PROGRAM HANDBOOK DISCLAIMER AND SIGNATURE FORM:

This Radiography Handbook is provided to you as a guide and to ensure that you understand the academic and conduct expectations that the Program/College has for you during your enrollment in the program. There is no mutuality between you and the College concerning it, and thus your reliance upon the information contained within it when making academic decisions does not constitute, and should not be construed as, a contract with the college. Furthermore, the Program/College reserves the right to make changes to this handbook at any time, unilaterally and without notice; however, students will not be held responsible for any associated conduct expectations contained in such changes until notified of them. You are responsible for regularly reviewing the terms of this policy.

Your signature on this page is simply your acknowledgement that you have received and agreed to read this handbook. Your signature also acknowledges that you have agreed to be governed by the rules/policies of the Radiologic Technology Program, the college, and the clinical facilities in which you attend.

The program faculty are available to assist you with questions regarding policies, procedures, and practices of the program, college, and/or clinical facilities.

________________________________________  ______________________
Student’s name (printed)                    Date

________________________________________
Student’s Signature
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Radiologic Technology Program
Student Handbook

- **Type and Length of Program**

The Radiologic Technology Program is a specialized college program, which includes didactic instruction and clinical experience at cooperating hospitals. The program is twenty-four (24) months involving six (6) semesters of academic studies and coordinated practice in the radiology departments to complete requirements for achieving professional certification. The Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

- **Degree Awarded**

  Associate in Applied Science in Radiologic Technology (A.A.S.)

- **Program Mission**

The cooperative Radiologic Technology Program at Southwest Virginia Community College is dedicated to serve students from southwest Virginia and east Tennessee. The Program will provide a quality educational experience in the art and science of radiologic technology and help the students succeed, both academically and clinically, as entry-level radiographers. It is the Program’s aim to provide a sound foundation for our students towards building a rewarding professional career, and an opportunity to qualify as a valued contributing member in the healthcare team for our region. Contact us at: sw.edu

- **Program Effectiveness Measures:**

  **Goal 1: The Cooperative Radiography Program will monitor program effectiveness.**
  1.1 Students who enter program will graduate
  1.2 Graduates will pass the ARRT registry examination
  1.3 Graduate will gain employment as a radiographer
  1.4 Graduates will indicate preparedness as an entry-level radiographer.
  1.5 Employer satisfaction with graduate’s preparedness for entry-level radiographer.

  **Goal 2: Students will demonstrate clinical competence and entry-level radiographer skills.**
  2.1 Students will practice positioning competency
  2.2 Students will practice the appropriate use of ionizing radiation and protection skills
  2.3 Students will practice the appropriate use of technical factors for exposure

  **Goal 3: Student will demonstrate problem solving and critical thinking skills.**
  3.1 Students will practice critical thinking/problem solving skills for image quality and acceptability for diagnosis
  3.2 Students will practice critical thinking and problem solving skills on non-routine patient examinations
Goal 4: Students will demonstrate effective communication skills and personal accountability.
4.1 Students will practice age appropriate patient communication skills
4.2 Students will practice good writing skills through preparation of a Case Study
4.3 Students will practice good oral skills through presentation of a Case Study
4.4 Students will practice personal accountability for punctuality and appearance

Goal 5: Students will develop professionally and demonstrate an understanding of the benefits of life-long learning.
5.1 Students will understand the role of professional organizations in their career development
5.2 Students will practice an understanding of professional / legal ethics
5.3 Students will practice networking with colleagues / peers within the profession

- Evaluation and Assessment Procedure

The Radiography Program utilizes an assessment plan to monitor and evaluate the success of the Program and graduates. Program goals assessment is an ongoing activity and periodically reported to the program’s communities of interest, including, but not limited to, the program’s Assessment Committee as well as the Advisory Committee. The Program has consistently maintained a process of evaluation to validate instruction and student success. The process is updated and changed as needed to reflect student and program success and any remediation required.

Analysis of all Program goals will be performed on a periodic basis. Satisfaction surveys for each class will be required. These surveys are conducted post graduation.

Student Rights / Due Process / Grievance Procedure

Each student is guaranteed the privilege of exercising his/her rights without fear or prejudice. Rights include the following:
- Students are free to pursue educational goals; appropriate opportunities for learning in the classroom and on the campus shall be provided by the college
- No disciplinary sanctions may be imposed upon a student without due process.
- Free inquiry, expressions, and assembly are guaranteed to all students provided their actions do not interfere with the rights of others or the effective operation of the institution.
- Academic evaluation of student performance shall be neither arbitrary nor capricious.
- The College and members of the College community have a right to expect safety, protection, and the continuity of the educational process.

College Specific - College Handbook
If a student does not feel they are being treated fairly they may discuss their situation with the faculty and/or Program Director. Should they feel the faculty and/or Program Director has not dealt with them fairly they may follow normal appeals procedure outlined in the student college handbook and/or catalog (ref: Grievance Procedure for Students – SVCC; Code of Student Rights, Responsibilities and Conduct – VHCC).
Program Specific - Student Radiography Handbook

The Joint Review Committee on Education in Radiologic Technology (JRCERT) accredits the Radiography Program. If a student feels that the program is in noncompliance with the JRCERT Standards, the student may discuss their situation with the faculty and/or Program Director. If resolution of the issues on noncompliance is not met, the student shall be able to notify JRCERT independently at: 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-2901, www.jrcert.org, (312) 704-5300 or Fax to (312) 704-5304, email: mail@jrcert.org. JRCERT and the Program will then address complaints alleging noncompliance and the timeframe for grievance procedures.

Students may access due process information through the web at www.sw.edu. A student may request a hard copy of the JRCERT Standards from the Program Director or may access a copy from the JRCERT website at www.JRCERT.org.

**Program Entry Requirements/Polices**

**Criminal Background Check/Drug Screening**

Criminal Background Checks and Drug Screens are required of all students accepted into the program! The background check & drug screens will be completed through a company which is contracted with the program. Details and instructions for due dates, payment, registration, and specimen submission will be given to students who are given tentative acceptance into the program.

Students who are given tentative acceptance into the program must complete the drug screen and background check (including purchase and specimen submission) *before the acceptance into the program is official.*

- If a tentative student fails to complete the background check and/or drug screen before the given due date (date will be given when instructions for BC/DS are given – typically around the end of May), that student will not be allowed to begin the radiography program, but will be allowed to reapply to the program the following year.
- If a tentative student completes the background check and criminal activity is found, he/she must also complete the ARRT Ethics Pre-Check ([https://www.arrt.org/docs/default-source/ethics/ethics-review-preapplication.pdf?sfvrsn=42](https://www.arrt.org/docs/default-source/ethics/ethics-review-preapplication.pdf?sfvrsn=42)) at his/her cost. The results of this pre-check must be available before the student will be allowed to begin Radiography Classes, therefore, if a potential student knows there will be criminal activity revealed on his/her background check, it is strongly advised for the potential student to complete the ARRT Ethics Pre-Check at the same time in which he/she applies to the radiography program. (This ARRT Ethics Pre-Check process can take 6 weeks or longer.)
  - Students with criminal activity who fail to complete the ARRT Ethics Pre-Check will not be allowed to begin Radiography Classes, but will be allowed to reapply the following year.
  - Students with criminal activity whose ARRT Ethics Pre-Check results indicate that the ARRT will allow them to take the ARRT Radiography Registry Exam upon program completion will be allowed to continue with the program.
  - Students with criminal activity whose ARRT Ethics Pre-Check results indicate that the ARRT will NOT allow them to take the ARRT Radiography Registry Exam will NOT be allowed to enter the Radiography program.
• If a tentative student completes the drug screen, and the results show any positive drug not associated with a physician’s prescription, he/she will not be allowed to enter Radiography, but will be allowed to reapply to the program the following year.

