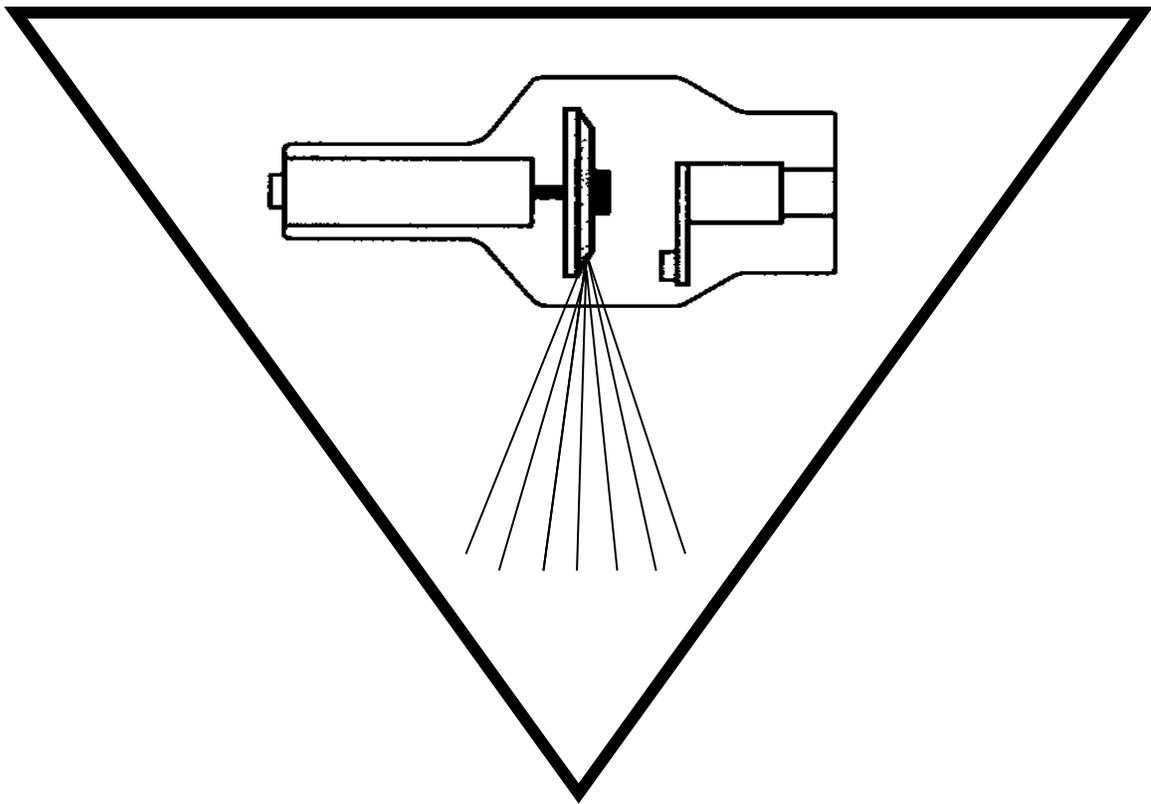


SCC RADIOLOGIC TECHNOLOGY PROGRAM



PROGRAM POLICIES

Endorsed by the Radiologic Technology Program's Advisory Committee

Revised 8-2020

PROGRAM FACULTY

SCC Phone Numbers

Kelly Findley – Program Director	402-437-2777
Mike DeWitt – Clinical Coordinator	402-437-2778
Angela Cyza.....	402-437-2779
Teresa Mattern.....	402-437-2728
John Tucker.....	402-437-2823

Health Science Division:

Dean of Health	402-437-2729
Health Division Secretaries.....	437-2725/2726
SCC Switchboard.....	1-800-642-4075

Messages may be left for faculty with the secretaries if there is no answer in the Program Office.

A Message from the Program:

Students are expected to play an active role in their education in the Radiography Program at SCC. Students must demonstrate maturity, professionalism and responsibility throughout the Radiography Program. As students progress through the program, they will be expected to possess adequate knowledge of policies, procedures and positioning protocols, and will be required to demonstrate skills in the clinical settings. Students will also be required to know the location of reference material for course work, protocols, policies, and procedures. The instructors of the radiography program will do everything possible to help the student advance; although, it is the student's responsibility to ask for additional help, if necessary.

Note: The Faculty of the Radiologic Technology Program at Southeast Community College reserves the right to make any additions or changes in program rules and regulations as deemed necessary at any time throughout the course of the program. Students will be notified of new policies or changes in program rules and regulations in writing and/or in the Community area of SCC's online learning platform.

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CLINICAL SITE POLICIES

HIPAA

In order to comply with the American Recovery and Reinvestment Act of 2009 which includes Health Information Technology for Economic and Clinical Health Act (HITECH), Health Sciences students enrolled in Southeast Community College (SCC) Health Sciences Division **will not remove** any protected health information (PHI) from any clinical facility. Nor will students transmit any PHI electronically except when doing so in the usual performance of caring for patients or clients and full knowledge of the clinical preceptor or instructor. This bill established new requirements for business associates (SCC) and covered entities (Facility) with respect to handling protected health information. SCC must report any breach of confidentiality to the facility and the facility and SCC may be subject to fines.

DRUG & ALCOHOL TEST

All students enrolled in the Radiology Program must have completed a Drug and Alcohol Test. The clinical facilities require that SCC obtain a negative drug screen on each student prior to that student arriving at the clinical facility for his/her clinical rotation and that such students be drug and alcohol free while at a clinical facility. Further drug testing and or alcohol testing may be required of the student for cause and the cost of testing will be the responsibility of the student. The refusal to consent to drug or alcohol testing may result in a student being dismissed from the program. (Complete policy information can be obtained from program faculty or the Health Science Division's office.)

CRIMINAL BACKGROUND CHECK

A criminal background check (CBC) is performed on all students. CBCs must be updated yearly. Results may cause a student to be ineligible to attend clinical and participate in the program as determined by the Dean of Health Sciences. A Self-Disclosure Statement will be completed annually in the month of the original background check. Failure to have a current CBC will result in a loss of clinical time until it is current. Time missed will be subtracted from the student's time account. Points will be assessed for failure to follow program requirements.

CPR

Students must be certified in CPR. Expiration of CPR will result in a loss of clinical time until it is current. Time missed will be subtracted from the student's time bank.

TB

A two-step TB test is required upon entry to the program. If the result is positive, then additional testing is required.

INFLUENZA VACCINATION & FLU

Each student will obtain a yearly influenza vaccination by the designated deadline. If a student displays symptoms consistent with the influenza virus or flu, they will need to excuse themselves from clinical until they have been fever free for a minimum of 24 hours without fever reducing medication AND 5 days out from the onset of symptoms. Students have the option not to get the vaccination but will be subject to clinical guidelines.

STANDARD PRECAUTIONS

Students will adhere to Standard Precautions regarding infectious diseases at clinical. Standard precautions are a set of infection control practices used to prevent transmission of diseases that can be acquired by contact with blood, body fluids, non-intact skin (including rashes), and mucous membranes.

All students are required to report any contact with blood/body fluids to their immediate supervisor and/or hospital officials. Medical attention for an exposure is at the student's expense.

All Health Division students need to:

- Read the **Blood and Body Fluid Precautions, Statement of Understanding.**
- View audiovisual media, which reinforces the "need for", and "how to" take precautions.
- Sign a form verifying accomplishment and understanding of precaution.
- Complete the Safety Education and review annually.

ACCIDENTS OR INCIDENTS

All accidents and/or incidents regarding the student, patient or other individual in the environment must be reported to the immediate supervisor or hospital official.

