

**HAZARD COMMUNITY AND TECHNICAL COLLEGE /
SOUTHEAST KENTUCKY COMMUNITY AND TECHNICAL COLLEGE**

REGIONAL RADIOGRAPHY PROGRAM

STUDENT HANDBOOK



HIGHER EDUCATION BEGINS HERE

KENTUCKY COMMUNITY & TECHNICAL COLLEGE SYSTEM

Revised: Fall 2012

PROGRAM MISSION STATEMENT

The mission of the Radiography Program is to prepare the graduates to become radiographers who are highly competent and qualified to administer ionizing radiation for medical and diagnostic imaging purposes.

The program sets the standards for radiography education in Southeastern Kentucky with emphasis upon radiation protection, quality patient care and professional development.

Graduates of the program are eligible to apply to write the examination for registration as a radiographer by the American Registry of Radiologic Technologists.

PROGRAM GOALS

1. To provide a quality education in radiography that promotes clinical performance and competency
2. To prepare and develop the students communication skills, critical thinking and problem solving abilities
3. To promote professional growth and life long learning
4. To ensure overall program effectiveness

WELCOME TO HAZARD COMMUNITY AND TECHNICAL COLLEGE / SOUTHEAST KENTUCKY COMMUNITY AND TECHNICAL COLLEGE REGIONAL RADIOGRAPHY PROGRAM

Although Hazard Community and Technical College has provided the people of Southeastern Kentucky with quality education since 1968, the radiography program was not developed until 1991. With Ashok Patel, M.D. as Medical Director and Dr. G. Edward Hughes as President of the College, the radiography program was established. In 1991, fifteen students were admitted into the program. Two years later, thirteen of those fifteen HCTC radiography pioneers successfully completed the program and graduated. In the Summer of 1999 the program expanded to include Southeast Kentucky Community and Technical College and is now a Regional Radiography Program. You will be the next group of students to pursue the study of radiography at HCTC/SKCTC. So, fasten your seat belts and hold on tight...you are about to embark on a fantastic voyage into the depths of radiography!

**RADIOGRAPHY PROGRAM
CARDINAL VALUE**

WE HONOR THE RIGHT OF EACH PERSON TO A QUALITY RADIOLOGIC EDUCATION.
Because we honor the right of each person to a quality radiologic education,

We are committed to a **PARTNERSHIP** for educating that integrates the strengths of students, the knowledge of the faculty and the service of the College.

We are committed to a **QUALITY OF EDUCATION** that included the effective use of technology and provides extraordinary service through respect, competence, and encouragement.

We are committed to a **LEADERSHIP** that is innovative and liberating in its efforts to reform radiography education.

We are committed to honor the **DIGNITY AND WORTH** of each person, and support their pursuit of higher education.

OVERALL OBJECTIVE:

**SET THE STANDARD FOR RADIOGRAPHY EDUCATION
IN SOUTHEASTERN KENTUCKY**

The HCTC/SKCTC radiography program holds as its primary objective and interest, the education of qualified applicants to become competent radiographers. In this regard, the program endeavors to:

1. Provide the student an opportunity to acquire knowledge, proficiency, and appreciation essential to radiography.
2. Outline the responsibilities entailed by becoming a member of an allied health profession.
3. Provide the student with a complete and thorough knowledge of the requirements for producing quality diagnostic images while practicing sound radiation safety.
4. Develop radiographers dedicated to the conservation of life and the prevention of disease.
5. Develop oral and written communication skills necessary for effective interactions with the public and members of the health care profession.
6. Graduate registry-eligible student radiographers qualified to apply to sit for the examination given by the American Registry of Radiologic Technologists.

Attainment of the program goals entails a highly specialized curriculum which included not only scientific and technical learning, but also the development of character and moral integrity. In addition, the program should provide a basis for further formal education and informal continuing education. The curriculum has been developed with these considerations in mind. Through its administration, faculty, staff, physical facilities, and under the guidance of the program advisory committee, the program endeavors to meet these needs, provide competent role models, and provide other necessary services to its students.

It is equally important for the student to learn the meaning of human dignity through responsibility to himself and patients with whom he comes in contact. The prime purpose of the program, then, is to educate the student as a whole person to be a total professional; one who is not only polished on skills and techniques, but who has also practiced with good ethical principles, compassion, and understanding.

The profession of radiography requires the ability to provide appropriate healthcare services. Radiographers are highly skilled professionals qualified by education to perform imaging examinations and accompanying responsibilities at the request of physicians qualified to prescribe and/or perform radiologic procedures.

The radiographer is able to:

1. accurately demonstrate anatomical structures on imaging receptors;
2. determine exposure factors to achieve optimum radiographic results (or images) with minimum radiation exposure to the patient;
3. evaluate radiographic images for appropriate positioning and image quality;
4. practice radiation protection for the patient, self, and others;
5. provide patient care and comfort;
6. recognize emergency patient conditions and initiate life-saving first-aid and basic life support procedures;
7. evaluate the performance of radiologic systems, know the safe limits of equipment operation, and report malfunctions to the proper authority;
8. exercise independent judgment and discretion in the technical performance of medical imaging procedures;
9. participate in radiologic quality assurance programs;
10. collaborate with members of the health team;

**Hazard Community and Technical College/
Southeast Kentucky Community and Technical College**

**Associate Degree In Applied Science
Regional Radiography Program Curriculum**

NEW SAMPLE SCHEDULE PLAN

***PRE-REQUISITE FOR ENTRY INTO PROGRAM**

(Must be completed prior to taking IMG 100)

*BSL 110/111	Human Anatomy & Physiology I & II	8	OR
*BIO 137/139	Human Anatomy & Physiology I & II	8	
*CIS100/CIT 105	Introduction to Computers OR	3	
	(Computer Based Exam)	(0-3)	

General Education Requirements

(General education courses can be completed while active in the Regional Radiography Program)

MA 109	College Algebra OR	3
MT 150	College Algebra & Functions OR	(3)
MAT 150	College Algebra	(3)
ENG 101	Writing I	3
PHY 171	Applied Physics OR	4
PHY 172	Physics for Health Sciences OR	(2)
PHY 152	Introduction to Physics	(3)
COM 181	Oral Communications OR	3
COM 252	Introduction to Interpersonal Communications	(3)
CLA 131	Medical Terminology from Greek and Latin OR	3
AHS 115	Medical Terminology	(3)
	Heritage/Humanities	3
	Social/Behavioral Sciences	<u>3</u>
	Subtotal:	28-33

Additional General Education: (Highly Recommended)

PSY 223	Developmental Psychology
ENG 102	Writing II

Radiography Program Requirements

First Year

FIRST SEMESTER

IMG 100	Radiography I	7
IMG 101	Radiography I Clinical	4

SECOND SEMESTER

IMG 110	Radiography II	7
IMG 111	Radiography II Clinical	4

Second Year

SUMMER SESSION

IMG 201	Radiography III Clinical	3
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FIRST SEMESTER

IMG 210	Radiography IV	4
IMG 211	Radiography IV Clinical	6

SECOND SEMESTER

IMG 220	Radiography V	4
IMG 221	Radiography V Clinical	6

Subtotal: 45

Total Credit Hours 73-78

*A CPR certificate must be obtained prior to the beginning of IMG 100 and certification must be kept current throughout the program.

*Evidence of receiving the Hepatitis B vaccine series or a vaccine declination form must be submitted to the Program Faculty prior to beginning IMG 100.

The curriculum requires course attendance in the summer, fall and spring semesters.

RELEASE OF HOSPITAL INFORMATION

In general, all information regarding patients, visitors, staff or faculty of the College and the clinical education centers is considered confidential. As such, this information is not to be discussed by the student to anyone. Students should refer all requests for hospital information from the news media to the Director of Public Relations of that hospital, with the exception of inquiries regarding a patient's condition, which should be referred to the hospital information desk personnel. Any request to take photographs on hospital premises must also be referred to the Director or Public Relations.

