RADIOLOGIC TECHNOLOGY PROGRAM

Student Manual
2010 - 2011

York Technical College

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Radiologic Technology Program
Mission Statement and Goals

The Radiologic Technology Program at York Technical College is an accredited, associate degree program, which provides accessible, relevant and high quality education. Through various delivery methods, the Program prepares qualified students to apply radiation to humans in a healthcare setting in order to produce diagnostic images using radiographic equipment and imaging systems under the direction of a physician. By providing a comprehensive program of competency-based instruction in Radiologic Technology, the Program promotes an atmosphere of life-long learning for the purpose of graduating competent radiographers able to function as radiologic science professionals in the healthcare community.

1. The graduate will be able to display ethical behavior and sound professional judgment in clinical practice.

2. The graduate will be able to practice effective written and oral communication skills.

3. The graduate will demonstrate problem-solving and critical thinking skills in the clinical setting.

4. The graduate will participate in professional activities which promote professional development and life long learning.

5. The graduate demonstrates competence as an entry-level radiographer who produces radiographic films of diagnostic quality and meets the needs of the healthcare community.

6. The program will graduate competent, employable, entry-level radiographers who meet the needs of the healthcare community.

Introduction

York Technical College, and its clinical affiliates, your instructors, technologists, radiologists and fellow students welcome you to the Radiologic Technology Program. We hope that your time spent here will be pleasant and meaningful. We are interested in you and your education in Radiologic Technology, and in preparing you for useful service to mankind in your chosen profession. You will find your instructors willing and anxious to help you. Your success will be in direct proportion to the effort YOU put forth.

This manual has been prepared to inform you of guidelines and procedures affecting you as a radiography student at York Technical College, Piedmont Medical Center, Springs Memorial Hospital (Lancaster), the Imaging Center (Lancaster), Carolina Orthopedic Clinics in Rock Hill and Lancaster, Carolina Urology Clinic, Lowery's Family Medicine, Chester Regional Medical Center and CMC-Union, in Monroe, NC. **This manual is to be used in conjunction with the York Technical College Catalog**. The guidelines and procedures stated in this manual are intended to supplement those that are stated in the Catalog. Keep this manual and the College Catalog to refer to as necessary. Any changes in established guidelines and procedures will be given to you as written memos and you may add them to this manual.

YORK TECHNICAL COLLEGE
TECHNICAL STANDARDS FOR ADMISSION INTO RADIOLOGIC TECHNOLOGY PROGRAM

ESSENTIAL FUNCTIONS OF A RADIOGRAPHER:

1. Perform Radiologic examinations including:
   - A. Obtain and document patient history
   - B. Explain procedure to patient and address patient concerns
   - C. Position patient properly using immobilization or support devices as necessary
   - D. Assess patient condition
   - E. Produce film using accepted technique.
   - F. Report any unusual occurrences or changes in patient condition to appropriate staff
2. Clean and maintain equipment and room
3. Assist in maintenance of room supplies
4. Prepare and administer contrast agents and other chemical mixtures
5. Implement emergency procedures and administer first aid including CPR.

MINIMUM QUALIFICATIONS NECESSARY TO PERFORM ESSENTIAL FUNCTIONS OF A RADIOGRAPHER

Physical Requirements: The position of Radiologic Technologist has been given a strength rating of **Light Work** by the US Dictionary of Occupational Titles (exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force to move objects in activities or conditions existing two-thirds of the work shift.) Included in the physical requirements are the positioning and moving of patients manually and by stretcher or wheelchair. When performing these functions with large patients, strength necessary may exceed the DOT rating. Position also includes intermittent sitting, standing, walking, frequent reaching, occasional twisting and bending, and exposure to fumes. Both hands are used for power grip, speed and precision work. Use of both feet is required.

I am capable of meeting these requirements
I am not capable of meeting these requirements
I am capable of meeting these requirements with the following accommodations:

Data Conception: Requires the ability to gather, collate or classify information about data, people or things. Reporting and/or carrying out a prescribed action in relation to the information are frequently involved.

I am capable of meeting these requirements
I am not capable of meeting these requirements
I am capable of meeting these requirements with the following accommodations:

Color Discrimination: Requires the ability to differentiate colors and shades of color.

I am capable of meeting these requirements
I am not capable of meeting these requirements
I am capable of meeting these requirements with the following accommodations:

Manual Dexterity/Motor Coordination: Requires the ability to use body members to start, stop, control and adjust the progress of machines or equipment. Operating machines involves setting up and adjusting the machine or material as the work progresses. Controlling involves observing gauges, dials, etc. and turning switches and other devices. Must have good eye/hand/foot coordination.

I am capable of meeting these requirements
I am not capable of meeting these requirements
I am capable of meeting these requirements with the following accommodations:

Interpersonal Communication: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions. Interpret an extensive variety of technical instructions in mathematical or diagrammatic form. Deal with several abstract and concrete variables.

I am capable of meeting these requirements
I am not capable of meeting these requirements
I am capable of meeting these requirements with the following accommodations:

Physical Communication: Requires the ability to speak and/or hear (express self by spoken words and perceive sounds by ear.)

I am capable of meeting these requirements
I am not capable of meeting these requirements
I am capable of meeting these requirements with the following accommodations:

Reasoning Development: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions. Interpret an extensive variety of technical instructions in mathematical or diagrammatic form. Deal with several abstract and concrete variables.

I am capable of meeting these requirements
I am not capable of meeting these requirements
I am capable of meeting these requirements with the following accommodations:

Language Development: Requires the ability to read and understand complex information from scientific and/or technical journals, papers, etc. Requires the ability to communicate the same types of complex information and data through speech and in writing using proper format, punctuation, spelling, grammar and using all parts of speech.

I am capable of meeting these requirements
I am not capable of meeting these requirements
I am capable of meeting these requirements with the following accommodations:

Numerical Ability: Requires the ability to determine time, weight and to perform practical applications of fractions, percentages, ratio and proportion as well as basic addition, subtraction, multiplication, and division operations.

I am capable of meeting these requirements
I am not capable of meeting these requirements
I am capable of meeting these requirements with the following accommodations:

Form/Spatial Ability: Requires the ability to inspect dimensions of items and to visually read information and data.

I am capable of meeting these requirements
I am not capable of meeting these requirements
I am capable of meeting these requirements with the following accommodations:

Personal Temperament: Requires the ability to deal effectively with stress produced by work and guest interaction situations that may be of critical or emergency situation.

I am capable of meeting these requirements
I am not capable of meeting these requirements
I am capable of meeting these requirements with the following accommodations:

STUDENT'S SIGNATURE _____ DATE _____

PHILOSOPHY

Our role as educators in Radiologic Technology is to prepare students to serve the total needs of the patient during clinical practice. To meet the patient's needs, the total person is educated; therefore, we strive to enrich the student's mind, body, and spirit. This is necessary for him/her to reach professional maturity, since a professional life is an extension of one's personal life.

We feel the **cognitive** objectives are achieved best through a strong academic background; good **affective** behavior is effectively learned by integrating classroom instruction with the exemplary attitudes and ethical behavior of the clinical staff and instructors. The **psychomotor** skills, which are the most distinguishing characteristics of a skilled radiologic technologist, are best learned through varied and sufficient clinical application and practice. This natural learning experience incorporates every aspect of technology needed to develop expertise. It is the only technical learning experience involving the patient. We also feel that clinical practice by students should not be used as a substitute for qualified technologists performing examinations. Clinical practice properly used, as a learning experience requires professional staff to supervise the student through the following phases:

(1) Explanation

(2) Demonstration

(3) Participation and

(4) Evaluation.

