



Radiologic Technology Program Handbook 2024-2025

Updated March 2024

Table of Contents

Section I - Introduction	4
SOUTHEASTERN COMMUNITY COLLEGE’S MISSION/VISION//VALUES	4
NOTICE: CHANGE IN CATALOG/HANDBOOK STATEMENT	4
ACCREDITATION	5
SERVICES FOR STUDENTS WITH DISABILITIES	8
NON-DISCRIMINATION STATEMENT	8
HANDBOOK ACKNOWLEDGEMENT	8
PROFESSIONAL LICENSURE DISCLOSURE	9
INCIDENT AND GRIEVANCE REPORTING	10
Section II – Program Overview	12
PROGRAM ADMINISTRATION	12
CLINICAL PRECEPTORS	12
ADVISORY COUNCIL	12
PROGRAM MISSION AND LEARNING OBJECTIVES	12
CURRICULUM AND SCHEDULE	13
LEARNING RESOURCES	18
Section III – Admission Information	18
ADMINISTRATIVE GUIDELINE #312	18
IOWA CORE PERFORMANCE STANDARDS	22
ESSENTIAL FUNCTIONS GUIDELINES	23
Section IV – Program Policies and Procedures	24
ETHICAL AND PROFESSIONAL CONDUCT	24
DISCIPLINARY POLICY	26
GRADING POLICY	28
TESTING POLICIES AND PROCEDURES	29
ATTENDANCE POLICY-RADIOLOGIC TECHNOLOGY PROGRAM	31
UNIFORM POLICY	33
ELECTRONIC DEVICE POLICY	34
SOCIAL MEDIA POLICY	35
Section V – Clinical Policies and Procedures	35
INTRODUCTION	35
CLINICAL AFFILIATES	36

DIRECT AND INDIRECT SUPERVISION	37
TRANSPORTATION	38
CLINICAL SCHEDULES.....	38
CLINICAL ASSIGNMENTS	39
ATTENDANCE.....	40
Excused Absences.....	40
Unexcused Absences.....	40
RADIATION SAFETY	41
RADIATION MONITORING.....	41
MRI SAFETY.....	42
INTRAVENOUS INJECTION POLICY	43
CLINICAL RECORDS	43
CLINICAL COMPETENCY REQUIREMENTS	43
CLINICAL GRADES	45
PRECEPTOR RESPONSIBILITIES.....	45
Section VI - Health Compliance Requirements and Policies	45
STUDENT HEALTH POLICY	45
BLOODBORNE PATHOGEN EXPOSURE GUIDELINES FOR HEALTH PROFESSIONS STUDENTS	46
PREGNANCY POLICY	48
UNIVERSAL GUIDELINES FOR HEALTH PROFESSIONS STUDENTS	48
PROVISION OF PATIENT CARE.....	49
MEDICAL INSURANCE	49
QUALITY ASSURANCE/SAFETY GUIDELINES	49
LIABILITY INSURANCE.....	49
BASIC LIFE SUPPORT CERTIFICATION	49
ADULT AND CHILD MANDATORY REPORTER TRAINING	50
BLOOD BORNE PATHOGENS	50
HIPAA.....	50
BACKGROUND CHECK POLICY	50
DRUG SCREENING POLICY	51
Section VII – Professional Development and Program Completion	51
Section VIII - Program Forms	52

Section I - Introduction

Welcome to the Southeastern Community College Radiologic Technology Program. We are honored to have you in our program and excited to assist you on your professional journey towards becoming a radiographer. As a student in our program, you will have the unique opportunity to have core program courses in the very hospital department where you will spend the most clinical time. We truly feel the collaboration between Great River Health and Southeastern Community College will benefit you as a student and as a technologist.

The program consists of general arts and sciences courses, radiologic technology courses, laboratory sessions and clinical rotations. The classes will be in-person, lecture-discussion type format. The small group laboratory sessions will serve to further solidify the material covered in lecture. The clinical experiences will then serve as the place where students can apply what they have learned in lecture and practiced in lab to real-life scenarios with actual patients.

