

Radiography Handbook  
Revised 2024



**RADIOGRAPHY  
PROGRAM  
HANDBOOK  
2024-2025**

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**Organizations**

NCSRT - (919)-779-5539  
[www.ncsrt.org](http://www.ncsrt.org)  
JRCERT - (312)-704-5300  
[www.jrcert.org](http://www.jrcert.org)

ASRT - (800)-444-2778  
[www.asrt.org](http://www.asrt.org)

ARRT - (651) 687-0048  
[www.rrt.org](http://www.rrt.org)

**Clinical Sites**

Haywood & Haywood Outpatient Imaging Center  
262 Leroy George Drive  
Clyde, NC 28721  
828-452-8148

Harris Regional Hospital & Medical Office Building  
68 Hospital Road  
Sylva, NC 28779  
828-586-7128

Angel Medical Center  
PO Box 1209  
Franklin, NC 28734  
828-349-6660

Swain County Hospital  
45 Plateau Street  
Bryson City, NC 28713  
828-488-4007

Murphy Medical Center  
2002 Highway 64 East  
Murphy, NC 28906  
828-835-7542

Cherokee Indian Hospital  
Caller Box C-268  
Cherokee, NC 28719  
828-497-9163 ext. 6466

Chatuge Regional Hospital  
110 S. Main Street  
Hiawassee, GA  
706-896-7175

Habersham Medical Center  
PO Box 37  
Demorest, GA 30535  
706-754-2161

Union General Hospital  
35 Hospital Rd.  
Blairsville, Ga 30512  
706-745-2111

Asheville Imaging  
534 Biltmore Avenue  
Asheville, NC 28801  
828-213-0800

Mountain Lakes Medical Center  
162 Legacy Pt  
Clayton, GA 30525

## **Introduction**

Welcome to Southwestern Community College's radiography program. We're pleased to have you in the program and feel that you have selected a very exciting and rewarding career. To make the next two years as uncomplicated as possible, we have designed this handbook to be a quick reference concerning your responsibilities as a radiography student.

As a student of Southwestern Community College, you are expected to observe all rules and regulations of the college. These can be found in the SCC Student Handbook and the college catalog. Please take some time to review them. In addition, rules, regulations, policies and procedures set forth in this handbook must also be followed while on the college campus and at the clinical sites. All clinical sites are considered to be an extension of the college while students are present. Please be aware that these policies and procedures are designed to ensure the safety of both our students and patients, as well as to adhere to JRCERT Standards.

The signing of the last page of this handbook represents a contractual agreement between SCC and the radiography student from the time of first class attendance. Failure to comply with the rules and regulations may affect student evaluations, grades and could lead to dismissal from the radiography program.

This handbook may not be the source of all needed information; but, it should answer many of the questions that may arise on a daily basis. Since the radiography program is continually evolving and improving, the radiography faculty reserves the right to make changes without prior notice in all policies, faculty assignments, time schedules, course assignments, courses, grading, curricula and all other matters contained in this handbook. When changes occur, the students and clinical instructors will promptly be given updated replacement pages or a new issue of the handbook and/or verbally advised.

If at any time the student has a question or concern that cannot be resolved through the use of this handbook, he or she should not hesitate to contact a SCC radiography program faculty member. We are here to assist you in reaching your highest potential and career goals!

## **Mission Statement**

*The mission of the Southwestern Community College's Radiography program is to meet the needs of the students by offering innovative instruction through comprehensive educational practices that promote student achievement and academic excellence, which will enable the student to graduate with the necessary skills to succeed as a radiographer and/or to continue with other educational goals.*

## **Goals**

**Program Effectiveness Goal: Students will be able to gain the knowledge and skills necessary for professional practice as a radiographer. Program data is available at [www.jrcert.org](http://www.jrcert.org)**

Student Learning Outcomes: Students will complete the program. Benchmark: Retention of  $\geq 75\%$ .  
Students will pass the Registry Exam on the 1<sup>st</sup> attempt. Benchmark: 5 year average of  $\geq 80\%$   
Graduates will find employment within 6 months of graduation.  
Graduates will be satisfied with their education.  
Employers will be satisfied with the graduate's performance

**Goal: Students will think critically.**

Student Learning Outcomes: Students will perform non-routine procedures.  
Students will be able to perform image evaluation.

**Goal: Students will communicate effectively.**

Student Learning Outcomes: Students will demonstrate effective written communication skills.  
Students will demonstrate effective oral skills

**Goal: Students will be clinically competent.**

Student Learning Outcomes: Students will set appropriate exposure factors.  
Students will correctly position patients for routine projections.  
Students will practice radiation protection.

## **Length of Program**

This is a 21 month, specialized community college program which includes clinical experience at cooperating hospitals. It consists of five semesters of academic studies and co-coordinated practice in area radiology departments.

## **Degree Granted**

Associate of Applied Science in Radiography

## **Purpose**

To prepare selected students to qualify as contributing members of the healthcare team who will care for patients under the supervision of qualified physicians. The program combines didactic instruction with clinical experience to create a sound foundation for a professional career.

Upon successful completion of classroom studies and clinical experience of the program, the student may be eligible to sit for the American Registry of Radiologic Technologists leading to certification as a registered radiologic technologist.

The profession of radiologic technology is dedicated to the conservation of life and health and to the prevention and treatment of disease. The well-qualified technologist has the knowledge and skill to perform all related technical duties and the ability to provide quality care.

### **Philosophy of the Radiography Program**

It is the purpose and aim of this program to provide the student with the finest training ground possible so that each individual may develop their academic potential, technical skills and professional image. Each student should be concerned with a belief in their own worth, developing critical thinking skills, must be flexible, responsible and willing to work hard in order to reach a goal. He/she must develop the ability to work on their own, as well as with others for the common good of the patient. Each must learn self-discipline and have an unselfish pride in their work. If, through didactic and clinical experiences, the student achieves a sense of meaning and purpose as well as skill in his profession, the purpose and aims of this program will have been accomplished.

### **Physical Examination**

All students entering the radiography program must submit a completed copy of SCC's medical form. All required immunizations must be documented, as well as the hepatitis B series and a tuberculin (PPD) test within 12 months. Influenza and Varicella are now being required by some hospitals. Students not having the required immunizations will not be able to participate in the clinical aspect of their education. An annual PPD test will be required as long as the student remains in the radiography program. Should the student choose not to have the hepatitis B series, a waiver must be signed. All immunizations must be scanned and uploaded to the document manager. These records will be securely kept on the document manager and clinical sites will have access to the student's records through the secure document manager.

### **Technical Standards**

Individuals admitted to Southwestern Community College's Radiography program must possess the capability to complete the entire curriculum. The curriculum requires demonstrated proficiency in a variety of cognitive, problem-solving, manipulative, communicative and interpersonal skills. Therefore, applicants must review the following clinical standards to determine their ability and compatibility with the physical requirements of radiographers. If you have any questions regarding these standards or your ability to meet these standards, you should contact the Program Director at (828) 339-4320

#### **Physical Activity Requirements**

##### *Occasional*

- Crouching—positioning patients for exams and stocking supplies
- Repetitive motions—entering computer data
- Grasping—positioning patients for exams and procedures
- Pulling—moving items that can weigh as much as 100 pounds

##### *Frequent*

- Pushing—transporting patients in wheelchairs or on carts using 25 pounds of force. Moving portable and C-arm equipment with 20 pounds of force to areas of the hospital.
- Pulling—assisting and moving patients off and onto carts using 8 to 24 pounds of force.
- Lifting—moving patients (who can weight more than 50 pounds) from wheelchairs/carts off and onto exam tables.
- Fingering—entering computer data and setting techniques for exams.