We are committed to providing the highest level of radiologic technology education. We are willing to give our best efforts for the patient's and the student's benefit. In return, we expect all students to perform at their peak efficiency.

We believe the clinical facilities and the Radiologic Technology Program must be smoothly blended if the program is to furnish an unexcelled laboratory for learning radiologic technology. The clinical staff must feel a responsibility for teaching students, for it is from the radiographic room that a skilled technologist emerges. When the Program and the clinical facilities work together to reach high goals, both may reach and maintain them.

We are committed to rigid discipline. We are flexible when it proves progressive, but rigidly retain proven principles and practices, which produce highly skilled professional technologists.

Our graduate technologists serve as the best gauge of the worth of our philosophy. It is never easy for us to maintain our philosophy through changing social and educational changes.

Neither is it easy for students to fulfill the role they play in our philosophy; however, their positive attitude and their successful practice as professional technologists are proof that our thoughts and beliefs are good, though demanding. We offer an education in living as well as learning.

ACADEMIC GUIDELINES

Due to the discipline of studies in Radiologic Technology, some of the academic guidelines are stricter than any other programs offered at York Technical College. Please be advised of the following guidelines:

l. Classes are not to be missed without prior notification and/or approval of the instructor. This includes all RAD TECH classes as well as your clinical assignments. It is the student's responsibility to call the instructor prior to the expected time for reporting to class or clinical assignment in the event of an absence.

2. If a test is missed, it must be made up within 1 week after the originally scheduled testing day. Make-up tests must be scheduled through the Assessment Center in B-7. The instructor must be notified of the appointment so that the test materials can be sent to the Center prior to the scheduled appointment. Being allowed to make up a scheduled test is a privilege which may be withdrawn if the privilege is abused. The student is limited to 2 make-up tests per class per semester without extenuating circumstances. Finals can not be made-up.

3. Tests will always be announced; however pop quizzes may be unannounced. Any student missing an unannounced quiz may not be allowed to make it up and will receive a grade of 0. Unannounced quizzes are normally averaged together in a semester to count as 1 test grade.

4. Except in exceptional circumstances, days missed in excess of 10% of the number of class meetings will result in an unsatisfactory grade, which will result in dismissal from the program. If it is necessary to miss a day of class, it is the student's responsibility to get the notes and material missed from your classmates.

5. A syllabus with course outline, objectives, and instructor lecture notes and/or CD ROM for each course will be available for purchase at the YTC Bookstore. Instructor lecture notes can also be accessed by using the computers in the CAI Lab.

6. All homework and reading assignments are listed in the course syllabus. It is the student's responsibility to refer to these syllabi for his/her assignments.

7. If "extra help" is needed with a RAD course, the student should approach the instructor prior to the day of a test. Waiting until the night before a test to study is not a good idea. Each instructor has her office hours posted on the office door. Students can refer to the schedule to determine the availability of the instructor during designated office hours.

8. The following grading scale will be the one used for didactic and clinical performance:

93 - 100 - A
86 - 92 - B

80 - 85 - C
70 - 79 - D
below 70 - F

A student MUST maintain a MINIMUM of an 80 average in all RAD courses in order to remain in the program. A minimum of 80 is required in all clinical courses. Below 80 is considered unacceptable clinical performance. In other words, any grade below a "C"/80 in any RAD course will result in withdrawal from the program, since all sequential courses are prerequisite to the courses in the following term. In some cases arrangements may be made to "stop out" and re-enter the program the following year at the point at which the student stopped, contingent upon the status of the student capacity at the time of intended re-entry. (See Re-instatement Guidelines and Procedures.) A student may re-enter the program only once. Any single test grade below 80% in RAD 130 or RAD 136, will require retesting until 80% or greater is achieved to be eligible for competency attempts in the clinical setting on exams in that unit.

9. A G.P.R. of 2.0 MUST be maintained to remain in the program.
10. Acceptance and continuation in this program are contingent upon acceptance by the clinical facilities for practicum training. If a student does not appear to be in good physical and mental health, as evidenced by his or her performance or behavior in the clinical practicum, a physical examination and a written report from a physician can be requested by faculty.

CLINICAL EDUCATION

The process of becoming a radiographer is a complex one involving a combination of mastery of patient care and technical skills and the development of professional decorum and attitudes. To facilitate this adjustment, the student radiographer must develop an awareness of the expectations of the educational program. This section of the STUDENT MANUAL is dedicated towards the goal of providing guidelines and standards for accepted behavior and providing incentive for the student radiographer to develop into a mature, responsible radiographer.

Upon completion of the Radiologic Technology Program, the graduate will be able to:

1. The graduate will be able to display ethical behavior and sound professional judgment in clinical practice.
2. The graduate will be able to practice effective written and oral communication skills.
3. The graduate will demonstrate problem-solving and critical thinking skills in the clinical setting.
4. The graduate will participate in professional activities which promote professional development and life long learning.

5. The graduate demonstrates competence as an entry-level radiographer who produces radiographic films of diagnostic quality and meets the needs of the healthcare community.

6. The program will graduate competent, employable, entry-level radiographers who meet the needs of the healthcare community.

The Radiology Departments of Piedmont Medical Center (Rock Hill), Springs Memorial Hospital (Lancaster), Chester Regional Medical Center (Chester) and CMC- Union, (Monroe, NC) offer the necessary clinical education. The following offices and clinics are also used as clinical education centers for the program: Carolina Orthopedic Clinic(Rock Hill, Lancaster & Fort Mill locations), Carolina Urology Clinic (Rock Hill), Lowry Family Practice (Chester), and Lancaster Imaging Center. During the two years of training, the program provides approximately 1500 hours of clinical education. It is planned to include routine and emergency radiographic procedures and is scheduled during weekdays on first and evening shifts during both years. The student will, on a regular schedule, rotate through all diagnostic and record keeping areas of the department. In addition, the student will have the opportunity to observe in Ultrasound, Nuclear Medicine, MR Imaging, Mammography, Cardiac Catheterization Laboratory and Radiation Therapy departments. The classroom work at York Technical College along with the clinical education comprise approximately no more than 40 hours each week.

All hospital clinical facilities require drug screens and criminal background screens before allowing students to participate in clinical rotations. Students participating in clinical may be required to have a drug screen at any time during their rotation.

Graduates of the Associate in Applied Science degree in radiologic technology are eligible to take the national certification examination administered by the American Registry of Radiologic Technologists (ARRT). Graduates who successfully pass the ARRT examination may use the initials RT(R) behind his/her name and are eligible for employment in all but a few states without additional licensing examination requirements.

There are legal limitations for national certification with the American Registry of Radiologic Technologists (ARRT) for graduates with prior convictions or disciplinary action. Applicants for examination for the ARRT certification examination must declare any felony or misdemeanor

convictions. Individuals with convictions or charges resulting in any of the following must also be reported and may prevent the applicant from being able to pursue certification in the field:

- plea of guilty
- plea of nolo contendere
- withheld adjudication
- suspended sentence
- military court-martial

Misdemeanor speeding convictions are not required to be reported unless they are related to alcohol or drug use. Students are recommended to utilize the pre-application process under ethics on the ARRT.org website to ensure eligibility prior to entry if these charges apply.

TEMPORARY DISABILITY

If a student incurs a temporary disability preventing their normal participation in the program as outlined due to a medical issue, the student must immediately report the disability to the Program Director. Temporary disability is defined as pregnancy, broken bones, back injuries, major surgery (with or without complications), communicable diseases or any other injury or condition that could prevent the student from safely continuing the training schedule or could endanger the patients or other members of the program for a period of 2-weeks or less. For pregnancy guidelines see Pregnancy Policy later in this manual.