- The appropriate form(s) will be filled out.
- Determination will be made as to what diagnostic tests or procedures would need to be done.
- Students are financially responsible for medical expenses associated with diagnosis or further vaccination, i.e., boosters, etc.

NO SMOKING

For the health and safety of all, **smoking and use of tobacco products are not permitted at the clinical site** and should not be carried while on duty.

STUDENT RIGHTS

Students have the right to speak with Human Resources at their designated clinical site if they feel their personal safety or mental status is abused by clinical staff member.

PROGRAM POLICIES

1. All Radiology courses must be completed with a 75% (C+) or higher. All overdue clinical and didactic assignments will be assessed point deductions. See Course Information Documents for specific course policies. Individual assignments are at the discretion of the instructor. The instructor has the right to alter the required due date of any assignment, maintain the required due date, alter the assignment or reduce the point value for days past the due date.
2. Students are required to have computer/internet access. Only **Microsoft Word** is acceptable to the Program for submitting assignments.
3. Each student will participate in the Conference Credit & Certification Challenge (4 C's). The 4 C's of Continuing Education includes:
 - a. Students will earn continuing education credits by attending a state or national radiology conference, continuing education workshop, or other program sanctioned activity. Students are responsible for fees pertaining to the conference. Refer to Radiography Program Community for more information.
 - b. Students participating in a certification challenge (aka mock registry) mid-program to assess student learning. Mock registries continue in the second-year to prepare students for the national registry.
4. Participation in program workshops at the Lincoln Campus is required. Students are responsible for expenses related to travel, hotel, food, etc.
5. Students are responsible to maintain appropriate, professional conduct at all times during clinical and didactic courses.
6. Students must meet College, Program, and ARRT requirements to graduate and be eligible to sit for boards.
7. Students are responsible for knowing the contents of the Program Student Handbook and Program Guide posted in the Radiology Community located on the course management system. Students are responsible for periodically reviewing the policies throughout the duration of the program to alleviate any miscommunications.

ONLINE LEARNING

To maintain the integrity of online learning, the following procedures will be used:

- Each student will use a specific user name and password known only to them to be used when they enter the online platform
- Correspondence with students will occur via the student's secure college issues email account or through the Course Learning Management System.
- Respondus Lockdown Browser will be used for all exams to maintain a secure environment

- The online forum is consistently monitored and the learning management system tracks every click of a student's mouse
- For Technical Support - click on the “Student Help Resources” located in the Course Learning Management System.

ACADEMIC INTEGRITY

Academic honesty is a core principle of learning and scholarship. Demonstration of Academic integrity is an expectation in the Radiology Program. SCC encourages and expects the highest standards of academic honesty from all students. Please note that cheating, plagiarism, or other forms of academic dishonesty are monitored and subject to disciplinary action.

The following behaviors will be subject to disciplinary action:

Plagiarism: Presenting someone else’s words, ideas, or data as your own work.

Fabrication: Using invented information or falsifying research or other findings

Cheating: Misleading others to believe you have mastered competencies or other learning outcomes that you have not mastered. Examples include, but are not limited to:

- Copying from another learner’s work
- Allowing another learner to copy from your work
- Using resource materials or information to complete an assessment without the permission of your instructor
- Collaborating on an assessment (graded assignment or test) without permission of the instructor
- Taking a test for someone else or permitting someone else to take a test for you will result in further tests being proctored at the student’s expense

The Radiologic Technology Program has a high standard for learning. Therefore, acts of dishonesty will not be tolerated. Faculty will report violations to Student Services and penalties can include:

- Failure of the assignment or course
- Proctoring of future exams at the student’s expense
- Disciplinary warning or probation notice
- Suspension or expulsion

(See SCC Guidelines – Academic Integrity for more information)

SOCIAL MEDIA STATEMENT

SCC Health Sciences recognizes that many students choose to participate in social media and networking sites. This includes Facebook, LinkedIn, Twitter, Instagram, Snapchat, and other websites, blogs and networking sites. Social media is a powerful communication tool that can have significant impacts. It can be positive, fun, and can led to job opportunities; it can also negatively impact one’s reputation and the

organizations one represents. You must be mindful that anything you post on a social media site may be seen by anyone, including patients, classmates, instructors, and prospective employers. Inappropriate social media postings could form the basis for disciplinary action against you by the College.

It is the position of the Health Sciences Division that all students involved in health care have a moral, ethical and legal responsibility to maintain individuals' rights to privacy. HIPAA protects patient privacy and includes individually identifiable information in any form where the information could identify an individual by name, medical condition, demographics or other means. Students are expected to act with integrity and to respect the privacy rights of others. Social media postings regarding patient information constitute a violation of patient confidentiality and HIPAA. Such postings are prohibited and subject a student to discipline, up to and including dismissal from a program. Along these lines, students are reminded to use caution even when sharing locations or commenting on images. Students are directed to not post or share photographs from clinical and laboratory settings. Students must also avoid referencing clinical sites, clinical experiences, patients, and patients' family members on social media sites in any manner that violates the confidentiality of patients or their families.

Reviewed and Approved by Legal 1/10/2017

STUDENT SAFETY

INSURANCE

Liability insurance for students is provided by the college for incidences occurring at the clinical site. The cost of the liability insurance is included in the student fees. Liability insurance does not cover personal health claims, and it is recommended that students obtain health insurance coverage for that purpose. Employee health may be used if you are injured at the clinical site, however, you will be responsible for any associated charges.

RADIATION SAFETY

Students will abide by the listed policies to ensure safe radiation practices in regards to patient, healthcare workers, and self.

Personal Monitoring Device

The Primary Clinical Affiliate to which each student is assigned provides the Radiation monitor service. The radiation badge report is provided by the clinical site for student viewing.

- Students are required to wear the badge in the laboratory when exposures are made and when assigned to clinical facilities.
- Students are responsible for the security and safety of the badge and will not be permitted in clinical areas without the radiation badge being part of their professional attire.
- Time lost retrieving their radiation badge will be deducted from student's leave time.
- Each student is responsible for exchanging radiation badges as designated by the clinical site. If badges are lost or late, the student is responsible for any fees assessed by the clinical site.

Each student will log their badge readings so it can be viewed by designated program personnel. The radiation exposure report will **NOT** exceed the following Dose Limits:

- 1 mSv (100 mRem) whole body exposure annually
- 50 mSv (5 rem) skin or extremities annually
- 15 mSv (1500 mRem) lens of eyes

- Students who exceed the monthly acceptable limit of .5 mSv (50 mrem) will be counseled by program officials.

Exposures of individuals will NEVER be made without a physician's request or order.

Mobile Procedures

- Students will notify all persons in the area of imminent exposure. This will be done by clearly announcing that an exposure is about to be taken, and then allow individuals ample time to move to a safe area.
- Protective apparel such as aprons will be given to individuals (healthcare worker, family member, patients in adjacent beds, etc.) who cannot safely leave the area.
- Students will wear protective apparel (lead apron, thyroid shield, etc.) during an exposure. The protective principles of time, distance, and shielding must be applied.

Patient Procedures

- Students must NOT hold image receptors during imaging procedures.
- Students should use an immobilization device to avoid holding a patient during a procedure.
- If mechanical methods of restraint/immobilization are not feasible, non-occupationally exposed persons wearing appropriate protective apparel should perform this function.
- However, if extenuating circumstances occur and a student finds themselves in a situation that requires them to remain in the room during an exposure, the student must follow the appropriate guidelines set below:
 - Wear appropriate protective barriers. (i.e. lead aprons, thyroid shield)
 - Must not come in contact with the primary beam.
 - Student Holding form must be completed and submitted.