This student handbook has been developed by the Program Director and Clinical Coordinator of the Radiologic Technology Program with input from the Dean of Health Professions. Its purpose is to serve as a guide for all students enrolled in the Radiologic Technology Program. It is a supplement to the Southeastern Community College Credit Course Catalog and the SCC Student Handbook. Consequently, all policies and regulations from the college handbook and catalog are to be observed in addition to those outlined in the following pages. Each student is responsible for reading and compliance with the information contained in the handbook. If you have questions, need assistance or clarification on any policies, procedures, or requirements, you are strongly encouraged to discuss these with the Program Director.

SOUTHEASTERN COMMUNITY COLLEGE'S MISSION/VISION//VALUES

Mission

Southeastern Community College provides accessible, quality program and services which promote student success and economic vitality.

Vision

Southeastern Community College, a visionary leader in lifelong learning, embraces diversity, transforms lives, strengthens communities, and inspires individuals to excellence.

Values

Excellence: we are committed to the highest standards in all aspects of teaching, learning, and service.

Integrity: we encourage honesty, respect and personal accountability among and between students, staff, and stakeholders.

Stewardship: we are effective and vigilant stewards of our financial, physical, and human resources.

Continuous Improvement: we promote evidence-based decisions and systems within a culture of empowerment and teamwork.

NOTICE: CHANGE IN CATALOG/HANDBOOK STATEMENT

The Southeastern Community College Radiologic Technology Program reserves the right to change courses, requirements, and policies that are stated in this catalog and handbook without advance notice. Students will be informed of the change by email, mail, flyers, posts, and/or announcements.

ACCREDITATION

The Southeastern Community College Radiologic Technology program is accredited by the Higher Learning Commission. This accreditation assures graduates of their eligibility to apply to sit for The American Registry of Radiologic Technologists (ARRT) certification examination.

Questions, comments and/or concerns regarding institutional accreditation can be directed to:

The Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, Illinois 60604
Phone: (800) 621-7440 / (312) 263-0456
Fax: (312) 263-7462
Website: www.hlcommission.org

The American Registry of Radiologic Technologists (ARRT)

The following is pertinent information to contact the ARRT:

American Registry of Radiologic Technologists®
1255 Northland Drive
St. Paul, MN 55120-1155
Phone: (651) 687-0048
Website: www.arrt.org

The Joint Review Committee on Education in Radiologic Technology (JRCERT)

The Southeastern Community College Radiologic Technology program is working on accreditation and will be evaluated by the Joint Review Committee on Education in Radiologic Technology (JRCERT) in 2024. In the future, this program's credentialing examination pass rate, job placement rate, and program completion rate may be viewed on the JRCERT's website at www.jrcert.org and on the Southeastern Community College website.

Accreditation Standards

The following is pertinent information to contact the JRCERT:

Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Phone: 312.704.5300
Fax: 312.704.5304
Website: www.jrcert.org

The Joint Review Committee on Education in Radiologic Technology (JRCERT) promotes excellence in education and elevates the quality and safety of patient care through the accreditation of educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry.

The JRCERT is the only agency recognized by the United States Department of Education (USDE) for the accreditation of traditional and distance delivery educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry. The JRCERT is recognized by the Council for Higher Education Accreditation (CHEA). CHEA is a national advocate and institutional voice for self-regulation of academic quality through accreditation. CHEA is an association of 3,000 degree granting colleges and universities and recognizes 60 institutional and programmatic accrediting organizations.

The JRCERT awards accreditation to programs demonstrating substantial compliance with these **Standards**.
Copyright © 2020 by the JRCERT

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.

Objectives:

- 1.1 The sponsoring institution and program provide students, faculty, and the public with policies, procedures, and relevant information. Policies and procedures must be fair, equitably applied, and readily available.
- 1.2 The sponsoring institution and program have faculty recruitment and employment practices that are nondiscriminatory.
- 1.3 The sponsoring institution and program have student recruitment and admission practices that are nondiscriminatory and consistent with published policies.
- 1.4 The program assures the confidentiality of student educational records.
- 1.5 The program assures that students and faculty are made aware of the JRCERT Standards for an Accredited Educational Program in Radiography and the avenue to pursue allegations of noncompliance with the Standards.
- 1.6 The program publishes program effectiveness data (credentialing examination pass rate, job placement rate, and program completion rate) on an annual basis.
- 1.7 The sponsoring institution and program comply with the requirements to achieve and maintain JRCERT accreditation.