Communication between the **Program Director** and the student's physician may be necessary in the case of a temporary disability. The student will be asked to authorize his or her physician to release information to the Program Director.

If a student incurs a temporary disability, the Program Director will make every reasonable effort to accommodate the student. **For disabilities of short duration (2 weeks) the Program Director and the student may attempt to reschedule the training missed**. For disabilities of longer duration, the accommodation efforts may include but are not limited to, the following:

1. Rearranging the course schedule <u>where possible</u>, thus allowing the student to substitute courses that are less physically demanding. The missed courses are scheduled in a later semester if possible.
2. Withdrawing from the program, when rearranging the course schedule is not possible. This would allow the student to resume training in the next possible semester at the point where the temporary disability occurred. Because RAD courses are only offered once a

year and during the same semester every year, this may mean the student must "stop out" for a full year in order to complete the program.

COMMUNICABLE DISEASE GUIDELINES AND PROCEDURES

In the event of performing an exam or participating in a procedure on a patient with a history of an infectious disease, the student should observe the appropriate measures of infection control as they relate to the specific disease. (See Isolation Procedures Manual for that clinical site.) This may include but not be limited to gowns, gloves and masks. The clinical instructor, as well as the Isolation Procedures Manual of the clinical site, should guide the student as to the specifics for any given case.

If a patient's communicable disease had not been diagnosed at the time of the student's contact, the Infection Control Officer of the hospital will be responsible for notifying the Director of the Radiology Department who will then notify the Program Director regarding the personnel/students who were exposed and the measures that must be taken.

If a radiography student becomes infected with a communicable disease, the rules of the Temporary Disability Guidelines and Procedures apply. The student will be required to provide a physician's documentation that the student is no longer contagious before s/he may return to scheduled assignments.

TB EXPOSURE GUIDELINES AND PROCEDURES

The student is responsible for monitoring the bulletin boards at the clinical sites where information is reported regarding employees/students exposed to patients diagnosed with TB. Some clinical sites post the patient's name who has exposed staff/students. Other sites post the staff/students' names who have been identified as coming in contact with patients diagnosed as having TB. If the student identifies him/herself as having been exposed, the following procedure should be followed upon notification of exposure to a patient diagnosed with tuberculosis:

1. Request a York Tech Incident Report from program faculty.
2. Complete the form with the information regarding the exposure and submit to program faculty. A copy of this form is then submitted to the Vice President of Student Affairs.
3. A Mantoux TB test must be done as soon as possible after the exposure. This can be done either at the Health Department or the student's physician's office.
4. The results of the test must be submitted to the program director.

5. If the PPD skin test is negative, a repeat PPD skin test shall be administered 12 weeks after the exposure.
6. The results of the second test also must be submitted to the program director.
7. If a test is considered positive, the student shall be treated as a converter and must be placed under a physician's care.
8. Exposed students with a previously known positive PPD skin test reaction do not require a repeat skin test or a chest x-ray unless they have symptoms suggestive of tuberculosis.

PREGNANCY GUIDELINES AND PROCEDURES

Due to the number and variety of courses in the radiography curriculum and the necessary clinical assignments required of students in meeting the clinical educational objectives for each clinical course, students enrolled in the radiography program are encouraged not to become pregnant during the educational program. **In the event, however, that a student becomes pregnant, she has the option to declare or not declare her pregnancy.**

Exposure to any level of radiation is assumed to carry with it a certain amount of risk. As a conservative assumption for radiation protection purposes, the scientific community generally assumes that any exposure to ionizing radiation may cause undesirable biological effects and that the likelihood of the effects increases as the dose increases. At the occupational dose limit for the whole body of 5rem (50mSv) per year, which applies to occupationally exposed individuals, the risk is believed to be very low.

The Nuclear Regulatory Commission (NRC) has reviewed the relevant scientific literature and has concluded that an exposure of 0.5 rem (5mSv) provides an adequate margin of protection for the embryo/fetus. (Reference Nuclear Regulatory Commission (NRC) Regulatory Guide 8.13)

Through proper instruction, strict adherence to safety precautions and through personnel monitoring, it is possible to limit occupational exposure to under 0.5 rem during the period of gestation.

Voluntary Declaration of pregnancy is at the discretion of the student.

- To take advantage of the lower exposure limit (0.5 rem) and additional dose monitoring provisions, the pregnant student **must declare her pregnancy in writing** to the Program Director.
- If the pregnant student elects not to declare her pregnancy, normal occupational exposure limits will continue to apply.

Whether or not pregnancy is declared, the pregnant student is advised to consult with her

physician and may select one of the following options:

1. **Continued full-time status:** The student must be able to meet the academic requirements and clinical objectives to continue in the program. Class time missed due to pregnancy/maternity leave will be treated as any sick time (See Attendance guidelines and procedures in this Manual and attendance policy in the YTC catalog). Clinical time missed due to pregnancy/maternity leave will be treated as any clinical sick time. (See clinical attendance guidelines and procedures in this Manual). Due to College policy, if an incomplete grade is given due to illness, temporary disability or any other reason, the student is given six weeks into the next semester in which to complete assignments or the "incomplete" will convert to an "F".
2. **Withdrawal from clinical rotations with continued participation in didactic instruction:** A student may chose to continue in the didactic courses, but to withdraw from the clinical courses. In this instance, the student must be able to meet the academic requirements to continue in the program. Class time missed due to pregnancy/maternity leave will be treated as any sick time (See Attendance guidelines and procedures in this Manual and attendance policy in the YTC catalog).). Due to College policy, if an incomplete grade is given due to illness, temporary disability or other reasons, the student is given six weeks into the next semester in which to complete assignments or the "incomplete" will convert to an "F". After delivery, the student's continuation of the clinical component of the program will be at the Program Director's discretion based on which clinical semesters that were missed, and the availability of space in the clinical schedule (ie. Student capacity).
3. **Leave of Absence ("Stopping Out"):** Upon learning that she is pregnant, a student may opt to "stop out" of both the didactic and clinical components of the program until after she has delivered. Because radiography courses are only taught once a year and during the same semester every year, this may mean that the student must sit out for an entire year before the student may re-enter the program and re-enroll in the semester's courses at the point where she withdrew if space is available (See Readmission Guidelines and Procedures in this Manual). The student must have completed the first summer semester successfully to return as an advanced placement student.

Any student who elects not to declare her pregnancy will be considered to be in continued full-time status.

READMISSION GUIDELINES AND PROCEDURES

CRITERIA FOR CONSIDERATION FOR READMISSION INTO THE RAD TECH PROGRAM

Students who have been accepted and enrolled in the Rad Tech Program at York Technical College within the past year and who wish to be considered for readmission into the Rad Tech Program must:

A. Submit the Health and Human Services Application for Readmission form to the admissions office and RAD Tech Department.

B. Meet all admissions requirements for entry into the Rad Tech Program for the academic year in which they request reinstatement.

C. Meet the following additional requirements prior to the first day of classes:

1. Submit evidence of a satisfactory physical examination taken within the year preceding the requested term of re-entry, this will require updated PPD test.
2. Submit documentation of current CPR certification.
3. Complete recertification of Infection Control (in CAI Lab)
4. Complete re-orientation procedures for all clinical education sites as they may require.

FINAL DECISIONS FOR READMISSION INTO THE RAD TECH PROGRAM

The decision to grant readmission into the Rad Tech Program will depend upon:

A. There being **space** available in the requested re-entry Rad Tech course.

B. The **completion by the student of all criteria for rea**dmission into the Rad Tech Program.

C. A cumulative technology **GPR of 2.00** is required. Students will be readmitted on a first come, first served basis according to the date all criteria for readmission are met.