Students who are tentatively accepted, and complete the background check and drug screen on time, and reveal no positive results on either are officially accepted into the program.

Background checks for criminal history and sex offender crimes against minors are required for entrance into clinical agencies. Students with convictions may be prohibited from clinical practice and may not complete the program. Students with convictions of barrier crimes (for a list of crimes under this category refer to BARRIER CRIMES, Code of Virginia 63.2-1726 (http://hope-tfc.org/FP/Barrier%20Crimes.pdf) will be dismissed from the program with no opportunity to reenroll.

Drug screens are likewise required for entrance into clinical agencies. Students with positive drug test results not associated with a doctor’s prescription will be prohibited from clinical practice and will be immediately dismissed from the program with no opportunity to reenroll.

The cost of criminal background checks and drug testing will be the responsibility of the student.

Students who miss one or more semesters (including summer) and return to the program will be required to complete a new background check and drug screen, at their cost.

Clinical affiliates have the right to request drug testing at any time during clinical rotations. These would occur immediately at the clinical affiliate’s request, at the clinical affiliate’s location; and, the cost of these drug tests will be the student’s responsibility. If a student refuses, the student will be dismissed from the program with no opportunity to enroll. Students with positive drug test results not associated with a doctor’s prescription will be immediately dismissed from the program with no opportunity to reenroll.

Students suspected to be under the influence of drugs or alcohol on college campuses will be reported to campus police and may be subject to program dismissal without the opportunity to reenroll.

**Health Certificate (to be completed only after notification of acceptance)**
Each student is required to submit a health certificate signed by a physician, physician’s assistant, or family nurse practitioner before entering the program. An appropriate copy of this form will be included with the letter of acceptance to the Radiography Program. This health certificate must include the following.

**Vaccinations**
Evidence of two live measles vaccinations, documentation of physician diagnosed measles disease, or rubella and rubella serology showing positive titer. If titer is negative, the individual should receive a MMR vaccination.

Proof of a Tetanus booster within last ten year must also be included.
A TB skin test (PPD), via Mantoux testing method, is a requirement. A student whose last PPD was greater than a year ago, should be given a Two-step PPD (PPD given and read in 48-72 hrs, if negative, a second PPD given in 1-3 weeks, read in 48-72 hrs). The result of the second PPD is the true result.

Due to possible exposure and infection to Hepatitis B and Varicella (Chickenpox) through patient contact, the student is advised to consider vaccination prior to entering clinical observations. The student may decline either or both. Each student must document on the forms that follow their chose and submit these forms to the Program for placement in the student’s record.

Influenza Vaccine documentation will be required each year student is access to clinical.

Consent/Waiver Form(s) for Hepatitis B Vaccination and Varicella Immunization and Influenza Vaccine may be found on next three pages.
Radiologic Technology Program

Consent/Waiver Form
For
Hepatitis B Vaccination

___ Yes, I will begin the Hepatitis B vaccination on _____________.

Vaccination administered by _____________________________.
I authorize my health care provider to provide information regarding my immunization status.

___ No, I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been told about the opportunity to be vaccinated with the Hepatitis B vaccine. However, I decline the Hepatitis B vaccination at this time. I understand that by declining to take this vaccine I continue to be at risk of acquiring Hepatitis B, a serious disease.

___ No, I decline the Hepatitis B vaccine because:
(Circle either A, B, or C)

(A) I have previously received the Hepatitis B vaccination series, or
(B) I have had antibody testing which reveals that I am immune, or
(C) Medical reasons prevent me from taking the vaccine.

If either A, B, or C above are chosen, please provide the Program Director with a statement from your attending physician.

__________________________________________
Student's Signature

__________________________________________
Date
Chickenpox is a disease caused by a virus known as Varicella Zoster. The virus is highly contagious and can spread by an airborne route, for example, coughing or sneezing, so it can spread without physical contact. This means that you can easily catch it just by being around someone who is infected.

For adults, this risk of complications associated with chickenpox is much higher than in children. Complications such as upper and lower respiratory tract conditions including pneumonia may occur. Also developing encephalitis is a possibility. A pregnant woman who may contract chickenpox may experience serious consequences for both the mother and fetus. Adults who have never had chickenpox need to be especially aware of the risks of the disease and obtain the Varicella immunization.

☐ Yes, I have had chickenpox at the age of ______.

☐ No, I have not had chickenpox, but I have laboratory evidence that indicates I am immune to the Varicella virus. (Please submit a copy of the laboratory results).

☐ No, I have not had chickenpox. I understand that due to occupational exposure I am at risk of acquiring chickenpox. I have been told about the opportunity to be vaccinated with the Varicella vaccine. However, I decline the vaccination. I understand that by declining to take the vaccine I continue to be at risk of acquiring chickenpox.

________________________________________
Student’s Signature

________________________________________
Date
**Influenza Vaccination Policy**

I understand that for most hospitals the Influenza Vaccine is **mandatory** for all students that will be in patient contact (within 6 feet of a patient) during the influenza season (December through March). Notification of refusal must be immediate on reading this document.

- If the hospital has the influenza vaccination as mandatory, the student must have the vaccination.
- If the student still refuses to have the vaccination due to documented medical contraindication or religious beliefs, there will be an effort to move them to an alternate clinical site where they can wear a mask.
  - The student must make the Program Director or Clinical Coordinator aware of either reason as soon as possible.
  - If an outbreak is identified prior to or extended past the usual season, a mask will be required for students declining the influenza vaccination.
- If relocation is not available, the student may choose to withdrawal from the program.
  - Once clinical rotation schedules are published a student refusal for the Influenza Vaccine, for whatever reason, will not be allowed to impact the rotation schedule of any other student for relocation purposes.

Should a student fail to adhere to these guidelines and stipulations, he/she must understand that the following corrective measures will be taken:

- **First Offense**: Investigated non-compliance - documented oral conference with the clinical instructor.

- **Second Offense**: Investigated non-compliance - documented oral conference with the clinical coordinator and/or PD

- **Third Offense**: Investigated non-compliance - dismissal from the program

**Contraindications for not receiving the Influenza Vaccination:**

1. **Severe egg allergy** – Must have documentation from physician for exclusion.
2. **Guillain-Barre’ Syndrome** – Persons who have experienced GBS within 6 weeks of receipt of the vaccine – Must have documentation from physician for exclusion.
3. **Religious Beliefs** – Must have documentation from Pastor for exclusion.

I have read and understand this Influenza Vaccination Policy:

__________________________________________________________
Student Signature

__________________________________________________________
Clinical Instructor Signature

__________________________________________________________
RAD 49F – 11/11
Physical Demands

A. Duties frequently require squatting, bending, kneeling, reaching, and stair climbing. Also includes occasional crawling and climbing.