MRI SAFETY

Magnetic resonance imaging, or MRI, is a way of obtaining very detailed images of organs and tissues throughout the body without the need for x-rays or "ionizing" radiation. Instead, MRI uses a powerful magnetic field, radio waves, rapidly changing magnetic fields, and a computer to create images that show whether or not there is an injury, disease process, or abnormal condition present. Certain implants, devices, or objects may pose a hazard to individuals in close proximity to the magnet of the MRI system and/or may interfere with the MRI procedure.

Unless they are MRI compatible, the following are a few common items that may create a health hazard or other problem:

- Cardiac pacemaker or implantable defibrillator
- Catheter that has metallic components that may pose a risk of a burn injury
- A ferromagnetic metallic vascular clip placed to prevent bleeding from an intracranial aneurysm
- An implanted or external medication pump (such as that used to deliver insulin or a pain-relieving drug)
- A cochlear (inner ear) implant
- A neurostimulation system
- A catheter that has metallic components that may pose a risk of a burn injury

*See MR screening form for a complete list of items

Items that need to be removed by individuals before entering the MR system room include:

- Purse, wallet, money clip, credit cards, cards with magnetic strips
- Electronic devices such as beepers or cell phones
- Hearing aids
- Metal jewelry, watches, pens, paper clips, keys, coins, hair barrettes, hairpins
- Any article of clothing that has a metal zipper, buttons, snaps, hooks, underwire, or metallic threads
- Shoes, belt buckles, safety pins

Pregnancy and MRI

If you are pregnant or suspect you are pregnant, you should choose another modality. In general, there is no known risk of using MRI on pregnant patients. However, MRI is reserved for use in pregnant patients only to address very important problems or suspected abnormalities. In any case, MRI is safer for the fetus than imaging with x-rays or computed tomography (CT).

MR Screening

Before entry into the program, all students must complete an MR screening form. Prior to starting clinical, any items marked on the form will result in further screening by clinical MR staff to ensure student safety. The MR screening results may prohibit a student from being in the vicinity of the MR area and exclude MR as a rotational modality. Additional MR screening of a student may occur as warranted according to clinical site policy.

SOUTHEAST COMMUNITY COLLEGE – RADIOLOGIC TECHNOLOGY PROGRAM

MR SCREENING FORM

Magnetic resonance imaging (MR) uses a powerful magnetic field to create images of a patient. Therefore, it is important that we are aware of any metallic objects in your body that may create possible health hazards or other problems. “YES” responses to the following will require further screening by MR staff and may prohibit you from being around the MR area and exclude MR as a rotational modality.

Please Circle Y or N

- | | |
|--|--|
| Y – N Brain Aneurysm Clips | Y – N Injury by metallic foreign body (Bullet, BB, Shrapnel) |
| Y – N Cardiac Defibrillator | Y – N Internal Drug Infusion Pumps |
| Y – N Neuro, bladder or Splint Stimulators | Y – N IUD, Diaphragm, or Pessary |
| Y – N Pacemaker | Y – N Joint Replacement (Hip, Knee, etc.) |
| Y – N Abdomen Aneurysm Clips | Y – N Medication Patches (Nicotine, Nitro, Pain) |
| Y – N Braces or Permanent Retainer | Y – N Metal in Eyes (Shaving, Shrapnel, or Sliver) |
| Y – N Carotid (Neck Artery) Clips | Y – N Metal Bone/Joint Pin, Screw, Wire, Nail, Plate, Rod, Clip, Wire Mesh, or Staples |
| Y – N Dentures or Partial Plates | Y – N Organ Transplant |
| Y – N Diabetic Insulin Pump | Y – N PICC Line or Vascular Access Port |
| Y – N Ear Surgery or Implants | Y – N Pregnant or Suspect Pregnancy* |
| Y – N Electrodes (Holter Monitor, Tens Unit) | Y – N Prosthesis (Eye, Penile, Artificial Limb) |
| Y – N Eye Surgery or Cataracts | Y – N Shunt (Spinal or Intraventricular) |
| Y – N Harrington Rod | Y – N Tattoo’s or Permanent Makeup |
| Y – N Hearing Aid | Y – N Tissue Expanders (i.e. breast) |
| Y – N Heart bypass Surgery | Y – N Vascular Coil, Stent or Filter |
| Y – N Heart Valve Replacement | |
| Y – N Implanted Programmable Devices | |

*Pregnancy and MRI

If you are pregnant or suspect you are pregnant, we ask that you do NOT enter the MR suite. There is are no known risk of being in the MR suite while pregnant, but exposure to MR should be restricted to pregnant patients only when it is medically necessary.

Before entering the MR area:

- 1) Following clinical site protocol, students will be screened by MR staff technologists before admittance to MR suite is granted.
- 2) All metallic objects must be removed including hearing aids, cell phone, keys, eyeglasses, hair pins, barrettes, jewelry (including body piercing jewelry), watch, safety pins, paperclips, money clip, credit cards, magnetic strip cards, coins, pens, pocket knife, nail clipper, steel-toed boots/shoes, and belt buckles.

STUDENT REPRESENTATIVES

PROGRAM ADVISORY COMMITTEE

Students may be asked to be representatives for an 18 month position on the Program Advisory Committee. Selected student(s) will participate in discussions regarding program content and are encouraged to provide input at committee meetings.

STUDENT SENATE

The SCC Student Senate asks for representation from all programs. The Student Senate represents all SCC students, organizes student activities, and has a vested interest in SCC policies. Interested students who would like to represent the Radiology Program must contact the faculty for more information.

NEBRASKA SOCIETY OF RADIOLOGIC TECHNOLOGY (NSRT)

The NSRT is the state organization for Radiologic Technologists. It is affiliated with the national organization, the American Society of Radiologic Technologist (ASRT), to promote student leadership and activities. The NSRT hosts the yearly state conference along with various workshops which enables students and medical radiographers to obtain continuing education credits. The NSRT grants each program the right to have a student on the NSRT board. Contact the faculty for more information.

PROGRAM DISMISSAL

A student may be dismissed from the program due to any of the reasons listed below. A student may or may not be dismissed depending on the severity of the incident. Appropriate disciplinary actions will result if student is not dismissed.

1. Failing grades.
2. Insubordination.
3. Conviction of distribution and/or possession of illegal drugs, alcohol, or controlled substances.
4. Unprofessional or unethical conduct. Students dismissed for an ethical violation will NOT be allowed to recycle or re-enter the Program.
5. Cheating.
6. Falsification of documents or records. (This includes knowingly accepting verification of competency when student has not demonstrated competency.)
7. Discussing grades, conferences, or counseling sessions with other students.
8. Inappropriate conduct in clinical or classroom (negligence, theft, misconduct, drugs, abuse of controlled substance, intoxication, etc.).
9. Conviction of a felony.
10. Items identified by college handbook and program student handbook.
11. Failure to meet requirements as stated in Program policies.
12. Dismissal from clinical site. ++

++Clinical Site Dismissal: Clinical sites have the right to remove a student from their facility. Once the student has been notified of the dismissal, all clinical hours will be suspended until another site is found. It is the responsibility of the student to find an alternative clinical site that is acceptable to the Program. This site will have the option to view the student's files before making a decision. The student must sign a "Release of Information" form granting the clinical site access to their records. Failure to find an acceptable clinical site within one year will result in dismissal of the student from the Program.