D. A student who receives a "W" or an unsatisfactory grade (below a "C") in any required Rad Tech course may **repeat that course one time only**. A **maximum of two Rad Tech courses may be repeated.**

All students who meet the criteria for consideration for readmission into the Rad Tech program will be notified of the status of their request as soon as space becomes available (students who re-enter must re-enter all of the co-requisite courses during the term of re-entry).

E. Any student requesting readmission into the second term of the freshmen year will be considered on a space available basis after any alternate positions have been filled.

Students who are not granted readmission in a specific term and who wish to continue to be considered for readmission must reapply and meet all criteria for consideration for readmission into the Rad Tech program. Students who are readmitted must register for all of the co-requisite courses during the term of re-entry in addition to the course(s) to be repeated. Corequisite courses for which passing grades have previously been received may be monitored on an audit basis. Students who audit RAD tech courses must meet all of the course requirements as outlined in each of the course syllabi. Failure to do so will result in the student's withdrawal from

the program. The following additional criteria will apply to students auditing a clinical course during the term of re-entry:

(1) All competency examinations that had been attained in the previous year will be carried over into the new academic term.

(2) A clinical instructor or faculty member may recheck any competencies logged on the student's Master List of Competencies at any time during the semester of re-entry in order to monitor student progress.

(3) If the student fails to pass the recheck competency examination, it will be removed from the student's Master List of competencies. The student must complete two additional practices before attempting to challenge the competency exam. When the student successfully passes the competency exam, it will be reinstated on the student's Master List.

TRANSFER GUIDELINES AND PROCEDURES FOR TRANSFER STUDENTS

Students who wish to transfer from another accredited Radiologic Technology Program to York Technical College must submit the following for consideration by the Program Director:

1- Contact Program Director by telephone or in writing to discuss the possibility of a transfer.

2- Submit transcripts, course descriptions, documentation of completed competencies, completed clinical time, letters of recommendation and any other information requested by the Program Director that would be helpful in determining the feasibility of a transfer between the two programs.

3- Complete York Technical College application for admission to the college.

4- Meet with the Program Director to discuss the details of such a transfer.

5- Transfer students are only accepted from accredited Radiologic Technology Programs. Determination of the feasibility of such a transfer is at the discretion of the Program Director based on available space in the class and the qualifications of the applicant.

PROFESSIONAL DECORUM

The manner in which the student expresses him/herself is very important. The student's tone and mannerisms could easily project an "I couldn't care less" attitude. REMEMBER, the student's behavior represents him/herself, his/her profession, school, department and hospital! When communicating with patients:

1. Introduce yourself to your patient and explain what you are going to do.
2. Loose conversations with personnel or students in front of patients or in their hearing distance is not permitted. Sound carries within the department and what you say may be misinterpreted with serious results. Refrain from use of foul language while in clinical areas.
3. Speak in a moderate tone of voice to patients and fellow workers. Professional personnel are trained to talk quietly and conduct themselves gracefully.
4. Giggling or loud outbursts of laughter should not be displayed anywhere near patient care areas. Outbursts of gaiety could be interpreted as irresponsible.

When communicating on the telephone:

1. Identify the department, and yourself when answering the telephone. Example: "Radiology, Miss Smith/Jane Smith".
2. Personal phone calls are not permitted during working hours unless absolutely necessary.
3. If you are not readily available, or if you are with a patient, the receptionist will take the message relating to incoming telephone calls.
4. Always practice good telephone courtesy by:
   - A- Answer promptly (by the third ring) with a "smile" in your voice. Delayed answering irritates your caller.
   - B- Promptly identify yourself on incoming and outgoing calls.
   - C- Avoid unnecessary screening and never say, "Who's calling?" If you must screen ask, "Shall I say who's calling, please?"
   - D- Be prepared, write it down -- it guarantees accuracy and eliminates callbacks.
   - E- Take messages accurately -- keep paper and pencil by the phone. After writing down the message, read it back to the caller.
   - F- Transfer properly, understand your telephone equipment and transfer the call to the right person or office the first time.
   - G- Explain delays. Waiting seconds seems like an eternity.
   - H- Analyze your terminology--eliminate slang. Never say, "he's on a break", instead say, "he's away from the department right now, may I tell him who called?"
   - I- Terminate your call with a polite "Goodbye"--hang up gently.
   - J- Remember, there is no unimportant telephone call. You are the voice of the hospital's business.

BULLETIN BOARDS/ANNOUNCEMENTS

Messages of interest and schedules are posted on the bulletin boards in the radiology departments, through online communications, and in the classroom. Please refer to these **daily** for messages concerning you. Student clinical schedules are posted on the department bulletin boards and should not be removed for any reason. Students enrolled in online courses should also refer to electronic bulletin boards in each course for messages concerning these classes. Online messages through D2L should be checked regularly for updates and deadline notifications. It is the student's responsibility to check for updates. Failure to check messages which result in missed work, time, or procedural errors will result in an impact upon the student grade as a result.

LOCKERS

If lockers are assigned at the clinical site, you are required to supply a lock for your locker. Do not leave valuables in an unlocked locker. Clinical education facilities and YTC will not be responsible for lost or missing articles.

SMOKING

All clinical affiliates are "Smoke-Free" institutions; therefore smoking is permitted outside in designated areas at all facilities only.

PERFUME

Students should refrain from wearing perfumes/colognes while in the clinical setting. Students should also be aware of offensive odors such as smoke on clothing. Patients who are not feeling well may be sickened by odors such as perfume or smoke.

DRESS CODE

I. DRESS

Uniforms for male and female students are ordered/purchased from Medical Mart in Rock Hill and the York Technical College Bookstore by each student prior to the designated deadline date. These include:

(1) Navy pants, (2) White Rad Tech Logo scrub shirt (3) Navy lab jacket and/or vest, (4) Solid white socks, white, non-textured stockings, knee hi's, or solid white socks may be worn, (5) **White** soft-

soled shoes or white leather athletic style shoes are permitted (there shall be no colored emblems or sections on the athletic shoes). None fitted scrub tops MUST BE TUCKED IN AT ALL TIMES. Name tags must be worn at all times and are available for purchase at the York Tech Bookstore.

Each student should have at least three (3) full uniforms to begin with. Additional uniforms may be purchased for the second year when clinical rotations will include three full days and two half days per week. On weeks scheduled in the O.R., student uniforms must be worn to and from the clinical assignment.

Every student must be attired in full uniform in order to enter the clinical area - NO EXCEPTIONS. If improperly attired, a student may be sent home for the day or allowed to change outfits and return. If the student is sent home for the day, it will be documented as an absence in the clinical assignment.

Shoes must be all white in nature and may be athletic or healthcare in style. Shoes must be polished and buffed regularly. Strings should be washed each time the shoes are polished. White shoes must be kept white. **Failure to adhere to the dress code policy will result in a reduction of the clinical grade +/or disciplinary action.**

Depending on the clinical site, surgical scrub suits are required when assigned to the operating room and are normally furnished by the hospital. These uniforms are not to be taken from the hospital and are to be worn only when scheduled to work in the operating room.

II. JEWELRY

A. Ear Rings: None
No jewelry other than wedding/engagement rings are allowed. **Facial piercings are not permitted** (ie: nose piercings, eyebrow piercing)
B. Necklace:
If a chain is worn, it must be worn under the uniform.
C. Bracelet:
None
D. Rings:
Wedding or engagement rings only.
E. Watches:
A wristwatch is permitted with a second hand is recommended.