B. Duties include lifting/positioning of patients and equipment required to provide care:
   - Frequent lifting and carrying up to 50 pounds
   - Frequent pushing and pulling up to 200 pounds with assistance
   - Occasional lifting up to 200 pounds with “team assistance”
   - Occasional carrying up to 51-74 pounds

C. Duties require constant use of acute sense of sight, hearing, and touch.
   - Ability to read orders, test results, instructions/labels, differentiate color
   - Must be able to hear heart sounds, etc.
   - Must be able to speak, communicate audibly
   - Must be able to palpate and distinguish heat/cold

Environmental Conditions:

Each student must be aware that the environmental conditions for fulfillment of clinical objectives, which include procedures that involve exposure to ionizing radiation, handling blood, bodily excrements and fluids. Further, the student must be aware of the hazards of strong magnetic fields found the Magnetic Resonance imaging area often located in the Radiography Department. Potential dangers exist for anyone who may have implants or foreign bodies in their bodies due to magnetic wave or radiofrequency hazards.

Medical Insurance

Each student is responsible for his/her medical expenses including injuries that occur in the clinical facility. Therefore, students are encouraged to have their own medical insurance.

Transportation

Reliable transportation for all travel requirements associated with the Radiography Program is the responsibility of the student. This includes attendance for both classroom and clinical education requirements.
**Social Media Policy**

The Radiography Program urges all students to be conscious and careful when using Social Media (i.e., Facebook, MySpace, YouTube, Twitter, Friendster, Unigo, Instagram, SnapChat, etc.). At this time there is no way to erase digital content and inappropriate use can diminish your personal reputation as well as the reputation of the school, program, employers and the community of your area. False and defamatory comments spoken and heard are called slander, and when these comments are written and published it is libel. Together, slander and libel are referred to as defamation. Legal actions have been taken when inappropriate content has been published and confidentially has been compromised.

Posting of information relative to clinical sites and activities, technologists, patients or their families, faculty and didactic course content is considered an ethical breach of confidentiality and is in direct violation of HIPAA and the Professional Code of Conduct to which you have agreed to adhere. Failure to comply will result in disciplinary action which may include dismissal from the Program.

This statement is not meant to inhibit your freedom of expression or speech. However, extreme caution is urged when mixing professional and personal on-line information and communication. A good rule to follow is to remember that multiple individuals will be able to read and/or see your posts. **Rule of thumb: If you have any doubts, don’t post!**

**Didactic Studies Policies**

**Grading**

Grades for all courses with a RAD prefix will have the following grading scale.

- A – 100-94
- B – 93-87
- C – 86-80
- D – 79-73
- F – 72-belos

Students must maintain a grade of “C” for all classes in the Radiology curriculum (including the general education courses listed within the Radiologic Technology curriculum).

**Didactic Attendance Requirements**

Regular attendance is a requirement for this course. If you must miss a class session it is your responsibility to notify the instructor as to the reason. All missed work must be made up.

Three occurrences for tardiness/absence will be tolerated. All subsequent tardy/absence occurrences will deduct one point from your final grade. If absences reflect greater than 10% of total class meetings one letter grade will be deducted at semester end.
Certain provision will be made on a case-by-case basis for valid absences. Documentation must be provided to support each occurrence. Examples include personal health, hospitalization, legal issues, etc.

Missed Quiz Policy for Radiography –

A scheduled Quiz/Test not taken during the posted time-frame will be treated as follows:

The 1st missed quiz may be made up, with the approval of the instructor, provided a valid reason for absence is given. The total point’s value may be awarded for Q/T.

2nd missed quiz may be made up with the approval of the instructor provided a valid reason for absence. A maximum of 90% of the total point’s value may be awarded for Q/T.

3rd missed quiz may be made up with the approval of the instructor provided a valid reason for absence. A maximum of 80% of the total point’s value may be awarded for Q/T.

All subsequent quizzes missed cannot be made up.

Certain provision will be made on a case-by-case basis as is addressed in the attendance policy for this course.

- **Inclement Weather - Didactic**

In the event of schedule changes/cancellation of didactic classes due to snow and/or hazardous conditions, students will adhere to the SWCC schedule. Students must exercise good personal judgment in regards to travel.

- **Holidays and Breaks**

Students will observe the SWCC school calendar for holidays and breaks. An academic calendar may be found on the SWCC Webpage.

- **Policy for Energized Radiography Lab**

The use of the Energized Radiography Lab will be restricted to the following:

1) Admission to the lab accompanied by a member of the Radiologic Technology faculty.

2) Admission requires that the student wear their dosimeters at all times.

3) Exposures will be made under the direction of the Radiologic Technology faculty.
4) Admission without a member of the faculty will be restricted to those students who have previous approval to be in the lab. Times and dates **must be** scheduled with a member of the faculty.

5) Students in the lab will observe all rules and standards of the practice of radiation safety as covered in:

   - RAD 105 – Introduction to Radiology Protection and Patient Care
   - RAD 110-112 – Radiologic Science I, II
   - RAD 121-221 – Radiologic Procedures I, II
   - RAD 205 – Radiation Protection & Radiobiology
   - RAD 255 – Radiographic Equipment

6) Students who blatantly refuse to adhere to these rules are subject to dismissal.

**Academic Assistance**

A student experiencing academic difficulty should schedule an appointment with the instructor, Program faculty, or Program Director immediately. Early attention to this matter is essential. Steps will be taken to identify difficulties and assist the student toward a successful solution to the situation. Course instructors, advisors, college counselors and student services provide academic assistance. Program faculty and College staff will assist the student in identifying problems and solutions.

A variety of learning labs and study skills instruction are available to all students.

**Probation/Dismissal**

Students in the Radiography Program are to maintain a “C” average in all Radiography and related curriculum courses (i.e., Anatomy & Physiology, English, Psychology, and Medical Terminology, etc.).

Students who fail to maintain a minimum “C” average in these courses must see the Program Director to continue in the program. A student who obtains one “D” will be placed on academic probation. A written contract, along with the procedure for remediation, will be drafted between the instructor and student and signed by the Program Director and involved instructor and student. If the student fails to complete the contract or makes a grade of less than “C” in any radiography or related course in subsequent semesters until the student repeats the course in which he/she earned a “D” with a “C” or better, the student will be dismissed from the program. Students may be considered for readmission when the course is offered in the next sequence, provided Program space is available.
A student who obtains two “D”s or one “F” in any course will not be allowed to continue in the radiography major (will be dismissed from the program). If a student who is on academic probation for one “D” earns a second “D” or one “F” in any Radiologic Technology curriculum class, that student will be dismissed from the program.

**Readmission Requirements**

Students wishing to reenter the Radiography Program following academic dismissal must apply in advance of the semester in which they wish to be readmitted, and will be considered on an individual basis. Evaluation of student status in courses completed and courses required will be reviewed by the Program Director. Retaking of didactic coursework or clinical rotations may be recommended. Students who return following academic dismissal have only one opportunity to complete the program as a returning student.