Students who do not meet program requirements will be dismissed and will receive the course grade earned. Unfinished assignments will be given a grade of zero in the gradebook. These students MAY have the option to recycle. See recycle policy.

Students who are danger of failing the program will be given the opportunity to withdraw as long as it falls within the college withdrawal deadlines.

DUE PROCESS

APPEALS PROCESS:

Written description of a concern, situation, or problem **MUST** contain the following items:

- a. A typed, in-depth description of the issue, problem, or incident including dates and times they occurred and reactions or feelings toward the behavior.
- b. Suggestion to alleviate or solve the issue or problem if warranted.
- c. Student signature and date.

Students, either in clinical or classroom, who encounter a troubling situation or circumstance; have a problem with interpersonal relationships with another individual(s); who experience or observe a harassing incident(s) or feel their personal safety or mental status is abused by clinical staff, faculty member, or a fellow student have the right to begin an appeals process using these guidelines:

Clinical Site or Personnel Issue

1. The student should attempt to resolve the problem or issue personally with the individual through open communication within 5 instructional days of incident. If the student(s) is/are not comfortable with communicating with the individual or if there is fear of retaliation, they must contact the SCC Clinical Instructor within 5 days of the incident.
2. The student and the SCC Clinical Instructor meet to discuss and try to resolve the situation within a set amount of time. Documentation of the incident (see Appeals Process) must occur at this time. If either the student or the instructor feels resolution of the situation/concern has not been reached by the set deadline, the next steps will be taken.
3. The SCC Clinical Instructor will notify both the Program Director and the Clinical Facility Director of the incident within 5 days from the previous meeting. A meeting will be scheduled that will include, at a minimum, the SCC Clinical Instructor and the Clinical Facility Director. A plan of action will be developed as to the next steps on handling the situation. This may include meetings with the student(s) and employee(s). Both the Clinical Facility Director and Program Director will monitor the behavior/ incident(s). If the behavior/incident(s) continue or if the Clinical Facility Director does not follow through with the plan of action, the Program Director will discuss the issue again with the Clinical Facility Director.

4. If the issue is not resolved to the satisfaction of all involved, the Program Director will contact the Clinical Facility's Director's immediate supervisor within 5 working days. The clinical site's grievance Rules and Regulations (which is external to the program) provides the next steps and associated time frames.

Student or Faculty Issue

1. The student should first try to resolve the problem or issue with the individual through open communication within 5 instructional days of incident. If the student(s) is/are not comfortable with communicating with the individual or if there is fear of reprisal, they must contact the supervising program faculty within 5 days of the incident.
2. If communication with the individual is unsuccessful, the student(s) must submit written documentation (see Appeals process) to the Program Chair within 5 days.
3. A meeting will be scheduled within 5 days upon the Program Director receiving the document. The meeting may include the student(s), faculty person, and Program Director. A Due Process Plan will be completed within 5 working days of the meeting. This Plan outlines the situations/concerns, the goals to resolve the issue, and the timeline for resolution.
4. After the identified time noted on the Due Process Plan, the student and Program Director meet to finalize the Due Process form and determine if the situation/concern has been resolved. If the student feels resolution of the situation/concern has not been resolved, the student may then begin the College's appeals process (which is an external process outlined in the College Catalog) within 5 working days of the meeting.

Students who want to appeal a Program Policy

1. Student will submit the issue in writing to the Program Director.
2. The Program Director will present it for discussion at a staff meeting. After discussion, faculty retains the right to accept or deny the appeal. The final decision will be written and returned to the student as soon as possible.
3. If a student is dissatisfied with the faculty's decision, he/she must state in writing a valid reason as to why he/she believes the problem still exists and submit to the Dean of Health Sciences within 5 days of notification. The Dean will then review all documentation and make a decision regarding the issue.
4. If a student disagrees with the Dean's decision, he/she can then proceed with the college's formal grievance procedure.

Students who believe the program is not in compliance with JRCERT Standards will proceed with the following steps:

The JRCERT Standards assure that a program accredited by the JRCERT maintains a high quality of education for the student as well as protects the student and public from unwarranted or unsafe policies or practices.

1. A student who has an allegation that the program is not in compliance with the current Standards is advised to complete the “Allegation Reporting Form” on the JRCERT website and submit to the Program Director.
2. The Program Director will respond to the student within 7 working days from receipt of the complaint.
3. The Program Director will meet with the student to try to resolve the issue. Together, they will discuss the situation to clarify any misunderstandings and try to resolve the allegation.
4. If the student considers the issue unresolved and continues to believe the program is in non-compliance with the JRCERT standards, the student should contact the JRCERT to present the allegation within 7 days from meeting with the Program Director. The student should submit the complaint form and any subsequent documentation to assist the JRCERT in understanding the reason for the allegation. JRCERT: (312) 704-5300

Grade Appeal Procedure

Information regarding the Grade Appeal Procedure and process to proceed with a grade appeal is identified in the College Catalog.

Student Code of Conduct

All students are expected to conduct themselves as good citizens. Students are expected to obey the laws of the local and state jurisdiction, and the college rules and regulations. Students are expected to demonstrate a set of core values that include accountability, integrity and respect for others; pursuing excellence in fulfilling responsibilities; being honest, kind and compassionate; and adhering to the principles of diversity.

Please refer to the Radiography Program Guide for the ASRT, ARRT and Program code of ethics.

Once notice is received of a violation of the Student Code of Conduct, SCC will proceed with the Conduct Review Process. Information regarding the process can be find in the College Catalog.

PROGRAM RECYCLING

RECYCLING INTO THE PROGRAM

Students who started the program in July 2018 are not eligible to recycle due to the transition of quarter to semester.

Students who are dismissed due to academic or clinical failure or who have voluntarily withdrawn from the Program may be eligible for re-entry based upon program space availability and the nature of their dismissal. Recycling students have one chance to recycle within one year from the start date of the term student left; beyond one year, the student will begin a new process for Program admission. Students must petition for re-entry in writing to the program chair at least 4 months prior to the recycle date. Recycling students are placed on contract, must pass a competency test at SCC Lincoln campus, and meet program requirements (CPR, CBC) before being reinstated. Failure to meet these terms will result in student beginning a new process for Program admission. Students have 2 attempts to complete the program.

GRADUATION & CERTIFICATION REQUIREMENTS

To graduate from the program, the student must have:

1. Satisfactory completion of all courses, laboratory, clinical, and program requirements.
2. Met program and American Registry of Radiologic Technologist competency requirements. Failure to meet this standard will result in registration of an additional term of clinical to meet requirements.
3. Completed the general education requirements according to the College Catalog.
4. Submitted a graduation application to Admissions by the second week of the final term of the program. The application must be completed by the student and signed by the Program Director before submission. Failure to submit the application by the second week will result in delayed graduation.

CERTIFICATION

1. Graduates of the program are eligible for the National Certification Exam given by the American Registry of Radiologic Technologist (ARRT).
2. Program officials will not acknowledge program completion until all graduation requirements are met.
3. Reading the ARRT handbook and submission of the application and fee is the responsibility of the student.
4. Meeting state and/or local standards and applying for licensure is the student's responsibility.

CLINICAL RULES & REGULATIONS

The Clinical Education component is a competency-based model and combines mechanisms to parallel and correlate classroom education. Clinical education provides an arena to assess student ability and for the student to achieve the required American Registry of Radiologic Technologist (ARRT) competencies.