Confidentiality: The HCTC/SKCTC Regional Radiography Program will comply with the safekeeping of patient data and information as to restricted individuals who have need, reason, and permission for access to such data and information.

COMMUNICABLE DISEASE POLICY

Detection and control of infectious disease is accomplished to assure a safe environment for students, hospital staff, patients, visitors, College faculty and staff. Students should be referred promptly to their physicians for evaluation when suffering from potential infection (ex. fever, diarrhea, skin lesions). If indicated, the student should be examined bacteriologically. Students who developed infections while in the program shall be sent home from school until danger of infection is no longer hazardous to employees, others students, and patients.

The student is responsible for immediately reporting physical conditions related to infection or exposure to infectious disease to the Program Coordinator. Authorization for the return to school must be received from the student's private physician prior to school re-attendance. The Program Coordinator must receive this authorization and a report of any medical evaluation that was performed.

If the student does not comply in a timely manner in regards to the communicable disease policy, the student may be dismissed from the program.

SAFETY PROCEDURES RELATED TO COMMUNICABLE DISEASE

These guidelines have been considered and adopted in accordance with the current consensus of the medical and scientific community that many diseases such as A.I.D.S. cannot be transmitted by causal body contact in the clinical setting. Should it ever appear that the implementation of this procedure presents a danger to our student; the program reserves the sole discretion to make appropriate revisions. The risk of contracting Hepatitis B is greater than the risk of contracting A.I.D.S. Therefore, recommendation for the control of Hepatitis B will effectively prevent the spread of A.I.D.S. All such recommendations are therefore incorporated herein.

1. Sharp items (needles, scalpel blades, and other sharp instruments) should be considered as potentially infective and handled with extraordinary care to prevent accidental injuries.
2. Disposable syringes and needles, scalpel blades and other sharp items should be placed in puncture resistant containers located as close as practical to the area in which they are used. To prevent needle stick injuries, needles should NOT be recapped, purposely broken, removed from disposable syringes, or otherwise manipulated by hand.
3. When the possibility of exposure to blood or other body fluid exists, routinely recommended precautions should be followed. The anticipated exposure may require gloves alone, as in handling items soiled with blood or other body fluids, or may also require gowns, masks and eye-coverings when performing procedures or post-mortem examinations. Hands should be washed thoroughly and immediately if they accidentally become contaminated with blood.
4. To minimize the need for emergency mouth-to-mouth resuscitation, mouth-pieces, resuscitation bags, or other ventilation devices should be located and available for use in areas where the need for resuscitation is predictable.
5. Pregnant students engaged in health care are not known to be at greater risk than students who are not pregnant. However, if a student develops infection with the A.I.D.S. virus during pregnancy, an infant has an increased risk of infection by prenatal or perinatal transmission. Because of this risk, pregnant students should be especially familiar with precautions for preventing the transmission or acquisition of the A.I.D.S. virus.
6. Students engaged in health care who have the A.I.D.S. virus are not involved in invasive procedures (those in which the body is entered, e.g. by use of a tube, needle device, etc.) need not be restricted from work unless they have some other illness for which any health care worker would be restricted.
7. The Hepatitis B vaccine is highly recommended to help assure that the student will not be infected with the virus.

HEPATITIS B VACCINE POLICY

After admission and prior to enrollment in the Radiography Program, each student must show evidence that he/she:

- a. has received a Hepatitis B vaccination,
OR
- b. is in the process of receiving the Hepatitis B vaccine series,
OR
- c. has signed a declination form if the student chooses not to receive the Hepatitis B vaccine series.

ACCIDENT POLICY

General Guidelines:

1. If the emergency occurs in the classroom, the instructor of the class assumes responsibility for carrying out the emergency procedures.
2. If the emergency occurs outside the classroom, the first college employee on the scene assumes responsibility for carrying out the emergency procedure.
3. The emergency number for the ambulance service is: 9-911.
4. A report of all accidents/emergencies should be filed within 24 hours. Forms are available from the HCTC/SKCTC Business Office.

CLINICAL ACCIDENT POLICY

1. In the event of a student injury which occurs in the course of the clinical experience. The clinical instructor must be notified as soon as possible.
2. The student will be referred to the emergency room for evaluation of the injury. This will be at the student's expense.
3. Submit the following documents to the Radiography Program Coordinator within 24 hours.
 - a. A signed statement by the instructor involved, summarizing his/her knowledge and perception of the event.
 - b. A signed statement by the student in his/her own words as to what happened.
 - c. A copy of the completed Student Accident Form that is obtained from, and required by the HCTC/SKCTC Business Office.
 - d. A copy of any incident reports that are completed.

FIRE

In the event of a fire within the clinical education center, remove all patients and others from the vicinity of the fire and smoke. Isolate the fire by closing all interior doors exposed to the area involved. Notify the switchboard operator and report the exact location of the fire, and/or sound the building fire alarm at the closest fire pull station. Attempt to extinguish the fire using the nearest proper type of fire extinguisher. Use good judgment in extinguishing the blaze. **DO NOT ENDANGER YOURSELF!**

IONIZING RADIATION

All students are provided with introductory instruction in radiation protection measures during the initial three weeks of the program. Students are NOT permitted to hold patients during a radiation examination! A student is required to exercise sound radiation protection practices at all times. At no time may a student participate in a procedure using unsafe protection practices. Unsafe radiation practices are grounds for dismissal from the program.

This includes, but is not limited to:

1. Taking exposures, intentionally or unintentionally, on another student or while another student is in the energized lab. All exposures on human beings are to be taken for a medically valid reason only.
2. Attempting any procedure under indirect supervision until competency has been achieved.

A student will always wear a dosimeter while in the clinical education center and in the energized lab. A student may secure a currently dated dosimeter from the program faculty on the first day of each month. Dosimeters *must* be picked up by the fifth day of the month.

Dosimeters are worn at the collar and outside a lead apron. Dosimeters are to be removed if undergoing diagnostic procedures as a patient.

Patient radiation protection is a serious obligation and should never be taken lightly.

Other obligations of the student include:

1. Wear a current monitor in lab and clinic. Lack of a dosimeter will be grounds for asking the student to leave until the dosimeter has been retrieved. The student will be counted absent. Clinical/Lab time missed will be made up.
2. Any loss of or accident or misuse of a dosimeter must be reported in writing to the appropriate program faculty.
3. Monthly dosimeter reports are available in faculty office or on course shell in Blackboard.

In accordance with ALARA, the program has set the following limit for exposure that should not be exceeded:

30 mrem/mo of deep, whole body radiation according to dosimeter.

At this level, students will be counseled. Students shall not exceed state and federal guidelines for radiation exposure.

HOSPITAL ELEVATORS

Hospital passenger elevators are to be used by patients, visitors, students, and employees. Students are encouraged to walk up and down two flights of stairs and only use the elevator for further distances. Service elevators are to be used for transportation of patients in wheelchairs or carts, supplies, and equipment.

SMOKING

One of the primary purposes of any hospital is to maintain, restore, and preserve the health and safety of its patients, personnel, and the public. The use of tobacco in any form is inconsistent with this purpose. Most hospitals have policies that prohibit the use of combustible tobacco products except in specifically designed areas. These areas may be outside of the building. Smoking is prohibited in all patient areas and in all areas where readily ignitable material/combustion supporting materials are used and/or stored. The College is also a smoke-free environment, and smoking is permitted only on designed areas outside of the college buildings. The student is required to follow all established clinical facility and college policies regarding tobacco use.

CLINICAL SMOKING POLICY

The Hazard Community & Technical College/Southeast Kentucky Community & Technical College Radiography students who choose to use tobacco products while on clinical rotation are allowed to do so on their morning, evening and lunch breaks only. Students who violate this policy will be given a verbal warning on the first offence; the second offence will be a written warning and a clinical grade reduction of one letter grade for that semester. Continued violation will lead to dismissal from the Radiography program. The Radiography faculty strives to encourage and promote a healthy lifestyle for Radiography students. All students are discouraged from the use of tobacco products.