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.

Objectives:

- 2.1 The sponsoring institution provides appropriate administrative support and demonstrates a sound financial commitment to the program.
- 2.2 The sponsoring institution provides the program with the physical resources needed to support the achievement of the program's mission.
- 2.3 The sponsoring institution provides student resources.
- 2.4 The sponsoring institution and program maintain compliance with United States Department of Education (USDE) Title IV financial aid policies and procedures, if the JRCERT serves as gatekeeper.

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.

Objectives:

- 3.1 The sponsoring institution provides an adequate number of faculty to meet all educational, accreditation, and administrative requirements.
- 3.2 The sponsoring institution and program assure that all faculty and staff possess the academic and professional qualifications appropriate for their assignments.
- 3.3 The sponsoring institution and program assure the responsibilities of faculty and clinical staff are delineated and performed.
- 3.4 The sponsoring institution and program assure program faculty performance is evaluated and results are shared regularly to assure responsibilities are performed.
- 3.5 The sponsoring institution and/or program provide faculty with opportunities for continued professional development.

Standard Four - Curriculum and Academic Practices

The program's curriculum and academic practices prepare students for professional practice.

Objectives:

- 4.1 The program has a mission statement that defines its purpose.
- 4.2 The program provides a well-structured curriculum that prepares students to practice in the professional discipline.
- 4.3 All clinical settings must be recognized by the JRCERT.
- 4.4 The program provides timely, equitable, and educationally valid clinical experiences for all students.
- 4.5 The program provides learning opportunities in advanced imaging and/or therapeutic technologies.
- 4.6 The program assures an appropriate relationship between program length and the subject matter taught for the terminal award offered.
- 4.7 The program measures didactic, laboratory, and clinical courses in clock hours and/or credit hours through the use of a consistent formula.
- 4.8 The program provides timely and supportive academic and clinical advisement to students enrolled in the program.
- 4.9 The program has procedures for maintaining the integrity of distance education courses.

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.

Objectives:

- 5.1 The program assures the radiation safety of students through the implementation of published policies and procedures.
- 5.2 The program assures each energized laboratory is in compliance with applicable state and/or federal radiation safety laws.
- 5.3 The program assures that students employ proper safety practices.
- 5.4 The program assures that medical imaging procedures are performed under the appropriate supervision of a qualified radiographer.
- 5.5 The sponsoring institution and/or program have policies and procedures that safeguard the health and safety of students.

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.

Objectives:

- 6.1 The program maintains the following program effectiveness data:
 - five-year average credentialing examination pass rate of not less than 75 percent at first attempt within six months of graduation,
 - five-year average job placement rate of not less than 75 percent within twelve months of graduation, and
 - annual program completion rate.
- 6.2 The program analyzes and shares its program effectiveness data to facilitate ongoing program improvement.
- 6.3 The program has a systematic assessment plan that facilitates ongoing program improvement.
- 6.4 The program analyzes and shares student learning outcome data to facilitate ongoing program improvement.
- 6.5 The program periodically reevaluates its assessment process to assure continuous program improvement.

SERVICES FOR STUDENTS WITH DISABILITIES

It is the policy of Southeastern Community College to comply with the access provisions of the state and federal civil rights legislation for persons with disabilities. Southeastern Community College offers reasonable accommodations to encourage and ensure that persons with disabilities have equal access to education. Through disability services, accommodations are made available to qualified students with a documented disability. It is the recommendation of the Disability Services Coordinator that students contact the office as soon as possible to self-identify early so that they can work together to determine eligibility, identify issues and get reasonable accommodations in place. Each individual's needs and abilities are evaluated in accordance with ADA. To be eligible the student can forward the Disability Student Intake application and documentation of his/her disability to the Disability Services Coordinator. This information can be obtained from the Disability Services Coordinator and/or from the Disability Services Manual that is located here:

<http://www.scciowa.edu/academics/disserv.aspx>.