Students have two options for reentry:

- Students can officially apply to the program (similar to a brand new prospective student) before the January 15 application deadline. Re-applying students will not need to complete additional shadowing, but may need to send new transcripts to the campus in which they are applying. Re-applying students’ applications will be placed into the applicant pool and evaluated with the same scoring criteria used for all radiography applicant selections. Re-applicants are not guaranteed acceptance.
- Students can choose not to officially apply, but can formally petition to reenter the program for a specific semester. This can be accomplished by sending the program director an email explaining that the student wishes to petition for re-entry into the program. Students should include the specific semester in which they wish to reenroll and an essay titled “What I will do differently in order to promote my own success in the Radiography Program”. Petitioning students are not guaranteed reentry. There must be available seats in the semester in which the students petition reentry.

*Students who reenter the program must complete a new background check and drug screen (at the student’s cost) before reentry is possible.

Students who left the Program in good standing due to extended sick or personal circumstances and wishing to reenter the Radiography Program must apply in advance of the semester in which they wish to be readmitted. Retaking of didactic coursework or clinical rotations may be recommended. Students who return after leaving the program for personal reasons have two opportunities to complete the program as a returning student.

A student dismissed from the Program for inappropriate conduct is ineligible to return. Students dismissed for inappropriate conduct will not be considered for readmission.

Students dismissed from the program for documented patient safety concerns, radiation safety ALARA violations, HIPAA violations, or any other behavior which could be harmful to patients in the clinical setting are ineligible to return.
Program Transfer

Transfer from SWCC

The Program will provide the student with the means by which to apply to a higher-level institution or specialty school to continue education beyond the confines of this program. School counselors, advisors and radiography faculty will assist the student in selection of another institution and the interpretation of its requirements.

It is the responsibility of the student to inform faculty regarding potential transfer institutions being considered, since individual universities and colleges have different degree requirements for admission.

Transfer into SWCC

The SWCC Radiologic Technology Program will accept requests for transfer into its program, from students already enrolled in another radiologic technology program, on a case by case basis. The student requesting transfer must provide the following documentation.

- A letter of recommendation from the Program Director of the program the student is currently enrolled.
- An official set of transcripts for courses taken in current program.
- A letter of introduction explaining reasons for their transfer.

After review of the documentation, an appointment with the SWCC Radiologic Technology Program Director and Clinical Coordinator will be scheduled to discuss the options available for transfer.

Student Employment

1. Student employment shall not interfere with clinical schedules and academic assignments. Work related absence(s) will not be excused.

2. Student employment in the radiography department is not encouraged. Consultation with the Program Director and Clinical Coordinator must precede consideration and acceptance of any position in radiography.

3. Student “employees” will not be permitted to use the Program radiation-monitoring device or name tag when working for wages at any clinical facility.
4. Student employees are **not permitted** to complete clinical competencies while working, nor will they be permitted to complete clinical competency evaluations for other student radiographers.

**Clinical Affiliate / Coordinated Internship Policies**

**Background Check and Drug Screen**

The student shall complete this requirement before being allowed to participate as a student radiographer in the clinical affiliate to which they are assigned. The student must be able to access documentation demonstrating their BG/DS results from the approved company website, if requested for proof of same by the Human Resource department or Radiology department management of their assigned clinical rotation. Likewise, the student must be aware of their susceptibility to unannounced spot checks for drug testing at any time during their clinical participation at any radiography program clinical affiliate, at the student’s cost. Clinical affiliates have the right to request drug testing at any time during clinical rotations. These would occur immediately at the clinical affiliate’s request, at the clinical affiliate; and, the cost of these drug tests will be the student’s responsibility. If a student refuses, the student will be dismissed from the program with no opportunity to enroll. Students with positive drug test results not associated with a doctor’s prescription will be immediately dismissed from the program with no opportunity to reenroll.

**Confidentiality/(HIPAA)**

Student radiographers are required to complete the Health Information Portability and Privacy Act (HIPPA) training to be able to complete the clinical objectives requirements of the Program through the privileges granted them from the clinical affiliates associated with the Program. Documentation of completion must be provided to the Program.

While in the clinical areas students will be privy to confidential information for each patient examined. Any discussion of the patient information beyond the purpose of fulfilling clinical assignments is prohibited. Appropriate discussion of patient information to co-workers and hospital employees must be accomplished in a confidential manner and place to restrict information only to the healthcare personnel involved in that patients’ care. Conversations in elevators, eating places, or other places of common assembly within the hospital must be avoided. Conversations outside the hospital are strictly forbidden.

All radiographs and reports are considered legal documents. Under no circumstances are students allowed to obtain the following:

- Radiographs or radiographic reports of family, friends, self or patients
- Medical chart information on family, friends, self or patients
- Pictures of a radiograph, report, patient, or medical record on the student’s personal electronic device.

HIPAA violations can result in dismissal from the program with no option to return.
Liability Insurance

Professional liability insurance to protect students from malpractice suits that may occur when working with patients in a clinical facility is provided through the Commonwealth of Virginia. Each clinical facility is provided a copy of this certificate. The authorized coverage period is reinstated each July and is continuous under the Commonwealth of Virginia Risk Management Plan and §§ 2.2–1837 and 2.2–1840 Code of Virginia.

Program’s Expectations for Students

- **Professionalism and Ethics**

  Each student has an obligation to present and conduct their selves in a manner which honors the profession of Radiologic Technology in both their personal and professional activities. Through adherence to moral standards and ethical practices the student will make their greatest contribution to society, the profession and to their fellow members within the profession.

- **Duties of a Student Radiographer**

  The duties include producing radiographic images, assisting the radiologist in fluoroscopy and special procedures, processing images, setting and adjusting equipment controls, and positioning of patients for routine radiographic examinations. In small institutions and doctor’s offices, radiographers may also be responsible for keeping records of the patient’s images. The radiographer is responsible for the mental and physical comfort of the patient.

- **Professional Conduct**

  As a student radiographer you agree to abide to Program policy and adhere to the established policy. Your behavior must be pleasing to others. Your appearance, attitudes and technical skill, in short, your professional image, must be without blemish.

  1. Student radiographers must notify the clinical affiliate or the clinical instructor when they are unable to be present for clinical rotations. This must be done prior to 8:00 a.m.

  2. Student Radiographers are to report to the clinical assignment in a timely and prepared manner. It is necessary that students follow the documentation protocol for reporting attendance at each respective clinical affiliate.

    If a student radiographer appears to be under the influence of drugs or alcohol, or is functioning in any impaired manner, the faculty or clinical personnel responsible for that student have the authority to dismiss that student from clinical for that day. Violation of the Virginia Community College System and Program policies may result in disciplinary action up to, and including, dismissal from the Program, even for a first offense.
3. Student Radiographers will not leave the hospital at any time without permission of the clinical instructor or designated assistants (staff). If at any time it is necessary for the student to leave the department, he/she must inform the clinical instructor or staff radiographer in the assigned clinical area.

4. Student Radiographers **must never** accept gratuities from patients.

- **Radiation Safety and Monitoring Policy:**

  Environmental conditions include procedures that involve exposure to ionizing radiation. Students will be instructed in the principles of radiation protection with a respect for its proper use for both patient and personal exposure limits.

