

COLLINS CAREER TECHNICAL CENTER

**RADIOLOGIC TECHNOLOGY PROGRAM
HANDBOOK**

2019-2020



Table of Contents

Welcome	P. 3
Statement of Philosophy	P. 4
Mission & Vision Statements	P. 5
Program Goals & Student Learning Outcomes	P. 6
Admission Policies	P. 7-12
Financial Aid and Withdrawal	P. 13
Program Completion Checklist	P. 14
Appearance/Dress Code	P. 15-16
Attendance Policy	P. 17-18
Bloodborne Pathogen Policy	P. 19-21
Dismissal of Student Policy	P. 22
Grading Policy	P. 23-24
Chemical Abuse/Dependence Policy	P. 25-26
Counseling Services	P. 27
Students Records	P. 28
Felony Convictions	P. 29
Student Accountability and Conduct	P. 30-32
Criminal Record Check	P. 33
Student Conduct While Providing Care	P. 34-36
Cell Phones	P. 37
Health Services	P. 38
Student Grievance / Problem Resolution Policy	P. 39
JRCERT Non-Compliance Policy	P. 40
Pregnancy Policy	P. 41-44
Radiation Safety Policy	P. 45-46
Student Dosimeter Policy	P. 47
Student Discrimination Title IX & Section 504 Policy	P. 48
Enrollment Agreement	p. 49

Welcome to Collins Career Technical Center School of Radiologic Technology!

This section has been prepared to help you become acquainted with the Collins Career Technical Center, a School of Radiologic Technology, the policies and procedures, which govern the activities of the students in this school.

You have chosen the career of Radiologic Technology and have selected this school. We, along with our clinical affiliates will provide instruction and guidance with the basic skills necessary for providing radiologic care and services to patients. The Admission Committee has reviewed your application and selected you to be enrolled as a student. We believe that you will benefit from the program and that as a graduate you will be able to better serve your community as a person, citizen, and as a Radiologic Technologist.

During your education at Collins Career Technical Center, the Program Director, Clinical Coordinator, Clinical Instructors and faculty will provide you with many learning opportunities. You have made a twenty-two (22) month commitment that will be challenging and enjoyable. It will be hard at times, but we hope it will also be a satisfying and rewarding experience.

We extend to you a warm welcome as we look forward to seeing you reach your full potential in the next two years. We challenge you to make the most of the time that you spend with us and the opportunities made available to you for your continued growth as a person and as a future Radiologic Technologist.

David McGlone, Program Director
Dena Blevins, Clinical Coordinator
Katie Shawver, Faculty

Statement of Philosophy

- Individual:** is a unique person, worthy of dignity. Each individual has decision making abilities to become responsible, productive members of society. The individual's advancement in education as a student gives them the opportunity to reach their maximum potential and make a positive impact on society.
- Environment:** includes, biological, social and physical environment. It is the collection of people, things, conditions, and influences surrounding the individual. Educational institutions provide an environment of challenges and change. It recognizes the student's value and builds on that foundation.
- Society:** is a complex organization composed of individuals, families, groups and communities that share a common environment, values and ideas. It has the responsibility to provide educational opportunities for each individual student. This should be offered without bias or preconceived ideas.
- Learning:** is a lifelong, dynamic process which results in observable changes in behavior, attitudes, and skills. It promotes gratitude and self-respect taking the individual beyond their present state of skill and understanding. Motivation, readiness, and interest are essential for learning. These elements come from within the student and can be enhanced by the instructor. We believe that learning proceeds from the known to the unknown and from simple to the complex and occurs best in an atmosphere, which provides for co-operative student-instructor relationships.
- Instructor:** an individual who has the desire to help students achieve goals. Instructors support students by offering high quality training. Instructors provide the student with the skills necessary to have a problem solving attitude. Instructors show students how to make a positive impact by promoting high standards in work performance and ethics. Instructors provide the student a path for success

MISSION STATEMENT

To serve our community's needs by educating and preparing our students to obtain employment as Radiologic Technologists who can compete and advance in an ever-changing world of technology and work.

VISION STATEMENT

Collins Career Technical Center's Radiologic Technology Program is dedicated to a student-empowered education resulting in lifelong skills, a strong work ethic and the highest balanced quality of academic and a hands-on Radiologic Technology career that enables our graduates the ability to compete and advance in a global marketplace while giving back to the community.

PROGRAM GOALS & STUDENT LEARNING OUTCOMES:**1. The student will be clinically competent.**

Student Learning Outcomes:

- Students will use proper positioning techniques.
- Students will use optimal technical factors.
- Students will practice radiation safety.

2. The student will communicate effectively.

Student Learning Outcomes:

- The students will be able to utilize effective oral communication in the clinical setting.
- The students will be able to utilize effective written communication in the clinical setting.
- The students will be able to utilize effective communication in the classroom setting.

3. The student will exercise critical thinking and problem solving skills.

Student Learning Outcomes:

- Students are able to manipulate technical factors for non-routine patients.
- Students modify positioning for non-routine patients.

4. The student will understand the importance of professionalism within the field of radiologic technology.

Student Learning Outcomes:

- Students will demonstrate professional work ethics.
- Students will know the benefits of membership in professional organizations.
- Students will demonstrate professional integrity.

5. The student will be sufficiently prepared to successfully pass the ARRT professional certification exam.

Student Learning Outcomes:

- Students will pass 1st year Advancement Exam on 1st attempt with an 80% before continuing onto their 2nd year in the program.
- Students will pass Program Completion Exit Exam on 1st attempt with an 80% or higher.

Admission Requirements

Prior to acceptance into the Radiologic Technology Program a student must have completed the following:

1. Courses may be completed at any post- secondary institution. For courses to qualify for the Associates of Applied Sciences degree in Radiologic Technology through Mountwest Community and Technical College, they must be accepted and successfully transferred to Mountwest Community and Technical College. This transfer process is the sole responsibility of the student. A minimum of 15 hours must be taken directly on Mountwest Community and Technical College Campus to be granted the Associates degree and complete the Radiologic Technology program.
2. Those individuals already possessing an Associate's degree or higher must provide proof through transcripts and have courses that are comparable and transferable to those listed below. This process is at the director's discretion.

General Education courses are as follows:

- Math 145 – College Algebra
- Com 111 – Written Communications
- BIOL 257 – Introduction to Anatomy & Physiology (and/or)
- BIOL 260 – Applied Human Anatomy (*PR: Successful completion BIOL 257 with a "C" or better*)
- SCI 110 - Physics (*PR: MAT125, or MAT135, or MAT145, or MAT145E*)
- AH 151 – Medical Terminology
- AH 204 – Legal and Ethical Issues in Health Occupations
- Com 125 – Interpersonal Communications

General Education courses must be passed with a "C" or better

Admission Requirements (con't)

1. Passed the ACT with a score of twenty (21) *or*
The pre-entrance (work keys) exam and passed with a
 - Four (4) in Locating
 - Five (5) in Math
 - Five (5) in Reading for Comprehension or Locating

The work keys exam is given at Collins Career Technical Center (see <http://www.collins-cc.edu/Calendar/> for dates and times)

2. Radiography shadowing completed at CCTC Radiology Lab.

The selection process for the Radiologic Technology Program consists of a point system, selecting the highest scores first and proceeding down until all slots are filled. Completion of college Chemistry with a "C" or better will result in additional points being given.