The Student Intake Application is on pages 25-27 and the Medical Professional Guidelines for Verifying a Disability are on page 31-33. You can self-report at any time to the Disability Services Coordinator, but it is strongly encouraged that you have everything that you need in place and ready when you begin classes at the start of each semester. For further information or to arrange for accommodations, call (319) 208-5167.

In accordance with Section 504 of the Rehabilitation Act of 1973, as well as with Title II of the Americans with Disabilities Act, Southeastern Community College has made, and will continue to make, efforts to ensure content on all of its websites is accessible to everyone, including persons with disabilities and other users of assistive technology. The College is working to update its website content in compliance with modern accessibility standards. If you have trouble accessing any part of the site, please contact the Director of Marketing and Communications at (319) 208-5060 with the following information: (i) the URL (web address) of the page; (ii) the problem you are experiencing; and (iii) your name, email address, and phone number. The College will use its best efforts to remedy the issue and/or provide the information you are seeking in an alternative format until the issue can be remedied. Grievances related to Section 504, Title II, or other formal complaints regarding website accessibility can be filed with the District using the applicable procedures outlined in Administrative Guideline 1117.

Platforms of outside entities, such as Google, YouTube, etc., which may be integrated with the College website are services provided by those respective companies, and the College is not responsible for their adherence to accessibility standards.

NON-DISCRIMINATION STATEMENT

It is the policy of the Southeastern Community College not to discriminate on the basis of race, color, national origin, sex, disability, age, employment, sexual orientation, gender identity, creed, religion, and actual or potential family, parental, or marital status in its program, activities, or employment practices.

If you have questions or complaints related to compliance with this policy, please contact the Director of Human Resources (employment concerns) at 319-208-5063 or the Vice President of Student Affairs (student concerns) at 319-208-5049, 1500 West Agency Road, West Burlington, Iowa 52655, equity@scciowa.edu or the Director of the Office for Civil Rights U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, Telephone: (312) 730-1560 Facsimile: (312) 730-1576, TDD 800-877-8339 Email: OCR.Chicago@ed.gov.

Nondiscrimination statement is pursuant to requirement by Iowa Code §§ 216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

HANDBOOK ACKNOWLEDGEMENT

Student enrollment is considered to constitute their agreement to comply with all established policies and standards of conduct of the college and the Radiologic Technology program. A high standard of conduct is expected of students enrolled

in the Radiologic Technology program. It is understood that policies are purposeful and essential for the protection of the students and Southeastern Community College faculty and staff.

The Radiologic Technology program handbook will be updated and distributed to students annually at the beginning of the program and will be sent in a printable electronic format. Knowledge of information contained in the SCC Credit Course Catalog and the Radiologic Technology program handbook is the responsibility of each student. Students are expected to familiarize themselves with the policies and procedures contained in the SCC Credit Course Catalog, the SCC Student Handbook, and the Radiologic Technology Program Handbook and are accountable for the information contained and any supplements that may be added. Failure to comply with these policies and procedures could ultimately result in dismissal from the Radiologic Technology program.

The Handbook Acknowledgement Form must be signed by each student and returned to the Radiologic Technology Program Director and will be kept in each student's file.

PROFESSIONAL LICENSURE DISCLOSURE

In compliance with the U. S. Department of Education 668.43 (a) (5) (v) and 668.43 (c) which requires educational institutions to provide a list to students of where the educational institution has determined that program curriculums meet the curriculum requirements, does not meet curriculum requirements, and where no determination has been made about licensure requirements for each state.

These disclosures are to inform students in programs, regardless of method of delivery, designed to meet educational requirements for specific vocational licensure or certification that are required for employment in an occupation or advertising as meeting such requirements.

Each health profession or discipline area that leads to certification or licensure may have specific requirements unique to each state and may be governed by a state regulatory authority.

The information regarding professional certification and licensure for radiologic technologists is listed below:

ARRT Certification

Certification by the American Registry of Radiologic Technologists (ARRT) is the nationally recognized standard of competence in the radiography profession. Graduates of Radiologic Technology program are eligible to apply to take the ARRT examination. Examinees are allowed three attempts to pass the certification examination within three years of the date their first exam window opens; the date of graduation. Those who pass the ARRT examination are then authorized to use the title "Radiologic Technologist", so long as their registration is in effect.