ACCESS TO PROGRAM RECORDS

In accordance with the Buckley Amendment to the Family Educational Rights and Privacy Act of 1974, the following policy is established to provide proper procedure for access to student records:

Students have the right to inspect and review all radiography records directly related to the student. This includes any material incorporated into the student's record folder intended for school use or to be made available to outside parties.

Student must request inspection of their radiography file by written request and will be granted access within 15 days of receipt of the written request. The student's radiography file must be inspected in the program coordinator's office and in the presence of the program coordinator, during normal program hours, or by special arrangement.

No records can be sent to any institution without the written consent of the student, with the following exceptions:

- * Transmittal of personal information to state and local governmental authorities as required by state statute.
- * Release of director information including the student's name, address, telephone number, major field of study, place of birth, participation in official recognized activities, dates of attendance, degrees and awards received, and the most recent previous educational institution attended.
- * Information may be sent out in compliance with a judicial order.

STUDENT WORK POLICY

Any Radiography student wishing to work as a Radiographer must comply with Kentucky Cabinet for Human Resources Administrative Radiation Operator Certification Regulations. A copy of these regulations is available to the student upon request. At no time will a student use any "employee time" to substitute for program clinical requirements. The HCTC program realizes that it is very difficult to work and remain in good academic standing, but we feel that academics is more important than work and therefore any student employed as a radiographer must remain at least a 3.0 GPA or will be asked to relieve their employment. The entire Radiography faculty **STRONGLY** discourages employment as a student radiographer. *(See Program Coordinator for specific guidelines.)

INCLEMENT WEATHER POLICY

In order to maintain a symmetrical schedule for all campuses of the Regional Radiography Program, the following inclement weather policy is in effect:

Listen to media for closing of either sponsoring institution. If one is closed then neither campus is to report to Radiography classes.

Example: HCTC closed - HCTC students do not go
 SKCTC open - SKCTC students do not go

**Applies to semesters utilizing ITV only.

ATTENDANCE POLICY

A significant portion of the educational process in radiography is the development of a strong sense of responsibility on the part of each student to the patient, fellow radiographer, the department, hospital, and faculty. One of the primary manifestations of this responsibility is regular, punctual attendance in clinical and didactic areas. Since it is recognized that absence is occasionally unavoidable, the following policy has been established:

Absences must be reported to the appropriate program faculty (HCTC) at 436-5721 or (SKCTC) at 633-0279 no later than 8:30 a.m. for clinical and didactic assignments. The clinical instructor or chief technologist must also be notified of clinical absence. Notification by voice mail is unacceptable. Failure to notify faculty or the clinical instructor will result in an additional incident of absence.

Any didactic work missed must be made up to the satisfaction of the instructor involved. One day or consecutive days of **excused absence**, regardless of length, are considered one incident of absence. **Radiography Faculty must be notified in advance of consecutive days**. Tardiness in the clinical, didactic, or lab is considered an incident of absence and is unacceptable. Leaving early from class, clinical or lab will also count as an incident of absence.

Any clinical time missed (excused or unexcused) must be made up to the satisfaction of the Clinical Instructor and Radiography Faculty within 30 days. A clinical time change form with the appropriate signatures must be submitted.

Progressive corrective action occurs as follows, when a student accumulates a number of incidents that reflect an unacceptable pattern:

- one** incident of absence/semester = loss of perfect attendance award of 2 points
- two** incidents of absence/semester = verbal reprimand, overall grade reduction of 2 points, students must submit a typed 5 page formal paper using APA format. Topic will be based on appropriate lecture material as determined by faculty.
- three** incidents of absence/semester = written reprimand, an additional 4 point overall grade reduction, and the student must submit a typed 8 page formal paper using APA format. Topic will be based on appropriate lecture material as determined by faculty.
- four** incidents of absence/semester = written reprimand, and additional course grade reduction of 1 letter grade. Student must submit a typed 12 page formal paper using APA format. Topic will be based on appropriate lecture material as determined by faculty.
- five** incidents of absence/semester = dismissal from program

***All papers are due in appropriate faculty office no later than 10 days from the first day of incident of absence.**

***Any submitted paper must be completed at a satisfactory level as evaluated by faculty or an additional 4 points reduction will be assigned.**

***Any student with perfect attendance will receive an additional 2 points on their final overall course grade.**

The PROGRAM COORDINATOR has the authority to take corrective action by waiving the above actions if the unacceptable pattern is consistent in nature from one semester to the next.

Excused absence consist of documentation of; bereavement (immediate family only), jury duty, military duty, medical emergencies and extended illness.

Excessive absenteeism and/or tardiness will lead to dismissal from the program.

CELL PHONE POLICY

Cell phones and pagers are prohibited in the classroom and clinical sites. It should never be on the desk or visible to anyone in the classroom/clinical site. A student answering a cell phone during class/clinical will be required to leave class/clinical and meet with the instructor prior to attending class/clinical again.

STUDENT PREGNANCY POLICY

In accordance with Objective 8.3 of the Standards for an Accredited Educational Program in Radiologic Science, which requires that a program publish and make known to accepted and enrolled female students Nuclear Regulatory Commissions (NRC) regulations regarding the pregnant student. Voluntary notification of any student who becomes pregnant should be given to the Program Coordinator in writing and indicate the expected delivery date. Without voluntary, written disclosure, the student cannot be considered pregnant. However, it is suggested and encouraged by the Radiography Faculty that the student's pregnancy be disclosed as early as possible for maintaining radiation safety; however, the HCTC/SKCTC educational program allows any pregnant student declared or undeclared to continue the educational program without modification.

All students receive basic radiation protection instruction during the first three weeks of the program. The pregnant student is expected to protect herself in the presence of ionizing radiation through the use of maximized distance, maximized shielding, and minimized time spent in the presence of ionizing radiation. Additional protection measures may be discussed with the program coordinator. Additional safety measures and practices are on file in the Program Coordinators office for students information and protection.

A leave of absence from the clinical rotation, modification of clinical assignment, or leave or absence from the program may be granted by the program coordinator for maternity purposes. It is the student's responsibility to maintain didactic assignments to the satisfaction of the instructor involved. This may require that the student repeat courses missed during the maternity leave. Any questions regarding the student's responsibilities should be directed to the program coordinator. A copy of Regulatory Guide 8.13, (revision 3, June 1999) Instruction Concerning Prenatal Radiation Exposure from the Nuclear Regulatory Commission (NRC) is on file in the Program Coordinators office for information and protection. Students may also view the Regulatory Guide on NRC's Website at <http://www.nrc.gov>.

It is the student that must make the final decision in regards to declaring a pregnancy. It is also the student's decision as to the acceptance or non-acceptance of minimal risk of radiation exposure to the embryo or fetus.

Once the pregnancy has been declared the following options are available to the student:

Option #1

Remain In the Program Throughout the Pregnancy

If the student so decides, she may continue in the program under the following requirements:

- a. The student shall review and implement radiation safety practices as outlined in her copy of NRC Appendix 8 and Appendix 13.
- b. The student shall wear an additional dosimeter at the waist level at all times in her clinical and laboratory situations.
- c. The student shall participate in all scheduled clinical rotations as assigned.

Option #2

Leave of Absence During Pregnancy

The student may request a leave of absence not to exceed one year and either withdraw from or attempt to complete the courses she is currently enrolled in. She may then apply for re-admission as described in the Radiography KCTCS Curriculum. This information may be obtained from Program Faculty.

CLINICAL ATTIRE

The uniform for the student is a symbol of the profession. As such, it must always be cleaned and pressed. The student is required to present themselves to the clinical education center with attention being placed on personal hygiene.