In the event all qualified candidates have been selected and positions still remain available, the same selection process will continue until all vacancies are filled. Ties are broken by the higher college GPA.

All applicants are notified of their status via U.S. mail. Applicants who are accepted into the program and alternates are provided with an acceptance letter which needs to be signed and returned via hand delivery, email or U.S.P.S. If students do not respond by the due date, they will be eliminated and the next available candidate will be considered for admission.

**** Deadline for application October 1 each year ****

Admission Requirements- Score Sheet

	<u>Possible</u>	<u>Actual</u>
ACT composite score of 21 or better <i>(Consideration for program requires a composite score of 21)</i>	20 points	_____
<i>If ACT score is considered the following ACT scores are applied:</i>		
ACT Science score of 18 or better <i>(With composite of 21 or higher)</i>	10 points	_____
ACT Math score of 18 or better <i>(With composite of 21 or higher)</i>	10 points	_____
Work Keys exam	20 points	_____
<i>(Consideration for program requires scores of 5 in Math, 5 in Reading, and 4 in Locating for Information)</i>		
<i>If Work Keys score is considered the following Work Keys scores are applied:</i>		
Work Keys Math score of 6 or better	10 points	_____
Work Keys Reading score of 6 or better	10 points	_____
Work Keys Locating score of 5 or better	10 points	_____

ACT and Work Keys may not both be applied.
One or the other will be considered.

College GPA of 3.5 or better	30 points	_____
College GPA of 3.00 to 3.49	25 points	_____
College GPA of 2.50 to 2.99	20 points	_____
Essay <i>Points for essay are awarded for organization, presentation, and accuracy of following instructions only</i>	12 points	_____
College Chemistry	5 points	_____
Associate degree or higher	10 points	_____
Certified Allied Health Worker	10 points	_____
Allied Health Work Experience	5 points	_____
Total Points		<input style="width: 50px; height: 20px;" type="text"/>

Student Name: _____

Policy for Readmission

Applicants who have previously been admitted to the radiologic technology program and have withdrawn from the program may be considered for readmission to the program as space available.

If a student receives a failing grade in any subject, they must complete a remediation course before reenrolling into the next year's program. The student will have one (1) opportunity to re-enroll if space is available in the program. If a student fails to complete for any reason on the second try, the student will not be eligible for re-admission into the class after the second attempt. The student must pass all final exams for semesters prior to the point of re-admission.

Once remediation has been completed, an appointment for a meeting must be made with the admissions coordinator to determine steps for reenrollment.

If the student has been out of the program for longer than a year then the entire program must be restarted.

Readmission fees, tuition, and placement in the program will be determined by the faculty, the program director, and the financial aid officer on an individual basis. All prior fees must be paid to be considered for readmission.

If re-admission with advanced standing is requested; the policy for admission with advance standing will apply.

***** Student dismissed for cheating or those who were dismissed from a clinical site will not be considered for readmission.***

*****Student must meet curriculum requirements effective at time of readmission with regard to MCTC and the CCTC Radiologic Technology program.***

Policy: Admission with Advanced Standing and/or Transfer of Credits

1. Students requesting admission to the school via transfer from another approved school of radiologic technology shall meet the school's current admission requirements and curriculum requirements for currently enrolled students.
2. Submit an official transcript of high school grades or equivalent and of college or radiography school completed courses.
3. Submit copies of course outlines for which applicant is requesting credit. Faculty will review transcripts and outlines to determine admission. Must be completed within first two (2) weeks of entry into program. If beyond the first two week deadline credits will not be transferred.
4. A minimum of two terms (24 weeks) shall be spent at Collins Career Technical Center to receive certificate of completion from the school for the radiologic technology program.
5. Challenge examinations and skills assessment will be required to determine applicants competencies.
6. Tuition and fees will be determined on an individual basis.

An applicant may be considered for admission with advanced standing if:

1. The applicant withdrew at the end of the term in a previous class with a passing grade in all courses. (Must have been the previous year. If over 1 year applicant must start at beginning of program.)
2. The applicant is a direct transfer from another school.

To apply for advanced standing, the applicant must:

1. Provide all information necessary to program director.
2. Meet with Program Coordinator to determine admission.
3. The Program Coordinator will review transcripts and evaluate competencies to determine placement in the program.
4. Competency evaluations in both knowledge and skills may be required.

*****Applicants shall be admitted with advanced standing only if there is an opening in the program and a plan can be worked out for assuring that all the program objectives can be met.***

*****Students may request transfer of college credits according to the standards set forth with Mountwest Community and Technical College.
For Radiologic Technology transfer:***

- 1. Must have been completed at a JRCERT accredited program.***
- 2. Must have been within last 5 years. (If over 5 years ago, may be able to CLEP out at discretion of instructor)***
- 3. Must have grade of "C" or above.***

Policy: Financial Aid and Withdrawal from Program

1. All students must meet with financial aid prior to entry into program.
2. Balance must be paid in full before continuing onto subsequent semester.
3. Withdrawal of program must be decided and submitted to Program Director and Financial Aid within fourteen (14) calendar days from start of program to keep from accrual of tuition balance.
 - a. Within fourteen (14) calendar day rule, student will not accrue tuition balance.
 - b. After fourteen (14) calendar day rule, student will be responsible for accrual of tuition balance.

Program Completion Checklist

- __1. Have met financial requirements of school.
- __2. Have met attendance policies of school.
- __3. Have met all Radiologic Technology program objectives.
- __4. Have successfully completed the Advancement and Exit exam*.
 - **Advancement Exam** is given at the end of the 1st year to proceed into second year of program. This exam must be completed with an 80% or higher. (2 attempts)
 - **Exit exam** is given at the end of the program. This exam must be completed with an 80% or higher. Student must complete the Program's Exit Exam the first attempt to attend graduation in December. (2 attempts)
 - Only two (2) attempts will be permitted for each exam.
 - In the event that the 1st year advancement and 2nd year Exit exam is not successfully completed on the first attempt, the following will be required:
 - To be eligible for the second attempt, student will perform 4 hours of remediation with a designated instructor within the Radiologic Technology Program. A schedule of hours for remediation and test times will be given to student in the event that student must take exam a second time.
 - In the event that a student fails the exit exam on the second attempt, the student will not complete the program and will be subject to the policy for readmission.