- Carrying—carrying cassettes that can weigh as much as 25 pounds.

#### *Routine*

- Stooping—positioning of exams and assisting patients in and out of wheelchairs.
- Reaching—positioning patients and manipulating portable equipment.
- Standing—all clinical assignments require standing.
- Walking—transporting and assisting patients into dressing/exam rooms. Walking to other areas of the department and hospital to do exams or have images interpreted.
- Talking—must be able to communicate verbally in an effective manner with patients, co-workers, and physicians.
- Hearing—perceiving the nature of sounds at normal range; ability to receive detailed information through oral communication, and to make fine discriminations in sound, during auscultation and percussion.
- Feeling—perceiving attributes of patients and objects such as when positioning patients for procedures or palpating veins for IV insertion.

#### **Visual Acuity Requirements**

- During clinical assignments, students are required to use a computer terminal and set the proper exposure techniques on the x-ray equipment.
- Clinical assignments require critiquing of radiographs.
- Clinical assignments require working with printed and/or written documentation.
- Students must be able to assess patient's condition, i.e., color, respiration, motion, etc.

#### **Intellectual and Emotional Requirements**

- Students must be able to assess radiographs and determine diagnostic quality.
- Students must be able to make adaptations and respond with precise, quick and appropriate action during emergency situations.
- Students must maintain patient confidentiality.
- Students must be able to maintain a high standard of courtesy and cooperation in dealing with co-workers, patients, and visitors and satisfactory performances despite the stress of a hospital work environment.
- Students must be able to learn to analyze, synthesize, solve problems and reach evaluative judgment.
- Students are expected to be able to learn and perform routine radiographic procedures. In addition, students must have the mental and intellectual capacity to calculate and select proper technical exposure factors according to the individual needs of the patient and the requirements of the procedure's standards of speed and accuracy.
- Students must be able to accept criticism and adopt appropriate modifications in their behavior.
- Students must demonstrate emotional health required for utilization of intellectual abilities and exercise good judgment.

#### **Clinical Situations**

- Students are subject to electrical, radiant energy, and chemical hazards.
- Persons in radiology sciences have been identified as having the likelihood of occupational exposure to blood or other potentially infectious materials and, therefore, are included in the OSHA Exposure Control Plan with its specifications to prevent contact with the above materials.

#### **CPR Certification**

All students must be CPR certified through American Heart Association by the start of clinical. A copy of your CPR card must be submitted to the program director and uploaded to the document manager. Students not certified by the time clinical rotations begin may not attend clinical and will be considered absent. Students must remain CPR certified throughout the program.

## **Financial Aid/Student Employment**

1. Students in this program will be assigned to various schedules and it would not be practical to work full-time. Students who need financial assistance should contact the Financial Aid Office at the college.
2. Students are highly encouraged to apply for the Robert L. and Freda B. Hooper Scholarship and ASRT scholarships. Visit [www.ASRT.org](http://www.ASRT.org) for more information. This is a scholarship specifically for radiography students and is awarded on an annual basis. Please see the Financial Aid Office for further information and an application.
3. Any type of employment shall not interfere with didactic or clinical classes. This includes employment in the radiology department.

## **Transportation**

Students will be traveling to various clinical sites. It is the student's responsibility to have reliable transportation.

## **Student Orientation**

Southwestern Community College is dedicated to making the transition into college life as easy as possible. Therefore, all students new to Southwestern Community College will be required to attend a college orientation, usually held the first week of classes, or complete the on-line orientation. This must be completed prior to registering for the Spring semester. Prior to the first class or at the first class, radiography students will receive a copy of the Radiography Handbook which will be reviewed extensively during the first week of classes. In addition, any new student will complete the "College Student Success Course", complete an online Health Science Orientation, and any required orientations by clinical sites.

## **Professional Behaviors**

1. **Class and clinical attendance is required.** Students are expected to provide advanced notice of absences or a reasonable explanation to the faculty member whose class is missed as soon as possible (and not later than 24 hours) after the missed class. Clinical absences require notification prior to the start of the shift to the clinical supervisor and the clinical coordinator of the radiography program. In case of serious illness, or other emergencies, the student will need to directly inform his/her instructor via personal e-mail or phone. If the faculty member is not available, the student will need to leave a message. Missed clinical time may be required to be made-up. In the event of serious illness or emergency, the student and instructor will develop a written plan for making up missed clinical time.
2. **E-Mail Requirements.** Upon registration in the program, each student is assigned an e-mail account through SCC. Students will be required to use their e-mail accounts for registration purposes, and to receive messages from the Radiography Program. Students are expected to check their e-mail at least daily.
3. **In Class/Clinical Computer Use:** Courses may require the use of computers for classroom and clinical activities. When electronic devices are used in class or clinical, it is expected to be for school classroom activities only. Any student using an electronic device for non-school related activities will be excused from the class or clinic. Students failing to comply with this policy will be reported to the Dean's office for appropriate disciplinary action and may be subject to dismissal from the program.

4. **Student purchase of textbooks is required.** Each semester, students are provided with a book list needed for each course for the upcoming semesters. Textbooks are indicated as being required or recommended. Students must obtain all required books for each semester, as assigned readings must be completed before coming to the class session. The majority of the books purchased will be used over multiple semesters and will be excellent resources for clinical work and registry review.
5. **Cell phones are to be turned off during all classes/clinical and during all meetings with faculty.** In the rare case of an emergency, the student is to ask for permission from the faculty member in charge of a given class or meeting to keep a cell phone turned on in order to receive the emergency call. The number for the Health Science Administrative Assistant can be given out for someone to contact you in case of an emergency. That number is 828-339-4305.
6. **Proper attire is required for clinical.** The handbook contains the proper uniform for clinical. Proper uniform must be worn or the student will be sent home for the day. This includes a student ID badge and radiation dosimeter.
7. **Students must respect the confidentiality of their patients, fellow students, and faculty.** The student is required to respect the dignity, individuality, privacy and personality of each and every individual. Information about a patient should be shared on a “need to know” basis only, and not for reasons of a personal interest. In other words, in order to provide services, it is necessary for various professional personnel to know personal information about a patient. If a patient’s information is discussed related to official class business (e.g., during class), the patient’s identity must remain anonymous; and information about the patient that is not necessary to the learning situation must not be shared, (e.g., identify of known relative, legal or moral issues not related to RAD services being rendered). This is also true about personal discussions that students participated in during class time. Students are expected to respect the confidentiality and privacy of your classmates. Health Insurance Portability and Accountability Act (HIPAA) guidelines must be always adhered to.
8. **Unprofessional, unethical, and illegal conduct** of any kind, including cheating on examinations or classroom assignments, plagiarism, and theft, etc., will subject the offending student to appropriate disciplinary measures that can include dismissal from the program.
9. **Professional Membership.** Being part of a profession requires that one displays various professional behaviors.
  - a. Students are expected to treat fellow students and other colleagues in a professional manner, meaning with respect and dignity. Disrespectful behaviors are not tolerated.
  - b. Professionals are expected to be life-long learners. They are also expected to participate in their respective professional organizations. It is strongly encouraged that students join American Society of Radiologic Technologists (ASRT) and the North Carolina Society of Radiologic Technologists (NCSRT).
10. **Hall Conduct.** Students need to be cognizant when talking and gathering in the halls that noise travels easily. We ask that you make an effort to keep the noise at a minimum, particularly since we share the floor with other classrooms.
11. **Classrooms.** Students are expected to demonstrate respect for the school and courtesy to others. Students are expected to take adult responsibility for keeping the classroom free of trash and debris, i.e., soft drink cans, papers, etc. If you make coffee, or use the microwave please make sure these are turned off before leaving the classroom. If you take films out of the film cart, please make sure to put those back at the end of the class. The classroom and lab appearance shall always remain professional.