The clinical dress code for students in the program is as follows:

- White uniform top and white pants.
- Uniform pants may be of any style except denim styles. Pant hems must be sewn – NO unsewn cuffs or rolled hems.
- No T-shirts are allowed.
- White uniform dresses may be worn.
- Uniform shoes must be white and must be leather. NO canvas shoes allowed. Shoes must be clean and polished at all times.
- White socks or hose are to be worn. NO tube socks with colored stripes allowed.
- Wedding rings, wrist watches, and small earrings are the only jewelry permitted.
- The student Dosimeter is considered part of the uniform and must be worn at all times.
- NO gum chewing.
- Solid-colored CARDIGAN sweaters may be worn, no pull-overs. White turtleneck sweaters may be worn UNDER uniform tops.
- Long hair must be tied back at all times.
- Cosmetics should be worn in keeping with good taste. Excessive make-up, and/or nail polish are not permitted. Excessive cologne/perfume is not permitted.
- **Many clinical sites have prohibited visible body and tongue piercing.**
- **Body art must be completely covered and non-visible during clinical rotations.**

NO DRESS CODE IS UNTIMATELY COMPLETE. Please check with the faculty if you are considering purchasing a uniform or have a uniform to determine if it is acceptable.

Failure to follow the established dress code will result in a verbal warning for the first offense.

On the second offense, the student will receive a written warning and will be sent home. The time missed will be considered an incident of absence. The third offense will result in a reduction of the final clinical grade of one letter grade. Further offenses can lead to dismissal from the program.

CRIMINAL BACKGROUND CHECK / DRUG SCREENING

All HCTC/SKCTC Regional Radiography students admitted to the program are required to have readily available a current criminal background check and drug screen as required by the clinical facility. Failure to follow this procedure will lead to dismissal from the program.

GRADES

Individual course grades earned by the student in didactic and clinical areas, as well as the student's overall grade point average and demonstrated professional conduct serve as realistic indicators of future performance. Therefore, all students are required to maintain or exceed an established minimum level of performance while enrolled in the radiography program. The grading scale employed in the program may be higher than that of most high school or post-secondary education institutions. This philosophy helps to ensure that students maintain standards expected in the field and helps to motivate them to pursue academic and clinical excellence. The program grading scale is as follows:

A = 92 - 100

B = 83 - 91

C = 75 - 82

E = Below 75

GENERAL BEHAVIOR

The student is responsible for his behavior as both an individual and as a member of the group. Rules of behavior which are endorsed as appropriate according to high social, ethical, and moral standards are expected to be followed. As a consequence, the student is held responsible for any acts which may violate these standards. The following rules have been established in accordance with the KCTCS Code of Student Conduct to provide guidelines for proper, professional conduct:

The student is expected to conduct himself in a professional manner at all times while in the hospital or classroom, or while participating in program functions outside the hospital or classroom.

The student is expected to be courteous to patients, staff, visitors, faculty, and other students. When speaking to or about a patient, the name of the patient must be used, unless circumstances dictate otherwise.

The student is expected to be cordial and congenial to all patients. Solicitation or acceptance of tips from patients or visitors is prohibited.

Visiting with a patient during school hours is not permitted. Friends who are hospital patients must be visited according to hospital regulations.

The student is to consider the affairs of patients, the program, and the hospital confidentiality. Such matters are not to be discussed with others students, staff, family, faculty, or friends.

Sleeping during clinical or classroom hours is unacceptable.

Students should act as responsible adults. Cheating or suspected cheating may result in dismissal from the program.

Telephone calls to the radiology department are to be answered promptly with identification of the department, area, and the individual answering the telephone. All messages should be taken in writing.

Personal telephone calls are not to be made or received while in the hospital, except in the case of an emergency.

All unusual incidents concerning patients, visitors, staff, etc., must be reported to the program coordinators or clinical coordinator and the proper form must be completed.

The following are considered examples of severe, inexcusable behavior, which may result in immediate dismissal from the program:

- *Deliberate damage to college, hospital or other's property
- *Stealing
- *Physical assault of another individual
- *Conviction of a felony
- *Indecent or lewd conduct
- *Sexual harassment
- *Carrying a concealed weapon on college or hospital premises
- *Falsification of any information to the college, hospital or program
- *Smoking in hazardous or prohibited areas
- *Consumption of intoxicants while on college or hospital property or attempting to perform duties while under the influence of alcohol or other drugs
- *Falsification or misuse of college or hospital records
- *Clinically working beyond the appropriate duties of a student

*Drug dealing or attempted drug dealing

*Excessive absenteeism/tardiness – refer to Attendance Policy in handbook (pages 12-13) and course syllabus

*Students with a tobacco dependency are **NOT** entitled to extra breaks

It is impossible to compile a complete summary of misconduct that requires disciplinary action. The program coordinator is responsible for interpreting the rules of conduct, and any questions in this area should be addressed to the program coordinator.

Failure of the student to abide by general rules and regulations will result in disciplinary action. If disciplinary action is taken, the student will be advised of this action in private consultation with the program coordinator and the clinical coordinator. The action will be documented in the student's permanent radiography file and the student will be asked to sign the document to indicate their awareness of the action.

Whenever possible, a progressive disciplinary system is administered, beginning with a verbal warning. This is followed by a written warning and counseling. If the behavior or situation does not improve, probation and possible dismissal from the program will follow. Student behavioral problems will be dealt with on an individual basis depending upon the severity of the problem.

The KCTCS Code of Student Conduct can be accessed at http://www.ketcs.edu/Default/Students/Admissions/Academic%20Policies/~media/System_Office/Academics/StudentCode2010.ashx or a hard copy can be obtained from the office of student affairs.

ACADEMIC HONESTY AND PROFESSIONAL BEHAVIOR

KCTCS faculty and students are bound by principles of truth and honesty that are recognized as fundamental for a community of teachers and scholars. The college expects students and faculty to honor, and faculty to enforce, these academic principles. The college affirms that it will not tolerate academic dishonesty including, but not limited to, violation of the academic rights of students (section 2.0) and student offenses (section 3.0).

Complaint/Appeal Procedure:

1. Program Coordinator: HCTC/SKCTC – Homer Terry
2. Division Chair: HCTC – Gwen Collins
SKCTC – Michael Good
3. Academic Dean: HCTC – Anna Napier
SKCTC – Wheeler Conover
4. Vice President of Academic Affairs/Provost: HCTC – Dr. Kathy Smoot
President/CEO: SKCTC – Dr. Bruce Ayers

For information about academic rights and academic offenses and the student's right to appeal, students should be referred to the KCTCS Code of Student Conduct found on-line at

http://www.kctcs.edu/Default/Students/Admissions/Academic%20Policies/~//media/System_Office/Academics/StudentCode2010.ashx.

RADIOGRAPHY PROGRAM COMPLAINT RESOLUTION POLICY

If a student, faculty, or community of interest feel that the HCTC/SKCTC Radiography Program is not in compliance with the JRCERT Standards, he/she is requested to notify the program director in writing of any allegations or complaints.

Program Director Contact Information:

Homer Terry, Director
Hazard Community and Technical College
One Community College Drive
Hazard, KY 41701
Phone: 606-436-5721, extension 73389
E-mail: Homer.Terry@kctcs.edu

The program director will investigate the complaint and will answer the complainant within 5 working days. (Days can be changed by agreement of both parties).

If the complaint is not satisfied with the response, he/she should notify the College Provost in writing. The College Provost will investigate and respond to the complainant within 10 working days.

HCTC College Provost Contact Information:

Kathy Smoot
Hazard Community and Technical College
One Community College Drive
Hazard, KY 41701
Phone: 606-436-5721, extension 73091
E-mail: Kathy.Smoot@kctcs.edu

SKCTC College Provost Contact Information:

Wheeler Conover
Southeast Kentucky Community and Technical College
700 College Road
Cumberland, KY 40823
Phone: 606-589-2145, extension 13038
E-mail: Wheeler.Conover@kctcs.edu

If the complainant is not satisfied with this response, he/she should notify the:

JRCERT
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-2901
Phone: 312-704-5300
Website: www.jrcert.org

PROGRAM COUNSELING

As part of the Competency-Based Clinical Education Plan, students are evaluated and regularly counseled. These conferences are scheduled by the Clinical Coordinator/Program Faculty to counsel students in reference to their progress and to discuss any problems which may have arisen throughout the semester. The student should feel free at all times to ask any faculty member for guidance and assistance. The faculty serves as an excellent source of information regarding possible career options and/or continuing education.