Students must read the details of the ARRT Standards of Ethics. Included is the statement that if you have had:

- Any conviction of a crime, including a felony, a gross misdemeanor or a misdemeanor with the sole exception of speeding and parking violations,
- Any alcohol and/or drug related violations,
- Criminal proceeding where a finding or verdict of guilt is made or returned but the adjudication of guilt is either withheld or not entered, or a criminal proceeding where the individual enters a plea of guilty or nolo contendere,
- Military court-martials that involve substance abuse, any sex-related infractions, or patient related infractions

it is the student's responsibility to contact the ARRT immediately to make sure they will be able to take the ARRT examination. Determination as to if you can take the examination will be presented to you following contact with the ARRT and an official review.

ARRT Continuing Education Requirements for Renewal of Registration

Continuing education is an integral part of ARRT's emphasis on education as an essential tool in delivering quality care. To promote the continued competency of radiologic technologists, applicants for renewal of registration are required to show

evidence of continuing education. Technologists will need to complete twenty-four acceptable continuing education credits every two years following certification.

ARRT Continued Qualifications Requirement

In addition to completing continuing education credits, registered radiologic technologists certified after January 1, 2011, will also be subject to Continuing Qualifications Requirements every 10 years. Prior to the end of the 10-year period, technologists will be required to demonstrate continued qualifications in order to continue to hold the certification. All new registrants are provided with detailed information regarding continuing education requirements upon notification of successful examination and certification. Information may also be found on the American Registry of Radiologic Technologists' website: www.arrt.org.

Limited Licensure Exam

Second year students may apply to sit for the ARRT Limited Licensure Exam during the fifth semester in the program, after all components are met for the ARRT and at least the first term of Imaging (Physics) and Radiation Biology are successfully completed. Students that obtain limited licensure and work at a facility where there are students must remember that they are not allowed to directly or indirectly supervise students per JRCERT requirements, nor are they allowed to perform competency check-offs or take the place of a registered technologist in any mobile radiography exams.

State Licensure

In addition to ARRT certification, most states in the United States of America require licensure of any individuals who apply x-radiation to any part of the human body for diagnostic purposes. Technologists certified by the ARRT are considered eligible without additional examination. For the state of Iowa, the licenses are valid for two years from the date of issuance. Technologists applying for renewal must complete twenty-four acceptable continuing education credits every two years following initial issuance.

Questions regarding eligibility for state licensure may be directed to:

Iowa Department of Public Health & human Services, Bureau of Radiological Health
Lucas State Office Bldg., 5th Floor
321 East 12th Street
Des Moines, IA 50319
Phone: (855) 824-4357
Website: <https://hhs.iowa.gov/regulatory-programs/permits-to-practice>

INCIDENT AND GRIEVANCE REPORTING

Concerns Related to Public Safety

Southeastern Community College strongly encourages accurate and prompt reporting of all crimes and public safety-related information and takes all such reports seriously. Information to be reported should not be limited to actual crimes; it also includes any suspicious activity or person seen anywhere on or near campus, including in parking lots, inside or outside campus buildings, and residence halls.

NOTE: In cases where an individual's behavior creates an immediate threat or emergency, contact 911 immediately. Individuals exhibiting behaviors that pose a threat to the safety of self or others or that cause significant disruption to the SCC community should be referred/reported to 911, Security, or a Campus Security Authority. Examples of behavior or activity to look for include: ▪ Self-injurious behavior ▪ Suicide ideation or attempt ▪ Danger or threat to others (violence, threats, or implied threats of violence and intimidation) ▪ Possession of a weapon ▪ Inability of an individual to take care of themselves (serious mental health concerns or substance abuse) ▪ Erratic behavior that is disruptive to the normal proceedings of the college community.

Incident Reporting Form

To report any instance of concern:

https://cm.maxient.com/reportingform.php?SoutheasternCCIA&layout_id=0

Reports will be followed up by the Vice President of Student Services and Campus Safety & Security.