PROFESSIONAL STANDARDS

1. ***The PATIENT is the number ONE concern at the clinical site!***
2. The patient will **ALWAYS** be treated with patience and respect!
3. The student will demonstrate appropriate actions and attitudes towards patients.
4. The student will abide by HIPAA regulations.
5. The student will display a respectful attitude toward hospital staff, college faculty, and fellow students.
6. The student will report errors as soon as possible.
7. The student will respond in a positive manner to constructive suggestions.
8. The students will cooperate and work well with others.
9. The student will recognize his/her strengths and weaknesses.
10. The student will be dependable and carry out instructions completely.
11. Clinical personnel will assess the student's adherence to Professional Standards as part of the student's clinical grade.
12. The student will demonstrate academic integrity and honesty throughout the program according to SCC Guidelines.
13. The student will fulfill all attendance requirements.
14. The student will remain calm in a variety of situations and handle stress well.
15. The student will remain alert, responsive, and display initiative and interest.
16. The student will make logical decisions and demonstrate sound judgment.
17. The student will appear and act in a mature and professional manner.

Clinical rotations provide the experience and practice necessary in developing clinical skill and problem-solving ability. It also gives the student the opportunity to work with healthcare professionals and become a member of the team. The clinical sites view clinical rotations as an opportunity to "audition" future employees.

CALENDAR - The Program will follow the Southeast Community College Academic Calendar.

ATTENDANCE - A good attendance record in the program is essential for learning.

Personal Hours

- Clinical students are allowed 14 personal hours per clinical course for **ALL** absences. **After the 14 personal hours are used, any additional hours missed must be made up.** Make-up hours will be determined by the Clinical Instructor/Preceptor and students can be assigned hours from any shift. All clinical make-up time must be completed by the end of the clinical course. Excessive absences (over the allowed 21 hours) will result in a deduction of 1 point per hour missed from the attendance category of the clinical grade.

Tardy Policy

- **Tardy** is being late past the designated start time. Time missed due to being tardy will be deducted from personal time. The 3rd tardy in a clinical course will result in a 7-hour deduction from the allowed 14 personal hours. If there are less than 7 hours remaining, 5 points will be deducted from the attendance portion of the student's grade. A 6th tardy in a clinical course will result in another 7-hour deduction, or if there is less than 7-hours remaining, another 5 points will be deducted from the grade.
- Students who will not make it to the clinical site prior to the scheduled time may call the instructor and substitute personal time to avoid being classified as tardy. If choosing this option, no less than 15 minutes will be deducted from student's personal time.

Example: The student called in to notify the instructor/preceptor that he/she would be late. The student clocks in at 7:37 for a 7:30 shift. The instructor will deduct 15 minutes from the student's personal time bank. If the student clocks in at 7:48 for a 7:30 shift, the instructor will deduct 30 minutes from the student's personal time bank.

If a student oversleeps or is not able to notify the instructor prior to the start of the shift, the student must contact the instructor as soon as possible. If the student's time bank is depleted, points will be deducted as outlined in the tardy policy above.

Notification

- Students who will be **absent** for clinical duty **MUST** notify the Clinical Instructor/Preceptor and the clinical site **BY PHONE BEFORE** the assigned time. Failure to do so will result in loss of attendance points.
- The student is responsible for all clinical instruction missed regardless of the reason for absence. The student must contact the instructor to make arrangements for missed course assignments. The instructor has the prerogative to decide whether the student will be permitted to make up work missed during the absence.
- Excessive use of hours, lack of initiative, and poor performance will reflect badly on the student.
- Any student released from a clinical site more than one hour before the end of a scheduled shift must notify the Clinical Instructor/Preceptor, Clinical Coordinator, or Program Director. A decision will be made regarding relocation of the student to a different clinical site to complete scheduled hours.
- The program will consider extenuating circumstances when it comes to personal injury or prolonged illness when assessing points.

UNIFORMS

Students will be in uniform when in clinical, classroom, workshops, and laboratory. Students can wear ONLY designated radiology clothing. The uniform must be professional in appearance, clean, and pressed. **Students not following the designated policy will be asked to leave clinical until they have the correct attire and are following clinical site specifications.** The time absent will be deducted from student's personal time. Students are subject to random uniform checks by clinical instructors or clinical preceptor on staff.

Proper Uniform:

- Student uniforms should fit properly.
- White, black, or gray colored socks or support hose.
- Shoes must be black, white or gray with minimal coloring. NO fluorescent colors. Dirty, dingy or torn shoes are not permitted.
- No cleavage, midsections, body art, or backsides shall be visible.
- White, black, or gray undershirts. No t-shirts below the sleeve or bottom of the scrub top.
- Appropriate undergarments; either white or neutral colors. Undergarments should not be visible under scrubs to do color or pattern.
- Pants must be the appropriate length and cannot drag on the ground.
- Appropriate nametags or ID badges as per your clinical site.
- Radiation badge, student markers, and Competency Books.
- Proper personal hygiene includes daily activities such as: brushing teeth, bathing daily, using deodorant, and washing hair.

Clinical Site Specifications:

- Hair reaching past the student's shoulder should be confined in style or pulled back so hair does not fall forward or in front of the face, or in any manner that is offensive to patients or compromises sterile fields. No messy buns are allowed. Hair must also be a natural color and style. Extreme hairstyles such as cut outs, stripes or unnatural colors are not acceptable.
- Men must be clean-shaven or have cleanly groomed facial hair.
- Tattoos or brands anywhere on exposed skin must be covered with the uniform, bandages, appropriate tattoo makeup, or an athletic sleeve.
- Cologne and perfume is not allowed. Any hygiene products should be minimally scented so it is not offensive to patients.
- As all medical campuses are smoke-free, any residual smell of cigarette smoke or vaping will not be tolerated. This odor may also be offensive to the patient and will not be tolerated.
- Jewelry should be limited and conservative. Radiology Program policy allows for 2 piercings per ear. Industrial piercings and gauges are not allowed in the ears. Visible body and tongues piercings are prohibited.
- Artificial fingernails are not permitted. Natural fingernail lengths must not extend beyond the fingertip. Polish, if worn, must be neutral and not colored. Shellac is not allowed.
- Students should follow site policies for where food and drink can be stored and consumed.

Students participating in clinical (primary and rotational) are responsible for the knowledge pertaining to that site's specific policies. Safety and patient care concerns are the primary issues in the adherence to these policies. Issues that may arise concerning proper uniforms or clinical site specifications will result in a conference with the instructor and points deducted.

ELECTRONIC DEVICES

CELL PHONES

Personal telephone calls will not be made nor accepted during clinical and lab hours except on an emergency basis. Cell phones will NOT be used for social media, playing games, listening to music, or accessing the internet. Misuse of phones will result in the phone being confiscated for the day. The phone can be retrieved from the clinical instructor at the end of the day.

COMPUTER

Clinical computers are NOT for personal use. Access and use is limited to relevant clinical assignment inquiries. Students will use the clinical site's computer to access the Trajecsyst website for clinical purposes. No other IP addresses will be acceptable in logging scheduled hours unless approved by the clinical instructor/preceptor. Students can use personal devices to log into Trajecsyst to record personal time off and to access daily clinical log.

TRANSPORTATION & PARKING

TRANSPORTATION

Students must be prepared to meet travel obligations and expenses to scheduled clinical sites. SCC is not responsible for transportation liability or cost of injury sustained when traveling to and from the college, clinical education sites, and field trips.

PARKING

Students must observe all parking regulations at all clinical institutions. Students parking in unauthorized areas will be subject to penalty from the clinical institution.