LIABILITY INSURANCE

Professional liability insurance is required for each student. This insurance may be purchased through the College at a minimal cost or documentation of coverage through another company must be approved by the program coordinator. The purpose of this insurance is protection against legal liability incurred through error, negligence, or omission in the performance of clinical duties. Professional Liability Insurance must be current at all times.

ADVISORY COMMITTEE

The prime overall direction and guidance for the program is achieved through the Advisory Committee and its subcommittees. This committee essentially advises program faculty in regards to all policies and procedures and the curriculum, identifies program goals, strengths and weaknesses, and determines methods of program improvement. In general, the committee usually meets two to two times per year. One advisory committee will be appointed to serve the program. Membership of the committee will be comprised of at least five representatives from the service area of each college.

ACCOMODATIONS POLICY

Learners needing accommodations should contact the local disabilities service representative to complete an Accommodations Plan which will ensure that the learner receive full benefits and that the instructor is aware and can make proper adjustments in his/her courses for the learner. The HCTC Disability Services Representative is Melissa Johnson; phone (606) 487-3405; and e-mail MellisaD.Johnson@kctcs.edu.

The SKCTC Disability Services Representatives:

Whitesburg Campus – Ron Brunty; phone (606) 633-0279, extension 13320; and email: Ron.Brunty@kctcs.edu.

Cumberland Campus – Veria “Cookie” Baldwin; phone (606) 589-2145, extension 13018; and email: Cookie.Baldwin@kctcs.edu.

Middlesboro Campus – Rick Mason; phone (606) 598-0138, extension 50138; and email: Rick.Mason@kctcs.edu.

Every effort is being made to meet the ADA 508 and W3C guidelines but if you find any distance learning class to be limiting in any way please contact the course instructor and the Disability Services Representative.

ITV Course Policy

This course utilizes interactive television (ITV) as the mode of course delivery. A list of contacts and directions to each site will be made available to all Learners enrolled in ITV courses at the time they receive their syllabus. All ITV courses are web-enhanced. Learners must meet in specified ITV classroom sites. Course instructors have a home site, but must travel to remote sites throughout the semester at least twice per semester. Please direct all ITV technical issues or problems to Donna Roark, HCTC Chief Information Officer. Please direct all course issues to Ella Strong, Dean of Distance Learning. SKCTC course issues should be directed to Tim Webb.

Learner rules and expectations

- No food or drink is permitted in ITV classrooms.
- Learners are expected to listen, respond to questions, and participate in course discussions.
- Learners must wait for one site to completely finish speaking before beginning additional communication.
- It is required that Learners remain quiet while other sites are speaking.
- Conversations at remote sites are only permitted with instructor consent.
- Upon the event, if ITV is not functioning properly, the primary instructor will provide directions for course make-up.
- Learners are to remain in the ITV classroom until directions are received from the primary instructor.

WEB ENHANCED POLICY

Portions of this course will be web enhanced. The following policy applies:

eLearning: Web-enhanced, Web-Local, Web-Hybrid, or Web-KYVC (Kentucky Virtual Campus) Course Policy

The Internet can be used in multiple ways to deliver instruction, assess Learner learning, and provide an interaction among Learners and between the instructor and Learners. Internet instruction can be designed to be accessed by Learners at their convenience.

Learner rules and expectations

- Learners are expected to check email on a regular basis and keep the email Inbox clean. This is to prevent emails from bouncing back. HCTC and SKCTC and its instructors are NOT responsible for undeliverable emails due to exceeded storage limits on learners email account. Keep your Inbox clean.
- Learners are expected to print and read the course syllabus and send the instructor an email stating the Learner understands the course policies otherwise directed by the instructor). If the Learner does not understand the syllabi, the Learner is to make an appointment to speak with their instructor.
- Learners are expected to complete the HCTC DL Orientation at <http://216.69.13.12/faculty/ESTRONG0001/DLOrientation/index.htm>
- Learners having problems with course access are to first contact the Blackboard Help Desk toll-free at: 1-866-590-9238. Issues and problems can also be submitted online at

<http://elearning.kctcs.edu/> (login and click the Help Tab. If you are unable to login contact the Help Desk by Phone (number provided above)). Then notify your instructor of problems not corrected within 24 hours. If issues are not corrected after 48 hours contact Ella Strong, or Brad Roberts.

- Learners are expected to have all course textbooks and supplies by the end of the first week of courses.
- Learners are expected to follow the course outline and calendar for due dates. It is strongly suggested that Learners check the course site at least one week prior to the first day of course and continuously throughout the semester as all calendar entries are tentative.
- Learners are expected to attend all course meetings (if applicable). Web-enhanced courses will have course meetings similar to an in-person course. Web-local may or may not have associated course meetings. Web-Hybrid courses will meet half of the course time and have online work for half the course time. Web-KVC courses do not normally have course meetings.

Logging-on to an eLearning course

1. Point your browser to <http://elearning.kctcs.edu>
2. Go to the login box in the middle of the window that opens and enter your username and password which is the same to access your email or Learner self serve account.

Checking Your KCTCS E-Mail

As a Learner of the KCTCS System, you have been issued a login ID and password. NOTE: this is the same login as the one described with the Logging-on to an eLearning course account. email is an integral part of the distance learning process as well as your everyday process as a Learner of HCTC (Hazard Community and Technical College) as you will receive course information, campus information, registration information, and other related information on your email account. In addition, all of your KCTCS information will come through Learner email.

Click on the following link to check your e-mail: <https://webmail.kctcs.edu/>

Enter the Learner (student) ID and password you were provided when prompted in the following format: The login entry (if asked or required) is the domain name (KCTCSACC), followed by a "right slash" (/), ending with the PeopleSoft Learner ID that you were given during registration (first initial + last name + four digit number).

Login: **KCTCSACC/jdoe0001**

Password: **yourpassword** (whatever the password is)

*For more information about Learner email, go to the following site:

<http://www.kctcs.edu/Student/eMail.html>

Blackboard Help and Support Process

1. Contact the Blackboard Help Desk toll-free at: 1-866-590-9238. Issues and problems can also be submitted online at <http://elearning.kctcs.edu/> (login and click the Help Tab). If you are unable to login, contact the Help Desk by Phone (number provided above).
2. Notify your instructor of problems not corrected within 24 hours.
3. If issues are not corrected after 48 hours contact Ella Strong, or Brad Roberts (see contact section).

Resource Links

HCTC Library: <http://hazard.kctcs.edu/Academics/Library>

HCTC Library Orientation and Guides: <http://hazard.kctcs.libguides.com/>

HCTC Academic Calendar: Learners need to be aware that **online state-wide** courses (with BW mode) do not necessarily follow the same academic calendar as their home college. To check the HCTC **Calendar of dates**, go to the following site:

http://hazard.kctcs.edu/Academics/Academic_Calendar

Online Bookstore (for BW mode Online courses ONLY): <http://kctcs.bncollege.com/>

HCTC DL Orientation: <http://216.69.13.12/faculty/ESTRONG0001/DLOrientation/index.htm>

HCTC Proctor Request Form: <http://216.69.13.12/faculty/estrong0001/HCTCRequestForm.html>

KCTCS DL Orientation: http://www.kctcs.edu/Students/Distance_Learning/Orientation.aspx

Distance Learning Proctor's Site link:

http://www.kctcs.edu/Students/Distance_Learning/Proctor_Exams.aspx

Distance Learning Tutorials: <http://kctcs.edu/Students/LearnByTerm/Tutorials.aspx>

Online Program Advising Guides:

http://www.kctcs.edu/Students/Distance_Learning/Online_Programs.aspx

KCTCS Student Code of Conduct:

http://kctcs.edu/en/Students/Admissions/Academic_Policies/Code_of_Student_Conduct.aspx

- refer to section 2.3 (Academic offenses and sanctions, page 11)

KCTCS Distance Learning: <http://kctcs.edu/learnbyterm.aspx>

Online Course Schedule of open online courses (Systemwide courses with BW mode):

http://kctcs.edu/Students/LearnByTerm/Online_Courses.aspx

KCTCS Disability Services: http://www.kctcs.edu/students/disability_services.aspx

Contact Persons

HCTC Chief Information Officer

If you have an ITV issue or technology problem in general, contact Donna Roark, CIO, phone (606) 487-3128, email donnad.roark@kctcs.edu for assistance.