- 12. The use of alcohol and tobacco are prohibited** in classroom buildings, laboratories, auditoriums, library buildings, faculty and administrative offices, clinical sites and all other public campus areas including parking lots.
- 13. The use of, possession of, or being under the influence of alcohol** and the illegal use, abuse, possession, manufacture, dispensation, distribution of, or being under the influence of controlled or illegal drugs is prohibited while at clinical, school, or school related activity.
- 14. We are committed to a violence free campus.** It is illegal and expressly prohibited to engage in the unauthorized carrying of a firearm or a dangerous weapon, by a student or non-student on campus property at any time unless you have a concealed weapons permit and then you are only allowed to carry it in a closed container in a locked vehicle.

### Grading/Progression Policies

The program follows the grading scale of the college, also stated in the college catalog.

<u>Grade</u>	<u>Definition</u>	<u>Quality Points per Semester Hour</u>
A (93 - 100)	The student has, in a superior way, met the objectives established for the course.	4
B (85 - 92)	The student has more than adequately met the objectives established for the course.	3
C (77 - 84)	The student has adequately met the objectives established for the course.	2
D (70 - 76)	The student has minimally met the objectives established for the course.	1
F (Below 70)	The student failed to meet the objectives.	0

Due to the uniqueness of the profession of radiography and the close patient contact and responsibilities of the radiographer, a high level of academic and clinical competence is required of all students in the program. Therefore, students must receive no less than a final grade of **C (77)** to meet minimal standards in the academic and clinical course work. This includes all radiography courses (those with a **RAD** prefix) and general education courses. If a student receives a final grade lower than a **C** on the courses listed below, he/she will not be able to continue in the program. The student **may be** considered for reentry into the program in the semester in which the course that was not passed is offered if space and circumstance allow, but not for being dismissed from clinical. If the student does not make a D or above in the failed course, then the student will not be considered for re-entry into the program. If a student receives below a C in another course after the 1<sup>st</sup> re-entry then the student is **not allowed** to return to the program. A student may re-enter the program only one time.

Students who receive a **C** in all RAD and related courses but earn an unsatisfactory grade of **D** or **F** in a general education course will be allowed to repeat the general education course to improve the grade. However, this may not conflict with their radiography courses. Students must also maintain a 2.5 GPA while enrolled in the program. Students not able to complete all general education course work by the fifth semester will not graduate until all course work is satisfactorily completed. The student must also meet college graduation

requirements. It is the students' responsibility to see that all appropriate transfer credit has been awarded.

### **Academic Radiography and Related Courses**

HRD 3003	College Student Success
BIO 168	Anatomy & Physiology I
BIO 169	Anatomy & Physiology II
RAD 110	Rad Intro & Patient Care
RAD 111	Rad Procedures I
RAD 112	Rad Procedures II
RAD 121	Image Production I
RAD 122	Image Production II
RAD 211	Rad Procedures III
RAD 231	Image Production III
RAD 141	Radiation Safety
RAD 271	Radiography Capstone

#### **Clinical Courses**

RAD 151	Rad Clinical Ed I
RAD 161	Rad Clinical Ed II
RAD 171	Rad Clinical Ed III
RAD 181	Rad Clinical Elective
RAD 281	Rad Clinical Elective
RAD 251	Rad Clinical Ed IV
RAD 261	Rad Clinical Ed V

### **Termination from the Program/Disciplinary Procedures**

The rules and regulations stated in this handbook represent a contractual agreement between SCC and the radiography student. Failure to comply with the rules and regulations are grounds for probation, suspension, or dismissal from the program. If a student has been found in violation of a policy/procedure, the student will be counseled and written up. After 2 written warnings, the student will be placed on probation. Upon the third incident the student will be suspended or dismissed from the program. It should be pointed out that a student can be separated from the program **at any time** and **may not return** for any one of the following violations:

1. Exhibiting behavior that does not meet the standards of student conduct for SCC as printed in the college catalog. This includes cheating or falsifying records.
2. Exhibiting behavior that is not in accordance with hospital policy.
3. Failure to comply with the rules and regulations in this handbook.
4. A clinical education center has the right to terminate a student's affiliation at their site for reasons of negligence which endangers the life or safety of patients in their care or conduct which may jeopardize the position of the college or clinical site.
5. Such termination will be in writing and evidence will be gathered to support the decision to terminate. However, the clinical site may request the immediate removal of a radiography student for the above reasons.

6. If a student loses a clinical placement, the student may be placed on probation or dismissed from the program. There is not a guarantee that another clinical slot will be open. If a student has been removed from a clinical site for behavior problems, then other sites will be informed and asked if they would take the student. If not, the student may not be able to meet the requirements of the course. If a student is granted a second clinical placement and is terminated at that site, then they will be automatically withdrawn from the program and not allowed to re-enter.
7. If a clinical site asks for a student to be moved or not attend their clinical facility for personal reasons, then the school will work to find another placement. This sort of clinical affiliation is not the same as behavior related problems....ie you are married to an ex-spouse of someone who works in the department. Each situation is treated individually.
8. Clinical sites have the right to require a criminal background check and drug screen before allowing a student to attend clinical education at their facility. Each clinical site has its own set of requirements concerning background checks, drug screens and immunizations. If a student assigned to a designated clinical site is denied placement for any reason, which could include the results of a background screening and/or drug screen, the student will not be able to complete the clinical course, will be unable to progress in their course work, and will be dismissed from the program. Clinical sites have the right to require students submit to random drug screens if that is a facility policy. If a student fails a drug screening they will be dismissed from the clinical course, will receive an F for the class and will be dismissed from the program.
9. Any student whose progression is interrupted must reapply for admissions through the competitive, selective admissions process.

## **Health Sciences Policy and Procedure on Grievances**

### Introduction

Any individual wishing to file a complaint or grievance with SCC must use the [Student Complaint Information Sheet and Form](#), link here, or hardcopy form that can be found in each Deans' office. Individuals are encouraged to resolve concerns or grievances at the informal level with the individual(s) involved, as outlined in [Policy 6.03.05](#). If the grievance cannot be resolved at the informal level, a formal grievance may be filed in writing with the supervising dean or director of the instructor/staff member. The written grievance must contain with specificity the facts supporting the grievance and the attempt to resolve the grievance at the informal level. In order to be considered, a formal grievance must be submitted in writing using the [Student Complaint Information Sheet and Form](#), signed and two copies sent to: Southwestern Community College, 447 College Drive, Sylva, NC 28779 in c/o the Dean of the area in which the complaint is against. SCC will entertain neither complaints that are not in writing or which are anonymous, nor will the college consider complaints sent electronically or through facsimile transmission. In addition, the College will not act on complaints submitted on behalf of another individual or complaints forwarded to the College. Formal grievance resolution will be followed as outlined in [Policy 6.03.05](#).