CLINICAL SCHEDULES

1. The clinical schedule is provided at the beginning of each term and will be posted on the Learning Management System and in the Radiology Department at each clinical affiliate. Clinical hours are mainly M-F between 6:00 AM-6:00 PM although there are weekend and evening hours too. No compensation will be made for a student who chooses to stay at clinical beyond scheduled clinical hours.
2. Clinical hours will not be scheduled around a student's work hours. The student will maintain the clinical schedule as determined by the Program. If a student requests a change to the schedule, he or she will discuss it with the Clinical Supervisor in addition to submitting requests in writing. The Clinical Supervisor may accept or reject requests. All changes must be approved and initialed by the clinical supervisor only. Changes made without being approved by the Clinical Instructor/Preceptor will result in the deduction of points per occurrence.
3. Students will be required to rotate to facilities outside of their primary clinical site. Transportation to clinical is the student's responsibility.

CLINICAL PLACEMENT

CLINICAL RELATIONSHIPS

Due to conflict of interest, students will not be placed in a radiology department where they have relative employed.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

TRANSFERRING CLINICAL SITES

Reassignments are made to improve the education and well-being of the student. Reasons include student numbers, disaffiliation of clinical site, clinical site request, and changes in accreditation guidelines.

A student request to transfer clinical sites will only be evaluated by the Program for extenuating circumstances or in cases of extreme hardship. Transfer requests must include a written explanation as to why the transfer is necessary and must be submitted to the Program Director. Program officials will review the request and approve or deny.

EMPLOYMENT

1. Employment is permitted during the Program, with the understanding that the class and clinical schedules will NOT be changed to accommodate work schedules. Students are expected to maintain an acceptable level of performance in each area according to the clinical supervisor. Due to course load and clinical hours, full-time employment is not recommended.
2. Students who work in the field of Radiologic Technology during the course of the Program will **NOT** apply those hours towards the clinical requirement for the Program. It is the student's responsibility to **NOT** accept payment from the institution for work designated for clinical education. **This constitutes fraud and if such incidents occur, the student will be immediately dismissed from the program.** All paid work as a Student Radiographer is arranged between the employer and the student. It is the responsibility of the employer to ensure state and other regulations are met.

PERSONAL MATTERS

PREGNANCY

Pregnant students are advised to consider exposure to radiation and monitoring of the fetus. Declaration of pregnancy to the clinical site and/or program is **optional**, however it is highly recommended so the fetus can be monitored. **Declaration(s) must be made in writing and can be withdrawn at any time.**

Clinical Notification: To receive counseling and a fetal monitor, the student must contact the clinical site's radiation official and follow their recommendations. The Nuclear Regulatory Commission's regulations indicate specific considerations should be made if a baby could receive 5 mSv (.5 Rem) or more before birth.

Program Notification: In consultation with the Program Chair, students may choose to withdraw, take a leave of absence, or continue. A plan for reducing potential exposure may be made, such as

reassigning rotations with the understanding that all rotations must be completed before graduation. Actual leave time taken for pregnancy and/or delivery will be handled on a case by case basis. Additional terms may be necessary to complete clinical experience prior to graduation.

BEREAVEMENT

A student may request up to 3 days of bereavement leave without point deductions. This is in addition to personal leave time allowed for the term. When determining bereavement time, program faculty will consider; relationship of the student to the deceased and distance to be traveled. The Program has the right to request documentation of funeral services. Additional bereavement time must be approved and made-up due to requirements for the clinical courses.

CLINICAL STRUCTURE

Students' participation in radiology exams at the clinical site are required to gain competency.

OBTAINING COMPETENCY REQUIREMENTS

1. Lab checkouts must be completed with an 85% or higher on the associated anatomy to be considered competent to perform under **DIRECT supervision** in clinical.
The purpose of laboratory work and evaluation is to ensure that students working with patients at clinical sites are doing so in a safe and competent manner.
2. Each mandatory examination must be demonstrated competently at a minimum of 2 performances or sign-offs per examination. Each elective examination must be demonstrated competently at a minimum of 1 performance or sign-off.
 - Sign-Offs: Once a student feels confident, he or she will request an **eligible technologist or supervisor** (see definition) to evaluate their performance for a particular exam. If the student displays they are competent in performing the exam, the technologist or supervisor will verify competent by signing the competency booklet. All competency documentation must meet the ARRT requirements for demonstration of competency.
3. After a student has demonstrated competency in an examination and obtained the required number of sign-offs, the student will continue to perform that examination under **INDIRECT SUPERVISION** (see definition) to obtain proficiency.
4. A student who has completed a sign-off of a mandatory or elective exam listed in their competency booklet may be asked to perform that exam for a clinical grade by the clinical instructor/preceptor.

OXYGEN & SUCTION

Students must follow the policies set by the clinical site for the application of oxygen and suction to the patient.

MOBILE AND SURGICAL PROCEDURES

ALL mobile and surgical procedures and/or exams **MUST** be performed in the presence of a qualified radiographer regardless of the student's competency status.

UNSATISFACTORY IMAGES

ALL unacceptable images must be repeated in the presence of a qualified radiographer regardless of the student's competency status AND must be documented in Trajecsys.

IMAGING OF RELATIVES OR FRIENDS

Students should refrain from performing radiologic procedures on relatives or friends unless given explicit permission. HIPAA policies still apply to these situations.

ARRT COMPETENCY REQUIREMENTS

Eligibility to apply for the National Registry as a Medical Radiographer through the ARRT requires graduating from an accredited program that meets core competency requirements. The ARRT highly encourages students to obtain education and experience beyond these minimal core requirements. Students must understand and adhere to ARRT guidelines for achieving the required competencies. Students and/or the Radiography Program may be audited by the ARRT after graduation for verification that accurate documentation of competency exists.

1. The General Patient Care Procedures Section of the Competency Book lists requirements that are **mandatory**. These competencies **may be simulated** if necessary due to state or institutional policy.
2. Students must demonstrate competency in all procedures identified as **mandatory**. Procedures should be performed on patients; however, up to 8 mandatory procedures may be simulated if demonstration on patients is not feasible as determined by the Program.
3. Students must demonstrate competency in at least 15 of the **elective** Radiologic Procedures. Electives procedures should be performed on patients; however, electives may be simulated if demonstration on patients is NOT feasible as determined by the program.
4. Demonstration of competence includes:
 - a. Patient identity verification
 - b. Examination order verification
 - c. Patient assessment
 - d. Room preparation
 - e. Patient management
 - f. Equipment operation
 - g. Technique selection
 - h. Patient positioning
 - i. Radiation safety
 - j. Imaging processing.
 - k. Image evaluation
5. Simulations must meet the following criteria: (a) the student is required to competently demonstrate skills as similar as circumstances permit to the cognitive, psychomotor, and affective skills required in the clinical setting; (b) the program director is confident that the skills required to competently perform the simulated task will generalize or transfer to the clinical setting. Examples of acceptable simulation include: demonstrating CPR on a mannequin; positioning a fellow student for projection without actually activating the x-ray beam, and evaluating an image from a teaching file.

6. The student will have the clinical instructor/preceptor transfer the verified exams from the competency booklet to the ARRT Competency Form at the end of every term. This form will accompany all other forms for the permanent records maintained by the college. **If a student loses or destroys a competency booklet, he or she is responsible for re-demonstrating the competencies that have not been previously recorded in his or her file.**

COMPETENCY GUIDELINES

The Program has established a list of **Competency Examinations**. **If all required competencies are not completed by the end of the final term, the student must enroll in an additional term of clinical education to complete the required competencies.** This will affect the date of graduation and registry eligibility.

COMPETENCY EXAMS

To qualify for a grade or for an ARRT competency sign-off, the site's routine views must be performed.

