and to promote constructive communication and collaborative teamwork. STC's Health Sciences Programs should incorporate these principles of professionalism as appropriate in their guidelines, procedures, and practices.

If a student demonstrates unsafe and/or unprofessional behavior, fails to achieve the standard of care, violates professional standards or calls into question his or her professional accountability, whether in the classroom, lab, clinical, or public setting, a corrective action may be implemented.

Students are expected to adhere to the standards of behavior required of healthcare professionals on campus, when dressed in uniform off campus, and at each clinical site.

A deviation from professional standards may be sufficient reason for dismissal from the program.

References:
STC Code of Conduct (http://www.southeasterntech.edu/pdf/CodeofConduct.pdf)

DEFINITIONS

Excellence represents a dedication to the continuous improvement of the quality of care, inquiry, and teaching effectiveness. Pursuit of excellence should be accompanied by integrity, empathy, compassion, and respect for the diversity of values and opinions of others.

Client is an individual who is receiving needed professional services that are directed by a licensed practitioner of the healing arts toward maintenance, improvement or protection of health or lessening of illness, disability or pain. (US Centers for Medicare & Medicaid Services)

Accountability refers to taking responsibility for ones' behavior and activity.

Selflessness reflects a commitment to advocate for the interests of others over ones' own interests.

Unprofessional behavior means behavior that: violates laws or rules regarding discrimination and harassment; violates rules of professional ethics, including professionalism in clinical, educational, or business practices; or is disrespectful, retaliatory or disruptive.

Discrimination and harassment means discrimination or harassment on the basis of race, color, creed, religion, national origin, citizenship, sex, age, marital status, sexual orientation, disability, or military status.

Rules of professional ethics means ethical standards that have been established by external professional societies or associations, e.g., Joint Commission, National Institutes of Health, or by STC entities for various professions (e.g. Radiologic Technologist, Dental Hygienist, Registered Professional Nurses).

Professionalism in clinical practice settings includes, but is not limited to safeguarding the care needs and privacy concerns of clients and adherence to established standards on client safety, timeliness of completing medical records, quality improvement initiatives, communication and follow-up with clients, reporting errors, and regulations governing billing practices.

Professionalism in education includes, but is not limited to a commitment to the highest standards of learning, innovation in teaching methods, respect for the student-teacher relationship, and leadership through modeling of life-long learning.

Ethical business practices means the wise use of resources and practices that are compliant with and appropriate under laws and regulations governing conflicts of interest, sponsored research, or the delivery of and reimbursement for healthcare services.

Disrespectful, retaliatory, or disruptive behavior includes, but is not limited to behaviors that in the view of reasonable people impact the integrity of the health care team, the care of clients, the education of students, or the conduct of research such as:

- Shouting or using profane or otherwise offensive language;
- Degrading or demeaning comments;
- Physical assault or other uninvited or inappropriate physical contact;
- Threats or similar intimidating behavior, as reasonably perceived by the recipient;
- Unreasonable refusal to cooperate with others in carrying out assigned responsibilities; and
- Obstruction of established operational goals, beyond what would be considered a respectful disagreement.

Extenuating Circumstances are unforeseen accidents, deaths in the immediate family or personal illness which requires you to be absent from class or clinical. Vacations, weddings, doctor appointments, studying for an exam, child care issues, job interviews and working at your job, etc., are not considered extenuating circumstances as these are not unforeseen events.

Occurrence is the breach, violation, or infringement of guidelines, procedures, practices, or standards outlined by the College, the Program, the Profession, or the clinical affiliates (i.e. catalogs, handbooks, manuals, syllabi, agreements, etc.).

Clinical Education Guidelines

The clinical experience will provide students the opportunity for hands-on training in a variety of healthcare facilities. Program faculty provide close supervision and guidance in the clinical settings. The eight, ten, or twelve-hour shifts may be scheduled during weekends, evenings, nights, and / or some days at facilities throughout the region. Clinical attendance is required for completion of the program. Because clinical schedules are not flexible, students will need to work their personal schedule around these times, have dependable childcare, and have access to reliable transportation. Students should also plan for additional time outside of the printed schedule for practice, clinical preparation, and study.

Physical and Mental Requirements

Delivery of client care includes:

- Assessing the health status of clients, identifying their needs and contributing to their plan of care;
- Assisting clients with meals;
- Assisting with moving, positioning clients in bed;
- Walking clients with and without mechanical devices;
- Assisting with lifting, transferring, and transporting clients using wheelchairs and stretchers;
- Administering medications;
- Providing direct client care such as catheterization, suctioning, bathing, toileting, dressing changes, etc.;
- Providing client-family education; and
- Responding to emergencies within the scope of the student's training

Clinical Professionalism

Professionalism is of the utmost importance. While attending clinical, students are representing The College and the Program. Failing to maintain professional behavior that results in dismissal (by the faculty, preceptor, or a clinical site official) from the clinical site may result in the student receiving an occurrence. Depending upon the severity of the student's actions, a student may be dismissed from the program. The final consequence is under the direction of the faculty and Program Director.

The student is a guest of the sponsoring agency, hospital, clinical site, and/or preceptor, and must meet professional standards. All students are expected to demonstrate professional behavior and follow all standards of conduct outlined in the college e-catalog and the program handbook while fulfilling the clinical requirements of the program.

Clinical Performance Standards

Standard	Tasks	Performance Abilities
Gross and Fine Motor Skills Physical Mobility	• Physical abilities and mobility sufficient to execute gross motor skills, physical endurance, and strength, to provide client care	• Mobility sufficient to carry out client care procedures such as assisting with ambulation of clients, administering CPR, assisting with turning and lifting clients, providing care in confined spaces such as treatment room or operating suite
Gross and Fine Motor Skills Physical Mobility	• Demonstrate fine motor skills sufficient for providing safe diagnostic imaging procedures	• Motor skills sufficient to handle small equipment such as syringes and administer contrast media by all routes, etc.
Visual and Perceptual Abilities Auditory Ability and Other Sensory Skills	• Sensory/perceptual ability to monitor and assess clients	• Sensory abilities sufficient to hear alarms, auscultator sounds, cries for help, etc. • Visual acuity to read calibrations on 1 ml syringe, assess color, (cyanosis, pallor, etc.) • Tactile ability to feel pulses, temperature, palpate veins, etc. • Olfactory ability to detect smoke or noxious odor, etc.
Intellectual, Conceptual, and Critical Thinking Abilities Interpersonal Skills Professional Attitudes and Behaviors	• Ability to relate to colleagues, staff and clients with honesty, integrity and nondiscrimination • Capacity for development of mature sensitive and effective therapeutic relationship • Interpersonal abilities sufficient for interaction with individuals, families and groups from various social, emotional, cultural and intellectual backgrounds • Ability to work constructively in stressful and changing environments with the ability to modify behavior in response to constructive criticism • Capacity to demonstrate ethical behavior, including adherence to the professional nursing and student honor code	• Establish rapport with patients/clients and colleagues • Work with teams and workgroups. • Emotional skills sufficient to remain calm in an emergency situation • Behavioral skills sufficient to demonstrate the exercise of good judgment and prompt completion of all responsibilities attendant to the imaging and care of clients • Adapt rapidly to environmental changes and multiple task demands • Maintain behavioral decorum in stressful situations

Standard	Tasks	Performance Abilities
Intellectual Conceptual, and Critical Thinking Abilities Professional Attitudes and Behaviors	• Ability to accurately identify patients • Ability to effectively communicate with other caregivers • Ability to administer contrast media safely and accurately • Ability to operate equipment safely in the clinical area • Ability to recognize and minimize hazards that could increase healthcare associated infections • Ability to recognize and minimize accident hazards in the clinical setting including hazards that contribute to patient, family and co-worker falls	• Prioritizes tasks to ensure client safety and standard of care • Maintains adequate concentration and attention in client care settings • Seeks assistance when clinical situation requires a higher level or expertise/experience • Responds to monitor alarms, emergency signals, call bells from clients, and orders in a rapid and effective manner
Oral and Written Communications Skills Visual and Perceptual Abilities	• Ability to communicate in English with accuracy, clarity and efficiency with clients, their families and other members of the healthcare team (including spoken and non-verbal communication, such as interpretation of facial expressions, affect, and body language) • Required communication abilities, including speech, hearing, reading, writing, language skills and computer literacy	• Gives verbal directions to or follows verbal directions from other members of the healthcare team and participates in healthcare team discussions of client care • Elicits and records information about health history, current health state and responses to treatment from clients or family members • Conveys information to clients and others as necessary to teach, direct and counsel individuals in an accurate, effective and timely manner • Establishes and maintains effective working relations with clients and co-workers • Recognizes and reports critical client information to the other caregivers

Standard	Tasks	Performance Abilities
Intellectual, Conceptual, and Critical Thinking Abilities Oral and Written Communication Skills Visual and Perceptual Abilities Auditory Ability and Other Sensory Skills	• Ability to read and understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis and synthesis • Ability to gather data, to develop a plan of action, establish priorities and monitor and evaluate treatment plans and modalities • Ability to comprehend three-dimensional and spatial relationships • Ability to react effectively in an emergency situation	• Calculates appropriate medication dosage given specific client parameters • Analyze and synthesize data to develop an appropriate plan of care. • Collects data, prioritize needs and anticipates reactions • Comprehends spatial relationships adequate to properly administer injections, start intravenous lines or assess wounds of varying depths • Recognizes an emergency situation and responds effectively to safeguard the client and other caregivers • Transfers knowledge from one situation to another • Accurately processes information on medication container, physicians' orders, and monitor and equipment calibrations, printed documents, flow sheets, graphic sheets, medication administration records, other medical records and procedure manuals
Intellectual, Conceptual, and Critical Thinking Abilities Professional Attitudes and Behaviors	• Ability to adhere to all policies and procedures and requirements as described in the Program Handbook, STC Catalog and Handbook, Course Syllabus, as well as clinical site procedures • Ability to complete classroom and clinical assignments and submit assignments at the required time • Ability to adhere to classroom and clinical schedules	• Attends class and clinical assignments punctually • Reads, understands and adheres to all policies and procedures related to classroom and clinical experiences • Contacts instructor in advance of any absence or late arrival • Understand and complete classroom and clinical assignments by due date and time

Students with disabilities who wish to request accommodations under the Americans with Disabilities Act must follow the College's procedures outlined in the Student Affairs section of the catalog.

Clinical Education Assignments

Reviewed: 11/28/2018; 7/24/2019

Students are assigned a clinical experience and must be prepared to meet objectives of the selected course to complete the program of study.

Learning activities with preceptors/mentors may be included in a curriculum on a limited basis.

The Program utilizes preceptors/mentors to assist in achieving the curriculum's student learning outcomes.

Preceptors/mentors assist and collaborate with the instructors in orienting the student to the clinical practice setting, managing learning experiences and assignments, guiding performance of clinical skills, encouraging sound judgement and decision making, and providing the student with ongoing constructive feedback and suggestions to improve his/her performance and achievement.

See course specific syllabi/information for details related to clinical education assignments.

Radiologic Technology Program Clinical Grading

Clinical education courses will be graded on the same letter grade system as academic courses. Grading criteria for each clinical education course will be published in the course syllabus and may be subject to change dependent upon time and clinical restraints.

A student's clinical grade will be determined according to some/all of the following possible coursework:

Performance Evaluations

Competency/Continued Competency Evaluations

Terminal Competency Evaluations

Student Procedure Log sheet/Repeat Log

Worksheets

Clinical Observation

Each clinical course is coupled with a didactic course. In the didactic course, the material is given by classroom instruction/lecture, and then the material taught in class is demonstrated in the laboratory and practiced by the students in the laboratory. One observation in the clinical site is required before assisting in the exam with the registered radiographer. An observation in the clinical setting is when the student observes the radiographer while the procedure is being performed. This observation is to be documented within the Trajecsys system under the Procedure Log as Observed.

Assist

Once the student has observed the exam being performed by a registered radiographer, he/she may then assist in the exam. An Assist consists of the student completing a minimum of 85% of the exam under the supervision of a registered radiographer. The Assist should be logged in the Trajecsys system under the Procedures Log as Assisted.

One Observation and one Assist are required before the student is ready to complete the Competency Evaluation. Image critique is reviewed with the student during both Observations and Assists.

Competency Evaluation

Prior to performing a Competency Evaluation, the student must satisfactorily complete a Laboratory Evaluation in the corresponding didactic class in order to move on to performing the competency in the clinical setting. Laboratory Evaluations are not necessary when performing an Observation or Assist, however they are strongly encouraged.

The Competency Evaluation includes the psychomotor and cognitive domains of the clinical education. The student is graded on the procedural (psychomotor) aspect of the exam and the cognitive aspect, which is the Image Critique. A grade of 85% is required on the Competency Exam in order for the student to meet the requirements for mastery of the competency. The Competency Form should be completed by the supervising technologist and logged in the Trajecsys system.

In the event a Competency is failed, two more Assists will have to be performed by the student and another Competency performed.

Please note that failure to shield/practice proper radiation safety will result in a termination of the competency exam and failure of the competency exam itself.