Policy: Appearance and Personal Hygiene

Uniform Dress Code

1. Uniform
 - A. Regulation uniform selected for the school must be worn when in the classroom, the clinical laboratory or the clinical agencies. Name badge must be worn at all times. Student will not be allowed to remain at class or clinical without the appropriate attire.
 - B. White undergarments must be worn with the uniform while at clinicals. Male students must wear a white T-shirt under the uniform shirt.
 - a. *During class on CCTC campus, students may wear a different color shirt under the uniform.*
 - C. A Freshly laundered, wrinkle free, neatly mended uniform must be worn each day in class and on the clinical unit.
 - D. Lab coats and sweaters may be worn with the uniform at any time.
 - a. *During class on CCTC campus students may wear other coats and sweaters not regulated for the clinical setting*
 - E. Hosiery is limited to plain white hose, free of runs, or white socks. Male students must wear white socks.
 - a. *During class on CCTC campus, there is not a sock or color requirement*
 - F. Regulation type of white nursing shoes or white leather shoes must be worn. Shoes and laces must be clean and well-polished at all times. Clinically regulated.
 - a. *During class on CCTC campus students may wear other shoes not regulated for the clinical setting. (no sandals or flip flops are permitted) Student must still wear uniform in classroom and still appear professional.*
 - G. Fingernails must be kept short (even with ends of fingers). Only clear fingernail polish is allowed so long as it is intact (not chipped or peeling). Artificial fingernails are prohibited. Only clear nail polish is allowed.
 - H. Use of cosmetics while in uniform.
 1. A harsh or artificial look is to be avoided.
 2. Perfumes are not to be worn.
 3. Deodorants are a must.
 - I. Hair should be neatly arranged according to the following limitations:
 1. Hair must be clean.
 2. Hair must be cut, fastened or arranged in such a manner that is does not fall in the face of the student, interfere with his/her work or touch the patient.
 3. Hair must be restrained so that it is above shoulder level.
 4. No "fancy" or "extreme" hairdos will be allowed in uniform or on duty.
 5. Wigs and hairpieces may be worn as long as they conform to the hair regulations.
 6. Facial hair of male students must be kept short, neat, and well trimmed.
 7. Use of any clips for securing hair must meet approval of

instructors.

- J. Gum chewing is not permitted in uniform.
- K. Jewelry may be worn only as follows while in uniform.
 - 1. Name badge
 - 2. Watch with second hand – NO smart watches permitted
 - 3. Wedding band may be removed during surgical procedures.
 - 4. No earrings other than posts- one set only- (no plugs) will be worn with student uniform. No other piercings may be visible.
 - 5. No pens on strings around the neck unless it's a breakaway lanyard.
 - 6. Medic-alert necklaces and bracelet should be removed and pinned to the inside of the uniform.
 - 7. No other jewelry will be worn with the uniform.
 - 8. No body piercings/tongue rings will be visible during clinical and/or class settings.
- L. Tattoos will require covering while in uniform at clinicals. Decisions will be made on an individual basis.
- M. Personal Hygiene.

Students must be clean at all times. If offensive body odor is detected by the instructor or noted and reported by anyone else you will receive a written warning. TWO WARNINGS WILL REQUIRE DISMISSAL FROM THE PROGRAM.
- N. Written clinical evaluations will demonstrate progress at mid-term and end of term grading periods.
- O. Cell phones and smart watches are not to be out in class or on your person at clinicals except on designated breaks. You must keep your cell phone out in a book bag, purse or in your car, and NOT in your pockets.

Policy: Attendance

A. Attendance

1. Students are required to be in class and clinical at the scheduled times. **Clinical travel can be up to 3 hours each way two times a week.** It is the student's responsibility to arrive at class and clinical on time. Students can miss no more than 56 hours total annually. Each semester students are allotted 14 hours of absence for clinicals. Summer semesters are not included in this. Any hours that are missed at clinical within a semester will be transferred as class hours in subsequent semesters. Any clinical hours that exceed 14 hours in a semester or if hours exceed 56 annually, the student will be dismissed from the program. Clinical hours are included in the 56 hour cap. Student will be notified in writing at 7 hours of clinical absence and 14 hours of clinical absence.

January 2019 – June 2019 = 14 hours

August 2019 – December 2019 = 14 hours

January 2020 – June 2020 = 14 hours

August 2020 – December 2020 = 14 hours

If unable to be present for the scheduled clinical, the student must notify the clinical area or instructor one hour prior to the scheduled time on duty, stating the reason for absence. Students will be considered a no call/no show if these guidelines are not followed. Refer to Clinical Guidelines Handbook for no/call no show penalties.

2. Students are responsible for any curriculum missed while absent from class or clinical, regardless of the number of minutes or hours. Students must arrange with the instructor to review any material missed in lab.
3. Following Three (3) days, 21 twenty-one hours of absence consecutive or intermittent, the student will be notified in writing of his/her attendance status.
4. Following Five (5) days, 35 thirty-five hours of absence, consecutive or intermittent, the student's record will be reviewed by the supervisor and the faculty. The student will be notified in writing of his/her attendance status.
5. Following seven (7) days, 49 forty-nine hours of absence consecutive or intermittent, the student will be notified in writing of his/her attendance status.
6. When the student exceeds (8) fifty-six (56) hour's absence from the program per year, the student will be dismissed from the program regardless of the reason for the absence. These 56 hours are to be used to cover all absences by the student.

B. Tardiness

Definition of tardy: More than 7 minutes late for your shift or class.

Avoid being tardy. However, if for some reason you will be late to clinical experience, the clinical site and clinical coordinator are to be notified before scheduled time. Students are expected to report to the classroom promptly. See clinical handbook for specific guidelines. Please do not unnecessarily disturb the class as you enter and are seated. If you are tardy/late to the clinical area or class, time will be counted by the clock in 15 minute increments. EX: 8 minutes late = 15 minutes absence, 35 minutes late = 45 minutes absence.

C. Leave of Absence

A leave of absence not to exceed 3 days may be given for hospitalization of student, spouse, or child. Discharge papers from the hospital document must accompany the request for this LOA. Only one LOA may be requested per year. Pregnancy or military deployment must be discussed individually with the program supervisor and Allied Health Director. **LOA will not be granted for any other reason!**

If the leave of absence must be in excess of three days and your annual allowance of 56 hours will be exceeded despite the LOA, it will be necessary to withdraw from the program. The student can only be readmitted back into the program within a one-year period if there is a vacancy within the program in the term needed by the student. Some review work may be required at that time. Leave of absence time and rules governing such absences will be at the discretion of the program director. Only 1 LOA may be taken per year.

D. Calamity Days**CALAMITY DAYS AS IT PERTAINS TO ADULT EDUCATION****WEATHER POLICY AND SCHOOL CLOSING INFORMATION**

Students should watch the newscast or listen to one of the following stations for weather related school closing information as it pertains to ADULT EDUCATION ONLY.

WOWK TV	WTCR Radio
WSAZ TV	WKEE Radio

School closings will also be posted on the school home page: www.collins-cc.edu.

Pay attention that it pertains to the closing of ADULT EDUCATION.