HCTC & SKCTC Disability Services Representatives

For assistance with ADA requirements, and learners with a disability or learners with any inquiries about an accommodation or lack thereof of should contact Melissa Johnson, Disability Services Representative, phone (606)-487-3405, email MelissaD.johnson@kctcs.edu.

The SKCTC Disability Services Representatives:

Whitesburg Campus – Ron Brunty; phone (606) 633-0279, extension 13320; and email:

Ron.Brunty@kctcs.edu.

HCTC Distance Learning Assistance

For assistance with questions for ADA-related need for distance learning courses or unresolved Blackboard problems, contact Ella Strong, phone (606) 487-3208, email ella.strong@kctcs.edu; or Brad Roberts, phone (606) 487-3566, email brad.roberts@kctcs.edu.

HCTC & SKCTC Web Masters

If you use the HCTC Web site and have any problems or issues, contact Mindy Spicer, Webmaster, phone (606) 487-3511, or email melinda.spicer@kctcs.edu.

If you use the SKCTC Web site and have any problems or issues, contact Dylan Frost, Webmaster, phone (606) 589-3092, or email dfrost0004@kctcs.edu.

PROFESSIONAL ORGANIZATIONS

Students are encouraged to join professional organizations which promote continuing education and provide a diverse learning experience through meeting and conferences. Students are urged to become members of the following organizations:

Appalachian Regional Society of Radiologic Technologists: This is a local professional organization. Meetings are held at various locations throughout Southeast Kentucky on a regular basis. Student membership is free with completed application.

Kentucky Society of Radiologic Technologists: This is a state professional organization that presents a conference each Fall and Spring.

American Society of Radiologic Technologist: This is a national professional organization. A bimonthly professional journal is published by the A.S.R.T. which contains topics of interest for radiographers and students. The A.S.R.T. holds an annual meeting at various locations throughout the United States and this society offers benefits such as insurance policies and low interest loans available to members at reasonable rates.

The American Registry of Radiologic Technologist: The A.R.R.T. is a national certifying organization for the radiologic technology profession. Registration is not presently a mandatory prerequisite to practice as a radiographer, but it is a nationally recognized accomplishment requiring by most health care instructions. It is often a condition for employment and is often required for any professional advancement. All graduates of the HCTC/SKCTC Regional Radiography Program are eligible to apply to sit for the registry examination upon graduation.

Applicants to the A.R.R.T. are completed prior to graduation with the assistance of the radiography faculty. Graduates should apply for the examination as soon as possible. Application materials may be obtained from the Program Coordinator during the last two months in the radiography program.

**HAZARD COMMUNITY AND TECHNICAL COLLEGE /
SOUTHEAST KENTUCKY COMMUNITY AND TECHNICAL COLLEGE**

REGIONAL RADIOGRAPHY PROGRAM

COMPETENCY-BASED PLAN OF

CLINICAL EDUCATION



**CLINICAL COMPETENCY EVALUATION
DEFINITION OF TERMS**

1. **OBSERVE** The student can watch the radiographer perform a radiographic examination.
2. **ASSIST** The students can help the radiographer in performance of a radiographic examinations in a manner determined by the radiographer, without actually performing the examination (i.e., bring patient into room, etc.)
3. **PARTICIPATE** The student can take part in the performance of a radiographic examination with the help of, and under the direct supervision of the radiographer.
4. **PERFORM** The student conducts a radiographic examination under the direct supervision of the radiographer.
5. **DIRECT SUPERVISION** A registered radiographer is present during the conduct of the procedure with the student in the ionizing radiation room.
6. **INDIRECT SUPERVISION** A registered radiographer is present in the radiography department and/or readily available for guidance, but not necessarily with the student in the ionizing radiation room.
7. **RADIOGRAPHIC EXAMINATION** This consist of series of radiographs of an anatomical region, sufficient to perform diagnostic evaluation of that region, in accordance to the clinical affiliates procedures manual.
8. **CATEGORY** A series of related radiographic examinations which demonstrates a specific area of the human body (i.e., upper extremities), or group studies.
9. **COMPETENCY** The student can perform radiographic examinations under indirect supervision and assume those duties and responsibilities as described by the clinical objective.
10. **PROGRESS COMPETENCY EVALUATION** Procedure by which the student's performance and the resulting radiographs for a specific examination are evaluated in route to to category competency.
11. **CATEGORY COMPETENCY EVALUATION** Procedure by which the student's performance and the resulting radiographs for a specific category. This consists of the performance of two (2) examinations from the specific category, chosen at random, as well as four (4) oral questions about examinations within the same category.

- | | | |
|-----|-----------------------------------|--|
| 12. | FINAL
COMPETENCY
EVALUATION | Procedure by which the student's overall performance of one (1) (1) examination is evaluated. This consist of the performance of one (1) examination from five (5) categories, chosen at random, and oral questions about examinations from the remaining five (5) categories. |
| 13. | CLINICAL
INSTRUCTOR | A registered staff radiographer that has been trained to evaluate the student within the boundaries of the Clinical Competency-Based Education Plan. |
| 14. | CLINICAL
COORDINATOR | A faculty member that coordinates and evaluates the Clinical Competency-Based Education Plan, and also serves as a Clinical Instructor. |

CLINICAL COMPETENCY-BASED EDUCATION OVERVIEW

The implementation of a competency-based evaluation system conducted with a series of planned clinical rotations provides a standardized format for evaluation of the student in the clinical setting. In addition, the system is designed to allow each student to progress at an individual rate consistent with their abilities, knowledge, and motivation. However, minimum performance standards must be met to demonstrate satisfactory progress through the clinical program.

The didactic and laboratory aspect of the curriculum are well integrated with clinical assignments to allow each student the opportunity to achieve program goals and objectives in the optimum manner. Concurrent didactic and clinical experiences allow students to apply theoretical principles to the clinical situation in a systemic and organized manner. To achieve meaningful and productive clinical behaviors to be demonstrated in all areas of clinical instruction. As the student masters the didactic and laboratory objectives, he/she applies these principles in the clinical setting, guided by the clinical objective for each clinical rotation.

ATTAINMENT OF CLINICAL COMPETENCY

The student begins the clinical rotation experience by observing and assisting the registered radiographer in the performance of radiographic examinations. This experience serves to familiarize the student with the care and radiography of patients for a given radiographic examination. Once the student masters the examinations as taught in IMG 100 and IMG 110 he/she moves from a passive role to one of active participation, thus allowing "hands on" experience in the performance of procedures. These examinations are performed under the direct supervision of registered radiographers in each given category.

After successful completion of the laboratory skills test or after a period of three weeks following classroom instruction the student can be evaluated on the procedure by a clinical instructor or faculty member. The evaluations are termed **Progress Competency Evaluations** and the student must obtain a minimum per semester (see page 32).

The student may not receive more than two failed Progress Competency Evaluations per semester, with failure defined as a composite score of less than 85% OR the mark of zero on any portion of the examination. The failure will be reflected in the student's semester clinical grade. Should a student fail a procedure they will be required to seek remediation and to demonstrate competency before they are allowed to proceed. This is accomplished as circumstances allow, but **MUST** occur prior to the end of the following semester. If the student fails more than two Progress Competency Evaluations per semester they will be placed on Clinical Probation and must obtain a Clinical grade of "B" or better for the next semester in order to remain in the program. If the student fails to meet these conditions, they will be dismissed from the program.