Concerns Related to Academics

A student grievance can be defined as a complaint arising out of any alleged unauthorized or unjustified act or decision by a member of Southeastern Community College, which in any way adversely affects the status, rights, or privileges of any student. Southeastern Community College strongly encourages accurate and prompt reporting of any academic concerns. Please contact your instructor, Program Director or Dean of Health Professions. Within five (5) days of the receipt of the complaint, an attempt shall be made to resolve the problem through a review of the complaint and informal discussion among all parties involved. If the complaint is not satisfied with the informal resolution, additional steps may be taken including filing a formal report:

Academic Concern Form

To report any instance of academic concern:

https://cm.maxient.com/reportingform.php?SoutheasternCCIA&layout_id=2

Reports will be followed up by the Vice President of Academic Affairs.

The Southeastern Community College Radiologic Technology program is working on accreditation by the JRCERT and adheres to the **Standards for an Accredited Educational Program in Radiologic Sciences**. Using these **Standards**, the goals of accreditation include promoting academic excellence, stimulating programmatic improvement, and protecting the student and the public. A student may read the **Standards** in the above JRCERT section of this handbook or at <http://www.jrcert.org>. In addition, copies of the **Standards** are available in the Program Director's office.

Any and all allegations of program noncompliance to the **Standards** will be given prompt, fair and continued consideration until resolved and must be submitted in writing to the Program Director including name of student (or other individual) filing allegation; specific **Standard** of noncompliance; date(s) and example(s) of when and how the program was noncompliant with the **Standard**; and date of submission of the complaint of non-compliance. The Program Director will immediately notify the JRCERT that a radiography student (or other individual) has submitted a complaint of noncompliance. Within fourteen (14) days, the Program Director will provide a written response to the student (or other individual) and JRCERT indicating how the complaint of noncompliance was resolved. If the program's resolution was not satisfactory, the student (or other individual) may next choose to contact JRCERT. The Program Director will retain a record of all complaints and resolutions of alleged noncompliance.

Section II – Program Overview

PROGRAM ADMINISTRATION

Kristi Schroeder, MSN, RN

Dean of Health Professions

Office: 319-208-5100 Cell: 319-561-1067 Email: kschroeder@scciowa.edu

Laura Rider, MSRS, RT (R) (CT)

Radiologic Technology Instructor/ Program Director

Office: 319-208-5307 Cell: 319-768-8584 Email: lrider@scciowa.edu

Jennifer Rehm, MHA, RT (R) (CT)

Radiologic Technology Program Instructor/ Clinical Coordinator

Office: 319-208-5308 Cell: 319-470-8991 Email: jrehm@scciowa.edu

CLINICAL PRECEPTORS

Heather Avery, RT (R)

Family Medicine

Department Number: 319-768-1771

Jake Stewart, RT (R)

SEIRMC West Burlington Campus

Department Number: 319-768-4880

Kenzie Harper, RT (R)(M)

Keokuk Clinic

Department Number: 319-768-1487

Brooke Vancil, RT (R)(CT)(M)

SEIRMC Fort Madison Campus

Department Number: 319-376-2040

Carolee Benz, RT (R)(CT)(M)

Henry County Health Center

Department Number: 319-385-6158

Danielle Schmitz, RT (R)

Steindler Orthopedic Clinic

Department Number: 319-338-3606

Jennifer Parrott, RT (R)

SEIRMC West Burlington Campus

Department Number: 319-768-4880

ADVISORY COUNCIL

The Radiologic Technology Program has invited representatives from the community, to guide and assist in program matters; these volunteer representatives comprise our advisory council. The council meets twice annually to assist the program and sponsoring institutional personnel in reviewing and evaluating any changes to any educational goals, program outcomes, instructional effectiveness, and programs response to change. The communities of interest that are served by the program must include, but are not limited to, students, graduates, faculty, college administration, clinical affiliates and other medical imaging professionals. Eventually, the program will have at least one student representative from each class serve on this council representing the views of fellow, current students.

PROGRAM MISSION AND LEARNING OBJECTIVES

Mission Statement

The mission of the Southeastern Community College Radiologic Technology program is to provide comprehensive didactic and hospital-based clinical instruction that prepares students to be knowledgeable and skilled members of the healthcare

team as radiographers and prepares students to successfully complete the American Registry of Radiologic Technologists certification examination in radiography.