### College Web Page Grievance Policy

Grievances should be initiated only after attempts to resolve a situation with the instructor or other college employee have been exhausted. Most situations can be resolved by discussion between parties. In the event that an appeal is contemplated, it is essential that policy be followed. Failure to follow established policy will result in dismissal of the appeal without being heard.

It is the hope that all grievances can be dealt with on a local level. However, a student does have the option of contacting the Joint Review Committee on Education in Radiologic Technology when an issue deals with accreditation noncompliance.

JRCERT, which accredits SCC's Radiography program, can be reached through the following:

Joint Review Committee on Education in Radiologic Technology 20 North Wacker Drive, Suite 2850 Chicago, IL 60606-3182 (312) 704-5300 [www.jrcert.org](http://www.jrcert.org)

Curriculum: American Society of Radiologic Technologists 15000 Central Avenue, S.E. Albuquerque, NM 87123-3909 (505) 298-4500 [www.asrt.org](http://www.asrt.org)

JRCERT Standards:

**Standard One:** Accountability, Fair Practices, and Public Information. The sponsoring institution and program promote accountability and fair practices in relation to students, faculty, and the public. Policies and procedures of the sponsoring institution and program must support the rights of students and faculty, be well-defined, written, and readily available.

**Standard Two:** Institutional Commitment and Resources. The sponsoring institution demonstrates a sound financial commitment to the program by assuring sufficient academic, fiscal, personnel, and physical resources to achieve the program's mission.

**Standard Three:** Faculty and Staff. The sponsoring institution provides the program adequate and qualified faculty that enable the program to meet its mission and promote student learning.

**Standard Four:** Curriculum and Academic Practices. The program's curriculum and academic practices prepare students for professional practice.

**Standard Five:** Health and Safety. The sponsoring institution and program have policies and procedures that promote the health, safety, and optimal use of radiation for students, patients, and the public.

**Standard Six:** Programmatic Effectiveness and Assessment: Using Data for Sustained Improvement The extent of a program's effectiveness is linked to the ability to meet its mission, goals, and student learning outcomes. A systematic, ongoing assessment process provides credible evidence that enables analysis and critical discussions to foster ongoing program improvement.

### **Registry Information**

The ARRT is a computer-based examination produced in collaboration with consultants from various specialties. The exam consists of 200 multiple choice questions designed to measure knowledge and cognitive skills underlying the intelligent performance of tasks typically required of a staff technologist at entry level.

The ARRT rules and regulations require that candidates must have successfully completed a program of formal education which is accredited by a mechanism acceptable to the ARRT.

One of the eligibility requirements for certification is that the candidate must be of good moral character. Generally, the conviction of either a felony, or any offense, misdemeanor or felony involving moral turpitude may indicate a lack of good moral character for registry purposes. Those who have been convicted of a crime must supply a written explanation including court documents, with the application for examination. Additional information may be found in the ARRT RULES and REGULATIONS and in the ARRT STANDARDS OF ETHICS at [www.ARRT.org](http://www.ARRT.org).

Individuals having been convicted of a crime may file a pre-application with the ARRT in order to obtain a ruling on the impact of the conviction on their eligibility. The individual may submit the application any time after beginning an accredited educational program. This process may enable the individual to avoid the delays in processing the application for examination which is made at the time of graduation. The pre-application may be requested from the ARRT or see the program director.

## **Dress Code**

All radiography students are required to adhere to the proper dress code whenever attending a clinical education center. If a student is not in the proper dress, they must obtain OR scrubs to wear or be sent home. The dress code is:

- Female students
  - Cherokee Brand Pewter colored three pocket V-neck scrub top
  - Cherokee Brank Pewter colored scrub pants (pants must cover ankle and reach top of shoe)
  - White/black/gray shoes (or a combination of those colors)
  - Radiography Patch on left sleeve of top and scrub coat
  - Under shirts must be white, gray, or black (long or short sleeve)
  - Coats or jackets must be scrub type jackets, Cherokee Brand Pewter colored with patch displayed on left sleeve.
- Male students
  - Cherokee Brand Pewter colored three pocket V-neck scrub top
  - Cherokee Brank Pewter colored scrub pants (pants must cover ankle and reach top of shoe)
  - White/black/gray shoes (or a combination of those colors)
  - Radiography Patch on left sleeve of top and scrub coat
  - Under shirts must be white, gray, or black (long or short sleeve)
  - Coats or jackets must be scrub type jackets, Cherokee Brand Pewter colored with patch displayed on left sleeve.
- Uniforms are to be kept neat, clean, and in good repair at all times.
- Shoes/approved athletic shoes are required for both men and women. Also, shoes and shoe laces must be kept clean and polished at all times. These shoes should be reserved for clinical use only. Shoes may not be open toed or open back with no heel.
- Students must wear their assigned ID badge at all times.
- Students must wear their dosimeter at all times.

Failure to adhere to this dress code can result in the student being removed from clinical education until the dress code is rectified. If this is the case, then time missed as a result of the time away, will be made up at the clinical coordinator and clinic sites discretion. Also, failure to adhere to the dress code will result in the lowering of their clinical grade.

## **Grooming**

1. Students are to be neat and well-groomed at all times when in the clinical area. This includes proper personal hygiene habits and routinely cleaning your uniforms.
2. Hair must be neat, clean, and off the shoulders. For safety reasons, students with long hair styles must tie their hair back or pin it up so that it does not fall loosely over the shoulders and face. If an individual



has a question about his/her hair, they should see the program director for an official decision about the hair requirements. Do **not** make it necessary for program officials to remind you of this policy.

3. Fingernails must be short and clean. Women or Men may not wear fingernail polish. No fake nails, nail extensions, etc. may be worn due to the risk of infections being transferred to patients.
4. Patients may be sensitive to smells and many people are allergic to different fragrances. For this reason, perfume, lotions, aftershave or cologne should not be worn during clinic hours.
5. Facial hair must be neatly trimmed.
6. No loud hair colors are allowed. (no pick, blue, purple, henna, etc.)
7. Face and neck tattoos are not permitted in the program. If a student has a face or neck tattoo, it must be covered. The clinical site policy regarding tattoos will be followed.

## **Accessories**

For reasons of safety and infection control, only a minimum of jewelry is permitted.

1. No long earrings, hoops, or gauges will be worn. You may wear two pairs (2) of post type earrings.
2. You may wear one close-fitting necklace. No choker style necklaces permitted.
3. Jewelry is to be kept to a minimum. A maximum of two rings is permitted. A watch may be worn. You may wear **ONE** bracelet.
4. No visible body piercings other than ears (eyebrow, tongue, nose, etc.) is allowed at clinical.
5. Appearance is a vital element of being a professional. If at any time your appearance is not deemed appropriate, you will be counseled to correct this inadequacy. At no time should a student's dress/appearance cause discomfort to the population he/she serves.