During a Competency Evaluation, the student must prepare the room, take an appropriate patient history, perform the exam, and complete any necessary paperwork without any assistance. Following the exam, the radiographer will complete the image critique section on the Competency Exam performed by the student.

Please note that any repeated images on a competency exam will result in a failing grade and require the student to be graded on an additional 2 assisted exams, as well as prove Competency and/or Continued Competency on that exam. The failed Competency Form should be graded and logged in the Trajecsys system by the supervising technologist.

Competency Evaluation Guidelines

- The student is responsible for maintaining a record of specific procedure evaluations and competency exams that have been mastered.
- The student is responsible for completing all designated competency exams prior to graduation.
- Special arrangements may be made for procedures not frequently observed.
- Unsatisfactory completion of competency evaluations will result in student suspension and/or dismissal from the program.
- The examination presented for the Competency Evaluation will not be accepted if:
    - The student does not inform the Clinical Instructor/registered technologist of the competency attempt ***prior*** to performing the radiographic exam.
    - Radiographers assist the student during the exam
    - Student fails to follow radiation safety and other safety policies
    - Student fails to use his or her initialed lead markers
    - Any projection requires repeats due to poor positioning and/or technical factor selection
    - Procedure was evaluated by an unauthorized or non-registered radiographer

- The criteria used by Southeastern Technical College's Radiologic Technology Program are in accordance with the specifications set for by the ARRT, ASRT and JRCERT.
- The student is expected to perform the required Observations, Assists, and Competencies on a variety of patients. (This includes adult, pediatric, and geriatric patients)
- Students are expected to meet all requirements for each semester prior to the end of the semester.
- Program faculty have the option to re-grade a student's Competency Evaluation, Continued Competency or Image Critique.
- Students must complete all clinical work by the last clinical day. Students are required to turn in all clinical work at that time. A grade of zero will be assessed to any exam/assignment missing from the required documentation.
- Students will be held accountable for being able to perform exams on which that student has already demonstrated competency.
- Continued Competencies and Terminal Competencies must be performed independently in a reasonably accurate manner or the exam will be rescinded.
- Rescinded examinations will result in the student performing two additional Assists and attempting the Competency again.
- If your initialed lead markers appear on the radiograph, you are responsible for the examination.
- Do not delete, remove, or hide unacceptable radiographs. This constitutes a dishonest act and will result in dismissal from the program.
- Any examination that the student cannot perform accurately will be subject to the failing of that exam. The student's Competency Evaluation will reflect this and zeros will be given in their place for that semester.
- These procedures will be strictly adhered to and Program Faculty will evaluate competency progress. Also, Competencies previously granted in preceding academic terms will be rechecked at random and, if maintenance of skill level is not adequate, the Competency will be rescinded.

Continued Competency Evaluation

A Continued Competency is performed after competency of a mandatory procedure has been successfully achieved. Continued Competencies will be required on ARRT mandatory exams prior to graduation from the program. The Continued Competencies must be procedures in which the student has successfully demonstrated competency first. The Continued Competency Evaluation includes the psychomotor and cognitive domains of the clinical education. The student is graded on the procedural (psychomotor) aspect of the exam and the cognitive aspect, which is the Image Critique. A grade of 85% is required on the Continued Competency in order for the student to meet the requirements for mastery of the Continued Competency. The Continued Competency should be completed by the supervising technologist and logged in the Trajecsys system.

In the event a Continued Competency is failed, two more Assists will have to be performed by the student and another Competency Evaluation performed in order to regain his/her mastery status of that particular exam.

Elective rotations cannot begin until all Competency requirements have been met.

Please note that it is permissible for any program faculty member, clinical instructor, or technologist to rescind (pull) student competencies if they are unable to prove mastery of the exam after having been evaluated on an Assist, Competency, or Continued Competency.

Terminal Competency Evaluation

Terminal Competencies may begin no sooner than the third semester of the program, provided all Competency, Continued Competency and Elective Competency requirements have been met. Five procedures will be selected by the student from the following categories: Chest/Abdomen, Spines, Extremities, Contrast Procedures, and Cranium. A Competency score of 90% must be achieved on each of the procedures for the requirements to be considered met. Terminal Competency Evaluations will be evaluated by Program Faculty and approved Clinical Instructors only.

Performance Evaluations

Performance Evaluations are used to assess the student's values and attitudes toward clinical practice and patient care. The Performance Evaluation is based upon specific levels of professional competency and provides an opportunity for guidance and assistance when student improvement is deemed necessary.

Performance Evaluations are to be completed by a radiographer on the Clinical Instructor list. The radiographer will evaluate and grade the student using the Trajecsys system. Once completed, the student should review the evaluation, make any necessary comments, and approve the Performance Evaluation. This is accomplished by attaching a post-submission comment. The student will log into the Trajecsys system using his/her user name and password. Select Reports/Other Evaluations from the left-hand column on the screen. Next, the student will select the evaluation template and click Show Report. At the bottom of the report, the student will click the plus sign (+) next to Add Comment. Next, the student will select the Student signature item at the bottom of the dropdown and type his/her signature in the text box. Lastly, the student will click Add to complete. The Clinical Coordinator reviews all evaluations.

Any Performance Evaluation graded lower than 70% will require that the student be counseled and remediated utilizing the Student Success Plan. The accrual of two or more poor Performance Evaluations by two or more separate clinical sites will result in an Occurrence and the student will be subject to the appropriate disciplinary action.

Any grade that is questioned by the student should first be discussed with the evaluator. All clinical personnel and students are encouraged to complete the Performance Evaluations together to clarify any areas of concern. This instrument is used to identify weak and strong areas. In addition, the Performance Evaluations are used to improve the students' function as a radiographer. Any questions not resolved should be directed to the Clinical Coordinator.

A Performance Evaluation is to be completed a minimum of 2 times per clinical course. They should be completed by one of the technologists listed on the Clinical Instructor list for that particular site. Both Performance Evaluations should not be completed by the same Clinical Instructor (unless only one Clinical Instructor is designated for that particular site).

Clinical Worksheets

Clinical worksheets will be completed by the student each semester and turned into the Clinical Coordinator. The clinical worksheets cover radiographic anatomy and image evaluation.

Repeat Log

As the student progresses, repeat exams are an inevitable part of the learning process. All repeat exams are to be performed under the **direct supervision** of a registered radiographer. Additionally, the repeated exam must be logged in the Trajecsys system. The entry must be completed immediately following the repeated exam. No student is perfect, so repeats are an expected part of the educational process.

Student Procedure Log

Procedure Logs are required to be completed daily in the Trajecsys system and approved by clinical faculty. These logs will be reviewed regularly by Program Faculty. This log should include all exams for which the student has Observed, Assisted in and/or performed under either direct or indirect supervision. All images performed by the student should include the student's initialed lead radiographic markers.

Students are responsible for turning in all clinical documentation on the assigned date at the end of the semester. It is the responsibility of the student to ensure that all clinical assignments and/or documentation are accurate and complete. Incomplete assignments or documentation from the clinical site will not be accepted.

Clinical Affiliate Orientations

Reviewed: 11/28/2018; 07/24/19

Facility orientations will be completed at various clinical education settings. Students will be notified of specific dates and times by program faculty. Attendance is mandatory.

Failure to attend scheduled orientations sessions will result in the student not being allowed to attend clinical rotations until deemed appropriate by the clinical affiliate.

Students are required to adhere to all facility safety policies. Students will be required to know each facility's emergency codes, phone numbers, crash cart locations, fire extinguisher locations, fire alarm locations, and evacuation routes.

Clinical Education Assignments

Radiology students will rotate through the clinical affiliates every 7 weeks. Clinical assignments are made during the first shift hours, Monday through Friday. Clinical assignment schedules will be distributed at the beginning of each semester. Students may not choose which clinical affiliate they wish to attend. The student is required to adhere to his/her assigned schedule at all times. Students may be asked to travel up to one hour and thirty minutes from STC for clinical rotations. During clinical rotations, the student will be responsible for all transportation.

***Please note that program faculty have the right to reassign student clinical assignments. ***

JRCERT Approved Clinic Education Site	**Miles from STC**	**Minutes from STC**
Accordia Urgent Care 3193 East 1st street Vidalia, GA 30474 912-537-8588	0.8 miles	3 minutes
Accordia Urgent Care 1100 Hillcrest Pkwy Dublin, GA 31021 478-205-5312	42.1 miles	50 minutes
Appling Healthcare System 163 East Tollison Street Baxley, GA 31513 912-367-9841	34.1 miles	41 minutes
Jeff Davis Hospital 163 Tallahassee Street Hazlehurst, GA 31539 912-375-7781	33.6 miles	43 minutes
Meadows Regional Medical Center One Meadows Parkway	1 mile	4 minutes

JRCERT Approved Clinic Education Site	Miles from STC	Minutes from STC
Vidalia, GA 30474 912-535-5783		
Optim Orthopedics - Vidalia 2317 East First Street Vidalia, GA 30474 912-537-0888	1.4 miles	3 minutes
Optim Medical Center - Tattnall 247 South Main Street Reidsville, GA 30453 912-557-1000	18.7 miles	25 minutes
Spivey's Orthopedic Clinic 2317 East First Street Vidalia, GA 30474 912-537-0888	1 mile	3 minutes
Vidalia Orthopedic Center 1707 Meadows Lane Suite H Vidalia, GA 30474 912-538-0040	1.9 miles	7 minutes
Washington County Regional Medical Center 610 Sparta Road Sandersville, GA 31082 478-240-2000	67.5 miles	1 hour 26 minutes

Clinical Equipment/Supplies

Required prior to entering clinical setting:

- Appropriate attire as outlined in the Dress Code
- Clinical bag
- Student ID badge
- Reference guides
- Clinical notebook that contains:
    - Student Handbook
    - Copies of immunizations
    - Copy of student health policy forms
    - Copy of background check/drug screen results
    - CPR card
- Dosimeters
- Initialed radiographic markers
- Watch with second hand
- Pocket size hand sanitizer, unscented
- Black ink pen
- Appropriate clinical uniform

Failure to have the required equipment/supplies may result in the student being dismissed from clinic for the day and receiving an Occurrence. Any missed clinical time will be made up, at the faculty's discretion, in accordance to the Clinical Make-Up Policy.

Markers

Students are required to purchase lead markers that carry their initials. It is recommended that students purchase two sets of initial markers in the event one set is misplaced. The student must carry their markers during all diagnostic clinical rotations to avoid a dress code violation. All assisted exams and competency examinations must be visibly marked with the student's own initialed markers. In the event a student misplaces or does not have a full set of initial markers, program faculty should be contacted immediately so temporary markers can be assigned while replacement markers are ordered. If the student does not contact program faculty, the student may incur an Occurrence and is subject to possible disciplinary action.

Dosimeters

All students will be required to pay for their radiation monitoring devices. Female students of childbearing age or capacity are encouraged to wear a whole body and a gonadal dosimeter. All dosimeters are to be obtained from the program faculty at the beginning of each month. Each student is responsible for his or her dosimeter, as well as exchanging them at the appropriate times. Students are required to pay for dosimeters at the business office before the beginning of the semester prior to the start of any clinical rotations. Should a student lose his/her dosimeter, the Clinical Coordinator must be notified immediately. Another dosimeter will have to be purchased and a lost dosimeter fee of $10.00 must also be paid to the business office.

Transportation

It is the responsibility of the student to have adequate transportation to and from clinical facilities. There will be assignments in which the student must travel in excess of one hour. While program faculty are sensitive to the cost and time associated with such travel, clinical placement will require students to drive to distant clinical sites.

The student is responsible for providing his/her own transportation and auto insurance for all class and clinical experiences.

Parking

When attending clinical at healthcare facilities, students are to park in designated locations only. Violators may have their cars towed at owner's expense, and disciplinary action from the Program Director may occur. Carpooling is encouraged. Students should come early enough to allow adequate time to park and walk to their destination. Parking fees are the responsibility of the student.

Clinical Supervision

Faculty members will help direct, coach, mentor, and critique students in the clinical setting. Preceptors/mentors selected and approved by the faculty and a clinical affiliate liaison may also provide support during clinical rotations.

Radiologic Technology Program Clinical Supervision Policy

Students may not perform examinations on patients unless supervised. Students, who have not mastered a particular examination, as demonstrated by a successful competency evaluation, must have direct supervision by qualified radiographers.

A qualified radiographer is defined as: A radiographer possessing American Registry of Radiologic Technologists certification and active registration in the pertinent discipline with practice responsibilities in areas such as patient care, quality assurance or administration. Such practice responsibilities take place primarily in clinical education settings.

Direct and Indirect Supervision

In accordance with the Joint Review Commission on Education in Radiologic Technology Standards for an Accredited Program in Radiologic Sciences, the policies for direct and indirect supervision and their relation to film repeats is as follows:

Direct Supervision

The JRCERT defines direct supervision as student supervision by a qualified radiographer who:

1) reviews the procedure in relation to the student's achievement,
2) evaluates the condition of the patient in relation to the student's knowledge,
3) is physically present during the conduct of the procedure,
4) and reviews and approves the procedure and/or image.