  1. The student will exercise extreme caution when radiation exposure is eminent.
     The following measures shall be instilled for student learning.

     a. The student should always be outside of the radiographic room when an exposure is to be made.
     b. In situations that demand the student be inside the examination room during live exposure (i.e. Fluoroscopy, Portables, Surgery), they **must** don protective apparel and exercise the radiation practices of distance and time.
     c. The student will be educated in the use of alternative methods of patient and/or image receptor immobilization including devices such as the Pigg-O-Stat, Papoose-boards, sponges and sandbags, head supports, cassette holders or other immobilization equipment that may be available.
     d. In the event these devices are ineffective, an accompanying adult should be instructed on how to effectively assist/hold the patient while wearing appropriate radiation protective apparel and how not to stand in the primary beam.
     e. No student should hold a patient during radiation exposure unless it is otherwise impossible to obtain a diagnostically useful image. The student will be instructed to volunteer for this activity only when an accompanying adult or staff member is not available. **No pregnant student should ever hold a patient regardless of circumstance.**
     f. The student **will not** hold the image receptor for any situation. Utilization of immobilization devices must be identified should this occurrence present. This Program action shall supersede the policy described in the Virginia Department of Radiological Health “Radiation Safety Procedures”, item #4.

2. Each student must be responsible for learning and exercising the principles of Radiation Protection, and exhibit that knowledge in the daily performance of their duties so as to protect the patient, co-workers, other hospital personnel and themselves.
3. The student **must** wear radiation monitor whenever in clinical or energized exposure lab
   1. Lost monitors must be reported immediately to CI or faculty
   2. Student will be asked to review and sign monitor reports quarterly
   3. Excessive exposure outcomes will be reviewed for inappropriate use and/or conduct
      - Must not exceed 125 mrem/quarter
      - Investigate if exposure exceeds 100 mrem/quarter
      - Student may be restricted in clinical activities

- **Infection Control and Reporting of Communicable Diseases**

Environmental conditions include procedures that involve exposure to the handling blood, bodily excrements and fluids. Students who come in contact with a person having a communicable disease must report to the clinical instructor/college faculty immediately.

1. Each student must be responsible to learn the principles of Infection Control and apply these guidelines in compliance with established procedures for each of the clinical affiliate sites to which they be assigned, including but is not limited to the following.
   a. Student must exhibit appropriate personal hygiene and dress
      1. Cleanliness of body
      2. Cleanliness and professional presentation of clothing
      3. Handwashing technique
      4. Appropriate selection and donning protective garb when applicable

Students with infection should report to their clinical instructor/faculty prior to entering a patient care area. If the infection poses a hazard to patients or other personnel, they should not enter the clinical area unless directed by the clinical instructor/faculty.

*Note: Refer to the Infectious Disease Handbook at your specific clinical site for detailed information on the measures stated above.

- **Supervision and Repeat Radiographs Policy**

All medical imaging procedures must be performed under **DIRECT** supervision of a qualified Radiographer until the student achieves competency for that examination.

After a student demonstrates competency for a given radiographic examination, said student may perform that examination with **INDIRECT** Radiographer supervision. Indirect supervision is defined as being immediately available, and physically able, to assist a student.

All **REPEAT** radiographs shall be performed under the direct supervision of a qualified radiographer regardless of student competency or the radiograph being repeated.
**Pregnancy Policy**

A student who becomes pregnant during her enrollment in the Radiography Program is encouraged to declare her pregnancy in writing, even though such a declaration is not mandatory, so that informative discussion and precautionary measures may be implemented. It is recommended that the student notify the Program Director and/or Clinical Instructor, in writing. If the student volunteers to declare her pregnancy, the student will be counseled regarding her pregnancy and following counseling the student will be required to:

1. Keep exposure levels to a minimum.
2. Be responsible for completing clinical objectives.
3. Wear two (2) radiation monitoring devices at all times while in the clinical site and/or lab. One badge must be worn on the collar (outside the lead apron) and the other at the waist (under the lead apron).
5. Complete **Declaration of Pregnancy** form that follows on the next page.

Please note that the student does have the option to continue in the program, specifically the clinical component of the program, without modification. The program will monitor dosimeter readings, and may offer clinical component options such as clinical reassignments and/or leaves of absences from the program.

A pregnant student does have the option to NOT officially declare her pregnancy with the program. Declaration is voluntary, and can be withdrawn at any time by the student.
Voluntary Declaration of Pregnancy

In accordance to the NRC’s regulations at 10 CFR 20.1208, “Dose to the Embryo/Fetus,” I am declaring that I am pregnant. I believe I became pregnant in ________________.

(provide only month and year).

I understand that my occupation radiation dose during my entire pregnancy will not be allowed to exceed 0.5 rem (5 millisievert). I also understand that meeting this dose limit may require a change in my clinical schedule during my pregnancy. I affirm that I have read the NRC Regulatory 8.13(https://www.nrc.gov/docs/ML0037/ML003739505.pdf) and have had the opportunity to ask questions for my understanding and clarification of the information presented.

I agree the missed time or uncompleted objective(s) will be made-up before I am allowed to graduate or complete the program.

If I find out that I am not pregnant, or if my pregnancy is concluded prior to the previous date indicted, I will promptly inform the Program Director and Clinical Coordinator in writing.

____________________________________
Student Print Name

____________________________________
Student’s Signature Date

Withdrawal of Declaration of Pregnancy

I have decided to withdraw my declaration of pregnancy. I understand that the program cannot offer a fetal dosimeter service after the declaration of pregnancy is withdrawn. I understand that, if I had clinical reassignments in place, that those reassignments will revert back to the original clinical assignment.

____________________________________
Student Print Name

____________________________________
Student’s Signature Date

____________________________________
Director’s Signature Date
Southwest Virginia Community College
Virginia Highlands Community College
School of Radiologic Technology

Discipline Record

Student Name: ___________________________ Date of Counseling: ______

Instructor Name: ___________________________

Location of Counseling: ___________________________

Explanation of reason(s) for disciplinary action. Include what, when, where, and who was involved in incident and why it cannot continue and/or behavior that is unacceptable and why it cannot continue:

Instructions; including time period, given to student to correct situation:

Anticipated disciplinary action if situation continues:

Disciplinary action taken:

Instructor Comments:

Student Comments:

Instructor Signature: ___________________________ Date: ______

Student Signature: ___________________________ Date: ______
Southwest Virginia Community College
Virginia Highlands Community College
School of Radiologic Technology

Counseling Record

Student Name: ___________________________ Date of Counseling: ____________

Instructor Name: ____________________________________________

Location of Counseling: ______________________________________

Explanation of reason(s) for counseling.

Instructor Signature: ___________________________ Date: ________

Student Signature: ___________________________ Date: ________

RAD 19F – 8/04
Responsibilities as a Student Radiographer in the Clinical Realm

Each student will abide by the rules and regulations set forth by the clinical affiliate for the governance of its employees and volunteers. These rules and regulations may supersede those established by the Program/College to which you attend.