## **Radiation Dosimeter**

Students will always wear the dosimeter while on clinical assignment and while participating in radiography lab activities on campus. If you lose or misplace your dosimeter, notify the program director at once. There is a replacement fee for dosimeters of \$50.00. This fee facilitates the overnight shipping charges. Information will be provided concerning purchase. You will be required to coordinate routine changes of your dosimeter. If you don't assist in this coordination, then your clinical grade may be adversely affected. This is considered a part of your uniform. For additional information, refer to the Radiation Dosimeter Policy in this handbook.

## **Dosimeter Fee Policy**

If a student loses his/her dosimeter, they are not allowed to attend clinical. A replacement dosimeter will be ordered for a fee of \$50.00. This fee must be paid in advance of ordering the dosimeter. This covers the Fed Ex charge for Priority Overnight shipping.

If a student is unable to pay the fee, they cannot return to clinical until the fee is paid and dosimeter is replaced.

Additionally, if a student does not return their dosimeter before shipment, the student will pay a \$4.50 charge for unreturned dosimeter. This is a charge from Landauer.

## **Radiation Dosimeter Policy**

Each Radiologic Technology student is subject to the occupational exposure limits and the requirements for the determination of the doses which are stated in the NCRP.

Exposure of a personal monitoring device to deceptively indicate a dose delivered to an individual is prohibited. This act may result in the suspension of the student from the Radiography Curriculum.

While attending clinical rotations, the student is required to wear his/her own radiation monitoring device at all times. When a lead apron is being worn, the monitoring device shall be worn on the collar outside of the apron. When not in a fluoroscopy room, the device may be worn on the front of the student at collar level.

A student is required to document and submit a report to the Program Director when a situation arises that may affect the quality of the radiation monitoring report. A written account is to be filed with the Clinical Coordinator/Instructor within 24 hours of the incident report using the Dosimeter Incident Report form in this handbook. This will be placed in the student's file for future reference. Examples may be leaving the dosimeter in a hot car, laundering the dosimeter, or leaving the dosimeter attached to a lead apron or lab coat which has been stored in a radiographic/ fluoroscopic room. A student receiving a dose of 50 mrem or more in one monitoring period will be counseled in radiation protection.

In the event that a pregnant student continues in clinical education a second personnel monitoring device will be supplied. This device should be worn on the front of the student's abdomen. The occupational exposure to the pregnant student must not exceed 0.5 rems during the entire pregnancy.

The Southwestern Community College radiography curriculum provides the radiation dosimeters to the students for a fee. It is the responsibility of each individual student to handle and care for his/her dosimeter. Each student must personally receive his/her dosimeter from the appropriate personnel on a monthly basis. At this time he/she will return the previous month's dosimeter. Failure to return a radiation dosimeter, when due will result in an additional fee charged by the monitoring company.

If a student is employed by an institution, a second institutional monitoring dosimeter must be provided by the employer for the student to use as an employee.

### **Radiation Monitoring Records**

All radiation monitoring records are kept in the offices of the Clinical Coordinator/Instructor at Southwestern Community College following faculty review. It is the student's responsibility each month to review the report and record his/her initials beside his/her name indicating that he/she is aware of the monthly report. In the event that a student receives an excessive amount of radiation during a period, consultation with the Program Director is required. Recommendations from the Program Director will be followed.

## **Identification**

Students will wear a picture identification name badge. Your SCC picture ID will be used as your ID badge. The badge will be clipped to your uniform. If you lose your badge, it is your responsibility to have it replaced before returning to clinical. There is a cost for a replacement badge. Some hospitals will issue a generic student badge to be worn while at clinical to allow access to departments. Badges should not be removed from clinical.

## **Markers**

Students will use their own initialed right or left markers to properly identify the radiographic procedures they perform. Information will be provided concerning purchase. If you lose or misplace your markers, it is your responsibility to order new markers. A student is not allowed to achieve competency without his/her own marker. At no time should a student use another student's or technologist's markers. Failure to adhere to this policy may result in clinical grade reduction, probation, suspension or removal from the program.

## **Background Checks and Drug Screens**

All students admitted into a health science program will be required to submit to a criminal background check and/ or drug testing, prior to, or during clinical education coursework. The results of these tests could affect the ability to progress in the program.

Clinical education sites require criminal background checks and drug screens prior to student placement.

It is the student's responsibility to have the background check and drug screen prior to the first day of clinical. If the results of the tests are delayed and a student isn't approved for clinical prior to attending, the student must make up any and all missed time as a result of the delays.

## **Consequences:**

If a student fails a drug screen, the student shall follow the policy of the clinical site in which they are placed.

If a student feels like there is some element of misinformation in their background check the student shall follow the policy of the clinical site in which they are placed.

If a student cannot continue in clinical it may affect their progression in the program.

## **Medical Profession Liability Insurance**

All Health Science students are required to purchase Malpractice/Liability Insurance. This insurance is purchased through the College Business Office (1<sup>st</sup> floor of the Balsam Center). A receipt indicating payment must be presented to the program director at the beginning of Fall Semester each year of the program. Failure to purchase this insurance will prevent you from attending clinical education and could prevent normal progression in the program. A copy of the receipt should also be uploaded to the document manager for clinical sites to review.

This insurance is for your protection. The coverage that the policy provides is \$1,000,000 each medical incident and \$3,000,000 aggregate. Cost is \$30.00 per year.

## **Student Accident Insurance**

The Health Science students are required to either purchase the Student Accident insurance Policy or provide proof of coverage from some other source. Student insurance can be purchased through the College Business Office (1<sup>st</sup> floor of the Balsam Center). A receipt indicating payment must be presented to the program director at the beginning of the Fall Semester each year of the program. Failure to purchase this insurance or provide proof of coverage elsewhere will prevent you from attending clinical education and could prevent normal

progression in the program. Student accident insurance covers only accidents while involved in college-related functions. For illness or health problems, other than accident, you will be responsible for bearing any cost incurred for medical treatment. Cost is \$15.00 per year.

## **Reporting of Illness and Communicable Disease**

Due to the nature of the environment in which clinical education takes place, the following policy must be adhered to. The student must report to the program director/clinical coordinator, any illness, communicable diseases, or other conditions which might affect the health of other students, patients, or staff. To re-enter clinical education, a doctor's signature indicating there is no longer a danger to others must be presented to the program director. Any clinical hours missed must be made up completely. Scheduling of the make-up days will be in conjunction with the program director and the clinical education center. If this illness requires that the student attend the program longer than the stated five semesters due to this illness, the student agrees to this eventuality.

## **Assignment/Rotation Schedules**

Assignments to clinical facilities will be completed by the Clinical Coordinator. Students can expect to be notified of their assignment 2 - 3 weeks prior to the end of the semester. Placement is based on the student's skill level, as well as competencies. At the clinical site, the student will rotate through each area such as fluoroscopy, OR, and mobile rotations. Each rotation is 2 weeks long. The development of rotation schedules lets the student know what he or she will be doing. It also assures that the student receives a well-rounded clinical education which should help them become proficient in a wide variety of patient examinations. A master schedule based on the total number of students in the clinical site should be developed. Normally, students rotate within the department and are assigned to every clinical aspect within the scope of the department to facilitate a wide-range of experiences. Copies of the rotation schedule should be available to the SCC faculty.