CATEGORY COMPETENCY EVALUATION

Once the student has received the specified minimum number of successful Progress Competency Evaluations in a given category in which competency clearance is sought, they can request the **Category Competency Evaluation** from the program faculty. In order to preserve an orderly sequence of instruction, the student cannot request this evaluation until all examinations within the specific category have been taught and tested in the didactic setting. Category Competency Evaluations are mandatory only for categories I, II, III, IV and VIII.

The Category Competency Evaluation consists of an evaluation of clinical ability and oral knowledge if the examinations within a given category. The student demonstrates competency by performing two examinations, chosen at random from the category, in the clinical setting. Simulations are used only when necessary and may not exceed one simulation per Category Competency Evaluation. In addition, the student must answer a total of four oral questions about two examinations chosen randomly from that category. To successfully complete the Category Competency Evaluation, the student must receive a composite score of at least 85%. The following describes the results of both pass and non-pass situations for the Category Competency Evaluation.

Pass Upon successful completion of the Category Competency Evaluation, the student can perform any examination within the category under indirect supervision. The student will continue to produce any requested examination within that category while progressing toward completion of the next category in a similar manner. Reported performance of these procedures allows the student to gain a proficiency in the performance of each examination in order to meet requirements of the **Final Competency Evaluation** required for graduation.

However, a student may not perform repeat radiographs without the direct supervision of a registered technologist, regardless of direct/indirect supervision status in a given category.

Non-Pass 1 If the student fails to pass the Category Competency Evaluation, he/she must perform the failed examination(s) in a simulation setting with a faculty member, in the clinical setting under the direct supervision of the clinical instructor or faculty member, **and** on the phantom, if applicable, to demonstrate competency before requesting the second attempt at the Category Competency Evaluation. This re-evaluation will include the failed examination plus one other examination, which is randomly chosen, in the same category. The student must also answer a total of four questions pertaining to examination in the given category. Successful completion of the re-evaluation allows the student to continue to progress through the remaining categories. However, this failure will be reflected in the student's semester clinical grade.

Non-Pass 2 If the student does not successfully complete the second attempt at the Category Competency Evaluation; he/she is placed on Clinical Probation. The clinical coordinator will counsel the student in an attempt to correct the deficiency. The student must again successfully perform the failed examination(s) in a simulation setting with a faculty member, in the clinical setting under the direct supervision of the clinical instructor or faculty member, **and** on the phantom, if applicable. The student may then request the third attempt at the Category Competency Evaluation. He/she must obtain a Clinical grade of "B" or better for the next semester in order to remain in the program. If the student fails to meet these conditions, he/she will be dismissed from the program. The failure will also reflect in the student's semester clinical grade.

Non-Pass 3 If the student does not successfully complete the third attempt at the Category Competency Evaluation, he/she will be dismissed, preventing him/her from continuing in the program.

When working on the requirements for the subsequent categories, the student must not receive any failed Progress Competency Evaluations in any category of demonstrated competency. If this should occur, the student returns to a direct supervision status in that category. He/she must successfully perform that failed examination in a simulation setting with a faculty member, in the clinical setting under the direct supervision of the clinical instructor or faculty member, and on the phantom, if applicable, before requesting another Category Competency Evaluation. This evaluation will be from the same category, again chosen randomly, as well as four oral questions. This re-evaluation must be completed no later than one semester after the failure has occurred, unless circumstances dictate otherwise as determined by program faculty. Successful completion of this re-evaluation returns the student to indirect supervision status in that category. If, however, the student fails the re-evaluation, he is placed on clinical probation. He/she must then complete the above-stated process successfully within the existing semester and must obtain a clinical grade of "B" or better for the next semester in order to remain in the program. If the student fails to meet these conditions, he/she will be dismissed from the program. The failure will also be reflected in the student's semester clinical grade.

One fundamental aspect of a competency-based system is that it allows students to progress at their own rate. However, **it is equally important that the student demonstrate a reasonable degree of progress in the clinical area.** To accomplish this, the following guidelines suggest a minimum rate of competency achievement in the clinical setting:

<u>FRESHMEN STUDENTS</u>		<u>SOPHOMORE STUDENTS</u>	
<u>Semester</u>	<u>Category</u>	<u>Semester</u>	<u>Category</u>
1st (Fall)	I	3rd (Summer)	IV
2nd (Spring)	II, III	4th (Fall)	VIII
		5th (Spring)	Final Competency

The student will continue their progress through the system in the manner previously described. Upon successful completion of the Category Competency Evaluations, the student requests the **Final Competency Evaluation.**

FINAL COMPETENCY EVALUATION

The Final Competency Evaluation is designed to test the overall clinical performance of the student. To accomplish this, the student must successfully complete one examination each from a total of five randomly chosen categories. The student must also answer two oral questions per category of the remaining five categories. To successfully complete the Final Competency Evaluation, the student must receive a composite score of at least 85%. The following describes the results of both pass and non-pass status for the Final Competency Evaluation:

Pass Upon successful completion of the Final Competency Evaluation, the student will be allowed to perform all examinations under indirect supervision until graduation. However, all **repeat examinations must be taken under the direct supervision of a registered technologist.** No further Progress Competency Evaluations are required.

Non-Pass 1 If the student does not successfully complete the Final Competency Evaluation, the clinical coordinator will counsel the student in an attempt to correct any areas of deficiency. The student must successfully perform the failed examination(s) in a simulation setting with a faculty member, in the clinical setting under the direct supervision of the clinical instructor or faculty member, **and** on the phantom, if applicable. The student can then request the second attempt at the Final Competency Evaluation. This evaluation will consist of the performance of the failed examination(s) and one other randomly chosen examination from the failed category, and one examination from three other randomly chosen categories, and the student must answer two oral questions per category of the remaining five categories. After successful completion of the second Final Competency Evaluation, the student can perform any examination under indirect supervision until graduation. However, all **repeat examinations must be taken under the - direct supervision of a registered technologist.** No further Progress Competency Evaluations are required.

Non-Pass 2 If the student does not successfully complete the second Final Competency evaluation he/she will be considered non-passing. Such a student has two available options:

1. Receive special clinical instruction and be re-evaluated in all categories in a manner determined by the faculty. This option is contingent upon available space and resources in the program as determined by the standards by the Joint Review Committee on Education in Radiologic Technology.
2. Elect not to continue in the program. Such a student will receive career counseling, if desired.

The student must have successfully completed the Final Competency Evaluation to be eligible for graduation and to sit for the national registry examination given by the American Registry of Radiologic Technologist (A.R.R.T.).

CLINICAL MASTER PLAN GUIDE

<u>Semester</u>	<u>Clinical Weeks</u>	<u># of Progress Evaluations Required</u>
First Semester (Fall)	15	9
Second Semester (Spring)	15	15
Third Session (Summer)	6	5
Fourth Semester (Fall)	15	10
Fifth Semester (Spring)	<u>15</u>	<u>10</u>
TOTAL	66 weeks	49 competencies

<u>Clinical Area</u>	<u>Student Assignment Approximate</u>
Diagnostic/Fluoroscopy	43-46 weeks
Portables	8-10 weeks
Surgery	4-8 weeks

All sophomore Radiography students will be allowed one week to rotate through advanced modalities to explore professional development. In addition, any student who has completed required program competencies shall be allowed an additional week for advanced modality exploration.

CLINICAL GRADING

Clinical grading is discussed in each course syllabi.

All evaluations are maintained in the clinical coordinator's office and are available for student inspection. Any comments, suggestions, or concerns regarding procedure should be directed to the Clinical Coordinator. The program reserves the right to modify the evaluation system at any time during the year, as the need arises. Students will always be informed in advance of any changes that are pertinent to them.