Clinical Dress and Appearance, Hygiene

Students will present a neat and professional appearance at all times. Students must exhibit appropriate personal hygiene, with attention to oral care and personal body odors. Proper laundering/cleanliness of clothes and uniforms is required.

a. Specific style of uniforms will be prescribed for students. These will be in accordance with program and hospital recommendations. Students will be given this information before entering the program clinical area.

b. All students must wear all black shoes (tennis or nursing). No mules, clogs or slides will be worn in clinical. All black socks must be worn (no ankle socks).

b. Only solid black or white sweaters with long sleeves or prescribed lab jacket may be worn by the student radiographer.

c. All students must wear a black shirt under assigned uniform at all times.

d. All students will present a professional image at all times. Students will have clean oral and physical hygiene. Uniforms will be clean, pressed and wrinkle-free. Shoes will be neat and clean. Uniforms will not be worn or faded.

e. Hair must be worn back from the face and must be neatly combed. Hair accessories must be neatly kept without ornate accessories.

f. Jewelry and cosmetics should be limited and chosen carefully. Necklaces should be small and not worn outside the uniform. Earrings should also be small (stud earrings) to prevent patient contact and limited to one pair.

g. Other than earrings, as indicated above, NO body piercing or tattoos may be visible.

h. Mustaches and/or beards must be neatly trimmed.
i. Students reporting for clinical out of uniform will be sent home to change and return. The time missed for this procedure will be made up at the direction of the clinical supervisor.

j. No strong cologne or perfumes will be permitted.

k. No colored fingernail polish or nail extensions is allowed.

l. No chewing gum in patient care areas.

**Cell Phone / “Personal” Electronic Device Policy**

The Radiography Program has adopted this policy for cell phone/electronic device possession and use for the student radiographer. This policy may be superseded by policies established by the clinical facilities with which the student is affiliated for clinical rotations. The policy states that:

- The use of personally-owned electronic devices (i.e. cellular phones, ipad, ipod, etc.) is prohibited during work hours and in work areas due to the distractions and disruption of regular work routines.

- Cellular phones/electronic devices cannot be carried in work areas and can only be used before you start clinical, at lunch and when you leave clinical.

- If you are caught having a cellular phone/electronic devices in the work area...
  - 1st offense - A written warning.
  - 2nd offense - Sent home; clinical time must be made up.
  - 3rd offense – dismissal for the Program

- Because emergencies do happen, you should give your family the radiology department number so that they could reach you in an emergency situation.

**Infectious Disease Policy**

All students are to strictly adhere to the Infection Control and Blood borne Pathogen Policies of the clinical site to which they are assigned.

The following precautionary measures are to be utilized with all patients:

1. Maintain proper standards for personal care and dress.

2. Hands are to be washed after each patient.

3. Use “Blood and Body Fluids” precautions consistently for all patients.
4. Report any contamination (definite or suspected) to the clinical instructor of supervisor assigned to the clinical site.

5. Review and refer to clinical site infectious disease handbook/policies.*

6. Students are advised about the Hepatitis B virus (HBC) and the Hepatitis B vaccine.

7. Students are advised about chicken pox and the Varicella immunization.

**Absence Policy – Clinical**

Regular attendance in clinical rotations is required. When a student must be absent it is the student’s responsibility to inform the instructor prior to the absence, if possible. The student is responsible for making up all work missed during an unexcused absence.

1. Students will be allowed two (2) absence days each fall and spring clinical semester, and one (1) absence day for any summer clinical semester.

2. All additional clinical absences must be made up before the start of the following semester. Students unable to complete their time before grades are due will receive an INCOMPLETE for that course. The student must make arrangements with the Clinical Coordinator for makeup clinical time necessary to clear an INCOMPLETE grade.

3. It is the responsibility of each student to call the clinical affiliate and/or clinical instructor when they are unable to attend clinical rotations due to sickness or other reasons. If a student does not call the clinical affiliate and/or Clinical Instructor, he/she will receive a verbal warning for the first offense and be subject to suspension for a second offense. The student must meet with the Program Director to discuss the reason for attendance infraction(s) and gain permission to return to clinical. Should a student not heed policy after these two actions, dismissal from the Program will be enacted for a third offense. A directory of numbers is available at the end of this handbook.

4. Students absent more than twenty-five (25) days during one school year, or over 3 occurrences in a semester, may be subject to probation, suspension or dismissal from the program unless a valid doctor’s excuse is provided.

- **Tardy Policy - Clinical**

Students will be allowed a 5-minute window to arrive at the clinical site before they are considered tardy. Students must find and notify the Clinical Instructor (CI) as to the nature of each tardy occurrence.
Students will be allowed (3) tardy incidents per semester. These limits are set realizing that emergencies and unforeseen circumstances may arise spur of the moment. Wise use of time management will be strongly encouraged so that unexcused tardiness does not lead to disciplinary action for multiple occurrences. The CI will counsel the student concerning the impact that being tardy may pose. The CI will remind students that 5 points will deducted from their final grade for each tardy that exceeds the limit.

In the event of any tardy that is greater than two hours where the student cannot demonstrate proof of an excusable nature, the student will be sent home, marked absent and the required to make up that time within the same semester.

**Inclement Weather – Clinical**

In the event of schedule changes/cancellation of didactic classes due to snow and/or hazardous conditions, students will adhere to the SWCC schedule. Students must exercise good personal judgment in regards to travel.

If either of the SWCC, VHCC, or MECC campus is closed or on a snow schedule for inclement weather, all clinical travel is canceled or delayed for that day. Observation clinical visits will follow this policy but must be rescheduled. A snow schedule reporting time of 10am will be observed for that day.

Should an unusual numbers of days be missed in any semester due to inclement weather, it shall be the discretion of the SWCC administration to schedule makeup days which will be observed by each student regardless of their campus placement.

Local radio stations and TV stations (Channel 5 Bristol, and Channel 6 Bluefield) will announce any class changes. Information regarding schedule changes may also be accessed at the following:

Southwest Virginia Community College (800) 822-7822 or (276) 964-2555. The website may be checked for inclement weather schedule changes at: [www.sw.edu](http://www.sw.edu) and [www.vhcc.edu](http://www.vhcc.edu). Rescheduling of classes will be determined by the college.

Students may also receive text alerts from all campuses by registering for the alerts on each college website.

- **Clinical Lunch and Break Periods**

Clinical Instructor or staff radiographers will arrange the lunch and breaks for students assigned to their area. Time allotted for lunch and breaks will be consistent with what is allowed employees of each respective department.

**Actions and Attitudes**
The actions and attitudes of each student will be closely monitored. Each student must conduct themselves in an adult manner with highest consideration of the patient’s physical health and state of mind during their illness and/or injury. Alike consideration must be afforded family members also in attendance.

Likewise, the manner of communications to the following individuals must be appropriate.

- **To the Physician:**

1. The student radiographer should strictly carry out orders of the Physician under whom he or she is working.

2. The student radiographer shall never discuss or criticize a physician. The student radiographer should never express preference for the services of any physician.

3. The student radiographer will never interpret radiographs or fluoroscopic examinations.

4. The student radiographer should always accord to a physician the proper amount of respect and consideration.

5. See ASRT Code of Ethics.

- **To the Patient:**

1. The student radiographer should be deeply conscious of the responsibility of his or her position. In no instance should the radiographer be guilty of carelessness or neglect any duty.