Per program requirements, students MUST grade on the following exams: 1 eligible contrast exam (see comp book) and 2 different surgery procedures in separate clinical courses.

1. KUB
2. CHEST, ROUTINE
3. WHEELCHAIR/CART CHEST
4. PORTABLE CHEST
5. PORTABLE ABDOMEN
6. ABDOMEN SERIES
7. UPPER G.I.
8. HAND/FINGER/THUMB
9. WRIST
10. DECUBITUS CHEST
11. SOFT TISSUE NECK (AP & LATERAL)
12. FOREARM
13. ELBOW
14. HUMERUS
15. SHOULDER
16. DECUBITUS ABDOMEN
17. ESOPHAGUS
18. SMALL BOWEL SERIES (No grade allowed)
19. SCAPULA
20. CLAVICLE
21. AC JOINTS
22. FOOT
23. ANKLE
24. TIBIA & FIBULA
25. KNEE
26. FEMUR
27. HIP
28. PELVIS (Minimum of 2 Views)
29. SI JOINTS
30. TOES
31. OS CALCIS
32. BARIUM ENEMA
33. INTRAVENOUS PYELOGRAM
34. RIBS
35. PORTABLE ORTHOPEDICS
36. HIP- ROUTINE
37. C-SPINE
38. T-SPINE
39. L-SPINE
40. X-TABLE LATERAL SPINE
(Must be part of a series)
41. SKULL
42. SINUSES
43. TEMPORAL MANIDIBULAR JOINTS
44. SCOLIOSIS SERIES
45. SACRUM/COCCYX
46. FACIAL BONES
47. NASAL BONES
48. ORBITS
49. ZYGOMATIC ARCHES
50. MANDIBLE
51. SCAPULA
52. AC JOINTS
53. SI JOINTS
54. STERNUM
55. CHEST (6 YEARS OR YOUNGER)
56. TRAUMA SHOULDER/HUMERUS (SCAPULAR
Y or TRANSTHORACIC)
57. TRAUMA UPPER EXTREMITY
58. TRAUMA LOWER EXTREMITY
59. TRAUMA HIP (X-TABLE LATERAL)
60. PEDIATRIC UPPER EXTREMITY (6 OR
YOUNGER)
61. PEDIATRIC LOWER EXTREMITY (6 OR
YOUNGER)
62. PEDIATRIC ABDOMEN (6 OR YOUNGER)
63. PEDIATRIC PORTABLE STUDY (6 OR
YOUNGER)
64. MULTIPLE EXAM
65. BONE SURVEY
66. MYELOGRAM
67. CYSTOGRAM/VCUG
68. OPERATIVE CHOLANGIOGRAM
69. RETROGRADE UROGRAM
70. ERCP
71. ARTHROGRAM/GADOLINUM INJECTION
72. SURGERY CYSTOGRAM
73. C-ARM > 1 PROJECTION
74. C-ARM STERILE FIELD
75. GERIATRIC CHEST
76. GERIATRIC UPPER EXTREMI

The clinical grade is composed of competency evaluations of exams, clinical assignments, Clinical test, participation & attendance, professionalism, technologist's evaluation and the Daily Clinical Log Assignments. See specific Course Information document for specific details and breakdown.

COMPETENCY GRADES

The clinical instructor or preceptor will grade the student on radiographic exams using a competency evaluation form. Grading will be assessed using the following guidelines:

1. Clinical Competency grades must be completed with a minimum grade of 85%.
2. Clinical Competency grades can be performed only on exams that the student has shown proficiency on during lab check-out
3. Students cannot duplicate clinical competency grades.
4. If the student receives below an 85% on a clinical competency grade, points will be deducted and he or she will be required to perform remedial activities.
 - Remedial work will be determined by program faculty. All remedial work must be completed with an 85% or higher. After successfully passing the remedial work, the student must also repeat the clinical competency grade on an equivalent exam **with his/her clinical instructor or preceptor**. The repeat grade must be completed with an 85% minimum. See CID for course policies regarding Competency Grade Failure. With successful completion of remedial work, including the remedial clinical competency grade, the maximum score for the clinical competency grade will be 85%.
 - See **College Handbook** for incomplete policies in the event that remedial work cannot be completed by the end of the term.

CLINICAL ASSIGNMENTS

Clinical Assignments assess the student's cognitive and affective abilities in the clinical setting. Assignments may include a clinical worksheets, demonstration of skills, reflective assignments, etc. All clinical assignments must be completed prior to the end of the term.

Clinical assignments will be given at the beginning of the clinical course by the instructor. See Course Information Document for details.

CLINICAL TEST

A clinical test may be administered during a clinical course to assess the student's knowledge of clinical policies, procedures and protocols.

PROFESSIONALISM

Students are evaluated by their clinical instructor on their professionalism with patients and other healthcare workers.

ATTENDANCE

Participation and attendance at clinical is necessary in order for students to become proficient in areas such as communication, patient care, procedural exams, radiation safety, etc. AND to obtain the required ARRT competencies.

CLINICAL LOG ASSIGNMENTS

Clinical Log Assignments are required for each clinical course. These are composed of 3 graded parts:

1. Logged exams
2. Exam Activity Table
3. Reflective Analysis Paper

STUDENT PERFORMANCE EVALUATIONS

Staff technologists at the clinical site are chosen to provide student evaluations which make up a portion of the clinical grade. These evaluations solicit input on general abilities, professionalism, procedure evaluation, and the student's affective characteristics.

BEHAVIORAL COMPLIANCE POINTS SYSTEM

The Radiologic Technology Program's philosophy and mission is to graduate caring, competent, proficient radiographers. A high standard of professionalism is expected in both clinical and didactic educational settings. Failure to meet program requirements will result disciplinary action. The Behavioral Compliance Points System operates on the principal that students must follow specific rules and procedures while in the program. Failure to follow program rules will result in point(s) loss from his or her final grade in the clinical course.

EXCEPTIONAL BEHAVIOR

Students exceeding the expectations of clinical performance will be rewarded. Rewards are assigned by the clinical instructor and cannot be used in any way to increase the clinical grade. One award equals one hour of clinical release time which must be used in the term earned and will be approved by the clinical instructor.

A student may be awarded for:

1. Written anecdotal note from technologist or clinical staff.
2. Written thanks from patient or physician.
3. Other awards given at the clinical instructor's discretion.

UNACCEPTABLE BEHAVIOR

Unacceptable clinical behavior will result in a loss of point(s) which will affect the student's clinical grade. Point deductions are determined by the program. The deduction of points will depend on the severity and frequency of the infraction and may ultimately lead to program dismissal. Point deductions occur due to:

1. Failure to follow program requirements. (Up to 5 points per program discretion)
2. Failure to follow procedure when notifying clinical site and clinical instructor of clinical absence. (See attendance policy)
3. Leaving clinical without permission from program faculty (3 points)
4. Failure to comply with hospital/program policies. (Up to 5 points per program discretion)
5. Violation of dress code (1 point)
6. Failure to uphold ARRT and Program professional standards (See Program Guide) (3 points)

7. Failure to use markers or using another person's marker for patient exams (1 point)
8. Failure to participate or complete patient exams (2 point)
9. Insubordination (3 points)
10. Failure to enter or record required data (1 point)
11. Passing of images without the supervision of a technologist (2 points)
12. Failure to verify an order (up to 5 points)
13. Imaging the wrong patient or wrong body part (5 points)
14. Failure to correctly identify a patient according the facility protocols (up to 5 points)
15. Breaching patient confidentiality/**HIPAA** violations (5 points. However, depending on the seriousness of the offense, program dismissal is a possible result.)
16. Malicious gossip and/or inappropriate remarks about program faculty, clinical staff, or fellow students (5 points)
17. Discussing confidential information about grades or grading processes (3 points)
18. Intentional unprofessional, abusive or malicious behavior (5 points. However, depending on the seriousness of the offense, program dismissal is a possible result.)