III. GROOMING

A. Nail polish is permitted, but should be well kept. Nails must be short to moderate in length. NO ACRYLIC NAILS ARE PERMITTED DUE TO HOSPITAL INFECTION POLICIES.
B. Wear make-up in moderation.
C. Wear perfume in moderation. Good body hygiene is a must! Shower and deodorant.
D. Severe hairstyles, ornamental clips, ribbons, or bows in your hair are not acceptable. If clips or hair bands are worn they must be neutral in color, style, and design.
E. Facial hair should be neat & trim.

IV. ID BADGES

The student's hospital ID badge will be worn at all times while on duty. Badges will be worn within 10" of the shoulder with the picture clearly visible.

V. RADIATION BADGES

Radiation monitoring badges will be worn at collar level. Badges worn to monitor pregnancy will be worn at waist level under the lead apron (if worn).

VI. PURCHASE OF FILM BADGE

Film badges will be purchased each semester along with purchasing the clinical syllabus in the bookstore. **Students are responsible for changing the film badge the first week of each new month with the Program Director**. Failure to exchange badges monthly will result in a decrease in that month's clinical grade of 3 points for each day late.

EMPLOYMENT GUIDELINES AND PROCEDURES

In the event that a radiography student is placed on the payroll to perform related work in the Radiology Department at any of the clinical education centers, the following guidelines shall apply:

1. Employment of radiography students by the clinical education centers shall be left to the student's discretion and remains independent of the radiography program and its requirements.
2. A student's employment shall not interfere with class or clinical schedules or the quality of performance in the educational program.
3. Students shall not be used to substitute regular staff while participating in the clinical education component of the program.
4. Students participating in the clinical education component of the program should not be supervised by other students employed in the department.
5. Students shall **not** wear the program/York Tech shoulder patch **or** student name tag while on duty as a hospital employee. Students shall adhere to the appropriate hospital dress code as determined by that facility.
6. Students shall not wear the film badge provided by York Technical College while on duty as a hospital employee. Students will be provided with a separate film badge provided by the hospital. The student will be responsible for wearing the correct film badge according to their respective role(s).
7. Time for hospital inservice/ orientation required of the employee must not conflict with clinical education assignments. In other words, time missed counts as clinical absence and time exceeding allowed sick time must be made up during the semester break.
8. Students attempting to meet requirements of limited general radiography certification by the State for the purpose of becoming employed as a limited general radiography during the second year of the program, is not the responsibility of the Program and must be accomplished on the student's own time.

GUIDELINES AND PROCEDURES FOR STUDENTS REPEATING UNSATISFACTORY RADIOGRAPHS

Unsatisfactory radiographs shall be repeated by students ONLY in the presence of a radiographer. This includes both freshman and senior students ALWAYS.

GUIDELINES AND PROCEDURES FOR STUDENT SUPERVISION

Students are permitted to perform procedures under indirect supervision **ONLY** after demonstrating competency in a specific procedure **and** after an RT has evaluated the patient request. Students may challenge for competency evaluation ONLY after being checked off on a performance test under simulated conditions in the lab +/or completion of testing in didactic course work covering the procedural material, as well as, providing proof of 2 completed practices for the given exam to the supervising RT. **Students must score an 80% or better on the didactic unit test or will be required to repeat the test to reach a minimum score of 80% before they are eligible to try for competency in that area. The original test score is not removed. The re-test is only to ensure competency in understanding the material prior to application in the clinical setting. Remediation with instructor will be required after third failed attempt.**

Indirect supervision is defined as the supervising RT being readily available in an adjacent area to the location where the student is performing the radiographic procedure. Availability by phone, beeper or relay is not acceptable.

Direct supervision is required before a student proves competence in a particular exam. Direct supervision is **defined as the supervising RT being in the room with the student** while the student performs the radiographic procedure.

ALL students must have the technologist that has approved the radiograph sign the requisition form. The technologist must place their OWN initials on the request/system before the film(s) can be passed. **Failure to comply may result in dismissal from the program**.

* NOTE: ALL students must also have the technologist evaluate the request and the patient's condition before attempting to radiograph the patient. The student should never attempt an examination without the supervising technologists' knowledge. Once a competency has been completed on exams, the student can perform the examinations with indirect supervision; however, the supervising technologist must be aware of the patient's status. The technologist is responsible for evaluating the ability of the student and the difficulty of the examination. Only a supervising RT (R), may access for diagnostic accuracy and “pass” images performed by student technologists in the clinical setting. All students must review any images taken under indirect supervision with a registered technologist and document the technologists initials in the appropriate place for the clinical site. The process of image manipulation for digital display radiography is considered to be part of the film critique and quality assessment for passage of any image as diagnostically acceptable. This process, as outlined in the student manual of the York Technical College, Radiologic Technology program as it relates to student radiographs, is only to be completed by a Registered Radiologic Technologist in the clinical setting. As a result, no student is to permanently modify, crop, zoom, close, send or manipulate in any way, any image that would eliminate or alter the original image directly. A student may participate with technologists in this process with direct supervision only. Final acceptance and sending of images is to be determined and documented by a technologist only.

Students that fail to comply with the rules stated previously will be reprimanded by being placed on clinical probation.

GRADING SYSTEM FOR CLINICAL EDUCATION

Mastering the patient care and technical skills employed by radiographers requires repeated practice of the steps involved in the performance of radiographic examinations. Neither patient care skills nor technical skills can be learned by simply reading or studying; they must be used until they become a natural response to a given set of stimuli. These skills must be practiced over time under decreasing supervision in a clinical facility that can provide a wide variety of patients and procedures, and competence must be assured before the student radiographer can be allowed to perform these newly acquired skills independently. After orientation to the clinical setting and after formal classroom instruction in radiographic examinations and procedures, the student must become actively involved in performance of these examinations and procedures so as to progress to a level of greater independence and competence.

During the later phase of training, the student must be allowed to perform examinations independently in a wide variety of situations in order to become a productive radiographer.

A student's grade for each clinical course is calculated from performance evaluations in 6 areas that include:

A. Attendance (10%)
B. Instructor Evaluations (20%)
C. Competency Evaluations (Procedure/Image) (20%)
D. Equipment Competency (5%)
E. Semester Objectives (20%)
   (includes: special assignments, journals)
F. Final Exam (25%)

The following provides the student with information about each of these areas.

A. ATTENDANCE GUIDELINES AND PROCEDURES

Although it is understandable that occasionally a student must be absent from the clinical assignment, a stringent attendance policy must be enforced in order for students to gain the necessary experience and to attain the required program competencies. The **maximum absence** allowed from **clinical is 5% of the contact hours per semester** for each clinical course. This is outlined by each clinical course as follows:

CLINICAL COURSE	MAXIMUM ALLOWED ABSENCE/SEMESTER
RAD 152	3 HRS.
RAD 165	12 HRS.
RAD 175	12 HRS.
RAD 256	14 HRS.
RAD 268	19 HRS.
RAD 278	19 HRS.

Any clinical absences that exceed maximum allowable hours for each course **up to 40 hours**, as stated above, will be documented, and **the time must be made up during the break between semesters** (NO EXCEPTIONS). Students can not miss time and make it up during the semester by working extra or over, nor on holidays or any other shifts. The following rules apply to students making up time for clinical absences:

(1) Due to student clinical supervision requirements, ONLY the program faculty will schedule the make-up time.

(2) Students with the LEAST number of absences will be scheduled FIRST.

(3) Students must make up time in the assignments that were missed during the semester.

(4) The student will receive **a grade of "I" (Incomplete) for the clinical course in which the absences exceeded the maximum allowed. If the time is not made up during the semester break, the "I" will automatically convert to an "F."**

(5) If the **TOTAL absent hours exceeds 40 hours the grade will be recorded as an "F" and the student will not be eligible to continue in the program**. Based upon other successful course completion, the student would be eligible for re-entry in the same semester the following year given the availability of clinical space.