Program Learning Objectives

Students will display mastery of the following objectives upon successful completion of the Radiologic Technology Program:

1. Students will display clinical competency
 - a. High-quality patient care
 - b. Proper anatomic positioning
 - c. Proper radiographic techniques
 - d. Proper radiation safety for patients, staff members and self
 - e. Manipulation of various types of radiographic equipment

2. Students will display critical thinking skills
 - a. Adaptations for non-routine exams
 - b. Knowledgeable image analysis
 - c. Application of didactic knowledge to clinical practice

3. Students will display professional communication and interpersonal skills
 - a. Written, verbal and non-verbal communication
 - b. Professional behavior in the clinical setting
 - c. Application of ethical and legal practices
 - d. Multi-demographic and cultural competency

CURRICULUM AND SCHEDULE

Fall Semester – First Year

Students attend core didactic and laboratory classes on Monday, Wednesday and Friday, and attend clinicals on Tuesday and Thursday of each week.

BIO-168 HUMAN ANATOMY & PHYSIOLOGY I

Lecture: 3 Lab: 2 Credit: 4

Description: The first of a two-semester sequence providing a comprehensive study of the anatomy and physiology of the human body for college transfer and/or allied health pre-requisites. Topics include body organizations; homeostasis; cytology; histology; and the integumentary, skeletal, muscular, nervous systems, and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. Laboratory component includes anatomical studies using microscopy and dissection of selected organisms as well as the study of physiological concepts via experimentation. It is highly recommended that a student completes this series (BIO-168 and BIO-173 at SCC in order to maintain transferability to four-year institutions.

HSC-114 MEDICAL TERMINOLOGY

Lecture: 3 Lab: 0 Credit: 3

Description: This course is designed to study the basic language related to medical science with emphasis on word analysis, construction, definitions, pronunciations, spelling and standard abbreviations.

RAD-101 RADIOGRAPHIC PATIENT CARE

Lecture: 2.5 Lab: 0.5 Credit: 3 (2.5 contact hours of lecture and 1 contact hour of lab/week)

Description: This course will introduce the student to radiologic technology and the evolution of radiography film to

the digital imaging technology of today. The student will learn about the hospital and clinical setting, medical specialties, and the role of the radiographer on the health care team. The student will gain the knowledge necessary to provide safe patient care to include the following topics: legal and ethical issues in medicine, professionalism, communication skills, medical terminology, patient histories, pharmacology, valuing diversity, soft skills, body mechanics, patient transfer methods, standard precautions, radiation safety and radiography as a profession.

RAD-120 RADIOGRAPHIC PROCEDURES I

Lecture: 2.5 **Lab:** 0.5 **Credit:** 3 (2.5 contact hours of lecture and 1 contact hour of lab/week)

Description: This course introduces the first semester student to patient positioning and procedures performed in the radiology department. Procedures to be studied and simulated in the energized laboratory are chest, abdomen and the distal upper extremity. Each procedure includes anatomy review, procedural guidelines, projections, and image evaluation.

RAD-322 IMAGING I

Lecture: 3 **Lab:** 0 **Credit:** 3 (4 contact hours of lecture/week)

Description: This course is designed with the intent to prepare students to be able to understand how an x-ray beam is produced, the different types of equipment and how they function, and the principles behind x-ray generation.

RAD-206 CLINICAL EDUCATION I

Lecture: 0 **Lab:** 0 **Clinical:** 6 **Credit:** 2

Description: This course is designed to meet the practical hands-on experience that will accompany the lecture and lab components of the curriculum. Clinical experiences will be scheduled in clinics or hospital settings appropriate to the beginning student. Students will have the opportunity to apply basic patient care skills and general knowledge of radiology.

Spring Semester – First Year

Students attend core didactic and laboratory classes on Monday, Wednesday and Friday, and attend clinicals on Tuesday and Thursday of each week.

BIO-173 HUMAN ANATOMY & PHYSIOLOGY II

Lecture: 3 **Lab:** 2 **Credit:** 4

The second of a two-semester sequence continuing the comprehensive study of the anatomy and physiology of the human body for college transfer and/or allied health pre-requisites. Includes the study of endocrine, cardiovascular, lymphatic/immune, respiratory, digestive, urinary and reproductive systems. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. Laboratory component includes anatomical studies using microscopy and dissection of selected organisms as well as the study of physiological concepts via experimentation. Pre-requisite: BIO-168 with a minimum grade of C.