2. Every patient the student radiographer receives for examination should be treated with an equal amount of respect and concern for patient care and comfort. The student radiographer shall approach the patient with confidence and tact but will never be allowed to mistreat the patient either physically or mentally. The student radiographer shall demonstrate reasonable indulgence to the ill, injured and those patients whose mental capabilities may be impaired. The patient-radiographer relationship should remain on a professional level and not include personal involvement. The obligation of confidentiality shall extend beyond the period of technical services. No information, either observed or informed, related to the patient’s examination, their personal character or life style should be discussed outside the immediate circle of patient care requirements.


- **To Other Radiographers and Student Radiographers:**
1. The relationship of one radiographer to another implies that cooperation in the radiographic examination of patients must be built upon an appreciative understanding of the contributions and responsibilities of each other. This implies that the radiographer:

   a. Be generous in his or her recognition and appreciation of the technical assets and contributions of his or her fellow radiographers.

   b. Be understanding of his or her co-worker’s limitations and inadequacies when these are present and do all in his or her power to guide and assist such individuals.

   c. Resist from adverse criticism of other radiographers, professionally and privately, except if appropriate to those who have an official responsibility in relation to such critical judgments.

   d. Resist from gossip and derogatory remarks.

   e. Pilfering and destruction of property are unacceptable under any circumstances.

2. The unity and dignity of radiologic technology demands that members of one school cultivate a courteous recognition of all other schools in good standing, of their work and their graduates.

3. See ASRT Code of Ethics

   - **To the Profession and Self:**

   1. The student radiographer has an obligation to uphold the dignity and honor of their profession through their personal and professional life and to demonstrate those standards that will enhance and promote the status of both. This implies that the student radiographer:

      a. Practice radiologic technology in accordance with recognized and accepted criteria and identify themselves as registered radiologic technologists with the American Registry of Radiologic Technologists (ARRT).

      b. Support and cooperate with local, state, and national societies which strive to advance the quality of radiologic technology and to increase the sphere of usefulness of the profession and of themselves by broadening their understanding of radiologic technology and of its developments and by cooperating in programs of research which aim to improve the art and science of radiology.

      c. Do all they can to embody in themselves that state of physical and emotional health which will make possible their maximum proficiency and their own personal, professional, social and economic security.
d. Respect the dignity and individuality of every human being regardless of race, creed, nationality, color, economic or other status and be willing to serve and cooperate with all as needs demand.

e. Interpret, whenever appropriate, the art and science of radiology, its role and functions to individuals and to the public so that a better understanding of radiologic technology may be secured and greater interest in radiography may lead to a steady flow of qualified individuals into the profession.

2. See ASRT Code of Ethics.
Code of Ethics

1. The radiologic technologist conducts herself or himself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.

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

3. The radiologic technologist delivers patient care and service un restricted by concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion or socioeconomic status.

4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purpose for which they were designed and employs procedures and techniques appropriately.

5. The radiologic technologist assesses situations; exercises care, discretion and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.

6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.

7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice and demonstrates expertise in minimizing radiation exposure to the patient, self and other members of the health care team.

8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient’s right to quality radiologic technology care.

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

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

1. No clinical assignment (days, hours in shift) can be changed without prior approval from the clinical instructor.

2. Any posted roster or schedule containing errors should be reported to the clinical instructor.

3. Total classroom and clinical time shall not exceed 40 hours per week.

4. Student placement in a clinical setting is done by random selection. The applicants are informed during the information day, and selected students are informed at program orientation, that they will be required to drive extended distances from their home for clinical rotations. Consideration is given regarding the travel time required of students in their clinical placement. Travel time however, cannot preclude the educational needs of students and thus travel time may not influence the decision for clinical placement. Students placed in a larger clinical setting generally spend their second rotation at a smaller facility or vice versa.

Schedules Policy

1. All clinical rotations will require the student to clock-in or document the hours spent in the department. The times entered by the student must be verified for accuracy by the radiologic technologist with whom the student has been assigned for that day. Any falsification of time-in or time-out will not be tolerated and may lead to dismissal from the Program.

2. Week days, 8:00 a.m. to 4:30 p.m. or as agreed upon by the department and Program.

3. Student radiographers will be assigned Saturday, Sunday and evening assignments on a rotational basis during their coordinated clinical experience. Required Saturday and Sunday assignments will be posted in advance.

4. Assignments for student radiographers may be changed only with the approval of the clinical instructor. Requests for change must be 1) written, 2) made in advance and 3) signed by all concerned with the change. (This written permission must be obtained prior to attending clinical in order for the student’s liability insurance to be in affect.)

See Schedule Change form on next page.
Radiography Program
Schedule Change

I request the following schedule/clinical change.

____________________________________________________________________

If change exceeds 40 hours per week I elect this option.

____________________________________________________________________

Student Signature

____________________________________________________________________

Date

____________________________________________________________________

Clinical Instructor Signature

____________________________________________________________________

Date
Common Objectives During Clinical Rotations

1. Familiarize yourself with all functions of the assigned areas of the department.
   a. Assist and be involved with the handling of patients in the assigned area with professional ethics, care and safety.
   b. Assist and perform setting, adjusting and control of radiographic equipment located in the assigned area.
   c. Follow all recommended safety factors.

2. Report any malfunction of equipment to designated supervisor or staff radiographer.

3. Be responsible for increasing your knowledge and experience in the assigned area by keeping up-to-date with practical experience and doing procedures assigned to the radiographic rooms.

4. Be responsible for reviewing and completing daily duties posted in each assigned area for the student radiographer.

5. Be responsible for attending ALL classes. Each student will be responsible for reviewing material covered in all clinical areas. Students who find it necessary to work must make arrangements to meet all clinical assignments regardless of work schedule.

6. Be responsible for maintaining a passing grade in the clinical assignments.

7. Support and adhere to all hospital and department policies, rules and regulations.

8. Report to the clinical supervisor any problems related to personnel, work schedules, procedures, discipline and other actions related to the clinical assigned area.

9. Wear radiation monitoring device in proper location at all times. Never wear radiation-monitoring device home. Radiation monitoring devices are to be kept at the clinical site except when needed for energized lab classes. Students will review and initial monthly radiation monitoring device reports.

Evening Rotation Objectives

The primary goal of this rotation is to provide the student with the opportunity to engage in an environment that is primarily trauma and critical care cases. This rotation requires a greater use of individual cognitive and psychomotor skills due to the decreased staffing environment of evening shifts.
1. Students may work independently under indirect supervision if there is a qualified radiographer immediately available should the student need help, and if the student has completed competencies for the examination performed. Immediately available is interpreted as the presence of a radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing equipment is in use. Repeat exams, portable procedures, and surgery require direct supervision at all times.

2. It should be the goal of the technologists during the evening shift to educate the students in areas of weakness. Surgery, portables, and trauma cases should be assigned also and not just the "easy" cases because they can perform them independently. It is important to note that the student is not assigned the evening shift to supplement the need for registered technologists, nor should they be expected to perform in such a capacity.

3. The supervisor or their designate is to review each radiograph of the student. No student shall critique their own examination. (Initials of the responsible technologist shall be placed on the request).

4. The evening supervisor may exercise flexibility over these policies within a reasonable range. The school fully understands there may be extenuating circumstances on certain occasions requiring adjustment. However, the supervisor, on these occasions, must assume the responsibility. It is hoped that the evening supervisor and Clinical Instructor/Coordinator will maintain open lines of communication regarding all student activities while on evenings.