(6) An unsatisfactory grade (below a C) will result in withdrawal from the program.

EXCUSED ABSENCES

Jury duty and **funeral leave** are the only excused absences. Funeral leave is only excused for members of the immediate family. Immediate family is considered: spouse, children, mother, father, brother, sister, grandparents, in-laws. Documentation must be provided for either type of leave for those days to be excused. Unexcused absences in excess of the maximum allowed absences per semester may result in an unsatisfactory grade in the clinical course.

An unsatisfactory grade (below a C) in the freshmen year will result in your withdrawal from the program. An unsatisfactory grade in any RAD course in the senior year may result in withdrawal

from the program or necessitate repeating the course and delayed graduation at the discretion of the faculty. Waivers of the attendance guidelines and procedures may be granted at the discretion of the faculty. Requests for waivers must be submitted to the faculty in writing. In the case of extended illness, the Temporary Disability Guidelines and Procedures apply.

Students will be provided with time sheets to document clinical attendance at PMC, Springs Memorial Hospital, Carolina Urology Clinic, Chester Regional Medical Center, Imaging Center (Lancaster), Carolina Orthopedic Clinics, CMC-Union and Lowry Family Medicine. Students may be required to clock in and out on the departmental computer system at Piedmont Medical Center upon the Program Faculty's discretion. Only technologist may write time and initial these forms. Students do not enter their times nor sign a technologist's initials. This is grounds for falsification of documents and dismissal from the program.

TARDIES

Three tardies in one semester will count as an absence for that semester and be included in evaluating the make-up time or absent hours a student has accumulated. GREATER THAN 3 TARDIES IN ONE SEMESTER WILL RESULT IN A GRADE OF "F" for the course and necessitate removal from the program. Readmission guidelines would apply for the following year if space is available. One minute late is late, only technologists sign you in with their initials and time. Students do not write the time and bring to a technologist.

PROCEDURE FOR REPORTING ABSENCE

If a student must be absent, she/he **must personally notify the Clinical Instructor or Program Director,** of the appropriate clinical site, or in her absence, program faculty, **prior to the assigned time for the day of the absence**. Messages to the department secretary or the student's area supervisor are **not acceptable.** FAILURE TO NOTIFY BOTH CLINICAL FACILITY AND PROGRAM FACULTY OF A CLINICAL ABSENCE IS CONSIDERED AN UNEXCUSED ABSENCE AND WILL **AUTOMATICALLY REQUIRE MAKE-UP TIME** REGARDLESS OF WHETHER ALLOWED SICK HOURS ARE EXCEEDED.

HOLIDAYS AND BREAKS

Students are scheduled off on semester breaks and all TECH observed holidays. In the event of hazardous weather, students should not report to the clinical site if York Tech classes are canceled. Students are not covered by the college's insurance policies when classes are canceled due to inclement weather or when the college is closed. You will be notified via online by the

Program Director in the D2L communication tool if the College is closed as early as the decision is made.

B. PROGRESS AND CUMULATIVE CLINICAL EVALUATIONS

1) A portion of the student's clinical grade for courses RAD 165, 175, 256, 268, and 278 is determined by the monthly evaluations that are completed by the program faculty. Progress evaluations are completed by the clinical supervisors documenting the student's performance in order to determine how well the student has met the specific objectives set forth for each clinical assignment. The progress evaluations are then compiled and used by the faculty to complete the clinical evaluation.
2) The areas that the student radiographer will be evaluated on in clinical education include: RELIABILITY, COOPERATION, SAFETY, INITIATIVE, ACCOUNTABILITY, PATIENT CARE, COMMUNICATION, PERSEVERANCE, PROFESSIONALISM, TEAMWORK and TECHNICAL KNOWLEDGE/SKILLS.
3) For each weekly rotation in clinical education, each student must receive a progress evaluation from his or her clinical supervisor. Students are to use the Tech Signature Form in each clinical syllabus to document that the evaluation was given to the technologist. Upon receipt of the pink YTC Clinical experience history sheet from the student, the technologist will initial the signature form in the appropriate area. It is the responsibility of the student to obtain the proper documentation. If a student fails to receive a signature and the technologist does not submit a progress evaluation, then the student may receive a grade of "0" for that clinical rotation. In other words, the student will receive a check mark in every "NO" category on the clinical evaluation that corresponds to the rotation in which he/she was assigned for an overall reduction in grade by 25% for each evaluation missing for that month. (The evaluation/rotation represents 25% of that month's clinical exposure.) Progress evaluations will be submitted electronically daily/weekly. The progress evaluation will be reviewed with the student to assist in clarifying weaknesses and strengths at the end of the weekly rotation.The progress evaluations received from the supervising R.T.'s will be utilized by the faculty along with personal technologist interviews to complete a cumulative monthly evaluation for each student. The cumulative evaluation will also be reviewed with the student to assist in clarifying weaknesses and strengths at the end of the four-week grading period and the form will be signed at this time. The faculty calculates the grade for each evaluation by deducting three (3) points for each "NO" that is marked on the cumulative evaluation form. Any questions that a student might have regarding a specific evaluation should be discussed with the program faculty. A minimum passing grade in this area is 80%.

C. COMPETENCY EVALUATIONS (PROCEDURE/IMAGE)

Competencies are required to be completed each semester in order to receive a clinical grade. Failure to complete all required procedure/image and equipment competency examinations may result in an unsatisfactory grade for the semester, which may result in withdrawal from the program.

1. PROCEDURES AND IMAGES

A Practice Log booklet **must** be purchased at the York Technical College Bookstore in the summer semester of the freshman year. This booklet contains a master list of required clinical competencies with the specific performance criteria that must be met, and a place to document the required practices for each examination. Students must demonstrate competence in examinations in the booklet as indicated with a MINIMUM competency score of 100% on the performance/image evaluation. Prior to competency evaluation testing, a student must, (1) be checked off on the exam under simulated conditions in the laboratory +/or testing of didactic material, (2) complete 2 practice exams on actual patients. When a patient is available for the desired exam, the student must seek out a CI to act as evaluator and **present his/her booklet** showing proof of 2 practice dates along with the appropriate clinical competency form **before beginning the exam**.

The **completed competency form and the Image evaluation form for that exam must be turned in to the program faculty no more than 7 days from date of competency testing**. **Failure to turn competency exam forms in within 7 days will result in the loss of that competency**. Grades from each competency exam will be averaged together to contribute to the final clinical grade, however the total number required for each semester must be completed. A student is required to complete 52 competencies (41 mandatory and 11 elective) over the 2-year period. The following specified number of competencies for each semester includes: Fall - 7, Spring - 12, Summer - 7, Fall - 12, Spring - 14.

Any **student that does not complete the required number** of competency examinations during the specified semester will be **placed on clinical probation** and **given an "I" incomplete** for the clinical course. The **student must complete the required competency examinations they lacked from the previous semester within the first six-weeks of the new semester along with half of the competency requirements** for the currently enrolled semester **in order to convert the "I" to a grade and remain in the program**. If a student fails to complete the required number of competencies then an unsatisfactory grade will result. An unsatisfactory grade

(below a "C") in any RAD course will result in withdrawal from the program. See Appendix for master list of competencies.

All students have the option to complete **more** than the required number of competencies per semester. These will be carried over into the new semester and count toward that new semesters competency requirements. The order of final clinical scheduling or final test out dates in the Spring semester of your senior year is determined by who has the most competencies first, then in descending order.