***Students will be counted absent if school is missed when the Adult Ed. is open and they do not attend.**

NOTE: Adult students are not to call the school for a report on class cancellations due to inclement weather. Please check your local news/radio station for the latest news on school closings. Time missed due to weather conditions may need to be made up. A schedule for makeup will be provided. Extra hours on the day and Fridays may be used to make up time, if necessary.

Policy: Blood & Body Fluid Exposure Policy

In the event of a needle puncture injury, the following guidelines are to be followed:

If the injury occurs at a clinical site, the policy for that site needs to be followed. The guidelines should include but not be limited to:

1. Wash the area with soap or betadine scrub for 10 minutes
2. Notify clinical instructor or preceptor.
3. Fill out an incident report specific to the clinical site
4. Go to the emergency room to be checked by a physician
5. Notify Program Director to receive counseling on treatments and to fill out a school incident report within 24 hours of the incident.
 - **Any cost incurred for blood work or treatment suggested by the physician will be the responsibility of the student.
 - **Students have the right to refuse treatment but must document the refusal on both incident reports.

If the injury occurs at school during lab time:

Note: Instructor must be in lab area when students are handling needles, knife blades, or other sharps. Safety precautions must be enforced such as eye protection, gloves, etc.

1. Wash the area with soap or betadine scrub for 10 minutes
2. Notify the lab instructor
3. Document occurrence on a school incident report
4. Counseling is to be done by the Program Director or Director of Allied Health within 24 hours concerning possible tests and treatments.
5. Student may choose to visit own physician or the medical director of school
6. Follow the student's exposure Control Action Plan.
7. The source person will be asked by the program director to have HIV & Hepatitis B testing (The Liability insurance may cover this if the source person was at no fault in the incident).

**Any costs incurred for blood work, physician visit, or treatment will be the responsibility of the student.

**Students have the right to refuse treatment but must document the refusal on a school incident report.

****Students may be dropped from the program if a sharps injury occurs more than twice, if the Program Director believes the incidents display a disregard for safety measures.**

Exposure Control Action Plan

Steps	Procedures
1	Notify clinical instructor/preceptor
2	Wash area with soap or betadine x 10 minutes
3	Rinse with copious amounts of water
4	If eyes or mucous membranes are involved flush with tap water instead of soap or betadine
5	Report incident to the Clinical Coordinator and/or Program Director immediately. (Failure to notify program officials will result in expulsion from the program.)
6	Fill out accident report fully
7	Have baseline blood analysis for HIV and Hepatitis B performed on you. You will be responsible for the charges. (Rationale: Essential for your protection if litigation should occur) Request source person to have HIV and Hepatitis B performed. (This is student's choice and confidentiality must be maintained). (Liability insurance may pay for this if the source person was not responsible for the incident. A claim form will be completed by the program director)
8	Program Director will discuss with you possible prophylaxis, such as AZT or gamma globulin. Side effects and precautions will be discussed.
9	Student will seek prophylaxis treatment from _____ who is located at _____ Chemoprophylaxis must begin immediately. (Note: This is a personal decision. All incurred costs will be the responsibility of the student.)
10	Follow the recommended testing, evaluation and counseling schedule as suggested by OSHA (6 weeks, 12 weeks, and 6 months)

Program: _____

Date: _____

Student: _____

Instructor: _____

To be completed in duplicate by the student. One copy is to be retained in student's file. Submit one copy to Director of Allied Health.

Student Name: _____

Program Area: _____

Date & Time of Accident: _____

Other persons involved including title (i.e. student, instructor, etc.)

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

Describe the accident: (including injury, activity student was involved in, and how it occurred)

Safety precautions used: (i.e. safety glasses, gloves, etc)

What emergency treatment was given and by whom?

Was Exposure Control Plan followed? Yes _____ No _____

Student Signature: _____ Instructor Signature: _____

Witness: _____ Date: _____

POLICY: DISMISSAL OF STUDENT

The Collins Career Technical Center, Program in Radiologic Technology reserves the right to terminate the enrollment of a student at any time if it becomes evident that the student cannot carry out the course of study successfully because of:

- A. A grade average below 80% at the end of the term.
- B. Absenteeism in excess of 56 hours per year or more than 14 hours clinical days per semester.
- C. Violation of school policies and regulations
- D. Violation of policies and regulations of the cooperating clinical agencies.
- E. Unsafe clinical performance resulting in possible harm to the patient, coworker, or self
- F. Cheating, plagiarism, or falsification of records (including clinical time sheets)
*****Text messaging or any type of cell phone/smart watch use while testing is considered cheating. Cell phones and smart watches are to be SILENCED and put away at the beginning of each class.***
- G. Mishandling of medical records
- H. Positive drug screen or suspected alcohol use at school or in clinical
- i. Breach of confidentiality and HIPAA regulations
- J. Continual disruption of class or clinical (i.e. talking, laughing, cell phone usage, etc)
- K. Complaints on performance from clinical sites.
- L. Theft from clinical site or school.
- M. Evidence of felony on background check.
- N. Vandalism of school or clinical property

The faculty will carefully review all the records and recommend dismissal where necessary. Faculty recommendations and copies of necessary records will be submitted to the director. The student will meet with the faculty and the director to discuss the situation. The student will be informed verbally and in writing of the action taken.

Policy: Evaluation Methods

Grading Scale and General Evaluation Policy

Evaluation of each course and lab-clinical performance is dependent upon the student meeting the objectives of the course or clinical assignments as determined by tools developed by the instructor. Most grades are based on one or all of the following: assignments, class participation, projects, papers, tests, and performance of lab-clinical skills.

The grading scale for the academic and clinical work for the program is as follows:

A ----- 90-100
B ----- 89-80

*** Below 79.5 ----- Failing**

*** Lowest acceptable grade in a course or in clinical-lab.**

**** Student who receives a grade below the Program grade requirements (80% or Higher) will be recorded on transcripts, but will not pass the class or proceed in program.**

Progression:

Students must maintain a passing score as a final grade in each course and in clinical in order to remain in the Radiologic Technology program and progress to the next succeeding term. Tutoring, study skills, and reading & math assessments, and other resources can be provided upon request.

POP QUIZZES and IN CLASS ASSIGNMENTS CANNOT BE MADE UP unless specified in the syllabi by the instructor.

Any missed exams may be given in a different format from original test and may consist of fill in the blank and essay questions. Points may be deducted if test not taken on scheduled date (this will be noted in the syllabus for each class.) Instructors will schedule a time for make-up exams.

All reports and written assignments must be submitted on the assigned date to receive full credit.

The instructor or student may request an evaluation conference at any time. A mid-term and end-of-term evaluation of academic achievement and progress will be provided for each student by the faculty. The student will receive a written report of standing at the end of the term. Grade reports will be issued when all incomplete work has been finished.

Probation

A student may be placed on probation or terminated for any of the following:

1. A mid-term grade below passing in class or lab/clinical at mid-term.
2. Failure to follow safety guidelines.
3. Failure to obey policies of school or clinical site.
4. Failure to maintain professional and/or ethical conduct in class, lab, or clinic.