Students must be **directly** supervised until competency is achieved. Direct supervision is utilized whenever;

(a) the student has not yet successfully passed competency testing on that particular exam;
(b) or the student is repeating the radiograph.

Indirect Supervision

The JRCERT defines indirect supervision as that supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement. "Immediately available" is interpreted as the physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use on patients.

Repeat Radiograph Policy

In support of professional responsibility for provision of quality patient care and radiation protection, unsatisfactory radiographs shall be repeated ONLY in the presence of a qualified radiographer, regardless of the student's level of competency.

Any radiographic procedure attempted by the student radiographer that requires an additional exposure to correct a deficiency must be recorded in the Trajecsys system on the Procedures Log under the comments section. All radiographs performed will be checked and evaluated by a registered radiographer. The registered radiographer will evaluate the student's finished radiographs as satisfactory or unsatisfactory. The registered radiographer will discuss the reason causing the unsatisfactory radiograph and the corrective measures – which will be taken to obtain good film quality. **The repeat radiograph must be done under direct supervision of a registered radiographer to assure the corrective measures are performed accurately.**

The Clinical Coordinator will periodically review these exams with the student during the semester. During the review, the student and Clinical Coordinator will discuss methods of improvement to prevent the same type(s) of occurrence in the future. Students failing to complete this form will be counseled accordingly. A deduction in the student's grade will be assessed each time this occurs.

Due to patient safety, students should not confirm or send images to the Picture Archiving and Communication System (PACS) unless supervised by a registered radiographer.

Dress/Appearance Code

Reviewed: 11/28/2018; 7/24/2019

Students at STC are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness, professionalism, and good taste. Jewelry such as rings, bracelets, and necklaces should not be worn in areas where safety would be compromised. Extremes in dress and grooming should be avoided. With this in mind, students should dress in an appropriate manner. Dress should reflect that normally worn in the occupation for which students are being trained.

The personal appearance and demeanor of Health Science Program students reflect both the college and program standards, and also indicative of the student's interest and pride in their profession. Clients often use the appearance of health care workers as a means to measure the quality of care they receive. It is important that the student's appearance be professional. To enhance and achieve our goals as professionals, we must gain the total confidence of our clients.

Students are required to present a professional appearance at all times. Students are not to wear program uniforms outside of the clinical environment or classroom. The school uniforms represent STC, as well as the students' chosen profession. Therefore, the student should present a professional image while in uniform at all times and practice good hygiene. The appropriate uniform, as described, should be worn while on clinical assignment.

Clinical Dress

- Designated uniform top and bottom with appropriate college patch/insert (color and styles designated by program faculty)
    - Must be ordered through Meridy's or other pre-approved vendor
    - Must be clean and pressed; dirty or wrinkled uniforms are unacceptable
    - Solid white or light gray crewneck shirts (long or short-sleeved) may be worn beneath the uniform top but should not be visible below the hem of the top or beyond the sleeves (if short-sleeved)
    - Uniforms should fit properly-neither too tight as to define the body nor too loose as to appear unkempt
    - Pants legs are not to be rolled or stuffed in socks
- White lab coat bearing appropriate college patch may be worn
    - Must be clean and pressed
    - No sweatshirts, hoodies, or other jackets may be worn while in the clinical setting
- Clean, leather or leather-like professional duty/athletic shoes with enclosed toe and heel
    - Dirty, dingy, or torn shoes are not permitted
    - Canvas Keds type shoes are not permitted
- An official STC Health Sciences Program ID badge with picture is required in clinical/laboratory settings at all times. The badge is to be worn on the front upper torso and visible to the public. No lanyards.
    - If working with prisoners, please follow facility protocol

- Students must wear completely solid color socks that are white, grey, or match the color of your shoes or pants. Nude or black support hose may be worn under uniform pants or skirt.

*Students are encouraged to seek approval of program faculty for all clinical attire. Failure to obtain clinical attire approval may result in being dismissed from the clinical experience for the day and an appropriate tardy or absences would apply.

Please note: Students dressed in program clinical uniforms (including student ID) are representatives of STC and the respective program. All standards of professional behavior are expected.

Reference: STC 6.2.1.p.2. Procedure: Southeastern Technical College Uniforms

As part of the Program dress code, all students are required to maintain a clinical notebook, which includes a current copy of the Student Handbook, immunizations, CPR card, and **all forms** necessary to complete daily clinical assignments. Failure to do so will result in an occurrence and the student being dismissed from clinical for the day. Any missed clinical time will be made up at the faculty's discretion.

Personal Hygiene/Appearance

- Hair will be well-groomed and clean
    - Women and men's hair should be styled so that it does not fall into the face
    - Hair that touches the collar or is longer must be worn pulled back and up with neutral colored accessories so that it does not fall below the shoulder
    - Distracting hairstyles or colors are prohibited
    - Beards and mustaches must be neatly trimmed and clean. Please note: Some clinical affiliates may not allow facial hair.
    - No artificial hair allowed (including eyelashes)

- Only natural looking make-up should be worn during clinical rotations.
- Bathe Daily
    - Please refrain from using colognes, perfumes, body sprays, or scented body creams/lotions while in the clinical setting. The aroma may be offensive and may induce respiratory illnesses in clients or healthcare workers.
- Tattoos or other inappropriate, unnatural marks must be covered with a natural skin color covering (for example: *wundercover tattoo and skin shields*) or otherwise undetectable.
        - If they cannot be covered, the student may not be allowed in the clinical area.

- Jewelry is limited to a single smooth (no stones) wedding band, worn on the ring finger, and a traditional watch with a second hand (electronic watches are prohibited). The *only* exception is for medic alert purposes.
    - Ear lobe expanders or body piercings (eye, ears, nose, lips, chin, tongue, etc.) shall NOT be visible

- Fingernails must be clean and short.

    - Fingernails should not be visible above fingertips
    - For client safety, CDC guidelines indicate that health care providers should refrain from wearing artificial nails or enhancements (gel, acrylic, silk wrap, tips).
    - Nail polish is NOT permitted

- Deodorant/antiperspirant must be worn daily, preferably unscented.
- Chewing gum or candy is prohibited while in the clinical area. No eating or drinking in restricted areas. Breath spray, drops, or dissolvable breath strips are acceptable.
- Use of tobacco products is prohibited during clinical hours. It is advisable for students to refrain from smoking in their vehicle going to clinic or to and from lunch. Students who smell of smoke will be sent home and missed time will count as an absence for the course. The aroma may be offensive and may induce respiratory illnesses in clients or healthcare workers.
- Use of cell phones or cellular devices is not permitted in a clinical facility. Permission from faculty must be granted prior to any exceptions.

All students are required to follow the *Dress/Appearance Code.* Any student with inappropriate dress can be dismissed from the clinical education site for the day. Any time missed due to *a* violation counts as an absence and is made up at the faculty's discretion.

Client Care Duties

Reviewed 7/24/2019

The student is expected to be prepared to deliver nursing care to assigned clients under direct supervision of a preceptor or faculty.

Client Care Duties/Clinical Guidelines include, but are not limited to, the following:

- Review of client History – past medical/surgical, present Illness, and psychosocial
- Medications – review use, administration, side effects, calculate safe dose
- Treatments – already received and scheduled
- Current Orders – care to be delivered
- Client Problem Sheet – including outcomes/evaluation
    - Students must give report to his or her assigned preceptor at the end of each clinical day.
    - Students must have pen and paper for documenting client care notes. Students may need a pocket calculator to calculate medication dosages.
    - A student shall report and document assessments or observations, the care provided, and the client's response under direct supervision of the clinical faculty/preceptor.
    - A student shall report errors in or deviations from the prescribed regimen of care accurately and timely to the appropriate faculty/preceptor.
    - A student shall not falsify any client record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice.
    - All students shall implement measures to promote a safe environment for each client.
    - Students must review all procedures before performing and MUST NOT perform any procedures that have not been demonstrated and/or checked-off prior to the clinical experience. A student must notify the preceptor/ clinical faculty prior to performing any new procedures or procedures that he/she does not feel comfortable performing. If the student is in doubt, it is permissible and encouraged to contact his/her clinical instructor and defer any procedure. Patient safety is of utmost performance.
    - Students should not perform any invasive procedure without the presence of clinical faculty or preceptor.
    - Students are required to fully participate in mandatory pre- and post- conferences.

Client Interactions

A student must establish and maintain professional boundaries with each client.

All clients should be addressed by their last names (i.e. Mrs. or Mr. Jones). Addressing clients using pet names like baby, sweetie, etc. is unacceptable unless requested by the client.

At all times when a student is providing direct nursing care to a client, the student shall:

1. Provide privacy during examination or treatment and in the care of personal or bodily needs.
2. Treat each client with courtesy, respect, and with full recognition of dignity and individuality.

***A student shall not*:**

- Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a client;
- Engage in behavior toward a client that may reasonably be interpreted as physical, verbal, mental, or emotional abuse;
- Misappropriate a client's property;
- Engage in behavior to seek or obtain personal gain at the client's expense;
- Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the client's expense;
- Engage in behavior that constitutes inappropriate involvement in the client's personal relationships;
- Engage in behavior that may reasonably be interpreted as inappropriate involvement in the client's personal relationships (The client is always presumed incapable of giving free, full, or informed consent to the behaviors by the student.);
- Accept gifts or gratuity from client/client family members;
- Receive clinical credit for current or previous employment history (i.e. student nurse/healthcare technician/certified nursing aide positions);
- Engage in sexual conduct with a client, clinical affiliate employee, or other student;
- Engage in conduct that may be reasonably perceived as sexual;
- Engage in any verbal behavior that is seductive or sexually demeaning to a client, clinical affiliate employee, or other student;
- Engage in verbal behavior that may reasonably be interpreted as seductive or sexually demeaning to a client; (The client is always presumed incapable of giving free, full or informed consent to sexual activity with the student.);
- Perform client care prior to or after the designed clinical time;
- Work or perform any duty in any capacity other than a student regardless of his/her employment status with that facility; (During a clinical rotation, the student cannot utilize any other position entitlements he/she may use during his/her employment.);
- Be monetarily compensated for clinical time;
- Take physician orders;
- Administer any medication prepared by anyone other than the student; and
- Administer blood or sign blood out from the blood bank.

Radiologic Technology Performance Objective for Clinical

During the clinical rotations, students are required to achieve a variety of objectives. This section explains the general and attitudinal objectives that relate to all clinical rotations and explains specific objectives for the different areas of the clinical rotations.

Students will also find specific objectives for each clinical course in the clinical syllabus. The specialty rotations are Computed Tomography, Ultrasound, MRI, and Nuclear Medicine. Other specialty rotations may include, but are not limited to, Trauma Radiography, Cardiac Catheterization, and Interventional Radiography and may be offered to the student during the final semester of the program. All clinical competency requirements must be completed prior to any specialty rotations.

General Objectives

1. Acquire expertise and proficiency in a wide variety of diagnostic radiographic procedures by applying classroom theory to the actual practice of technical skills through the specified levels of competency.
2. Develop and practice professional work habits and appropriate interpersonal relationships with patients and other members of the health care team.
3. Acquire a broad knowledge of anatomy, physiology, and medical terminology.
4. Learn the principles and proper operation of many types of radiographic equipment and accessories.
5. Learn the correct method of machine-made radiation.
6. Learn general patient care and sterile techniques pertinent to radiology.
7. Acquire a basic background in computer operations, office procedures and departmental administration.
8. Become competent in the use of digital radiography.
9. Become proficient in digital imaging technologies, including PACS.
10. Familiarize themselves with the location of the crash cart, notification protocols, and phone numbers for emergencies.
11. Practice Universal Precautions and maintain a clean and stocked radiographic room.
12. Comply with confidentiality regulations (HIPPA).
13. Comply with the standards of supervision for student radiographers.
14. Use proper accessories and techniques to practice radiation protection for the patient and him/herself during all procedures.
15. Utilize image critique to improve and gain knowledge of imaging techniques and anatomical structures.
16. Properly evaluate the patient, requisition, identify the patient, and demonstrate proper patient care in preparing the patient for his/her procedure.
17. Properly label patient identification on images.
18. Properly utilize student initial anatomical lead markers

Attitudinal Objectives

These objectives reflect the desired clinical behavior patterns, attitudes, beliefs, values and tendencies to act in a prescribed manner. They are relative to any and all clinical rotations.

1. The student will conduct him/herself in a professional manner at all times.

2. The student will be properly groomed; adhering strictly to the dress code outlined in the Student Handbook.
3. The student will practice effective communication skills in his/her relations with patients, and hospital personnel.
4. The student will act and respond to patients and staff in a responsible and respectful manner.
5. The student's attitude will be one of concern, cooperation, and interest in his/her relationship with the patient and the staff with which they are working.
6. The student will organize his/her work so that the exam is expedited efficiently, with maximum patient care and minimum patient discomfort.
7. The student will be punctual and will notify the appropriate personnel when there is a possibility of being late or absent to clinic, as outlined in the Clinical Attendance Policy.
8. The student will anticipate emergency situations that may arise in the radiology department and be able to cope in a professional and responsible manner.