**Student Expectations:**

1. Student Radiographer will report to the evening supervisor by 1:30 p.m.

2. The same rules, regulations, and policies concerning dress code apply during evening rotations.

3. The student will maintain a list of all examinations performed and note they were assisted by a registered technologist or unassisted.

4. The student will demonstrate proper conduct, ethics, and good patient care skills at all times.

5. The student will practice the highest degree of radiation protection to both themselves and the patient, **at all times**.

6. The student will carry radiographic identification markers with them **at all times**.
Objectives:

1. Demonstrate use of acquired knowledge in technical factors dealing with trauma and/or critical care patients, as well as sequencing of images related to cases.

2. Demonstrate use and care of all equipment: i.e., portable, C-arm, computer, roller scope, etc.

3. Assess accurately the situation involving trauma and/or critical care.

4. Respond accurately and quickly to trauma and critical care cases.

5. React professionally and calmly during trauma and critical situations.

6. Respond properly with use of standard precautions in situations involving blood and/or body fluids.

7. Demonstrate proper use and computation of forms associated with the trauma and/or trauma code.

8. Demonstrate knowledge of trauma room by being able to inventory supplies and associated equipment (i.e., emergency drugs, defibrillator, oxygen equipment, etc.).

9. Critique images with supervisor and or other designated radiographers.

10. Demonstrate ability to communicate with emergency personnel during procedures when a radiologist is not available.
**Weekend Rotations Objectives**

The primary goal of this rotation is to provide the student with the opportunity to engage in an environment that is primarily trauma and critical care cases. This rotation requires a greater use of individual cognitive and psychomotor skills due to the decreased staffing environment of weekends.

1. Students may work independently under indirect supervision if there is a qualified radiographer immediately available should the student need help, and if the student has completed competencies for the examination performed. Immediately available is interpreted as the presence of a radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing equipment is in use. Repeat exams, portable procedures, and surgery require direct supervision at all times.

2. It should be the goal of the technologists during the weekend rotation to educate the students in areas of weakness. Surgery, portables, and trauma cases should be assigned also and not just the "easy" cases because they can perform them independently. It is important to note that the student is not assigned the weekend rotation to supplement the need for registered technologists, nor should they be expected to perform in such a capacity.

3. The weekend supervisor or their designate is to review each radiograph of the student. No student shall critique their own examination. (Initials of the responsible technologist shall be placed on the request).

4. The weekend supervisor may exercise flexibility over these policies within a reasonable range. The school fully understands there may be extenuating circumstances on certain occasions requiring adjustment. However, the supervisor, on these occasions, must assume the responsibility. It is hoped that the weekend supervisor and Clinical Instructor/Coordinator will maintain open lines of communication regarding all student activities while on weekends.

**Student Expectations:**

1. Report to the weekend supervisor.

2. The same rules, regulations, and policies concerning dress code apply during weekend rotations.

3. The student will maintain a list of all examinations performed and note they were assisted by a registered technologist or unassisted.

4. The student will demonstrate proper conduct, ethics, and good patient care skills at all times.
5. The student will practice the highest degree of radiation protection to both themselves and the patient, at all times.

6. The student will carry radiographic identification markers with them at all times.

Objectives:

1. Demonstrate use of acquired knowledge in technical factors dealing with trauma and/or critical care patients, as well as sequencing of images related to cases.

2. Demonstrate use and care of all equipment: i.e., portable, C-arm, computer, roller scope, etc.

3. Assess accurately the situation involving trauma and/or critical care.

4. Respond accurately and quickly to trauma and critical care cases.

5. React professionally and calmly during trauma and critical situations.

6. Respond properly with use of standard precautions in situations involving blood and/or body fluids.

7. Demonstrate proper use and computation of forms associated with the trauma and/or trauma code.

8. Demonstrate knowledge of trauma room by being able to inventory supplies and associated equipment (i.e., emergency drugs, defibrillator, oxygen equipment, etc.).

9. Critique images with supervisor and or other designated radiographers.

10. Demonstrate ability to communicate with emergency personnel during procedures when a radiologist is not available.
Radiography students shall complete a case study in RAD 240, Radiologic Pathology. The grade for the written assignment and oral presentation will be a mandatory part of the final grade. Any other written assignment will be added to the final grade at the discretion of the instructor.

The student should also remember that any scientific essay will have a written abstract at the beginning of the paper, an outline of the paper, and an accompanying bibliography or works cited page. Any omission of either of these requirements, either intentional or accidental, will negatively affect the grade. The instructor will give further instructions or requirements for the paper.

For the case studies in pathology, the instructor will give specific instructions/requirements for these papers. The instructor will use the same policy to grade these case studies.

Any questions concerning written assignments should be directed to a member of the Radiologic Faculty, but more importantly to the Instructor of the Class.

It will be the goal of the Radiologic Faculty to be consistent in grading any written assignment. Therefore, it will become the policy to grade written assignments using a rubric.
STATEMENT OF UNDERSTANDING
(Required reading with signature at 1st and 5th semester)

I, having been accepted for enrollment in the Radiologic Technology Program at Southwest Virginia Community College understand that:

1. The Program requires a period of assigned, guided clinical experiences either in the school or other appropriate facilities. (Clinical facilities may be in the immediate area, but may also be in facility areas requiring travel for the period of clinical experience).

2. For educational purposes and practice on "live" models, I consent to allow other students to practice procedures on me as I will practice these same procedures on them - under the guidance and direct supervision of my instructor. The nature and educational objective of these procedures have been fully explained to me. No guarantee or assurance has been given by anyone as to any problem that might be incurred as a result of these procedures. (Exception: Radiography practice will involve simulated exposures when practicing on "live" models).

3. These clinical experiences are assigned by the instructor for their educational value, and thus no payment (wages) will be earned or expected.

4. It is understood I will be a guest within all clinical facilities, and will conduct myself accordingly. All known rules and regulations of these facilities will be followed.

5. I have read and do agree to adhere to the school's policies, rules, and regulations related to the program to which I have been accepted.

6. I understand information regarding a patient or former patient is confidential and is to be used only for clinical purposes within an educational setting.

7. I understand the educational experiences and knowledge gained during the program does not guarantee employment on my graduation. However, when all educational objectives are successfully attained, I will be eligible for a certification in this occupation. The school will seek to assist me in any way possible to attain employment.

8. I understand any action on my part inconsistent with the above understandings may warrant suspension of training.

9. It is understood that this school does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or handicap.

10. I give permission to the program to share my student email, telephone number, and address for use in this program.

11. I have been informed and understand my rights of due process, both institutional and programmatic. Pursuant to unfair or inequitable treatment while a student at this institution.

I HAVE READ WITH UNDERSTANDING EACH STATEMENT AND AGREE TO ABIDE WITH THE ABOVE POLICIES. I HAVE READ AND UNDERSTAND ALL THE REQUIREMENTS OUTLINED IN THIS STUDENT HANDBOOK AND AGREE TO ABIDE BY THE REQUIREMENTS CONTAINED HEREIN.

_________________________ / _________
Director's Signature        Date  

_________________________ / _________
Student's Signature         Date
Directory of Radiologic Program Faculty & Clinical Affiliate Information

Faculty

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