*****Students are not to contact the clinical sites for any reason (except to report off work), all questions concerning clinical rotations need to be addressed to the instructors.***

The administration and faculty reserve the right to evaluate any student who is below the established standard in one or more subjects. Dismissal without a probationary period will be enforced if the academic/clinical performance is of such poor quality that the student could endanger a patient's life or well-being. Students will be dismissed from the program for cheating, plagiarism, falsification of records, or vandalism, other unprofessional conduct at the school or the clinical site.

Policy: Chemical Abuse/Dependency

Students are required to report to class and clinic unimpaired from drugs and alcohol. The use, sale, transfer, or possession of controlled substance or alcohol by students creates the potential for harm to oneself and to others.

It is the ethical and professional responsibility of the Radiologic Technology Students to conduct themselves in a manner consistent with the provision of an environment free from threat to person, property, efficiency or reputation as a consequence of illegal use, sale, transfer, or possession of alcohol or dangerous drugs as defined by Section 4729.02 of the Ohio Revised Code (Definitions, Pharmacy Act.)

The following procedure will be adhered to:

1. The illegal possession, use, sale, or transfer of controlled substances or alcohol during class hours or while on clinical assignment is prohibited and constitutes grounds for dismissal.
2. The Collins Career Technical Center will notify legal authorities in accordance with Section 2921.22 of the Ohio Revised Code.
3. The Collins Career Technical Center does not provide rehabilitation services for substance abuse; however, the school will recommend locally available resources appropriate professional services for referral and rehabilitation of students with a chemical abuse/dependency problem.
4. The legal use of medication or drugs prescribed by a licensed practitioner is permitted provided that such usage does not adversely affect the student's performance or endangers the health or safety of others. Medication must be reported on the application or to the instructor.
5. Any incidence of suspected chemical or alcohol abuse will be reported to administration and will be documented. A Drug Screen may be performed at the discretion of the Program Director, Program Coordinator of Allied Health, and Superintendent. If the drug screen is positive, student will be dismissed immediately and the drug screen will be sent for verification through Lab Corp. Documentation will be placed in the student's file. The student will be informed in writing of this action and appropriate referrals will be made.

Students will be advised regarding the adverse effects of legally prescribed drugs:

Agitation	Insomnia
Changes in Blood Pressure	Muscle Weakness
Constipation	Nausea
Depression	Paresthesia
Dizziness/Vertigo	Skin Rash
Drowsiness	Tinnitus
Dyspnea	Vomiting
Headache	

NOTE:

It is the student's responsibility to make known all medications, which may interfere with function or behavior.

Policy: Guidance and Counseling Services

The school seeks to positively assist the students in their educational and personal adjustments. Counseling and guidance will be provided by the school counselor as needed.

AIM

The aim of the program is to assist students in the health programs to grow and develop educationally, socially, emotionally, and professionally.

OBJECTIVES

1. To describe and interpret the policies of the school and to orient the student to group situations.
2. To provide regularly scheduled times for individual conferences which will allow for ventilation of student's feelings.
3. To provide opportunity for the student to obtain help in solving and/or accepting individual or school related problems that may arise.

ASPIRE

Services are available to students who need help in study skill and test taking skills. Appointments can be made for the student upon request for assistance.

Policy: Student Records

Student records containing admission materials and counseling done by the program director will be maintained in a secure centralized location.

Student records containing class work, test and quiz scores, clinical performance records, and records of counseling done by the instructors will be maintained in the instructor and/or director office.

Following graduation, complete transcripts including credential and date of completion will be maintained permanently. The transcript will be released only upon the written authorization of the student and payment of a set fee. Transcripts will be sent within 3-5 working days after request has been made.

Policy: Felony Convictions

Any radiologic technology student, who may have a record of a conviction of a felony or is convicted of a felony, is required to disclose the details of the conviction to the American Registry of Radiologic Technologists before permission will be granted to sit for the licensing examination.

A felony or misdemeanor may make it difficult for the student to find employment in the health field. Collins Career Technical Center is not responsible to check for eligibility with this agency or to find employment for the student. State licensure varies from state to state regarding felony and misdemeanor offenses and Collins Career Technical Center is not responsible for a graduate student's inability to practice in certain states.

The Collins Career Technical Center holds no liability to financially refund tuition or other school related expenses in the event that the student is denied the right to sit for the American Registry of Radiologic Technologist (ARRT), national board exam and/or by any state board of Radiography and/or any other certifying exam.

*****Radiologic Technology students will be required to have a back ground check prior to clinical rotations. The time line for when this needs to be completed will be given to the students by the admissions coordinator. Anything showing up on the record preventing students from attending clinical rotations will result in termination from the program.***

***** Radiologic Technology students will be required to have a drug screen performed prior to admission into the program to meet the guidelines required by the clinical sites. A positive screen will result in dismissal.***

Policy: Student Accountability and Conduct

Radiologic technology students shall be responsible for:

1. Maintaining standards of academic and clinical performance as outlined in the student program and clinical handbooks.
2. Adhering to local, state, and federal laws.
3. Behaving in a manner which guarantees the rights of all persons in the school.
4. Maintaining patient confidentiality.
5. Conducting one's self in a professional manner at all times.
6. Keeping Lab areas and classrooms clean and orderly. All students at Collins Career Technical Center will be assigned duties by the instructor to maintain the labs and classrooms. Any student refusing to cooperate with the assignments can be dismissed from the program.

Appointments

All appointments should be made after school hours. If it becomes necessary to see a physician or a dentist during school time, please realize that this will be counted as an absence. Appointments required by funding sources should be made after school hours, if at all possible. Please make those agencies aware of the attendance policies.

Cheating

Giving or receiving assistance on tests, quizzes, or written assignments (including plagiarism), shall result in a zero on the test, quiz, or written assignment and will result in termination from the program.

*****Text messaging or any type of cell phone use while testing is considered cheating. Cell phones/smart watches are to be SILENCED and put away at the beginning of each class.***

Damages and Losses

Students using equipment belonging to the health programs shall assume responsibility for its proper care. When damage or loss of equipment is due to the student's carelessness or neglect, the student must assume the cost or replacement of the equipment. Graduation may be delayed for that student until payment is made.

Employment

Each student must set their own priorities regarding work. It is the position of the Radiography Program that if students elect to be employed while going to school, they do so with the full understanding that they must meet and maintain the academic, clinical, and attendance standards of the program, and that no allowances will be made for the students who elect to work. Work study programs are not available through Collins Career Center.

Student uniforms and name pins must never be worn while working outside of the school setting.

It is the responsibility of the student to arrange work schedules with the employing agency so that it does not conflict with hours spent in class or clinical areas.

Gifts

Students are not to accept money, gifts, or gratuities in any form from patients.

Insurance

Malpractice coverage is included as part of the tuition cost.

Smoking

Smoking is permitted in designated areas only. Please discard cigarette butts in the provided receptacles.