Test-out is a day of “terminal competencies” or essentially, a final review of your overall clinical skills by the faculty of the program that is required of all students who have received a grade of 80% or below on any singular or multiple monthly clinical evaluation in the fall or spring semester of the senior year (RAD 268 & RAD 268 respectively) **OR** who has been placed on clinical probation at anytime during the second-year of the program **OR** who has lost a competency during recheck during the senior year. Any student who has not received below an 80% on any monthly clinical evaluation of RAD 268 or RAD 278 or fall into one of the other two categories will be considered exempt from the test-out procedure, however, specific recheck exams (up to 5) determined by faculty are required upon completion of RAD 278 to complete clinical rotations. During test-out, an overall grade of 3 or higher on a four-point scale must be achieved on each exam to pass. Students are only given 2 attempts to pass without receiving a failure for RAD 278. If the student fails test-out, they must repeat RAD 278 in the summer semester for remediation. Once you have exempted or passed test-out AND all required competencies (52), rotations in CT or elective areas, and clinical final exam have been completed, you are considered done with your clinical rotations.

2. EQUIPMENT CHECK-OFFS

Equipment checklists specific for each clinical site will be included in the clinical course syllabus each semester (RAD 165, 175, 256, 268, 278). Each semester's objectives will refer to the specific equipment on which the student must get checked off. The successful completion of the equipment evaluations are also included as part of the grade in clinical course.

D. COMPETENCY RE-CHECKS

Periodically throughout the semester, a clinical instructor or faculty member may re-check a student for any exam/procedure. The exam, patient, and room assignment are at the discretion of the clinical instructor faculty member. Competency re-checks are evaluated using the same criteria and forms as the initial competency evaluations. Students are notified about the re-check before performing the examination. These are done to as sure that students maintain competence

in each procedure/exam after the initial performance test. If the student fails to show continued competence on a re-check, the original competency is removed and 2 new practices must be obtained before attempting to challenge the exam again.

All second-year students will be required to submit a recheck competency exam form for **specific** exams once they are found initially competent during the second-year of the program. A minimum of five specific exam rechecks **must be** successfully completed prior to graduation. The five exams are to be: 1) Either a Myelogram OR a BE 2) Trauma C-spine OR Trauma Hip, 3) Upper GI with images, 4) a pediatric exam and 5)a Mobile exam. These can be completed and submitted as early as the second-year summer course RAD 256 if primary competency exam has been completed.

Failure to complete and submit the rechecks for the above exams listed prior to graduation will result in the student receiving a grade of F in the final clinical course, RAD 278 and removal from the program. ONLY IF there is room available in the clinical slots for the following summer can the student be offered the ability to return to complete RAD 278 along with the recheck requirements listed above.

E. *SEMESTER OBJECTIVES*

SPECIAL ASSIGNMENTS may be required during a given semester in addition to requirements outlined in this manual. These are usually outlined in clinical course syllabi.

JOURNALS

CCA Projects

(Freshman year and in any elective rotations during the senior year.)

During the first year of clinical affiliation, the student is required to maintain a log of activities in which he/she records the various experiences encountered and provide analysis and reflections on those experiences. Through this process the student will be able to chart his/her own development as a clinician and preserve important observations that will be useful in improving the nature and process of clinical education. During the second year of clinical affiliation, the student is required to maintain a log of experiences during rotations through CT, mammography, and special procedures, Ultrasound, Nuc. Med., Radiation Therapy, and Cardiac Cath lab, and MRI.

Directions: Use the guidelines below to record your clinical experiences and your analysis and reflections about these experiences. THIS IS NOT A "GRADED" TASK, ALTHOUGH EVIDENCE OF CONSISTENT AND TIMELY ENTRIES WILL ACCOUNT FOR A PORTION OF YOUR CLINICAL GRADE DURING THE FRESHMAN YEAR. YOUR COMMENTS WILL BE KEPT CONFIDENTIAL.

CHRONOLOGY OF EVENTS	**ANALYSIS & REFLECTION**
Please record the date, weekday and time of your	In this column describe your feelings about the

entry. Describe the event in terms of: the task; experience; observation; patient interaction; staff interaction and/or instructor interaction. If you are recording a patient care event, provide a brief description of the patient's status. Be thorough and complete. Each patient and the exams and procedures performed must be documented.

experience. Expand on such aspects as your own evaluation of your Performance, you didactic and clinical preparation to participate in the experience, feedback received, opportunities for learning that were made or missed, amount of supervision/coaching, etc.

F. Final Exam (written and comprehensive**)** at the end of each clinical semester.

CONFERENCES

Faculty may choose to meet with a student at any time during the semester in order to discuss the student's progress in any area of his/her training. When a student is called in to meet with a faculty member for a conference, the meeting is documented. This document is used to summarize the conference and specify any actions that should result from the conference on either the student's or the faculty member's part. A copy of the report is provided to the student and a copy is placed in the student's RAD TECH folder. Depending on the reason for the conference, a copy may be sent to the Vice President of Student Affairs.

Reasons for calling a conference with a student include, but are not limited to the following:

1. Advising/scheduling
2. Academic difficulties
3. Attendance problems
4. Punctuality problems
5. Motivational problems
6. Lack of attention to patient safety
7. Procedural inaccuracy/speed
8. Unethical or unprofessional conduct
9. Incomplete assignments
10. Difficulty in adapting to the clinical environment
11. Problems with interpersonal relationships,(confrontational behavior, lack of cooperation, gossiping, etc).
12. Clinical probation
13. Disciplinary actions
14. Semester conferences & mid semester conferences
15. Dismissal

All disciplinary actions taken with a student are subject to the Student Grievance Procedure as outlined in the York Tech catalog.

CLINICAL PROBATION

When a student fails to make satisfactory achievement in the clinical setting as documented in Clinical Evaluations, Conference documentation and/or Competency Evaluations, s/he may be placed on clinical probation. A student may be placed on clinical probation although s/he may be making academic progress. Reasons that a student may be placed on clinical probation include, but are not limited to the following:

1. Attendance problems
2. Punctuality problems
3. Lack of alertness
4. Lack of motivation
5. Lack of attention to patient safety
6. Procedural inaccuracy/speed
7. Unethical, uncooperative or unprofessional conduct
8. Incomplete assignments (i.e. competencies)
9. Failure to adapt to the clinical/professional environment

To remain in the Radiography Program, s/he must show improvement as determined by the clinical/college faculty in the applicable areas. Subsequent to the six weeks probationary period, any unsatisfactory achievement may be grounds for immediate dismissal.

CRITERIA FOR DISMISSAL

Violations serious enough to justify a review by program officials for dismissal include, but are not limited to the following:

1. Violations of STUDENT MANUAL conduct codes.
2. Violations of YORK TECH COLLEGE CATALOG conduct codes.
3. Disclosure of patient information to unauthorized persons. (HIPAA)
4. Any willful act or conduct detrimental to patient care or to hospital operation.
5. Falsifying test results or hospital or program records.
6. Three unsatisfactory clinical evaluations in one semester.
7. Academic suspension.
8. Failure of a student to successfully adapt to the clinical settings as determined by clinical/college faculty.
9. Disloyalty, insurrection and/or insubordination.
10. An unsatisfactory grade in ANY RAD TECH course in the first year of the program.

11. Failure to maintain a GPR of 2.0.
12. Failure to comply with supervision policies.
13. Repeating radiographs without direct supervision of an R.T.
14. Excessive tardiness or absenteeism.
15. Aggressive or disrespectful behavior toward patients, staff, or program faculty.
16. Conversations of a destructive, harmful, slanderous, or personal nature relating to program faculty, clinical staff or fellow peers while in the clinical setting or didactic setting of the classroom. Inappropriate conversations of the nature described above will be grounds for disciplinary action including clinical probation up to program dismissal. The pervasive and destructive nature of dialogue that is insidious, hurtful and harmful represents the inability of a student in a training program as a healthcare professional to conduct themselves in the manner necessary to focus on the care of their patient's and the obtaining of the learning objectives of their training. Discussions held within the clinical setting intentionally or unintentionally heard by other peers, students, staff or faculty fall under this provision of the program policies.
17. **More than two probationary periods** within the two years.