OTHER POINTS MAY BE DEDUCTED AT THE DISCRETION OF THE PROGRAM.

DISCIPLINARY ACTIONS

Students will be penalized for conduct that is considered unprofessional. The following is a reference guide listing common offenses and the resulting disciplinary actions. Offenses not listed will be evaluated on an individual basis resulting in disciplinary action appropriate to the circumstances surrounding the offense. Students receiving disciplinary action will be counseled regarding their behavior in an effort to reduce the likelihood of recurrence.

Disciplinary actions resulting from unprofessional behavior:

Step A - Verbal warning with notation in student record.

Step B - Written warning

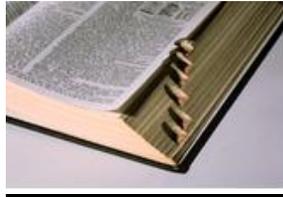
Step C - One to five day suspension. Time for suspension **MUST** be made-up

Step D - Dismissal from program

OFFENSE	RESULTING ACTION			
Being absent for a scheduled clinical hours without proper notification.	A	B	C	D
Unauthorized or unnecessary time spent away from the assigned clinical area.	A	B	C	D
Not following procedure for clocking in and/or clocking out correctly.	A	B	C	D
Knowingly falsifying the time records.			C	D
Refusal to comply with instructions of authorized supervisor, eligible technologist, radiologist, or program staff. (insubordination)			C	D

Failure to comply with professional standards and policies of the clinical site.	A	B	C	D
Disrespectful behavior, comments, actions toward faculty, staff, or other students.	A	B	C	D
Reluctance to participate in exams.		B	C	D
Exhibiting inappropriate behaviors at clinical sites (i.e., doing homework when patients need exams, general laziness, cellphone use, etc.)	A	B	C	D
Fighting or attempting bodily injury to another employee or student on clinical site premises.				D
Use of abusive or threatening language.			C	D
Malicious gossip, undue criticism, or discourtesy which contributes toward reducing morale of patients, visitors, students, or employees.		B	C	D
Discussion of confidential student information such as grades, conferences, etc. between students or to clinical staff.		B	C	D
Sexual harassment of patients, visitors, students, or employees.			C	D
Violation clinical site parking policy.	A	B	C	D
Violation of established safety rules.	A	B	C	D
Continued poor grooming or poor hygiene.	A	B	C	D
Dress code violations.	A	B	C	D
Sleeping during clinical hours.		B	C	D
Using the internet for reasons not related to clinical or class.	A	B	C	D
Unauthorized use of property belonging to SCC, clinical site, patients, visitors, students, or employees.		B	C	D
Willfully damaging, destroying, defacing, or wasting property or supplies of SCC, clinical site, students, patients or employees.			C	D
Multiple written warnings for any combination of offenses will result in suspension as by the Program			C	D
Three (3) suspensions will result in dismissal.				D
HIPAA violation - Disciplinary action will be decided by SCC and the institution.				

Performing a repeat image without direct supervision by a registered radiographer.			C	D
Violating the JRCERT supervision policies.			C	D
Student performing an examination outside of clinical hours.			C	D
Performing a mobile/portable, surgery or fluoroscopy examinations without direct supervision by a registered radiographer			C	D
Performing imaging on self or other individual without proper authorization as per State Law and Scope of Practice.				D



GLOSSARY OF TERMS

Clinical Education:	Competency-based, hands-on technical training in a hospital or clinic that allows students to demonstrate competency and proficiency of the required radiographic procedures.
Clinical Competency Grade	An evaluation of the student performing an imaging exam on a real patient in the clinical setting.
Clinical Coordinator	Coordination of clinical sites, instruction, evaluation of the program
Clinical Instructor	Works with student one-on-one in the clinical environment
Clinical Participation:	As the student moves from the passive into the active mode, he/she demonstrates steady improvement and goes through the following progression: <ol style="list-style-type: none"><u>Observation</u> - Student observes general departmental procedure, policy, and duties and follows instructions in order assist the technologist<u>Assistance</u> - Student works with the technologist as a team member, being cooperative, and willing to assume a share of the work and responsibility<u>Independent Performance</u> – Student performs procedures, progressing from direct supervision to indirect supervision
Clinical Staff	Works in the clinical setting and assists the clinical instructor in observation and instruction
Demonstrate Competency:	For eligibility to sit for the ARRT Registry, students must demonstrate the ability to accurately and competently produce radiographic images according to the standards established by the ARRT.
Didactic Education	Educational courses that occur face-to-face and/or online and in a laboratory setting.
Didactic Instructors	Teach courses in the online or classroom (traditional)

Direct Supervision:	Required for all procedures prior to a student demonstrating competency. A registered radiographer assesses the patient and the exam to be done and judges what level of participation to allow the student. The radiographer evaluates the images before the patient is dismissed. Direct supervision by a registered radiographer is required for repeating images and when performing mobile/portable, fluoroscopy and surgical procedures.
Elective Procedure:	The ARRT identifies a certain number of uncommon radiographic procedures that can be performed or simulated.
Eligible Technologist:	Licensed Registered Technologists who meet program requirements have the ability to evaluate students in the clinical setting.
Exceptional Behavior:	Students performing clinical duties exceeding required professional performance expectations may receive a reward in the form of personal time.
First Competency:	A component of the SCC competency-based Program where students demonstrate accurate performance of a procedure under the direct supervision of a technologist or instructor. A student cannot perform a competency in the clinical environment until they have demonstrated competency in the lab.
Health Insurance Portability and Accountability Act (HIPAA):	Protects the privacy of individually identifiable health information; establishes regulations for the use and disclosure of certain information (i.e. medical record) concerning health status, healthcare, and payment method; mandates that ONLY authorized individuals have access to confidential information. HIPAA privacy encompasses all methods of conveying health information including paper, electronic methods, oral dialogue, and social networking (blogging, Facebook, texting, Instagram, Twitter, etc.).
Indirect Supervision:	Required for all procedures once a student has demonstrated competency and is working towards proficiency. A registered radiographer is in the vicinity of the radiographic room and available for immediate assistance upon request of the student.

Laboratory:	A separate work area for student practice. It may include a phantom, radiographic table, overhead tube, and accessories.
Lab Check-Out:	After didactic education, the demonstration of a radiographic procedure by students in a controlled setting.
Mandatory Procedure:	Represents a radiographic procedure identified by the ARRT that is essential to demonstrate competency for eligibility to sit for the national registry. The ARRT requires that all mandatory procedures either be performed or simulated.
Performance:	As described by the ARRT, performance refers to the actual procedure performed on a patient in the clinical education setting.
Program Director	Responsible for didactic and clinical effectiveness of the program
Radiographic Examination:	A series of radiographic exposures of an anatomical part sufficient to permit diagnostic evaluation of that part.
Second Competency:	A component of the SCC competency-based Program where students demonstrate accurate performance of a procedure under the direct supervision of a technologist or supervisor after demonstration of the First Competency, allowing for further competency and proficiency in radiographic procedures.
Simulation:	The student performs the examination utilizing a live subject (no exposure) or a phantom (exposure). Positioning and images are evaluated for accuracy.
Warning Conferences:	The SCC process that informs students of infractions of Program policies.