CLINICAL ROTATION HOURS

For the majority of the educational program, the student will be assigned clinical rotations during Monday through Friday from approximately 8:00 a.m. until 4:30 p.m. There will be one weekend clinical rotation during IMG 211 and IMG 221, and one second shift clinical rotation during IMG 211 and IMG 221.

WEEKEND AND SECOND SHIFT ASSIGNMENTS

In keeping with the educational philosophy of the program that is “to prepare the student to be able to assume the duties and responsibilities of a staff radiographer at entry level competency” the student will be assigned to weekend and second shift clinical experiences. The weekend and second shift hours allow the student to gain additional radiographic confidence while also allowing the student to have valuable emergency and operating room learning experiences. The variety of "non-routine" radiographic cases demands the student adjust to different positioning methods, radiographic techniques, patient care considerations, and interpersonal adjustments.

The goal of weekend and second shift hours are to:

1. Give the student radiographic experience they cannot obtain during day time clinical education.
2. Teach the student how to function with a reduced number of staff members in the department.
3. Make the student aware of weekend and second shift limitations of the Radiography Department.
4. Acquaint the student with clerical responsibilities the radiographer assumes during weekend and second shift hours.
5. Teach the student to work more independently in a new environment.
6. Teach the student to improvise and use non-traditional positioning methods to obtain quality radiographs when working with emergency and trauma patients.
7. Provide the student with a better opportunity to work with severe trauma, thus increasing their knowledge and skills with skull, facial bones, and spinal injuries.

CLINICAL ADVISING

The Clinical Coordinator/Faculty will advise the student in regards to their progress and assist in solving any potential problems that the student may be having. The student will attend a conference each semester with the Radiography Faculty to discuss progress and problems as indicated.

STUDENT EVALUATION OF CLINICAL INSTRUCTION

Student feedback about the nature of the clinical evaluation is considered vital to the viability of the process. Throughout the semester each student is given the opportunity to complete a **Clinical Instruction Evaluation Form** for any Clinical Instructor at his/her clinical education center. This form is designed to assess the clinical instructor's performance from the student's perspective. These evaluations are discussed between the Clinical Coordinator and the Clinical Instructor. This evaluation serves to:

1. Recognize the value of positive clinical instruction.
2. Focus on means of improving the student's clinical experience.
3. Identify any potential problems occurring with the evaluation system.

In addition, the student should feel free to voice any comments, suggestions, or concerns to the program faculty.

GOALS AND OBJECTIVES

The goals of the clinical competency evaluation system are that under indirect supervision, the student can:

1. Perform any examination/procedure in Categories I - X.
2. Produce technically satisfactory radiographs with minimum radiation exposure and discomfort to the patient.

In order to successfully complete a competency evaluation given by a clinical instructor or faculty member, the student must meet the following objectives with a minimum composite score of 85%.

1. Interpret request accurately.
 - a. assess the requisition for correct and necessary information.
 - b. recognize conflicting clinical history and examination ordered.
 - c. identify the procedure(s) to be performed.
 - d. recall the patient's name and age.
 - e. identify the mode of transportation to the radiology department.
 - f. identify the type of patient to be radiographed (i.e., OP, ER)
 - g. document any variation from the requested procedure in the appropriate location.
2. Correlate patient identification.
 - a. accurately locate patient using information from requisition.
 - b. check for patient identification (wristband).
 - c. select the correct patient for the examination.

3. Obtain accurate history/assessment.
 - a. assess the patients chief complaint.
 - b. correlate chief complaint with examination ordered.
4. Assist patient appropriately (safety, privacy, etc.)
 - a. gown the patient in the manner indicated by the procedure.
 - b. assist the patient to and from the radiographic room in a safe and courteous manner.
 - c. employ proper body mechanics when moving or transporting the patient,
 - d. maintain the patient's respect and dignity throughout the procedure.
 - e. understand contrast media dosage, use and potential adverse reactions.
 - f. observe any isolation precautions in effect.
 - g. monitor the patient's condition throughout the procedure.
5. Set up room before bringing in patient.
 - a. provide a clean table and/or upright grid device for the patient.
 - b. maintain an orderly work area.
 - c. maintain a proper inventory of supplies.
 - d. dispense articles to the patient as needed (i.e., tissues, dentures cup, etc.)
 - e. ready the radiographic unit (tube, table, console)
 - f. provide appropriate size and type of cassettes for the exam requested.
 - g. locate syringes, needles, and other supplies, as needed.
 - h. prepare sterile trays and instruments to avoid contamination, as needed.
6. Remove extraneous items.
 - a. assess location of extraneous items.
 - b. ask and/or assist patient in removal of extraneous items (i.e., dentures, hair clips, jewelry, snaps, etc.)
7. Select appropriate film/screen/grid/image receptor.
 - a. select the appropriate imaging system for a given examination.
 - b. select the proper size and type of cassette of film holder for each projection.
 - c. employ a grid when necessary.
8. Select suitable kVp.
 - a. interpret a technique chart to set the proper exposure factors.
 - b. adapt the kVp for changes in SID, cassette type, pathology, etc., as applicable.
9. Select suitable mA.
 - a. interpret a technique chart to set the proper exposure factors.
 - b. adapt the mA for changes in SID, cassette type, pathology, etc., as applicable.
10. Select suitable time/photocell.
 - a. establish exposure factors to prevent patient motion.
 - b. interpret a technique chart to set the proper exposure factors.
11. Select suitable accessory functions (i.e. back up timer, buckey vs. table top)
 - a. set the automatic exposure device in the proper manner.
12. Set technical factors before positioning.
13. Instruct patient properly (i.e. explanation, breathing, etc.)
 - a. converse with patient in an intelligent, professional manner.
 - b. communicate procedure instruction to the patient with clarity.
 - c. dispatch the patient to the proper destination after the examination.

14. Position patient correctly (i.e. supine, prone, lat., oblique, erect, etc.)
 - a. position the patient in the manner described in class.
 - b. perform comparison projections when required.
 - c. after the examination according to patient condition and cooperation.
15. Align tube, film and area of interest accurately (i.e., CR, SID, etc.)
 - a. center the central ray correctly to the center of the imaging receptor.
 - b. maintain the proper source-to-image receptor distance (SID) for each projection.
16. Angulate CR correctly (i.e., degree, direction).
17. Utilize immobilization devices (i.e., sponges, clamps, etc.)
18. Utilize markers appropriately.
 - a. identify each radiograph with "R", or "L", and/or other appropriate markers in the correct location.
 - b. display patient information in the proper space.
 - c. place any "time" markers appropriately on the cassette/radiograph.
19. Perform procedure efficiently (i.e., speed, sequence, etc.)
 - a. completion of examination in an appropriate amount of time determined.
 - b. complete projections in such a manner as to cause the patient to move as little as possible.
20. Observe the patient while exposing.
21. Collimate beam properly (NEVER > film size)
 - a. collimate area of interest.
22. Ascertain probability of pregnancy.
 - a. check pregnancy status for females between the ages of 12 and 50.
 - b. check for last menstrual period date, if needed.
23. Shield patient properly (i.e., reproductive and vital organs).
 - a. collimate to area of interest.
 - b. use gonadal shielding when appropriate.
 - c. employ proper technical factors and proper positioning methods to avoid repeat radiographs.
 - d. minimize the time spent in an area of radiation, when appropriate.
24. Practice operator protection (i.e., shielding, distance, time, etc.)
 - a. wear a lead apron and gloves in the presence of ionizing radiation.
 - b. maximize the distance the radiation and self.
 - c. minimize the time spent in an area of radiation, when appropriate.
 - d. close radiographic room door.
25. Hang radiographs correctly/process digital images.
26. Identify protection/patient position correctly.
27. Identify pertinent-anatomy correctly.
28. Determine appropriateness of exposure factor/index exposure number.
29. Determine appropriateness of positioning.
30. Determine means to correct minor positioning and technical errors.
 - a. discuss means of improving the radiograph.
31. Identify obvious pathology.