RADIATION EXPOSURE MONITORING

1. Students "occupationally" exposed to radiation are monitored by using a film badge.
2. Film badges are worn:
    a. At all times while on duty.
    b. When wearing a lead apron, the badge is to be worn on the outside at collar level. Supplementary badges are provided to monitor pregnancy upon disclosure, etc.
3. The film badges must be changed the first week of each new month and written reports of exposure are kept in the department. Each student must review and initial their badge report for that months reading. The Program Director will provide them to you.
4. The following guidelines and procedures will apply to any student receiving an unusually high reading **(50 mrem or more in one month's time)** on the film badge report.
    a. An investigation into the cause of the high reading will be made by the Program Director & Radiation Safety Officer or Director of Radiology of the clinical affiliate. This is to determine if the high reading is false or actually a high radiation exposure.

b. The individual having the high reading will be questioned regarding his/her techniques used in performing radiological examinations and remedial instructions will be given to correct poor techniques if necessary. This meeting will be documented in your permanent file. This will prevent repeated high exposure.

RADIATION PROTECTION REGULATIONS

1. No student will perform radiologic procedures without the consent of a physician.
2. **No student will ever be exposed to DIRECT radiation of the beam**. Students holding patients is advised against unless absolutely necessary for the procedure and patient's safety.
3. **Lead aprons** will be worn during fluoroscopic assignment or any time it is necessary for a staff member to remain in a room during an exposure. (i.e.: portables, surgery)
4. **Lead gloves** will be worn by the students if their hands have the potential to be exposed to the primary beam (ex. Infant fluoro). **Thyroid shields** and **lead glas**ses should also be worn whenever possible while working in fluoroscopy areas.
5. Film badges will be worn at all times while assigned to the clinical area and on campus while in the energized lab making exposures.
6. Non-technical staff (other healthcare workers, patient's family etc), assisting the patient during the radiographic exposure should be supplied with an apron and gloves at all times.
7. The Director of the Department or designee will inspect lead aprons and gloves for radiation leaks every three months.
8. All radiation reports will be available monthly for your review and must be initialed.
9. Any student meeting or exceeding 50% of the quarterly dose limit will be counseled and the possible causes of the high readings will be documented.
10. All walls, floors, and ceilings in the radiographic rooms comply with Federal, State and local laws regarding radiation exposure.
11. Radiation Physics reports on the evaluation of rooms and equipment will be filed with other information regarding that room.
12. No student will make a radiographic exposure using portable equipment unless wearing a lead apron and maintaining at least six foot distance from the x-ray tube whenever possible.

RADIOLOGIC TECHNOLOGY PROGRAM
COMPLAINT RESOLUTION PROCEDURE

The Joint Review Committee on Education in Radiologic Technology accredits the York Technical College Radiologic Technology Program. This accreditation is important because it indicates that the program is committed to academic excellence, health care quality and patient and professional safety. JRCERT accreditation demonstrates that a program adheres to the national educational standards that have been accepted by the profession. **The Standards for an Accredited Educational Program in Radiologic Sciences (STANDARDS) are available upon request in the Program Director's office.** Students who have concerns regarding the program's compliance with the **STANDARDS** should follow the procedures outlined in the program's Grievance Procedure. If the student does not feel that the program and the College have satisfactorily addressed the complaint, the student may contact the JRCERT with the concern.

RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT GRIEVANCE PROCEDURE

It is the responsibility of the Radiologic Technology Program faculty to encourage and require students to be responsible and accountable for their own behavior. In the event that a student does not meet expectations of professional behavior or performance of duties, the student may be subject to disciplinary action. In the event that a student has been subject to disciplinary action by program faculty, and the student disagrees with the decision, she/he may activate the program grievance procedure. The Radiologic Technology Program prefers to solve problems by internal procedures within the department if at all possible before the College Student Grievance Procedure is activated.

I. Purpose

The purpose of this procedure is to provide the student with guidance as to the appropriate process of channeling student complaints against the Program or its faculty concerning the following:

A. Alleged discrimination on the basis of age, sex, race, handicap or other conditions, preferences or behavior, excluding sexual harassment complaints.

B. Sexual harassment complaints should be directed to the dean. Because of the sensitive nature of this kind of complaint, a conference with the dean will replace the first step of the grievance procedure. The dean will counsel with the student to determine the appropriate action that is required.

C. Academic matters, excluding individual grades, except where the conditions in item A above apply.

II. Procedures

A. First Step

The student must go to the instructor where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within 10 working days of the incident which generated the complaint. In cases where the instructor is not the Department Manager, a meeting with the Department Manager may be requested within 5 days after the student's initial meeting with the instructor if resolution to the complaint is not reached. If a satisfactory outcome is not possible after this portion of the first step, the student may request a meeting with the division dean within 5 instructional days following the Department Manager meeting.

B. Second Step

If meeting(s) between student, dean and faculty does not reach a satisfactory resolution, then the dean may implement the "Second Step" of the College Student Grievance Procedure, which is to provide the student with an explanation of the formal grievance procedure and a copy of the grievance procedure. The dean will provide the student with a copy of this procedure manual at the time of their meeting. The student will follow the steps and timeframes of this process as outlined in the manual starting on page 14, paragraph B.

The College Student Code and Grievance Procedure is available to students in the division office. the college library, and on the College's web site. If resolution to the student compliant is not resolved as outlined above, the student may activate the college grievance procedure by following the college procedure as listed on page 14 in the College Student Code and Grievance Procedure manual.

YORK TECHNICAL COLLEGE
RADIOLOGIC TECHNOLOGY DEPARTMENT/PLUS PROGRAM

I give my permission for York Technical College to survey current or former employers on issues relating to my training and/or job performance in the field of Radiologic Technology or other diagnostic imaging modalities as they apply.

Signature _____ Date _____

I have read this Manual for the RAD Tech Program thoroughly and understand its contents. I agree to abide by these policies.

Student's Signature

Date

ADDENDUM ONE

STATEMENT OF RESPONSIBILITY

For and in consideration of the benefit provided, the undersigned in the form of experience in evaluation and treatment of patients of Piedmont Healthcare System (Facility), the undersigned and his/her heirs, successors and/or assigns do hereby covenant and agree to assume all risks of, and be solely responsible for, any injury or loss sustained by the undersigned while participating in the Program operated by York Technical College at Facility unless such injury or loss arises solely out of Facility's gross negligence or willful misconduct.

Date this _____ date of _____, 200___.

Signature of Program Participant:

_____
Print Name

Witness:

_____
Print Name

(This form is to be kept by the school with the student's file and be readily available should it be requested by Piedmont Healthcare System.)

ADDENDUM TWO

CONFIDENTIALITY STATEMENT

The undersigned hereby acknowledges his/her responsibility under applicable Federal law and the Agreement between York Technical College and Piedmont Healthcare System (Facility), to keep confidential any information regarding Facility patients, as well as all confidential information of Facility. The undersigned agrees, under penalty of law, not to reveal to any person or persons except authorized clinical staff and associated personnel any specific information regarding any patient and further agrees not to reveal to any third party any confidential information of Facility, except as required by law or as authorized by Facility.

Date this _____date of _____, 200_____.

Signature of Program Participant:

_____
Print Name

Witness:

_____
Print Name

(This form is to be kept by the school with the student's file and be readily available should it be requested by Piedmont Healthcare System.)