Routine Radiography Objectives

1. Students will be able to properly evaluate the requisition, identify the patient, and demonstrate proper patient care in preparing the patient for his/her exam. The student will also obtain pertinent patient history.
2. Students will demonstrate accurate positioning skills and equipment manipulation for routine radiographic studies.
3. Students will be able to describe soft tissue and bony landmarks, which aid in centering for a designated structure. Students will also be able to mark radiographic images correctly.
4. Students will properly utilize student initial anatomical lead markers.
5. Students will be able to name and locate anatomical structures on radiographs and identify pathology.
6. Students will demonstrate the ability to select proper exposure factors and SID for routine radiographic studies.
7. Students will use proper accessories and techniques to demonstrate radiation protection to the patient and him/herself.
8. Students will use proper image identification techniques.
9. Students will learn to function in the environment of the emergency department.

Fluoroscopy Objectives

1. Students will demonstrate knowledge of the appropriate contrast media utilized for each fluoroscopic study and its preparation.
2. Students will demonstrate the ability to assist the radiologist during the exam and in administering contrast media.
3. Students will assist the patient in moving and positioning during the exam.
4. Students will demonstrate accurate positioning skills for fluoroscopic procedures.
5. Students will be able to identify, locate, and describe each organ of the gastrointestinal system.
6. Students will demonstrate the ability to manipulate the equipment and select proper technique for fluoroscopic exams.
7. Students will demonstrate knowledge of the proper sequencing for fluoroscopy exams.

8. Students will demonstrate the selection, preparation and use of accessory items (such as, grids, BE bags, enema tips, etc.) when appropriate for fluoroscopy exams.
9. Students will demonstrate proper fluoroscopy technique for the terminal ileum, stomach, and bladder.

Genitourinary Objectives

1. Students will demonstrate the ability to select the appropriate contrast media and dosage for genitourinary examinations.
2. Students will demonstrate proper sterile technique for drawing up and administering contrast media and emergency medications.
3. Students will demonstrate accurate positioning skills and equipment manipulation for genitourinary examinations.
4. Students will be able to describe the soft tissue and bony landmarks that aid in centering for a designated structure.
5. Students will be able to identify and locate the organs of the urinary system.
6. Students will demonstrate the ability to select proper exposure factors for all genitourinary studies.
7. Students will use proper procedure/anatomical identification techniques and sequential markers for exams.
8. Students will properly utilize student initial anatomical lead markers.

Orthopedic Objectives

1. Students will demonstrate accurate positioning skills and equipment manipulation for a variety of bedside and surgical exams.
2. Students will demonstrate the ability to select the proper techniques for various bedside exams.
3. Students will follow departmental procedures for processing the clerical work associated with bedside exams.
4. Students will be responsible and sensitive to the nursing personnel in the various units (i.e., CCU, ICU) and surgery departments.
5. Students will use the proper accessories and techniques to demonstrate radiation protection to the patient, him/herself, and hospital personnel.
6. Students will use proper anatomical identification, portable, and sequential markers.
7. Students will use the proper initial anatomical lead markers.

Surgery/C-Arm/Mobile Objectives

1. Students will follow the operating room (O.R.) requirements for dress, equipment maintenance, and will properly demonstrate surgical asepsis technique.
2. Students will demonstrate positioning skills and equipment manipulation for:
    - Chest and Abdomen Procedures
    - Hip Pinning/Nailing
    - C-Arm Procedures
    - Mobile Routine Procedures
    - Pain studies

3. Students will demonstrate the ability to select exposure factors for all surgical procedures and mobile radiography.
4. Students will be able to properly use digital imaging technologies, such as PACS.
5. Students will utilize the proper initial anatomical lead marker.

Elective Rotations

Due to a variety of imaging modalities within the imaging sciences profession; and to foster an interest in lifelong learning for the student, elective rotations will be offered. These elective rotations will be offered during the last semester of the program after all the competency requirements have been met. All Continued Competencies must be completed before the student will be allowed to perform an elective rotation.

The elective rotations offered are as follows:

- Computed Tomography
- Ultrasound
- Nuclear Medicine
- Magnetic Resonance Imaging
- Cardiac Catheterization/Vascular Intervention

Confidentiality/HIPAA

In 1996, Congress enacted the Health Insurance Portability and Accountability Act ("HIPAA") to provide greater access to health insurance and to improve the efficiency of health care administration. HIPAA included Administrative Simplification provisions that required the U.S. Department of Health and Human Services ("HHS") to set national standards and regulations for transmitting certain health information and for protecting client privacy.

HHS promulgated regulations under the Administrative Simplification provisions including the Privacy Rule, the Security Rule, the Enforcement Rule, as well as transaction and code set standards that apply to electronic exchanges involving the transfer of information. These regulations:

1. protect the privacy of Protected Health Information ("PHI");
2. protect the security of Protected Health Information; and
3. standardize transactions for electronic data interchange of health care data.

HIPAA applies to Covered Entities: health care providers, health insurance plans, and health care clearinghouses. Covered Entities must comply with HIPAA's requirements to protect the privacy and security of health information and provide individuals with certain rights with respect to their PHI.

In January of 2013, the U.S. Department of Health and Human Services issued a Final Omnibus Rule ("Final Rule") modifying HIPAA and implementing provisions of the Health Information Technology for Economic and Clinical Health Act of 2009 ("HITECH"). The Final Rule further strengthens the privacy and security protections for health information established under HIPAA.

The HHS' Office of Civil Rights ("OCR") is responsible for enforcing HIPAA's Privacy and Security Rules. Additionally, HITECH granted State Attorneys General the authority to bring civil actions and obtain damages on behalf of state residents for violations of the HIPAA Privacy and Security Rules.

HIPAA establishes both civil monetary penalties and federal criminal penalties for the impermissible use or disclosure of unsecured PHI in violation of HIPAA's Privacy and Security Rules.

Chatting about clients with friends or family, or even co-workers who are not privy to that client's medical information, can violate HIPAA policies. Telling someone, even in confidence, about a client's condition is a violation of HIPAA privacy and removes any privacy rights the client had. Unless the client has signed a release of information, the general rule is nobody but the client and direct caregivers can access those records.

Improper Disposal

Poorly disposing of protected health information. Many photocopiers will have a hard drive that saves a certain amount of recent files. If somebody should access that memory who isn't supposed to have that information it's a HIPAA violation. Same goes for improperly shredded documents. The basic rule to keep in mind when discarding anything that has protected health information is to thoroughly destroy or wipe the device hard drive or cross-shred the documents.

Lack of Training

Any person who comes in contact with protected health information is required to abide by HIPAA policies, or face major fines or in severe cases even jail time. Be sure you are aware of HIPAA policies and updates.

Lost or Stolen Devices

Every device that has client data should be encrypted and stored in a secure location.

Third Party Disclosure

Any company that comes in touch with client information is responsible for abiding by HIPAA policies, and the Common Agency Provision in the HIPAA Omnibus Ruling means that hospitals and medical staff are now the ones responsible for your third party HIPAA compliance. A business partnership where a third party causes mistakes can come back to haunt the health care provider. Anyone who has access to protected health information should be HIPAA compliant.

Unsecure Records

In order to prevent theft and unauthorized access, HIPAA requires all electronic and paper documents or other files containing PHI are stored in a secure area. This means any type of filing cabinet needs to be locked, the office or building needs to be locked or secured.

Failure to comply with HIPAA can result in civil and criminal penalties (42 USC § 1320d-5).

Civil Penalties

The "American Recovery and Reinvestment Act of 2009"(ARRA) that was signed into law on February 17, 2009, established a tiered civil penalty structure for HIPAA violations (see below). The Secretary of the Department of Health and Human Services (HHS) still has discretion in determining the amount of the penalty based on the nature and extent of the violation and the nature and extent of the harm resulting from the violation.

HIPAA Violation	Minimum Penalty	Maximum Penalty
Individual did not know (and by exercising reasonable diligence would not have known) that he/she violated HIPAA	$100 per violation, with an annual maximum of $25,000 for repeat violations (Note: maximum that can be imposed by State Attorneys General regardless of the type of violation)	$50,000 per violation, with an annual maximum of $1.5 million
HIPAA violation due to reasonable cause and not due to willful neglect	$1,000 per violation, with an annual maximum of $100,000 for repeat violations	$50,000 per violation, with an annual maximum of $1.5 million
HIPAA violation due to willful neglect but violation is corrected within the required time period	$10,000 per violation, with an annual maximum of $250,000 for repeat violations	$50,000 per violation, with an annual maximum of $1.5 million
HIPAA violation is due to willful neglect and is not corrected	$50,000 per violation, with an annual maximum of $1.5 million	$50,000 per violation, with an annual maximum of $1.5 million

American Medical Association Website (http://www.ama-assn.org/ama/pub/physician-resources/solutions-managing-your-practice/coding-billing-insurance/hipaahealth-insurance-portability-accountability-act/hipaa-violations-enforcement.page?)

For more information: U.S. Department of Human Services (https://www.hhs.gov/hipaa/for-professionals/index.html)

Program Procedure

It is important that all students understand that confidentiality is a critical element of healthcare. Students are to adhere to all applicable HIPAA, hospital, and federal confidentiality laws and regulations. Students may not remove PHI from the clinical site for any reason. Students are not to discuss any client, condition, or treatment outside of the line of duty. A student found to have violated this policy will receive an occurrence and may be subject to immediate dismissal from the Program.

Blood Borne/Airborne Pathogen Exposure

An inherent risk with any health science profession is the possibility for exposure to blood borne and infectious diseases. Southeastern Technical College's Exposure Control Plan is designed to provide the faculty and students with recognition of tasks, procedures, and activities which present the potential for occupational exposure to blood and air-borne pathogens and a means of eliminating or minimizing exposures in the performance of their instructional duties or activities. Each Health Science program at Southeastern Technical College follows all state and federal regulations for the protection of faculty, students, clients, and staff. A complete manual of our compliance policies and procedures is available in each classroom and laboratory or upon request.

EXPOSURE CONTROL FOR HEALTH SCIENCE STUDENTS

Those employees and students who are determined to be at risk for occupational exposure to blood, other potentially infectious materials (OPIM) as well as at risk for exposure to airborne pathogens/tuberculosis must comply with the procedures and work practices outlined in the STC Exposure Control Plan. All employees and students who have occupational exposure to blood borne pathogens receive training on the epidemiology, symptoms, and transmission of blood borne pathogen diseases. Health Science students are identified as having occupational exposure to blood borne/airborne pathogens based on the tasks or activities in which they may engage during their clinical experiences. All students will utilize standard precautions as indicated by the task or activity. Appropriate personal protective equipment (PPE) and proper precautions will be utilized by all health science students.

Post-Exposure Follow-Up

Once a student or employee of Southeastern Technical College has incurred an exposure incident the following is to occur:

A. Should an exposure incident occur, contact Stephannie H. Waters at the following telephone number (478) 494-9667.
B. An immediate available confidential medical evaluation and follow-up will be conducted and documented by a licensed health care professional. Following initial first aid (clean the wound, flush eyes or other mucous membrane, etc.), the following activities will be performed:
    1. Document the routes of exposure and how the exposure occurred.
    2. Identify and document the source individual (unless the employer can establish that identification is infeasible or prohibited by state or local law).
    3. For blood or OPIM exposure:
        a. Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity; document that the source individual’s test results were conveyed to the employee’s/student’s health care provider.
        b. If the source individual is already known to be HIV, HCV and/or HBV positive, new testing need not be performed.
        c. Exposure involving a known HIV positive source should be considered a medical emergency and post-exposure prophylaxis (PEP) should be initiated within 2 hours of exposure, per CDC recommendations.

d. Assure that the exposed employee/student is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality).

e. After obtaining consent, collect exposed employee's/student's blood as soon as feasible after exposure incident, and test blood for HBV and HIV serological status.

f. If the employee/student does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days; if the exposed employee elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.

4. For airborne pathogen (tuberculosis):

   a. Immediately after the exposure of covered employee or student, the responsible supervisor, the work unit or technical college Exposure Control Coordinator (ECC) and the authorized contact person at the clinical or work site shall be notified and should receive documentation in writing. Documentation of the incident is to be prepared the day of the exposure; on an Exposure Incident Report and Follow-Up Form for Exposure to Blood borne/Airborne Pathogens (Tuberculosis); promulgated within 24 hours of the incident; and recorded in the Exposure Log.

   b. The exposed covered employee or student is to be counseled immediately after the incident and referred to his or her family physician or health department to begin follow-up and appropriate therapy. Baseline testing should be performed as soon as possible after the incident. The work unit or technical college is responsible for the cost of a post-exposure follow-up for both covered employees and students.

   c. Any covered employee or student with a positive tuberculin skin test upon repeat testing, or post-exposure should be clinically evaluated for active tuberculosis. If active tuberculosis is diagnosed, appropriate therapy should be initiated according to CDC Guidelines or established medical protocol.

Exposure Control Plan

See the Southeastern Technical College Electronic Policy Guide at http://ies-pub.southeasterntech.edu/policy_guide/table_of_contents.cfm, Section II.D.3.