Telephone Usage

Students are only to use cell phones during breaks, lunch periods, an/or in case of ***extenuating circumstances, which are to be immediately brought to and approved by Instructor*** . Cell phones are not to be turned on in class. This is a disruption to other students and students who continually violate this policy will be terminated.

In case of an emergency, student's family may call the Adult Education Office at 740-867-6641 Ext 434 and the emergent call can be transferred into the classroom via the classroom phone.

Visitors and Visiting

1. Students are not to bring their families or visitors to class or clinical area. Children are NOT to be brought to class or clinical sites.
2. Visitors to adult education must report to the receptionist upon entering the school.
3. Students are not to invite guests to lunch or to visit them at the clinical agencies.
4. Students are not to visit friends or relatives who may be patients at the clinical site while on school time or in student uniform.
5. Students are not to make or receive personal phone calls at the clinical site or at school.

Change of Names, Address, Telephone Number

Students must notify the supervisor's office immediately in writing of any changes in name, address, or telephone number.

Policy: Criminal Record Check

The health agencies require within sixty days of admission a criminal back ground check and drug screen prior to attending clinicals. The student will be provided a time frame for completion. Payment for the service must be cash only.

- 1) Civilian criminal record check: \$56.00 est. cost
- 2) FBI criminal record check: \$75.00 est. cost (subject to change)

Results should be sent to the following addresses:

Collins Career Technical Center
11627 St. Rt. 243
Chesapeake, OH 45619
Attention: Radiologic Technology Program

Policy: Student Conduct While Providing Care

All students will maintain the following requirements while providing care to the patient:

- 1). A student shall, in a complete, accurate, and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
- 2). A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
- 3). A student shall not falsify any patient/client record or any other document prepared or utilized in the course of, or in conjunction with, radiography practice. This includes, but is not limited to, case management documents or reports, or time records, or reports, and other documents related to billing for radiography services.
- 4). A student shall implement measures to promote a safe environment for each patient.
- 5). A student shall delineate, establish, and maintain professional boundaries with each patient.
- 6). When a student is providing direct radiography care to a patient/client the student at all times shall:
 - (a). Provide privacy during examination or treatment and in the care of personal or bodily needs; and
 - (b). Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.
- 7). A student shall use universal blood and body fluid precautions established by Chapter 4723.20 of the Administrative Code;
- 8). A student shall not:
 - (a). Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;
 - (b). Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
- 9). A student shall not misappropriate a patient's property or:
 - (a). Engage in behavior to seek or obtain personal gain at the patient's expense;
 - (b). Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;

- (c). Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or
- (d). Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

For the purpose of this paragraph, the client is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

(10) A student shall not:

- (a). Engage in sexual conduct with a patient;
- (b). Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
- (c). Engage in any verbal behavior that is seductive or sexually demeaning to a patient.
- (d). Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

For the purpose of this paragraph, the client is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.

(11). A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:

- (a). Sexual contact, as defined in section 2907.01 of the Revised Code;
- (b). Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

(12). A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the revised Code, in any way not in accordance with a legal, valid prescription issued for the student.

(13). A student shall not habitually indulge in the use of controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.

(14). A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe radiography care because of habitual or excessive use of drugs, alcohol, or other chemical substances that impair the ability to practice.

(15). A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability;

- (16). A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance;
- (17). A student shall not obtain or attempt to obtain money or anything of value by intentional misrepresentation or material deception in the course of practice;
- (18). A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.
- (19). A student shall not aid and abet a person in that person's practice of radiography without a license, practice as a technologist without a license issued by the board, or administrator medications (outside of scope of practice) and/or contrast media without a licensed Technologist.
- (20). A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion;
- (21). A student shall not assist suicide as defined in section 3795.01 of the Revised Code.
- (22). A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the radiography program, its faculty or preceptors, or to the board.

Policy: Use of Cell Phones & Smart Watches

Student cell phones/smart watches must be turned off or silenced and put away when in school building classroom or at clinical sites. They may only be used when during designated breaks or at lunch. This is a disruption to other students and students who continually violate this policy will be terminated.

*Cell phones are to be **SILENCED** and put away at the beginning of each class.*

In case of extenuating circumstances, the instructor can approve cell phone use. The student must approach the instructor about the circumstances and the instructor approve of a time period for the cell phone use.

In case of an emergency, student's family may call the Adult Education Office at 740-867-6641 Ext 327 and the emergent call can be transferred into the classroom via the classroom phone.

Policy: Health Services

Collins Career Technical Center does NOT provide health coverage for the student.

Students are encouraged to address health issues with their family physician and/or access the CCTC Student Based Health Clinic for their health issue needs.

Any accidents or injuries during clinical time will be referred to the emergency room. All policies and procedures of the clinical affiliate are to be followed according to their departmental and hospital procedures which are implemented and discussed during orientation at each clinical site.

During class time, if students needs health care. Students will need to seek care from their family physician and/or urgent care or the emergency room depending on the situation and severity.

Policy: Student Grievance / Problem Resolution

Whenever possible and practical, students are encouraged to resolve a problem informally at the instructor level. Students are to use the following procedure to resolve problems with the program and/or instructor problems or complaints:

STEP 1

Discuss problem with instructor within 5 days of the incident. Problem should be resolved at this level within 3 days of instructor notification.

STEP 2

If unresolved with Step 1, discuss with Program Director within 3 days of speaking with instructor. Step 2 problem should be resolved within 5 days of Program Director notification.

STEP 3

If unresolved with Step 2, discuss incident with the Post-Secondary Program Administrator (Chris Leese) within seven days of meeting with the Program Director in Step 2. Problem should be resolved within 14 days of Post-Secondary Program Administrator notification. A grievance committee may be appointed at this step to formally meet with the student to obtain more information and form an unbiased decision regarding the issue and report the findings to the Post-Secondary Program Administrator.

STEP 4

Finally, if unresolved at Step 3, the problem can be discussed with the institution Superintendent, Steve Dodgion within seven days of meeting with the Post-Secondary Program Administrator and/or grievance committee in Step 3. Resolution should be complete within 30 days at this level.

*****Please Note: Issues need to be dealt with in person and not via telephone. Please make an appointment with the appropriate person. A written copy of conference(s) will be provided to student and kept in student file in the Adult Education Department.**

Policy for Non-Compliance with JRCERT Standards

POLICY: To provide a mechanism for students to file complaints regarding noncompliance with JRCERT mandated Standards.

PROCEDURE:

Collins Career Center Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

The JRCERT provides peer review and establishes Standards for programs in Radiography, Radiation Oncology and other educational programs. Applicants or Students can find current Standards for Radiography programs at <http://jrcert.org/>.

Students may file a complaint with the Program Director and the JRCERT if they feel the program is in violation of any Standard.