Students sometimes stray from their assigned areas. Even though a student usually does this because they are drawn to an interesting case, it should not be allowed unless the student has received the permission of the Clinical Instructor to participate in another area of the department. There are several reasons why the student should not roam. First, unless the student follows the assigned schedule, a well-rounded clinical experience cannot be ensured. Second, when students start to wander, they often congregate and are not productive. This also can be disturbing to patients, physicians, and staff. Lastly, staying in the assigned area helps the student to learn responsibility and accountability.

Students will rotate through diagnostic radiography which includes fluoroscopy, operating room, and portables. During the fifth semester students may be assigned to specialty areas such as magnetic resonance imaging (MRI), computerized tomography (CT), or ultrasound.

## Clinical Attendance

1. Attendance is mandatory. You will be allowed a certain number of absences from clinical without penalty per semester. Excessive absences from clinical may result in suspension, probation or dismissal from the program.
2. Any absences over the designated amount will be made up before the end of the semester. This time must be made up prior to a semester's end or an "I" (incomplete) will be given as the initial grade. After all clinical time is made up, the grade will be assigned.
3. When a student cannot report for clinic, notification by phone to both the clinical instructor and Southwestern Community College Radiography faculty is required. This notification must be prior to the start of the missed shift, not after it has started. In notifying the clinical instructor and Southwestern Community College Radiography faculty, the student must speak directly with the clinical instructor or their designee, if possible and Southwestern Community College Radiography faculty. You should not leave messages with other departmental personnel, i.e., janitor.
4. Failure to notify the hospital in the event of absence from clinic may result in a reduction of your grade by one letter grade of your final clinical grade. If a student does not have ready access to a phone, the student must submit a plan to the SCC faculty as how this information will be communicated to the appropriate individuals.
5. Students are not expected to exceed 40 hours per week between didactic and clinical work/rotations.

## Pregnancy Policy

The Southwestern Community College radiography program is very interested in the protection of the unborn child, and will take every reasonable step to ensure the safety of the mother and the unborn child throughout the pregnancy. Current radiation protection standards and scientific evaluations have demonstrated that, with proper protection, the student may continue their clinical education safely through the term of the pregnancy. The purpose of this policy is to provide the pregnant student with the necessary protection in accordance with all standards and regulations while at the same time assuring the completion of assigned student competencies throughout the pregnancy.

The student shall also be required to makeup all missed time due to pregnancy. Any aspects of clinical education that are not attainable due to this circumstance must be completed at a later date to meet course requirements. Each individual situation will be dealt with on an individual basis. This pregnancy policy may require that a student attend the program longer than the stated five semesters. The student is aware of this and agrees to his eventuality.

North Carolina Department of Environment and Natural Resources Division of Environmental Health  
RADIATION PROTECTION SECTION  
Radiology Compliance Branch

Rule .1610 (a) The licensee or registrant shall ensure that the dose to an embryo/fetus during the entire pregnancy, due to occupational exposure of a declared pregnant woman, does not exceed 0.5 rem (5 mSv). Record keeping requirements for doses to an embryo/fetus are provided in Rule .1640.

(b) The licensee or registrant shall make efforts to avoid substantial variation above a uniform monthly exposure rate to a declared pregnant woman so as to satisfy the limit in paragraph (a) of this rule.

(c) The dose to an embryo/fetus shall be taken as the sum of:

(1) the deep-dose equivalent to the declared pregnant women; and

(2) the dose to the embryo/fetus from radionuclides in the embryo/fetus and radionuclides in the declared pregnant woman.

(d) If the dose to the embryo/fetus is found to have exceeded 0.5 rem (5 mSv) of this dose, by the time the woman declares the pregnancy to the licensee, the licensee shall be deemed to be in compliance with paragraph (a) of this rule, if the additional dose to the embryo/fetus does not exceed 0.05 rem (.5 mSv) during the remainder of the pregnancy.

In recognition of the possibility of increased radiation sensitivity, and because dose to the embryo/fetus is involuntary on the part of the the embryo/fetus, this more restrictive dose limit has been established for the embryo/fetus of a declared pregnant radiation worker.

Rule .0104 As a rule the following definitions shall apply.

“Declared pregnant woman” means a woman has voluntarily informed the licensee or registrant, in writing, of her pregnancy and the estimated date of conception. The declaration remains in effect until the declared pregnant woman withdraws the declaration in writing or is no longer pregnant.

“Embryo/Fetal” means the developing human organism from conception until time of birth. A number of studies have suggested that the embryo/fetus may be more sensitive to ionizing radiation than adults, especially during the first trimester of gestation.

The National Council on Radiation Protection and Measurement (NCRP) has recommended that special precautions be taken to limit exposure when an occupationally exposed woman could be pregnant. Genetic effects are those that affect the offspring of exposed persons, usually in the range of 20-200 rem. At normal exposure levels, genetic effects of radiation are negligible.

It is the responsibility of the Radiology employee to inform (declare) the supervisor that they may be pregnant, this declaration should be in writing, with the estimated due date. Until there is a declaration of pregnancy, the occupational dose limits shall remain those guidelines set for adult employees.

**Declaration of Pregnancy should include:**

Your name

Estimated date of conception/or due date

The date you signed the Declaration of Pregnancy To declare pregnancy, no documented medical proof is necessary. MUST BE IN WRITING,

Once declaration of Pregnancy is signed: Employee should be counseled by her supervisor and/or the RSO, to include:

1. Review of exposure history
2. Educational review on exposure levels for unborn children (maximum permissible dose, 0.5 rem) and fetal risk associated with exposure to radiation.
3. Discussion of employees work schedule, supervisor, RSO or employee may ask for reassignment to minimize exposure.
4. Supply Declared pregnant worker with a monitor for fetal dose.

Rule .1640 Record Keeping

(f) The licensee or registrant shall maintain the records of dose to an embryo/fetus with the records of dose to the declared pregnant woman. The declaration of pregnancy shall also be kept on file, but may be maintained separately from dose records.

The general principles for maintaining exposure to radiation as low as reasonably achievable are time, distance and shielding. Decrease your time near radiation source, increase your distance from the radiation source, and increase the shielding between you and the radiation source.

For Patients who may be pregnant All patients in their reproductive years between 12 and 45 should be questioned as to the possibility of pregnancy. This should be done as sensitively and unobtrusively as possible, in keeping a woman's privacy and dignity in tact. If there is the possibility that pregnancy is likely, the Radiologist should be notified and a pregnancy test should be recommended.

If the patient is pregnant: Attending/referring physician should be notified Physician should decide if x-ray is necessary at this time If needed, patient must be thoroughly informed of risks associated with radiation and the embryo/fetus- the decision for x-ray-s exam must be left up to the patient. If the patient decides to proceed with the x-ray examination, the patient should be shielded, shielding shall be documented and a signed waiver should be obtained.

If the exam is in the abdominal region, a modified x-ray exam may be necessary, consult with the physician and/or RSO Rule .1611 The Lower limit for declared pregnant radiation worker is 0.5 rem, but for the general population the limit from licensed or registered operations is not to exceed 0.1 rem (1 mSv) in a year. The risk to embryo/fetus from 0.5 rem or even 5 rem of radiation exposure is relatively small compared with some other avoidable risk, such as alcohol consumption and cigarette smoking.