HEALTH PRECAUTIONS IN THE CLINICAL SETTING

Due to clients who unknowingly may carry highly infectious/contagious pathogens (e.g. Hepatitis A or B, HIV, TB, COVID-19 etc), all students must adhere to the Infection Control Standards for the Technical College System of Georgia standards outlined in STC's Exposure Control Manual. These standards are for the protection of students, faculty, and clients from the spread of infectious diseases.

1. Wear gloves at all times when working with clients.
2. Wear gloves when wiping blood/body fluids from equipment; use appropriate cleaning solutions.
3. Wash hands after each client, as well as after cleaning equipment.
4. Dispose of linens soiled with body fluids/blood in appropriate receptacles.
5. All sharps/needles should be place in appropriate puncture-proof containers. **Do not recap needles.**

Any injuries in the clinical setting must be reported to the Clinical Instructor and program faculty. Incident reports are available and must be completed as soon as possible. (*See Exposure Protocol above, Blood Borne/Airborne Pathogen Exposure above)*

**Some clinical sites may have additional faculty and student requirements due to COVID-19. Facility requirements may include but are not limited to: symptom and temperature screening, mask requirements, and restricted areas. Faculty will notify students of requirements as soon as possible.

Violation of Professional Standards and Conduct

Updated: 11/28/2018; 7/24/2019

Professional conduct/behavior is expected in the classroom/lab, as well as the clinical setting.

A great deal of effort, as well as considerable nurturing, has taken place in maintaining positive relationships between STC faculty, clinical affiliates, and the general community. Members of the community or clinical affiliates that approach Program Faculty regarding the student's disregard for College policies and Program guidelines may be subject to disciplinary action and dismissal from the Program.

Behaviors which denote professionalism include but are not limited to:

1. Aggressively supporting the policies and procedures established for the good of the educational process and client care
2. Addressing concerns directly, constructively and in a timely fashion
3. Seeking, accommodating and acting upon constructive criticism in order to improve personal skills
4. Attentiveness and participation during didactic and clinical courses
5. Respectful interactions with the public, faculty, and healthcare team
6. Steadfast and punctual attendance for classroom and clinical assignments
7. Tailoring content and volume of conversations based on those within earshot
8. Demonstrating and practicing knowledge of safety procedures
9. Maintaining a professional appearance as outlined in the dress code procedure
10. Adhering to professional codes of ethics and professional standards

Unprofessional behaviors include but are not limited to:

Level I Behaviors

1. Possession of or under the influence of illegal drugs or alcohol while representing the College or Program.
2. Theft, abuse, misuse, or destruction of the property or equipment of any client, visitor, student, clinical affiliate or employee.
3. Disclosing confidential information about the Program and any client (HIPAA violations).
   Including posting images, video, or information to any social media sites such as Facebook, Twitter, Instagram, Snapchat, etc.
4. Immoral, indecent, illegal, unprofessional, or unethical conduct while representing the College or Program.
5. Unauthorized possession of weapons, or wielding or threatening to use any type of weapon on clinical facility or College property.
6. Engaging in conduct that could ultimately threaten the physical and/or mental well-being of any client, visitor, student, clinical facility or College personnel.
7. Assault on any client, visitor, student, and clinical facility or College personnel.
8. Misuse or falsification of client, student, and clinical facility or College records.
9. Removal of client, student, and clinical facility or College records without authorization.
10. Practicing beyond the scope of practice for the Program.

11. Failure to follow program guidelines regarding supervision of laboratory or clinical procedures.
12. Failure to notify Program Faculty when appropriate supervising personnel are not in the laboratory or at the clinical facility.
13. Sexual harassment or sexual misconduct.
14. Having a clinical facility ban or bar you from their facility.
    a. Depending upon the circumstances, an attempt may be made to rearrange the student's clinical assignment in order to complete the required clinical competencies; however, if reassignment is not possible due to approved clinical capacity or other conflicts, the student may not be able to complete the required clinical competencies and would therefore, be subject to dismissal from the program.

Level II Behaviors

1. Leaving the clinical area without proper authorization.
    a. This may include, but is not limited to:
        - Students leaving for break or lunch in the middle of a clinical procedure/task.
        - Lunch/Breaks will be assigned at the discretion of the clinical faculty and/or preceptor.
2. Sleeping during scheduled instructional hours.
3. Failure to notify the Clinical Coordinator/Instructor/or preceptor when you are going to be tardy or absent from clinic. (No Call-No Show)
4. Failure to perform responsibilities or to exercise reasonable care in the performance of responsibilities. (Failure to follow protocol, actions resulting in accidents, etc.)
5. Unauthorized use of equipment.
6. Unauthorized soliciting, vending, or distribution of written or printed matter.
    a. This may include, but is not limited to religious and political materials, personal sales of products, advertising for personal gain, etc.
7. Inconsiderate treatment of clients, visitors, students, and clinical facility or College personnel

   This may include, but is not limited to: foul language, inappropriate gestures, and failure to act in a professional manner.
8. Individual acceptance of gratuities.
9. Misuse/abuse of College or clinical facility property.
10. Excessive tardies/early departures or absences.
11. Failure to follow guidelines or procedures related to professionalism/professional performance. Acting in an unprofessional manner.
12. Pattern of poor clinical performance, as documented on clinical performance evaluations.
13. Students MUST have their Clinical Notebooks and health policy information while in clinic
    a. Failure to do so will result in the student being dismissed from clinical for the day and any missed clinical time must be made up, at the faculty's discretion and/or in accordance to the program's clinical make-up procedure.
14. Insubordination and/or refusal to follow instructions.

Level III Behaviors

1. Failure to be ready for assignments at the starting time
2. Reporting to class/laboratory/clinical at the incorrect time.
3. Reporting to the wrong clinical facility.
4. Violation of the dress/appearance and conduct procedures.
5. Failure to abide by the attendance procedures and make-up requirements.
6. Failure to follow guidelines for electronic device use.
7. Failure to appropriately utilize downtime at the clinical setting. Downtime at the clinical setting may be used to practice skills, manipulate clinical setting equipment, clean the department and equipment, etc. Downtime is not to be used as personal time.

Disciplinary Action for Professional Misconduct

Students are expected to abide by the following:

- codes of conduct outlined in professional codes of ethics,
- professional standards,
- all procedures/requirements/policies outlined in Program Handbooks,
- STC e-Catalog and Student Handbook, and
- clinical facility policies and procedures.

If a faculty member or clinical facility personnel considers a student's behavior to be in violation of these expectations, a written occurrence will be issued in accordance with the Student Success Plan and guidelines listed below.

Level I Behaviors:

Depending upon the nature of the behavior students incurring a Level I behavior violation:

- may be given a grade of "F" for the course and; therefore, unable to continue in the program or, will receive a documented Level I behavior occurrence and remediation in accordance with the Student Success Plan procedure, as well as a 10 point course grade deduction. Failure to follow the written Student Success Plan may result a final course grade of "F".

Level II Behaviors:

Level II behavior occurrences will result in documentation and remediation in accordance with the Student Success Plan procedure and a 5 point final course grade deduction. Failure to follow the written Student Success Plan may result a final course grade of "F".

Level III Behaviors:

Level III behavior occurrences will result in documentation and remediation in accordance with the Student Success Plan procedure and a 3 point final course grade deduction. Failure to follow the written Student Success Plan may result a final course grade of "F".

A student who exceeds (3) occurrences during a semester will receive a final course grade of "F" for the appropriate course(s) and may be dismissed from the program. However, a student may be immediately dismissed with or without previous occurrences for behavior that endangers clients, staff, faculty or peers and may also include: performing actions outside of the student scope of practice, being under the influence of drugs/alcohol during class/clinical, and/or violation of state/federal regulations or laws.

Course Evaluations

Approved: 8/8/2016

Each semester, students evaluate their courses and the instructors who taught them. Evaluations are conducted online through the STC Home Page at (www.southeasterntech.edu).

Student and Professional Organizations

Approved: 8/8/2016

Student organization activities are considered to be a part of Southeastern Tech's instructional program whether they occur during regular program hours on campus or after school hours on the campus or at some other location. Therefore, the normal school behavior code applies to all organized student organization activities regardless of the time or place. It is the responsibility of student organization advisors and chaperons to inform their students of leadership conferences, competitive events, and other student organization activities are part of the College's instructional program, and that students are to follow regular school conduct when participating in these activities. Students who fail to follow regular College behavior guidelines will be sent home immediately at their own expense and will be subject to appropriate disciplinary actions by the school's administrative personnel.

Radiologic Technology Program Club

The goal of the Radiologic Technology Club is to promote a positive image of the profession and practice; aid in the development of the whole person, his/her professional role, his/her responsibility for health care of people in all walks of life; and assume responsibility for contributing to Radiologic Technology education in order to provide for the highest quality of health care. The club helps with community activities within the surrounding service areas. To find out how to get involved, contact:

- Tara Powell @ 912-538-3152 or tpowell@southeasterntech.edu
- Keegan Spell @ 912-538-3112 or kspell@southeasterntech.edu

Student Leadership Council/Student Senate

The Student Leadership Council represents the entire student body by providing a channel through which students may exhibit leadership, voice concerns, and enhance communication among students, faculty and staff. For more information, contact Helen Thomas at 538-3126, Helen Thomas (hthomas@southeasterntech.edu) or Lance Helms at 538-3207, Lance Helms (lhelms@southeasterntech.edu)

Radiologic Technology Professional Organizations

All Radiologic Technology students are strongly encouraged to join and become actively involved with our national and state professional organizations. Any student that attends conferences or seminars given by these organizations will receive credit for the CME accrued during these meetings and be exempt from class and clinical practice for those days.

American Society of Radiologic Technologists (ASRT)
15000 Central Avenue SE
Albuquerque, NM 87123-3917
Phone: 1-800-444-2778 Fax: 1-505-298-5063
www.asrt.org
Student Membership is $35 per year

Georgia Society of Radiologic Technologists (GSRT)
PO Box 767369

Roswell, GA 30076-7369
Phone: 770-475-5216 Fax: 770-475-5618

Health Sciences Pinning Ceremony Planning Guidelines

Approved: 8/8/2016, Revised 12/5/2018; Revised 07/24/2019

The Pinning Ceremony is planned through input from the students with guidance and approval by the faculty.

Request

Request for Pinning Ceremonies form must be submitted 14 weeks prior to the scheduled event for Fall and Spring semesters and 8 weeks prior to Summer semester. Ceremonies should not exceed one hour in duration. Final Approval Checklist must be submitted to the Program Director and Dean two weeks prior to the ceremony.

Location

The Auditoriums on the Swainsboro and Vidalia campuses may be available for the ceremony. Arrangements for use of these facilities may be made with the appropriate staff on the Swainsboro campus and Julie Busby on the Vidalia campus. Ensure facility availability for the ceremony and rehearsal prior to submitting request.

Pictures

Once pinning request has been approved, notify Natalie Osbourne (538-3157) to confirm availability for taking pictures.

Planning/Length

The Pinning Ceremony should be planned through guidance and approval by the faculty using the attached agenda as a guide. Ceremonies should start no later than 6:00 p.m. Although the pinning should not be extremely long, it is recommended that each pinning strive for a ceremony length of 30 minutes to ensure graduates and their families feel proper time was dedicated to the event.

Attire

Students may wear matching program uniforms or business professional attire with a lab coat. No low cut, suggestive, or sheer blouses are permitted. Skirt length should <u>at the knee</u> level. Skirts, dresses, and pants should be of darker color so that undergarments will not be visible under the stage lighting.
Standard clinical attire policies apply to the ceremony (tattoos, jewelry, makeup, etc.).
Professional shoes are to be worn. Tennis shoes, flip flops, backless shoes, or extreme high heels (> 2 inches) will not be allowed. Faculty should verify student attire for appropriateness.

Pinning Expenses

The Southeastern Technical College Foundation has agreed to reimburse each program up to $150 for pinning expenses. This should pay for the rental of ferns for the front of the stage, as well as for a cake and punch to celebrate the event. The ferns should all be of similar size and may be rented from Beth's Florist in Vidalia (912-537-8801) or George's Flowers in Swainsboro (478-237-2841). The program director is responsible for securing these items for the ceremony.

Decorations

Approved by Pinning Advisors and Dean.

You may use battery operated candles. Real flame candles are prohibited by the fire Marshall.

Refreshments

Should be limited to cake and/or cookies, punch, tea, coffee, and water.

Programs

Program Faculty will provide students with samples of programs from which to choose. Final program should receive approval of Program Director, VPAA, or Dean.

Pins

Coordinated by Pinning Advisor.
Use a ribbon with the pin pinned to the ends so the "Pinner" places it around the neck.

Welcome

Because the pinning is such an important event for our students and their families, an administrator will be present to give a Welcome for the event. The administrator should preferably be the President, Vice President for Academic Affairs, Dean, or Program Director.

Guest Speakers

Speaker should be a clinical site affiliate representative (i.e. preceptor) or a fellow classmate. Speeches should not exceed 10 minutes. Please note: a guest speaker is not required. Guest speakers should be approved by the VPAA or Dean.