Guidelines:

1. Students should identify in writing the Standard reflecting program non-compliance.
2. Students should provide the Program Director with a copy of the complaint identifying the Standard in question.
3. The Program Director will make every attempt to explain the Program's policy and answer any questions the student may raise.
4. If the Program Director concurs that a policy or procedure does seem to be in noncompliance, the policy procedure will be remedied to more accurately reflect JRCERT Standards. The Program Director will contact JRCERT in order to ascertain the appropriate measures to be taken.
 - a. If the Program Director does not concur with the student and/or the student is not satisfied with the response;
 - b. Students may forward a copy of the complaint to JRCERT.
 - c. JRCERT can be contacted by mail, phone, fax, email or via the internet. Addresses are:

JRCERT (Joint Review Committee on Education in Radiologic Technology)

20 North Wacker Dr. Suite 2850

Chicago, IL 60606-3182

- a. The CCCRP program reference number is: 0509. This number should appear on all correspondence with the JRCERT.
- b. The student is assured that there will be no retaliatory action by the Program for any complaint filed with the JRCERT.

Phone: 312-704-5300 Fax: 312-704-5304

Email: mail@jrcert.org

Website: <http://jrcert.org/>

Policy: Pregnant Radiologic Technology Students

All students will be advised of the potential danger to an unborn fetus resulting from radiation exposure.

Because of the potential effects of radiation exposure on the unborn fetus, Collins Career Technical Center Radiography Program strongly recommends that the pregnant student inform the Director of her pregnancy as soon as possible if the dose to the unborn child is to be minimized. However, the decision of whether or not to inform CCTC's Radiography Program Director of pregnancy is voluntarily up to each student. Students will sign an acknowledgment statement regarding the Pregnancy Policy, which will be placed in their file.

If the student voluntarily chooses to inform the Collins Career Technical Center Director of Radiology of her pregnancy, it must be in writing. At this point, the student will meet with the Program Director as soon as possible so she can make an informed decision as to how she wishes to proceed. The director will inform the student of the effects of radiation on the fetus, as well as acceptable radiation practices.

The pregnant student should advise her physician of her plans of continuing her clinical education and abide by his/her advice as well. The student must bring in a medical release permitting her to continue in the classroom and clinical setting as well as expected due date within 2 weeks of notifying the Program Director.

After meeting with the Program Director, the student will determine which of the following options they wish to exercise and so declare on the Declaration of Pregnancy form.

Option 1. The student may withdraw from the Collins Career Technical Center Radiologic Technology program. A student who withdraws in good standing may reapply to the Collins Career Technical Center Radiologic Technology program when applications are considered. This student's current application will be evaluated and the points that were awarded initially will be applied. If the student has taken additional courses that are awarded points or taken the Work Keys and scored higher than the required score and not awarded those points previously, the additional points will be added to the original score if these items are provided.

Option 2. The student may withdraw from the Collins Career Technology Center Radiologic Technology program and be guaranteed reinstatement the following year at the point the student withdrew provided the student can pass with 80% or better on each exam selected in a laboratory based competency assessment. The assessment will consist of testing in radiographic examinations that the student has previously proved proficiency on in the lab. This assessment ensures that the student has retained the information and is fit to be performing examinations on patients in the clinical setting. This guarantee is only for the year following the student's withdrawal providing the student successfully passes the radiographic procedures laboratory assessment.

Option 3.

A. Without modification. The student may choose to continue as a full-time student in both the clinical and didactic portion of the program without modifications as described below. She will continue her clinical rotations with no changes in the types of assignment (fluoroscopy, portables, etc.) and in performance/behavior responsibilities required of all students. The pregnant student that chooses to continue as a full-time student shall not hold Collins Career Technical Center and the Radiology Program responsible for any adverse complications with pregnancy or the fetus.

In addition, the following measures are required:

- i. The pregnant student will be issued an additional radiation monitor to be worn at the abdominal level to monitor fetal exposure. The student must continue to wear her radiation monitor at the collar to monitor her occupational exposure.
- ii. During the entire gestation period, the maximum permissible dose equivalent to the embryo-fetus or pregnant student technologist from occupational exposure will not exceed 0.5 mSv (50 mrem) (.05 mSv or 5 mrem in any one month.) (NCRP Report #105, 1989)
- iii. The student must present a written unrestricted release from her physician allowing her to take classes and continue her clinical education.
- iv. In accordance with federal law, the student can “undeclared” their pregnancy at any time by submitting a written request to do so to the Program Director and proceed in all aspects of the program as if they were not pregnant.
- v. The student will not assist in holding patients or remain in the radiographic room while an exposure is being made, otherwise they will continue all other phases of training as expected of any other student, including clinical rotations in surgery,

If a student chooses not to inform the CCTC’s Director of her pregnancy in writing, that student will not be considered pregnant and must continue in all phases of the Collins Career Technical Center Radiologic Technology program, maintain all academic and clinical performance standards and abide by all CCTC policies and procedures as is expected of all students. Furthermore, that student shall be deemed to have assumed all risks of any possible danger of radiation exposure to the unborn fetus.

Pregnancy Policy Acknowledgement Form

In signing this form, it is acknowledged that:

1. I have been informed and understand the dangers of radiation injury to the fetus and radiation protection guidelines that I should follow. I understand that I am NOT obligated to inform Collins Career Technical Center Radiologic Technology program if I become pregnant.
2. In accordance with the NRC's regulations at 10 CFR 20.1208, "Dose to an Embryo/Fetus," Retrieved from <http://www.nrc.gov/reading-rm/doc-collections/cfr/part020/part020-1208.html>
3. I have received and reviewed a copy of the Collins Career Technical Center Radiologic Technology program's Pregnancy Policy.
4. I understand the foregoing pregnancy policy and agree to abide by its provisions. I understand and agree that if I elect not to inform the Collins Career Technical Center Radiologic Technology Program Director in writing of my pregnancy, I shall assume all risks of harm to my unborn fetus and shall indemnify and hold harmless Collins Career Technical Center, CCTC's Radiography Program Director, CCTC's affiliates and their respective agents, representatives and insurers from all claims for damages arising from any harm to my fetus resulting from my decision.
5. A copy of this agreement will be placed in my student file.

Student Signature

Date

Radiologic Technology Program Director Signature

Date

Declaration of Pregnancy Policy

I, _____, do hereby make this voluntary declaration of pregnancy. The estimated date of delivery is _____. I understand that I am making this voluntary declaration of pregnancy in compliance with the requirements of the NRC's regulations at 10 CFR 20.1208, "Dose to an Embryo/Fetus," Retrieved from <http://www.nrc.gov/reading-rm/doc-collections/cfr/part020/part020-1208.html> After having had explained to me the potential for harm to my unborn fetus from radiation exposure during my clinical training, as well as all available options, I have decided to (please initial):

1. _____ Withdraw from the Collins Career Technical Center Radiologic Technology program completely.

2. _____ Withdraw from the Collins Career Technical Center Radiologic Technology program and be reinstated the following year at the point I withdrew providing I pass the laboratory assessment. I am responsible for any extra financial obligations that are incurred as a result of this option not covered by financial aid.