### **Use of Protective Devices**

Radiation dosimeter designated for use under the lead apron at the waist level must be properly managed at all times. Under no circumstances should the waist and collar dosimeters be reversed. Proper utilization of dosimeters during radiation exposure is mandatory.

Lead aprons provided by the hospital must be worn at all times that the pregnancy or potentially pregnancy student receives radiation exposure. Care should be taken to reduce and eliminate unnecessary exposure. Using these protective measures, the student should be able to perform normal duties through the pregnancy without fear of excessive radiation exposure to the unborn child.

Southwestern Community College  
Radiography Program  
Pregnancy Risks of Occupational Exposure Form  
Student:

1. The student was informed on (date) of the risks of occupational exposure for a fetus and woman.
2. Southwestern Community College agrees to furnish the student with an extra radiation dosimeter. The first dosimeter will be worn on the student's collar, the second on the waist level to measure fetal dose. When wearing a lead apron, the collar dosimeter should be worn outside of the apron, and the waist dosimeter should be worn under the apron. The company providing the radiation monitors will be informed the second dosimeter report is fetal and is to be kept separate from the mother's record.

3. While pregnancy does not necessarily preclude a student's continuation in the program, some curtailment of her activities within the radiography curriculum may result from the pregnancy.
4. The student is advised to consult with her personal physician to help her decide whether or not to continue her education.
5. The student was informed that she has the option to temporarily withdraw from the program if and when the pregnancy interferes with her education or vice versa. She could then re-enter the program after she delivers.
6. In order to qualify for graduation the student must satisfactorily complete all the classroom and externship credits necessary to fulfill the program requirements.

Given the above information, the student selects one of the following options:

Option 1. – Continue on in the radiography program without any modifications.

Option 2. – Withdraw from the program, and then re-enter after delivery.

Option 3. – Continue with didactic portion of the program and enter the clinical portion with an altered rotational schedule to prevent the pregnant student and fetus from areas of high radiation exposure. As a result, altered rotational schedules will prevent the student from participating in fluoroscopy and portable exams.

The student who has filed a voluntary declaration of pregnancy may at any time submit to the program director/coordinator a written withdrawal of the declaration of pregnancy. In the absence of any voluntary disclosure of pregnancy or written withdrawal of declaration, students are not considered to be pregnant. She will be monitored with a second radiation exposure badge (fetal badge) to be worn at waist level. The fetal dose is to be kept as low as reasonably achievable (ALARA) and should not exceed the above stated limits. Program officials will closely monitor both student and fetal exposures.

Option #1:

Continue on in the radiography program without any modifications.

The student's signature below indicates that she wants to proceed in the program and will not hold the facility in which she does her clinical, nor Southwestern Community College liable for any complications involving her or the fetus during the pregnancy, delivery, or thereafter. The student does realize that Southwestern Community College may withdraw her from the program at any time to protect her and the fetus.

Student \_\_\_\_\_ Date \_\_\_\_\_

Option #2:

Withdraw from the program, and then re-enter after delivery. The student's signature below indicates that the student wishes to temporarily withdraw from the program. The student realizes that she may re-enter the program after she has delivered. The student realizes that Southwestern Community College may withdraw her from the program at any time to protect her and the fetus.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Option #3

Continue with didactic portion of the program and enter the clinical portion with an altered rotational schedule to prevent the pregnant student and fetus from areas of high radiation exposure. As a result, altered rotational schedules will prevent the student from participating in fluoroscopy and portable exams.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_



Program Director/Witness

Date

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Southwestern Community College  
Radiography Program  
Acknowledgment of Radiation Risk During Pregnancy

I, \_\_\_\_\_, do acknowledge that I have received counseling from the faculty for the Radiography Program at Southwestern Community College regarding my responsibilities during my pregnancy.

It is clear to me that there is a very small probability that my continued education will in any way adversely affect my pregnancy. Additional material has been made available to me to demonstrate that the additional risk during my pregnancy is much less than that for most occupational groups. I further understand that, although I may be assigned to low-exposure areas and will be provided with a second radiation monitor, these are simply added precautions and do not in any way convey that any assignment is especially hazardous during pregnancy.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Program Director: \_\_\_\_\_ Date \_\_\_\_\_

Southwestern Community College  
Radiography Program

Pregnancy Declaration Form

TO WHOM IT MAY CONCERN:

In accordance with NRC's regulations at 10CFR 20.1208, "Dose to an Embryo/Fetus," I am declaring that I am pregnant. I believe I became pregnant in \_\_\_\_\_ (only the month and year need be provided).

I understand the radiation dose to my embryo/fetus during my entire pregnancy will not be allowed to exceed 0.5 rem (5millisievert) (unless that dose has already been exceeded between the time of conception and submitting this letter). I also understand that meeting the lower dose limit may require a change in job or job responsibilities during my pregnancy.

I understand that I may withdraw my request at any time and for any reason prior to the end of my pregnancy. I also understand that this accommodation is only available as long as I am pregnant and that I must notify SCC program officials when I am no longer pregnant.

(Date of Declaration) \_\_\_\_\_ (Signature of student): \_\_\_\_\_

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RECEIPT OF DECLARATION ACKNOWLEDGED:

**Signature of Program Director**

**Radiography Program**

**Pregnancy Declaration Withdrawal Form:**

I have been advised of the potential health risks to the embryo/fetus associated with radiation exposure.

I have previously declared my pregnancy and I understand that I may withdraw my request at any time and for any reason prior to the end of my pregnancy.

I hereby withdraw my request I understand that, by withdrawing my request, SCC faculty will apply the NRC dose limits applicable to student occupational workers. I make this decision voluntarily and have had the opportunity to ask questions concerning the potential health risks to me and to my embryo/fetus.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### MRI Safety and screening information

Students that are rotating clinical or planning to pursue a future career in MRI must be fully aware of the magnetic fields that are used and understand the consequences of not following safety guidelines. MRI Safety Screening must be reviewed and students/patients must remain safe when working around or entering an MRI environment.

In MRI, the magnetic field is **ALWAYS** on. The student must comply with each clinical site's policies and procedures pertaining to metallic objects being introduced into the MRI scanning suite. Carrying ferromagnetic articles or introducing them to the MRI scanning area is **STRICTLY PROHIBITED**. These objects can act as projectiles within the scanning room causing **SERIOUS** injury, death, or equipment failure.

Students and or patients must not enter the MRI scanning area if the body contains any metallic fragments such as a bullet or shrapnel. There is potential risk the fragment could change position, possibly causing injury or death. The magnetic field can also damage an external hearing aid or cause a heart pacemaker to malfunction.