Slideshow

Slide shows may not exceed a 3 songs time limit (maximum 10 minutes). Slideshows should be professional and reflect the values and traditions of the College and the Program. Slide show must have prior approval by either the Program Director, VPAA or Dean.

Music

Must be approved by Pinning Advisors and Dean. Music should be in keeping with the setting and reflect the accomplishments of the graduates.

Hostess/Host

Enlist the help of the Jr. Class (if applicable) to distribute programs, greet guests, set-up, serve refreshments (if applicable), and clean-up. Establish time of arrival (at least one hour) prior to ceremony.

Rehearsal

A rehearsal will help make the pinning less stressful, ensure everyone is organized, and words are pronounced correctly. The rehearsal should be scheduled during the week of the ceremony and arranged with facility request. Please notify Dean and/or VPAA of rehearsal date and time.

Pinning Ceremony Agenda –

Processional* *Please Stand*

Welcome by Administration

Invocation

Guest Speaker

Student Remarks

Awards

Pinning

Slideshow

Candle *Please Stand Lighting

Professional Pledge

Closing Remarks

Recessional* *Please Stand*

Agenda Items may be deleted and placed in a different order**. Items with an asterisk must be included.** Any additions to the agenda must have prior approval from the Dean or VPAA.

Professional Licensure/Certification

Approved: 8/8/2016

Certification Requirements

Upon completion of all requirements for graduation from Southeastern Technical College, students are eligible to apply for admission to the Registry Examination in Radiography administered by the American Registry of Radiologic Technologists (ARRT). Graduates passing the ARRT examination are then registered in Radiography. More detailed information pertaining to the ARRT examination may be found at www.arrt.org.

Felony/Misdemeanor Conviction Policy

The American Registry of Radiologic Technologists (ARRT) has a policy of not allowing persons who are convicted of a misdemeanor, gross misdemeanor, or felony to take the National Certifying examination.

The American Registry of Radiologic Technologist's *Rules of Ethics* states:

Convictions, criminal proceedings or military court-martials as described below:

i. 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.
ii. Criminal proceeding where a finding or verdict of guilt is made or returned but the adjudication of guilt either withheld or not entered, or a criminal proceeding where the individual enters a plea of guilty or nolo contendere. Convictions that have been expunged must be reported.
iii. Military court-martials that involve substance abuse, any sexual related infractions, or patient-related infractions.

The ARRT 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.

"In a case where ARRT proposes to take action in respect to the denial of an application for examination 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. Students concerned that a conviction record could compromise their career can find out in advance. Students are encouraged to request a pre-application review of the violation before program admission."

The pre-application form is downloadable from the "*Ethics Pre-application"* section of the ARRT website www.arrt.org or may be requested by phoning the ARRT office.

TCSG Warranty

Approved: 8/8/2016

To demonstrate confidence in and commitment to quality technical education programs which are relevant, current, and responsive to the stated expectations of Georgia's businesses and industries, the State Board of the Technical College System of Georgia will warrant every graduate from a technical certificate of credit, diploma or associate degree in a state-governed institute according to the following stipulations:

The warranty guarantees that the graduate has demonstrated the knowledge and skills and can perform each competency as identified in the industry-validated Standard or Program Guide, and any program graduate who is determined to lack such competence shall be retrained at no cost to the employer or graduate for tuition or instructional fees.

A claim against the warranty may be filed by either an employer in conjunction with the graduate or a graduate if the graduate cannot perform one or more of the competencies contained in the industry-validated Standard or Program Guide, including failure to pass a State of Georgia licensing examination.

The warranty will remain in effect for two consecutive years following the date of graduation and will be honored by any state-governed technical college which offers the same program.

To inquire or file a claim under this warranty, instructors or employers may contact the:
Vice President of Academic Affairs 912-538-3103.

Reference: TCSG POLICY: 5.1.7. (IV.I) Warranty of Degree, Diploma, and Technical Certificate of Credit Graduates

Appendices

Student Agreement Form

I _____ am aware that personal characteristics, for example, the ability to work well with people, honesty, interest in giving good client care, reliability, initiative, grooming, exercising good judgment, capacity to take correction, and ethical behavior, are as important as the ability to maintain a passing grade in the classroom.

I understand that successful completion of the program of study will require a substantial commitment of my time and energies beyond regular school hours and that I will endeavor to meet all objectives of the program.

I have read, understand, and had the opportunity to ask questions, and further, accept responsibility for the all content within it the Program Student Handbook. The program guidelines will cover all semesters of the Program unless otherwise informed.

I understand that failure to abide by the policies, guidelines, and procedures of the Program may be grounds for disciplinary action and possible dismissal from the Program.

I am aware of and accept the health and safety risks involved in this profession.

I fully understand that some clinical assignments may involve persons diagnosed with infectious diseases/illnesses and as a result I may become infected with an infectious disease/illness. In that event, I will not hold STC responsible for my illness/disease.

I fully understand that I must complete all clinical hours for each course as outlined in the course curriculum regardless of circumstances.

I fully understand that the professional credentialing agency can refuse any graduate from taking the licensure/certification/registry exam necessary for employment if I have been convicted of a misdemeanor or felony. The faculty and staff of STC have no control of the decisions related to this matter.

Please date, sign, and print your name below and return to your instructor.

_____

Printed Name

_____ _____

Signature Date

STUDENT NOTIFICATION OF CRIMINAL BACKGROUND CHECK AND URINE DRUG SCREEN REQUIREMENT

I, _____ have been informed that a criminal background check and initial drug screen, through PreCheck Inc., is required for my program of study. I understand that my instructor(s) will assign the PreCheck results to clinical/practicum/externship site(s) prior to my attendance. The clinical site will determine my eligibility to complete clinical/practicum/externship hours at their facility based on this information. If I am unable to participate in clinical/practicum/externship based on the criminal background record or drug screen results, I will not be able to complete the program requirements and will be withdrawn from the program. I understand a representative of Southeastern Technical College may review my PreCheck report.

I understand I have 90 days to obtain a free copy of my report by logging into mystudentcheck.com. I understand that if I am denied entry into a clinical rotation because of information on my report that I should contact PreCheck by calling the Adverse Action Hotline at 1-800-203-1654. Adverse Action is the procedure established by the Fair Credit Reporting Act that allows you to see the report and dispute anything reported. I also understand that all disputes are to be handled through PreCheck and **NOT** the clinical site. **If I take it upon myself to contact a clinical site to dispute a report, I may be immediately withdrawn from the program.**

If, after the initial criminal background check has been submitted, I am arrested for and/or convicted of a crime; I will notify both my instructor and the clinical/ practicum/externship site in writing. The clinical/ practicum/externship site will determine my eligibility to continue at the site based on the circumstances of the arrest and/or conviction.

_____

Student Name (please print)

_____ _____

Student Signature Date

_____

(If under the age of 17, parent or legal guardian must sign here)

Revised 8/2019

Urine Drug Screen Procedure

The purpose of this procedure is to define the process for completion of the Forensic Drug Screen and Criminal Background Check. Urine drug screens are required for specified Health Science Programs (refer to the *STC Catalog and Student Handbook* for the programs requiring drug screens). The time the urine drug screen is performed will vary with each program. Each instructor will assign a deadline for the collection of the specimen; however, the collection will occur within a time frame of 24 hours or less. Drug screening must be completed, and results reviewed, prior to any clinical practice. The cost of the drug screen and background check is the sole responsibility of the student.

The type of drug screen required has been prearranged with PreCheck, Quest Diagnostics, Smith Rural Clinical, or Emanuel Medical Center in Swainsboro. The student must use PreCheck for the initial drug screen.

If the urine drug screen is positive for any illegal substance(s), the student may be immediately be withdrawn from the program.

Should there be a diluted specimen or inconclusive drug screen result, the student may be required to take a second drug screen or be dropped from the program of study. The second screening will be at the student's expense. This second screening must take place within 24 hours of being notified by the instructor, and prior to the student returning to class. If the results of the second drug screen are positive the student may be dropped from his/her program of study.

If a student takes any prescription drugs that may cause a positive drug screen, he/she has 5 business days from the notification of the positive drug screen results to provide one of the following types of documentation to the STC representative: Prescription with applicable student name (must have been written prior to drug screen collection date) or print out of medications filled at applicable student's pharmacy. During this 5-day period the student will not be allowed to participate in any direct patient care activities in the lab or clinical setting. If required documentation is not provided the student may be immediately withdrawn from all program courses.

Quest Diagnostics or Emanuel Medical Center will only be used if a student is suspected of being under the influence of any drugs or alcohol during class lecture and/or clinical time. The cost of the drug screen is the sole responsibility of the student. The student will immediately be sent to a Quest Lab or Emanuel Medical Center to have the urine specimen collected. The student will go to the appropriate Southeastern Technical College Business Office within two business days of the collection and pay for the drug screen. Full payment must be paid by the deadline or the student will not be allowed to return to class/lab/clinical. The official copy of the results will be sent directly to Southeastern Technical College. Students will be required to present a current student ID or photo ID at the time of collection. The results of the urine drug screen will be kept on file by the designate college representative and forwarded to assigned clinical sites upon their request.

If the student refuses to have the additional drug screen performed, they may be withdrawn from the program.

Students are NOT to leave or abandon the lab collection area during any part of the urine collection procedure for ANY reason. This may result in immediate dismissal from the program.

**Please remember: Even though a student may provide written proof from a physician regarding mood/behavior altering medications they are taking, action and judgment in the classroom, lab, and clinical setting cannot be impaired in any way. If the student cannot function in a safer manner, the student may be withdrawn from the program course.

_____

Students Name (Print) Signature Date

_____

Instructors Name (Print) Signature Date

_____

(If under the age of 17, parent or legal guardian must sign here)

SOUTHEASTERN TECHNICAL COLLGE

Consent for Urine Drug Screen

I, _____, have read and understand the urine drug screen procedure.
I agree to have a urine specimen collected from me for a Forensic Drug Screen through PreCheck, Solstas Lab Partners, Emanuel Medical Center in Swainsboro, or another pre-approved site.

I understand that the drug screen results through PreCheck will be available for review by a representative at each clinical site.

I understand that the drug screen results from a laboratory other than PreCheck will be sent directly to STC (STC) and forwarded to assigned clinical sites upon their request.

My instructor will assign a deadline for the collection of the specimen and the collection will occur within a time frame of 24 hours or less. If the specimen is not collected by the deadline, I will be withdrawn from the program.

If the urine drug screen is positive for any illegal substance(s), I will immediately be withdrawn from the program.

I understand that should there be a diluted specimen or inconclusive drug screen result, I may be required to take a second drug screen, or be dropped from my program of study, as specifically outlined in the STC urine drug screen procedure.

I understand that if I am on any prescription drugs that may cause my drug screen to be positive, I have 5 business days from the notification of the positive drug screen results to provide written proof of prescription from my physician to my instructor or I will be immediately dropped from my classes. I understand that during this 5-day period I may not participate in any lab or clinical activities.

I understand that if I refuse a drug screen I will not be allowed to complete the Health Science Program in which I am enrolled.

I understand that when I am using PreCheck, I will pay the fee prior to the time the specimen is collected and that I must present a current STC student ID or photo ID at the time of collection.

I understand that if I am suspected of being under the influence while in the classroom and/or performing a clinical rotation I may be subjected to an additional urine drug screen **immediately** at my expense. I also understand that I will have two business days to go to the appropriate STC business office and pay the fee for the additional drug screen. **I also understand that during any part of the urine drug screen procedure I am NOT allowed to leave the collection area or lab. I understand I am NOT to go outside of the lab. If this occurs I will be immediately withdrawn from the program.**

**Please remember: Even though you may provide written proof from your physician regarding mood/behavior altering medications you are taking, your action and judgment in the classroom and clinical setting cannot be impaired in anyway. If you cannot function in a safe manner, you will be dismissed from the class/clinical.

_____ _____ _____

Students Name (Print) Signature Date

To be signed by parent or guardian if student is under the age of 18.

_____

Parent or Guardian Name (Please Print)

_____ _____

Parent or Guardian Signature Date

Release/Waiver of Liability and Covenant Not to Sue

(Read Carefully Before Signing)

The undersigned hereby acknowledges that participation in laboratory and/or clinical skills activities involves inherent risks of physical injury, illness, or loss of personal property and assumes all such risks. The undersigned hereby agrees that for the sole consideration of STC allowing the undersigned to participate in these activities and skill for which or in connection with which the institute has sponsored or made available and equipment, facilities, grounds, or personnel for such skills, the undersigned does hereby release and forever discharge STC and the Technical College System of Georgia, its members individually, and its officers, agents and employees from any and all claims demands, rights, and causes of action of whatsoever kind of nature, arising from and by reason of any and all known and unknown foreseen and unforeseen bodily and personal injuries, including , death, damage to property, and the consequences thereof, resulting from my participation in or growing out of or connected with such activities and/or clinical skills.

I understand that the acceptance of this **RELEASE/WAIVER OF LIABILITY AND COVENANT NOT TO SUE** by the Technical College System of Georgia shall not constitute a waiver, in whole of or in part, of sovereign immunity by said Board, its members, officers, agents and employees.