3. _____ Remain in the Collins Career Technical Center Radiologic Technology program in the capacity of a full-time student, assuming all risk of harm to my unborn fetus. I shall indemnify and hold harmless Collins Career Center, the Collins Career Technical Center Radiologic Technology program Director, the Collins Career Technical Center Radiologic Technology program affiliates and their respective agents, representatives and insurers from all claims for damages arising from any harm to my fetus resulting from my decision to remain in the program including all clinical rotations.

Student Signature

Date

Radiologic Technologist Program Director Signature

Date

Policy: Radiation Protection for Student Technologists

The effects that may occur from exposure to ionizing radiation (x-rays) can be classified as either somatic or genetic. Somatic effects would become evident in the exposed individual. This type of effect would not be expected in individuals who work in hospitals unless there was a gross radiation accident. Genetic effects would become evident in the descendants of the exposed individual. Thus, the effects would not be present in the exposed individual but may appear in subsequent generations. If the recommendations that are outlined below are followed it would not be expected that a worker (student) would receive enough radiation to transmit appreciable genetic mutations. Thus, it should not be assumed that any genetic defect is directly due to the exposure of a parent.

In summary, it can be said that the risk incurred as a radiographer (radiation worker) is slight and should be accepted the same way as risks to workers in other fields such as electricians, chemists, coal miners, and truck drivers. Despite the slight risk, the radiographer (student) should not allow familiarity to result in false security. All students shall abide by the following guidelines to keep their exposure as low as reasonably possible (ALARA):

1. Only patients requiring a radiographic examination should be in the x-ray room.
2. The student shall be behind a protective barrier when x-rays are being generated.
3. Always wear protective apparel (lead aprons, gloves) when not behind a protective barrier. Protective aprons and gloves should not be folded sharply when not in use but hung on the appropriate hangers.
4. The holding of patients during an exposure should only be done after other measures (tape, sandbags, compression bands and commercial immobilizing devices) prove inadequate. No student should be used routinely for holding patients. Relatives or friends of the patient or aides, orderlies, or nurses should be enlisted if holding is necessary.
5. The student operating or assisting in portable radiography (O.R.) shall wear a protective apron and stand as far as possible from the patient. It is the operators' responsibility to insure the proper protection of other persons in the area. Persons who do not need to be by the patient should be asked to leave the immediate area. Those persons who must be near the patient should be provided with protective apparel.
6. For procedures such as fluoroscopy in which you cannot leave the vicinity of the patient, you should wear a lead apron and try to be at least six feet away from the patient during energization of the x-ray beam.

7. Always wear your film badge in clinical or in the classroom lab. The badge should be positioned outside the lead apron on the collar. Do not allow other personnel to use your badge. On a monthly basis the film badge will be exchanged for a new one. The old badge will be returned to Landauer for processing. The results and cumulative totals are sent to Collins Career Technical Center. The latest month's results will be posted in the Radiology darkroom. Previous reports are kept in the Program Director's office.

Store your film badge in a safe place when you are not wearing it. Keep the badge away from any heat or radiation sources. (i.e. TV, microwave, direct sunlight) Remember to remove your badge from your lab coat or uniform before washing it. Should you lose your badge, report this to the Program Director as soon as possible.

8. Use gonadal shields on all persons within childbearing age when such use will not interfere with the examination.
9. Follow the appropriate policy of the clinical education center in which you are assigned concerning examinations of the pelvis and lower abdomen of women of reproductive capacity.

Policy: Student Dosimetry Records

Dosimetry reports are kept in a locked file in the Program Director's office.

The most monthly report is located in the campus x-ray lab for student's review.

Students are permitted to view their previous reports upon request.

Students are notified of any noticeable increase and/or overage for their monthly reports.

All Dosimetry reports are void of any private information in respect of HIPPA.

The following protocol will be followed for the following unusual exposures in a monthly period:

1. Students who have not yet reached the age of 18 upon beginning the radiologic technology program must do so within six months after the start of the clinical rotation. During this time, total exposure shall not exceed 100 mrem/1 mSv
2. Students 18 years of age and older shall limit radiation exposure to no more than 0.5 rem 500 mrem/5 mSv in any 12 month period.
3. A pregnant student shall limit radiation exposure to no more than 500 mrem/5 mSv during the entire gestational period and shall receive no more than 50 mrem/0.5 mSv in any one month.
4. Students receiving 20 mrem/0.2 mSv deep or whole body dose or higher within a one month period will be counseled by the Radiologic Technology director and the reason for the exposure documented.
5. Students receiving a 40 mrem/0.4 mSv deep or whole body dose or higher within a one month period will receive written notification of the dose and will be required to respond in writing, providing an explanation for that dose. Radiation safety practices will be reviewed.
6. In the event that a student receives exposure over the monthly deep or whole body program dose limit of 50 mrem (0.5 mSv) without a valid explanation, the **student will be dismissed from the program** due to poor radiation protection practices.

Policy: Grievances and Appeals

TITLE IX AND SECTION 504 GRIEVANCE PROCEDURE

STUDENT DISCRIMINATION GRIEVANCE PROCEDURE

Students Alleged Discrimination Grievance Procedures

In accordance with Federal and State OCR (Office for Civil Rights) Guidelines, any student who believes the Lawrence County Vocational School District or any of the district's staff, teachers, and/or administrators have inadequately applied the principles and/or regulations of Title VI of the Civil Rights Act of 1964 (race, color, national origin), Title IX of the Education Amendment Act of 1972 (sex, gender), and Section 504 of the Rehabilitation Act of 1973 (disability) she/he may bring forward a complaint which shall be referred to as a formal grievance.

However, when possible and practical, an informal solution to the alleged grievance is encouraged and should be attempted at the principal or supervisory level. An informal grievance with the above mentioned administrator does not require parents/guardians to be present.

STEP 1

An alleged formal discrimination grievance complaint should first be made to the Principal or Immediate Supervisor within ten school days of the incident date. Response will be provided to student within 14 days of receipt of grievance.

STEP 2

If not resolved at Step 1, the decision may be appealed to the district's Title IX and /or Section 504 Coordinator within five school days. Response to step 2 will be provided to student within 14 days of the appeal to the Coordinator.

STEP 3

If not resolved at Step 2, the decision may be appealed to the district's Superintendent within 30 days. Response to step 3 will be provided to student within 30 days of the appeal to the Superintendent.

ENROLLMENT AGREEMENT

I, _____, do hereby enroll in the Collins
(Print Student Name)

Career Center School of Radiologic Technology on this _____ day of
(day)

_____, year of _____.
(month) (year)

I have read and understand fully the policies and procedures set forth in the Collins Career Technical Center School of Radiologic Technology Guidelines. I have been given the opportunity to ask questions regarding the policies and procedures of this handbook.

I agree to abide by these policies and procedures and understand that the Collins Career Technical Center and the School of Radiologic Technology will also abide by them.

Student Name (Print): _____

Student Signature: _____

Date: _____

Program Director Signature: _____

Date: _____