**If you answer "yes" to any of the screening questions listed below, consult your CI or MRI tech before entering the MRI environment, including transporting patients or lifting/moving help.**

## **MAGNETIC RESONANCE IMAGING (MRI) EMPLOYEE/STUDENT SCREENING FORM**

EMPLOYEE/STUDENT NAME: \_\_\_\_\_ SEX: M OR F

DATE: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

**The MRI Room contains a very strong magnet that is always on. Before you are allowed to enter, we must know if you have any metal in your body. Certain metallic, magnetic, and electronic devices may become damaged, cause injury, and/ or interfere with the scan. Check all that apply.**

*PLEASE CIRCLE YES OR NO TO THE FOLLOWING SAFETY QUESTIONS*

YES NO - Pacemaker, all wires, or defibrillator

YES NO - Brain surgery

YES NO - Ear surgery

YES NO - Heart stents

YES NO - Shrapnel, metal fragments, BBs, or pellets in your eyes, face, skin, or near your spine \_\_\_\_\_

YES NO - Have you had any recent surgery (6-8 weeks) \_\_\_\_\_

YES NO - Do you have any hearing aids in right now? \_\_\_\_\_

YES NO - Do you have a tissue expander?

List any surgery or procedure that left any device, implant, stents, wires, or catheter in your body?

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I attest that the answers I have provided to the questions on this form are correct to the best of my knowledge. I have read and understand the contents of this form and have had to opportunity to ask questions regarding this information.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The MRI form is reviewed by the Program Director before a student enters a clinical setting. If questions arise about any of the safety questions, the medical director will review and advise students.**

## Contingency Plan

This plan will address any catastrophic event that would have the potential to disrupt business as normal and the operations of the radiography program yet ensure quality education. *A crisis is an excellent predecessor to prepare for the next crisis.*

### **I. Appropriate technological tools for remote work**

- Hardware, software, internet capabilities, and the ability to access accreditation files and data and college files.
  - Faculty and students are to have access to a dependable computer or laptop with internet capabilities.
  - Faculty and students are to have access to a webcam for virtual meetings and course deliverance
  - Program Chair (PC) has access to Datatel (student records) on laptop for advising purposes, if needed.
  - RAD faculty have access to radiography files and master plan of education while teleworking

### **II. Communication strategies**

- Virtual meetings (daily, weekly, monthly – to assure continuity and inspire connection on a personal basis)
  - Faculty are to meet daily as needed
  - Faculty are to meet weekly as needed
  - Faculty are to meet monthly as needed
- Use of Google Meets, Zoom, Microsoft Teams, Moodle Collaborate etc., are identified as communication methods
  - Radiography program is using google meets as needed for virtual meetings and student course content deliverance (if needed)
  - Students are encouraged to hold virtual study groups through Google Meets, Zoom, Microsoft Teams, etc.

### **III. Course Deliverance and Safety Measures**

- Radiography program is using synchronous and asynchronous deliverance of material.
  - The college and the program use Moodle companion for all courses.
  - Each RAD prefix course will have Moodle companion for all course documents. Testing and quizzes will be held in Moodle using respondus lockdown browser.
- All clinical education is face-to-face (synchronous) and conducted in clinical agencies.
  - Plan for potentially delayed clinical experiences
  - In the event of clinical cessation of students due to a pandemic, there may be a delay in clinical requirements and experiences (this could delay graduation)
- Competency Simulations will be conducted on campus in the x-ray lab as a last resort.
- Didactic deliverance of lectures is subject to the individual instructor.
  - Google Meets will be used if virtual deliverance is required by the college
  - Class lectures will be a combination of virtual Google Meets and face-to-face deliverance based on the topics
- All labs are hands on, face-to-face instruction and demonstration

- Small groups of no more than 5 students per lab session
- While conducting labs less than the suggested six feet physical distance, faculty and students will wear mask, use hand sanitation, and don gloves.

IV. **Ongoing Support** with creativity and flexibility in sound decisions that will provide positive outcomes for students

- Revisit plan periodically

# SCC Radiography

## **Radiation Safety Program and Policy:**

**ALARA:** Students should always strive to keep radiation exposure to a minimum.

- Students will not hold image receptors.
- Students will not hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care.
- Students will shield themselves while performing portable exams.
- Students will stand as far away from the patient as possible while doing fluoroscopy studies and wear a lead apron.
- All doors to radiographic rooms will remain closed during exposures.
- Students will shield all patients when possible.
- Students will not perform any repeats without a technologist present.
- Student will not perform any procedures without direct or indirect supervision.

## **Dosimeters and reports:**

- The program coordinator is the Radiation Safety Officer.
- All dosimeters are changed out monthly.
- Control badges are kept in the program coordinator's office.
- Reports are accessed electronically, printed, distributed to students, then stored in a binder in the program coordinator's/RSO's office.
- If a student reaches an action limit of 50 mrem, the student receives counseling, a report is filled out and kept in the student's folder. Action is taken to reduce exposure.
- All student exposures are reviewed by the program coordinator/RSO.
- No student is allowed to attend clinical without their dosimeter.
- If a dosimeter is lost, the student must notify the program coordinator/RSO to order a new one. Costs associated with ordering a new dosimeter is the responsibility of the student.

## **Equipment Safety**

- Students are given a written radiation safety policy for use of the school lab during Rad Intro and Patient Care; RAD 110 prior to use of the lab.
- The school radiographic lab is kept locked at all times.
- Students and faculty are never allowed to use the equipment on other persons.
- Students are not allowed to use equipment without faculty present.
- Students are to remain behind the control booth or outside of the lab during all exposures.
- Students must wear their dosimeter while completing any energized lab experiments.
- The policy and documentation is maintained in the program coordinator/RSO's office.
- The policy is updated yearly.



## **Repeat Radiograph Policy**

Due to hazards of ionizing radiation and in keeping with the ALARA (as low as reasonably achievable) principle of radiation protection, should a radiographic film produced by a student technologist need to be repeated, the following procedure will be followed:

1. The qualified radiographer will review the radiograph and determine the need for repeating the radiograph. He/she will inform the student of what to correct.
2. The qualified radiographer will be present and **directly** supervise the repeat exposure.
3. The qualified radiographer will review and approve or disapprove the repeated radiograph.
4. Repeat exams will be initialed by the supervising radiographer on the student's Daily log of procedures form.

**Statement of Understanding and Pledge**

I have read and understand the material within the SCC Radiography Handbook. I agree to adhere to the rules and regulations stated within or accept the resultant consequences. I have been made aware of these rules and regulations the first week of Semester I and prior to the commencement of my first day of clinical rotation. I hereby pledge to be a Quality Radiography Student, to produce only the highest quality of work, and to do my utmost to be the best!

**Student Signature**

**Date Signed**

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# Southwestern Community College Radiography Program

## Confidentiality Statement

Students in the Radiography Program of Southwestern Community College will be working with actual patients and their pertinent medical information in clinical sites as well as classroom. It is imperative that the student remember:

1. Legally, this information belongs to the patient. Any violation of confidentiality of the patient's information is punishable in a court of law.
2. The professional code of ethics of the American Registry of Radiologic Technologists stipulates that maintaining confidentiality of patient information is a part of professional responsibility and integrity.

Case studies must be presented appropriately with no patient identification visible. Requests concerning case study presentations must be made to and approved by the clinical instructor, therefore, insuring good confidentiality practice.

Mandatory student logs for clinical rotation must be kept, but only patient number and exam performed will be recorded. At no time should a patient's name be used in clinical documents. At no time should a patient's name be used in conjunction with their patient number.

Having read the above, I do hereby agree to maintain the confidentiality of all pertinent information to which I am exposed. I understand that failure to abide by this agreement will result in immediate dismissal from the program.

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Student Signature

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Date