_____

Student Name (Please Print)

_____ _____

Student Signature Date

To be signed by parent or guardian if student is under the age of 18.

_____

Parent or Guardian Name (Please Print)

_____ _____

Parent or Guardian Signature Date

COVID-19 Clinical Experience Student Waiver

Radiologic Technology Program

I, _____*(printed name)*, understand that my participation in the offered instructional/lab assignment/activity is voluntary and that I would be given an opportunity to perform the assignment/activity at a later time if I chose. I am freely and voluntarily choosing to participate in the offered assignment/activity, being fully aware of the potential risk related to transmission of the COVID-19 virus.

I have had all of my questions addressed and am waiving any claim I might have, now or in the future, related to any injury or illness I could potentially sustain due to participation in the offered instructional/clinical experience activity.

Furthermore, I am giving my express permission to be screened for COVID-19 prior to participating in instructional/clinical experience activity.

Student Signature:

Date:

Verification of HIPAA Training

I have received information regarding Health Insurance Portability and Accountability Act (HIPAA) regulations and agree to the following:

> Southeastern Technical College Students agree to comply with the Health Insurance Portability and Accountability Act of 1996, as codified at 42 U.S.C. section 1320d ("HIPAA") and any current and future regulations promulgated hereunder including without limitation the federal privacy regulations contained in 45 C.F.R. Parts 160 and 164 (the "Federal Privacy Regulations"), the federal security standards contained in 45 C.F.R. Part 142 (the "Federal Security Regulations"), and the federal standards for electronic transactions contained in 45 C.F.R. Parts 160 and 162, all collectively referred to herein as "HIPAA Requirements."
>
> Southeastern Technical College and Students agree not to use or further disclose any Protected Health Information (as defined in 45 C.F.R. Section 164.501) or Individually Identifiable Health Information (as defined in 42 U.S.C. Section 1320d), other than as permitted by HIPAA Requirements."
>
> Southeastern Technical College and Students will make its internal practices, books, and records relating to the use and disclosure of Protected Health Information available to the Secretary of Health and Human Services to the extent required for determining compliance with the Federal Privacy Regulations.

I have read, understand, and will comply with HIPAA regulations. I also understand that I can be held personally accountable for any misuse of PHI (Protected Health Information).

_____

Student Name (Please Print)

_____ _____

Student Signature Date

Student Hepatitis B Vaccine Declination Statement

Technical College System of Georgia

Student Name: _____

Student ID# _____ Program: _____

Technical College: _____

I understand that due to my occupational exposure to blood or other potentially infectious body material, I may be at risk for acquiring hepatitis B virus (HBV) infection. However, I decline the hepatitis vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious body materials and I want to be vaccinated with the hepatitis B vaccine, I can receive the vaccination at cost of the vaccination series.

Signature of Student: _____ Date: _____

Southeastern Technical College Student Health Requirements Form

Student Name:	Program:

The following information is mandatory!

Tuberculin Skin Test (TST) *TST intermediate strength skin testing is administered as follows:* 1. No TST in past 12 months: 2. Previous Positive: No testing indicated Program requirements may differ, see below: <u>1 Step TST</u> Medical Assisting Clinical Laboratory Technician <u>2 Step TST</u> Associate of Science in Nursing (ASN) LPN Nurse Aide Radiology Technology	Step 1 TST Date: _____ Step 1 TST Date Read: _____ Step 1 Result: Negative _____ Positive _____ mm _____ Step 2 TST Date: _____ Step 2 TST Date Read: _____ Step 1 Result: Negative _____ Positive _____ mm _____ Step 2 TST must be completed 2 weeks after receiving step 1. If Positive, date of last chest x-ray and symptoms review: _____ Have you developed any of the following in the past year? Night Sweats: Yes No Unexplained Fever: Yes No Unexplained Weight Loss Yes No Cough/sputum production lasting longer than 2 weeks: Yes No
MMR Measles/Mumps/Rubella Vaccine *2 MMRs are required OR dates and results of titers/screens*	Date of MMR Vaccines: #1 _____ #2 _____ OR Measles Titer Date: _____ Immune Not Immune Mumps Titer Date: _____ Immune Not Immune Rubella Titer Date: _____ Immune Not Immune
Diphtheria, Tetanus, and Pertussis Vaccine *Special Note: We do not accept tetanus toxoid (Td) results for the TDap requirement. Please*	Date of TDaP: _____ (MANDATORY)

include documentation (immunization form) to differentiate between the two.	Date of Td:_____ (Only if TDaP is > 10 years)
Influenza Vaccine (MANDATORY) *If the influenza vaccine is contraindicated for a student the student will be required to wear a surgical mask within the clinical facility at all times.* *Students must receive an influenza vaccine during each influenza season. (October-March)*	Date of Influenza Vaccine: _____
Hepatitis B Vaccine (Optional but highly recommended) Declined? Yes No	Date Dose #1: _____ Date Dose #2: _____ Date Dose #3: _____ Date of Titer if dose information is unknown: _____ Immune Not Immune
Chickenpox (Varicella) *Student must show record of immunization (both doses required) OR immunity.* *History of disease is NOT acceptable.*	Date of Dose: #1 _____ Date of Dose #2_____ Date of Titer: _____ Immune Not Immune

It is strongly recommended that all students of Southeastern Technical College Allied Health Sciences Programs keep their vaccinations up to date. We prohibit rendering of care to any patients with known or suspected diagnoses of any of the above-mentioned illnesses if recommendations for vaccination have not been met. Immediate notification of preceptor/instructor is mandatory in these cases. It is the student's responsibility to notify preceptors.

To the best of my knowledge, the above information is correct, and I do not currently have a communicable disease or health condition that would put the patients/clients or myself at risk. I understand that it is my responsibility to notify and change assignments that may put myself at risk due to denial of any of the above vaccinations.

_____ _____

Student Signature Date

PLEASE INCLUDE COPIES OF IMMUNIZATION RECORDS AND/OR LAB RESULTS TO VERIFY THE INFORMATION LISTED ABOVE

Student Occurrence Notice

This form is to be completed when a student has been notified about deficiencies or problems in his or her program of study. It is to be reviewed with the student and signed by the student, faculty, and program director.

Date Initiated: _____

Student: _____

Course: _____

Faculty: _____

Performance Problem or Deficit Identified:

_____Knowledge

_____Technical Skills

_____Attitude

_____Communication

_____Professionalism/Work Ethics

_____Other: _____

Details of Supporting Evidence Related to Performance Discrepancy:

Consequence:

Faculty Signature/ Date:_____

Program Director/Date:_____

Student/Date:_____

**The student and faculty member will complete a written Student Success Plan to address the performance discrepancy.

Student Success Plan

A S S E S S M E N T	Data/information that describes the performance needing improvement or change. Include the student's personal assessment of the performance issue.	
A N A L Y S I S	Develop an analysis that supports the assessment data. Example: Knowledge Deficit, Anxiety, Altered thought process, Fear, Risk for	**Analysis:**
P L A N N I	Develop one (1) Desired Outcome/goal. Outcome/goal must be measurable.	**Student will:**

N G		
I M P L E M E N T A T I O N	Develop four (4) interventions with rationales that will aid in meeting the desired outcome/goal.	**Interventions:** **Rationales:**
E V A L U A T I O	To be completed by the student and instructor. Was the desired outcome achieved? □ Yes □ No If no, what revisions to the interventions will you make?	

N		

Comments:

_____
_____
_____
_____
_____
_____
_____
_____

Faculty Signature/ Date: _____/_____

Student/Date: _____/_____

Memorandum of Agreement

between

Southeastern Technical College

and

[HEALTH CARE CLINICAL SITE]

Purpose

The purpose of this Memorandum of Agreement ("Agreement") is to provide instruction and practice for Southeastern Technical College Students ("Students") at the [INSERT NAME OF CLINICAL SITE]. The instruction and practice is intended to benefit the College's Students in accomplishing their educational goals and create a highly trained work force.

II. Parties

Southeastern Technical College (hereinafter the "College") and [CLINICAL SITE] (hereinafter the "Facility").

III. Affiliating Agreement

This is a mutual Agreement between the Facility and the College that provides for the Facility to accept Students in a Health Science program for College faculty coordinated clinical experience in the Students' field of study. In addition, this agreement provides:

A. Educational experiences will be provided by the College and the Facility without regard to race, color, national origin, sex, religion, disability, genetic information or age of the persons involved. Provided however, that with respect to disability, the disability must not be such as would, even with reasonable accommodation, in and of itself preclude Participant's participation in the program.

B. While the educational experiences contemplated by this agreement shall be offered jointly, the College shall maintain control over the curriculum offered the College's Students and the Facility shall maintain control and responsibility for its patients/clients.

C. Educational experiences will be of such content and cover such periods of time as may from time to time be mutually agreed upon by the College and the Facility. The starting and ending date for each individual educational experience shall be agreed upon before the experience commences.

D. The number of Students participating in each educational experience shall be determined by mutual agreement of the parties and at any time may be modified by mutual agreement.

E. The Facility will serve as a clinical laboratory and will furnish facilities for the Students in such manner and at such time as the parties herein mutually agree.

F. The Facility will not be required to provide free treatment for Students or College faculty. Students or College faculty may request treatment from the Facility at their own personal expense. The College does not accept any liability or responsibility whatsoever for treatment individually requested by a College Student or College faculty member.

G. Clinical rotation(s) will be planned by the College faculty of the College program(s), in conjunction with the Facility's representative, in order to meet requirements mandated by the College or licensing/certification Board.

H. No College faculty or Student will receive monetary or other type of reimbursement from the Facility for work done during the clinical rotation. Nor shall any College faculty or Student hold him or herself out as an employee or agency of the Facility during the clinical rotation.

IV. The Facility Agrees To The Following:

A. Provide a program of clinical experience for the Students to engage in so as to benefit their knowledge of the Student's program of study at the College. The number of hours and experience may vary each year but will be mutually agreed upon with the College.

B. The Facility will retain responsibility for the care of the clients, clients and/or customers and will maintain administrative and professional supervision of Students, insofar as their presence affects the operation of the Facility and/or client, client or customer care.

C. Observe the following personnel policies:

1. College faculty and Students will be permitted to observe the College's calendar for holidays and events.

2. Students will be allowed to make up time lost due to unavoidable absences.

3. Students shall wear the accepted College uniform or conform to Facility policies regarding acceptable dress during the clinical experience.

4. Faculty employed by the Technical College System of Georgia ("TCSG") or the College will be under the full jurisdiction of the College's administration.

D. The Facility shall maintain insurance as it deems advisable to protect itself as appropriate given the College's limitations on liability for damages as described below in Paragraph V, subsections (I), (J) and (K).

E. Make provisions for orientation of College faculty members to the facilities, philosophies, and policies of the respective Facility. Such orientation shall include instruction on the Facility's privacy policies and procedures, particularly as related to client health or other confidential information.

F. Assist in the orientation of the Students to the Facility and clear channels of administration for the use of equipment and records as necessary for teaching purposes and in accordance with Facility policies. Such orientation shall include instruction on the Facility's privacy policies and procedures, particularly as related to client health or other confidential information.

G. In a case of improper exposure to bodily fluids, airborne tuberculosis, pathogens, antibody and or antigen by a Student or College faculty member, the Facility will use its best efforts to appropriately test the source client and to obtain the client's consent for disclosure of test results to the College's infection control personnel.

H. Facility staff shall, upon request, assist the College and College faculty in the evaluation of the learning and performance of participating Students. The Facility agrees to keep confidential any Student records or information it may obtain unless it has otherwise obtained prior written consent of the Student.

I. Provide on the job training that complies with the Fair Labor Standards Act regarding trainees by meeting all six of the following criteria:

1. The training, even though it includes actual operation of the Facility, is similar to that which would be given at the College;
2. The training is for the benefit of the Students;
3. The Students do not displace regular employees of the Facility, but work under constant supervision of Facility employees;
4. The Facility that provides the internship derives no immediate advantage, economic or otherwise, from the activities of the Students and, on occasion, the operations of the Facility may even be impeded;
5. The Students are not necessarily entitled to a job at the Facility at the conclusion of the training period; and
6. The Facility and the Students understand that the Students are not entitled to wages for the time spent in training.

J. Provide a safe work environment for College faculty and Students.

K. Assist and cooperate with the College in investigations related to complaints related to the educational experience at the Facility.

L. Before the Student begins his or her educational experience at the Facility, the College shall advise each Student that he/she will be required to submit to a forensic drug screen and criminal background check by utilizing PreCheck. Said background check shall be at Student Participant's sole expense. Results of the drug screen and background check shall be reviewed the Facility. Students who refuse or fail to meet the Facility's standards on these tests may be withdrawn from participation in the clinical experience at the Facility at the Facility's request. No information regarding the specific deficiencies of the Student's test results shall be shared with the College.

V. The College Agrees To The Following:

A. Ensure that the College's Student Code of Conduct is enforced for the Students at the Facility. Any Student whose behavior, conduct, attitude, or attire is in conflict with the College's Student Code of Conduct will be subject to appropriate disciplinary actions.

B. Provide College faculty in accordance with the required student-faculty ratio as mandated by the state licensing/certification agency or by the local Facility regulation(s).

C. Provide College faculty who have experience in specialty area where they will be supervising Students.

D. Assure that Students with unsatisfactory performance in the classroom and/or clinical practicum will not be placed on clinical assignments.

E. Provide specific written clinical behavioral objectives for the Facility staff prior to Student rotation. Conferences will be scheduled with Facility staff during rotation to discuss Student learning, Student performance, and client services.

F. Submit a schedule with names of attending Students at least two weeks prior to the beginning of the

Student's first day at the Facility.

G. Provide for all administrative functions required by the Facility necessary for smooth operation of the program (i.e., joint review of the use of clinical facilities).

H. Require the observance of Facility policies and procedures by the Students and faculty.

I. Assure that each Student and College faculty member has professional liability insurance with minimum coverage of one million dollars to cover his or her acts or omissions.

J. The College is self-insured under the State of Georgia, Department of Administrative Services, Risk Management Division, against tort claims, including comprehensive automobile liability, in the amount of one million ($1,000,000) per person and three million ($3,000,000) per occurrence; the College also maintains workers' compensation insurance through the State of Georgia.

K. The College is prohibited by the Constitution of Georgia from contracting to indemnify or hold harmless any individual or entity. Article VII, Sec. 4, Paragraph 8; Article III, Sec. 6, Para. 6, Constitution of the State of Georgia. The College will be liable only for personal injury or property damage caused by acts or omissions of its employees in the performance of this contract to the extent provided by the Georgia Tort Claim Act (O.C.G.A. § 50-21-20 et seq.)

L. The College shall, to the extent required by law or policy, offer to Students and College faculty at substantial risk of directly contacting body fluids or airborne tuberculosis, pathogens, antibody and or antigen testing and vaccination in accordance with requirements of the Occupational Health and Safety Administration and the Centers for Disease Control and Prevention. The College shall follow then current Technical College System of Georgia Policy following an exposure of a college faculty or Student.

M. In the event of an exposure, the College will be responsible for offering appropriate testing to the affected Student or College faculty, providing appropriate medical care, counseling, and recordkeeping in accordance with the College exposure control plan. In no instance shall the College's responsibility as defined in the paragraph exceed a period of one year after the Student or College faculty leaves the program in accordance with State Policy.

N. Students and College Faculty shall not disclose to any third party, except as permitted or required by law or approved by the Facility in writing, any medical record or other client information. Students and College faculty shall comply with all federal and state laws and regulations, and all bylaws, rules, regulations and policies of the Facility regarding the confidentiality of client information.
College acknowledges that the Facility must comply with the applicable provisions of the Health Insurance Portability and Accountability Act of 1996, 42 U.S.C. § 1320 et seq. ("HIPAA") and its related regulations. College, Students and College faculty shall not request, use or further disclose any Protected Health Information ("PHI") other than for the treatment and training purposes specified in this Agreement. The College will promptly report to the Facility any uses or disclosures of which the College becomes aware of PHI in violation of this Agreement.

O. The College will not knowingly assign any College faculty to the Facility who is not appropriately licensed or certified, and will make evidence of the licensure or certification of its assigned faculty available to the Facility upon request.

VI. Withdrawal of Student from Facility

A. The Facility may request the College withdraw any Student from the educational experience at the Facility whose work or conduct may have a detrimental effect on clients or personnel; and/or reserves the right not to accept any Student who has previously been discharged by the Clinical Institute for non-discriminatory reasons, including but not limited to criminal or fraudulent activity, perceived lack of competency or failure to comply with the policies, procedures and rules of the College or Facility.

B. The College may request the withdrawal from the Facility of any Student whose progress, achievement, or adjustment does not justify continuance in the educational experience at the Facility.

VII. Representatives

Any communication regarding this contract should be directed to the following representatives:

For the College:

Teresa Coleman, VPAA
tcoleman@southeasterntech.edu
912-538-3103

For the Facility:

[INSERT]

VIII. Prohibition of Gratuities

All of the parties hereby certify that the provisions of O.C.G.A. § 45-10-20 through § 45-10-28, which prohibit and regulate certain transactions between State Officials, employees and the State of Georgia, and O.C.G.A. § 45-1-6, which prohibits gratuities, have not been violated and will not be violated in any respect throughout the term of this Contract.

IX. Additional Mutual Agreements

Students, upon request by the Affiliate, will provide the following health records:

- Negative tuberculin skin testing and/or chest x-ray within past 12 months;
- Proof of Rubella immunity by positive antibody titers or 2 doses of MMR; and,
- Diphtheria, pertussis, tetanus immunization or appropriate Tdap/Td booster; and,
- Proof of Hepatitis B immunization or declination of vaccine, if client contact is anticipated.

X. Miscellaneous

A. **Term**

1. The terms and conditions of this agreement shall be periodically reviewed by the parties.
2. This agreement will remain in effect until _____. This agreement may not exceed a period three (3) years.
3. Either party may terminate this agreement upon a 90 day notice in writing to the other party. However, if either party wishes to terminate this agreement it is understood that Students then enrolled in the educational experience at the facility shall be given the opportunity to complete the educational experience.

Entire Agreement

This Agreement, together with any documents incorporated herein, constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior negotiations, representations or contracts. No written or oral agreements, representations, statements, negotiations, understandings, or discussions which are not set out, referenced, or specifically incorporated into this Agreement shall in any way be binding or of effect between the parties.

Assignment

Neither party shall assign this Agreement, in whole or in part, without the prior written consent of the other party, and any attempted assignment not in accordance herewith shall be null and void and of no force or effect.

Applicable law

This Agreement shall be governed in all respects by the laws of the State of Georgia.

Amendments in Writing

No amendment of this Agreement, or any of the terms or provisions hereof, shall be binding upon either party except by a writing executed by both parties.

Clinical Affiliate Representative Date

College Dean/Director Date

Vice President for Academic Affairs Date

Southeastern Technical College does not discriminate on the basis of race, color, religion, national origin, sex, disability, or age in its programs, admissions, employment, or any other activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies that include Title VI, Title IX, 4505. Inquiries concerning application of this policy may be referred to Dr. Barry Dotson, Vice President Student Affairs; Office 158A; Phone: 912-538-3141; bdotson@southeasterntech.edu.

Academic Affairs Grievance/Concern Form

In an effort to help solve your concern or grievance quickly, please provide the following information:

Student Information
Name:
Student ID#:
Program of Study:
STC Email Address:
Phone:
Date:

Details of Complaint (Please attach additional pages or documentation, if necessary).

Details of Outcome You Are Seeking.

Have You Previously Raised This Concern With a Faculty/Staff Member?
☐ **Yes** ☐ **No**
If Yes, when and with whom did you meet?
What was the result?
If No, in an effort to achieve resolution, please discuss matter with the involved faculty/staff member. *If a student receives a final course grade that he/she believes is incorrect, the matter should first be discussed with the instructor. Direct communication between the student and the instructor may clear up any misunderstanding. For additional information, see the "Academic Regulations" section in the STC Catalog and Handbook.*

Student Signature:	**Date:**

Office Use
Action Taken:
Referred:

Office Use
Faculty/Dean Signature:

Southeastern Technical College

Radiologic Technology Program

Magnetic Resonance (MR) Safety Screening Form for Students

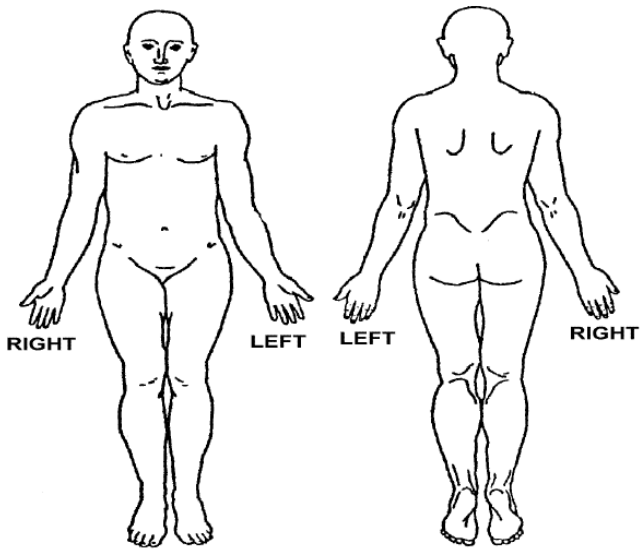
WARNING: Certain implants, devices, or object may be hazardous to you or others safety. DO NOT ENTER the MR system room or MR environment if you have any question or concern regarding an implant, device, or object. Consult the MRI Technologist or Radiologist BEFORE entering the MR system room. The MR system magnet is ALWAYS on.

Please indicate if you have any of the following:

Yes / No	Aneurysm clip(s)
Yes / No	Cardiac pacemaker
Yes / No	Implanted cardioverter defibrillator (ICD)
Yes / No	Electronic implant or device
Yes / No	Magnetically-activated implant or device
Yes / No	Neurostimulation system
Yes / No	Spinal cord stimulator
Yes / No	Internal electrodes or wires
Yes / No	Bone growth/bone fusion stimulator
Yes / No	Cochlear, otologic, or other ear implant
Yes / No	Insulin or other infusion pump
Yes / No	Implanted drug infusion device
Yes / No	Any type of prosthesis (eye, penile, etc.)
Yes / No	Heart valve prosthesis
Yes / No	Eyelid spring or wire
Yes / No	Artificial or prosthetic limb
Yes / No	Metallic stent, filter, or coil
Yes / No	Shunt (spinal or intraventricular)
Yes / No	Vascular access port and/or catheter
Yes / No	Radiation seeds or implants
Yes / No	Swan-Ganz or thermodilution catheter
Yes / No	Medication patch (Nicotine, Nitroglycerine)
Yes / No	Any metallic fragment or foreign body
Yes / No	Wire mesh implant
Yes / No	Tissue expander (e.g., breast)
Yes / No	Surgical staples, clips, or metallic sutures
Yes / No	Joint replacement (hip, knee, etc.)
Yes / No	Bone/joint pin, screw, nail, wire, plate, etc.

Yes / No IUD, diaphragm, or pessary
Yes / No Dentures or partial plates
Yes / No Tattoo or permanent makeup
Yes / No Body piercing jewelry
Yes / No Hearing aid (Remove before entering MR system room)
Yes / No Other implant _____
Yes / No Breathing problem or motion disorder
Yes / No Claustrophobia

Please mark on the figure(s) below the location of any implant or metal inside of or on your body.



IMPORTANT INSTRUCTIONS

Before entering the MR environment or MR system room, you must remove all metallic objects including hearing aids, dentures, partial plates, keys, beeper, cell phone, eyeglasses, hair pins, barrettes, jewelry, body piercing jewelry, watch, safety pins, paperclips, money clip, credit cards, bank cards, magnetic strip cards, coins, pens, pocket knife, nail clipper, tools, clothing with metal fasteners, & clothing with metallic threads.

Please consult the MRI Technologist or Radiologist if you have any question or concern BEFORE you enter the MR system room.

I attest that the above information is correct to the best of my knowledge. I read and understand the contents of this form and had the opportunity to ask questions regarding the information on this form and regarding MR safety.

Signature of Person Completing Form: _____ Date _____/_____/_____

Print name: _____

Form Information Reviewed By: _____

Acknowledgement of Magnetic Resonance Imaging Safety Training

MRI Safety Instruction Completion Form

Part I: Trainee's Acknowledgment

I hereby certify that I, _____, have completed the basic safety training/education for Magnetic Resonance Imaging (Introduction to MRI Safety Training Program, Institute for Magnetic Resonance Safety, Education, and Research). The training I received at Southeastern Technical College covered the following areas:

- *Hazards and dangers associated with the MRI environment*
- *Possible risks associated with MRI examinations*
- *Reasons for the screening procedure required for an individual and patient prior to being allowed into to the MRI environment or to undergo an MRI examination*
- *Recommendations to prevent accidents and injuries in the MRI environment*

_____
Student

_____
Signature/Date

Part II: Faculty Member Sign-off

I hereby certify that I, _____, have provided instruction on the basic safety in Magnetic Resonance Imaging, covering the learning objective listed above. While the training is not comprehensive, I believe that _____ understands the basic MRI safety requirements and has been provided video instruction of these requirements.

_____
Faculty

_____
Signature / Date

Declared Pregnancy Form

To Whom It May Concern:

I wish to declare that I am pregnant. My estimated date of conception is _____.

I wish to choose Option _____.

Option _____states:

_____
Date of Declaration

_____
Student's Signature

_____
Program Director Signature

(Please write in the conditions of the option you chose in the space provided.)

Clinical Complaint Form

Clinical Education Affiliate: _____

Date and Time of Occurrence: _____

Clinical Instructor/Clinical Staff/Parties involved:

_____

_____

_____

_____
Student Signature/Date

_____
Program Faculty Signature/Date

Please describe below in detail the events of your Clinical issue(s)/Complaint(s):