RAD-890 QUALITY ASSURANCE

Lecture: 1 Lab: 0 Credit: 1 (1 contact hour of lecture/week)

Description: This course is designed to make sure the radiography student is able to recognize the correct technique settings as well as making sure all equipment is functioning correctly. Each piece of the equipment's standard numbers will be discussed as well as how to know if a piece of radiographic equipment is functioning correctly and within exact specifications.

RAD-143 RADIOGRAPHIC PROCEDURES II

Lecture: 4 Lab: 1 Credit: 5 (4 contact hours of lecture and 2 contact hours of lab/week)

Description: This course is a continuation of RAD-120 Radiographic Procedures I. This course will continue to introduce the student to patient positioning and procedures performed in the radiology department. Procedures to be studied and simulated in the energized laboratory, are proximal upper extremity, shoulder, lower extremity, urinary system, digestive system, pelvis, and bony thorax. Each procedure includes anatomy review, procedural guidelines, and image evaluation.

RAD-360 IMAGING II

Lecture: 2 Lab: 1 Credit: 3 (2.5 contact hours of lecture and 1 contact hour of lab/week)

Description: This course is a continuation of Imaging I and is designed with the intent to prepare students to be able to understand how an x-ray beam is produced, the different types of equipment and how they function, and principles behind x-ray generation.

RAD-240 CLINICAL EDUCATION II

Lecture: 0 Lab: 0 Clinical: 15 Credit: 5

Description: This course is a continuation of Clinical Education I. Students will continue to perform radiographic procedures with indirect supervision on those exams where competency has been achieved. Emphasis will be placed on those procedures learned in Radiographic Procedures I and II. Image critique will be integrated throughout the course. Students will meet requirements and competencies in the areas specified in the clinical procedure manual.

Summer Semester – First Year

Students attend core didactic and laboratory classes on Monday, Wednesday and Friday, and attend clinicals on Tuesday and Thursday of each week.

RAD-183 SPECIAL PROCEDURES

Lecture: 2 Lab: 1 Credit: 3 (4 contact hours of lecture and 4 contact hour of lab/week)

Description: This course is an integrated study of detailed anatomy, physiology, and radiographic procedures including the use of special equipment. Special emphasis is placed on the radiographic procedures related to the circulatory and nervous systems. The scientific principles and uses of the computerized tomography (CT), digital angiography, magnetic resonance imaging (MRI), ultrasonography, and nuclear medicine are discussed. Students will apply these principles during their clinical practicum and special rotations. Preparation, precautions, and administration of contrast media will be explored.

RAD-260 CLINICAL EDUCATION III

Lecture: 0 Lab: 0 Clinical: 9 Credit: 3X2

Description: This course is designed to meet the practical and hands on experience that will accompany the lecture and labs a student will receive. Required shifts will take place in the hospital or clinic setting with emphasis on the ability to adapt to different clinical situations. This course is also designed for the student to apply patient care and general knowledge of a radiology department.

Fall Semester – Second Year

Students attend core didactic and laboratory classes on Tuesday and Thursday, and attend clinicals on Monday, Wednesday and Friday of each week.

ENG-105 - COMPOSITION I

Lecture: 3 Lab: 0 Credit: 3

Description: A study of the principles of writing. Emphasis on rhetoric, mechanics, and development of expository patterns: narration, description illustration, comparison/contrast, classification, process, and cause/effect. Required for AA and AS Degrees. Prerequisites: Mandatory COMPASS, ACT or ACCUPLACER® test score and mandatory eWrite or WritePlacer score (per SCC Writing Scores & Mandatory Course Placement Chart), or a C- or above in ENG-061, College Preparatory Writing II. No waivers.

RAD-162 RADIOGRAPHIC PROCEDURES III

Lecture: 3 Lab: 0 Credit: 3 (4 contact hours/week)

Description: This course is a continuation of RAD 143 Radiographic Procedures II. This course will continue to introduce the student to patient positioning and procedures performed in the radiology department. Procedures to be studied and simulated in the energized laboratory are the cervical, thoracic, and lumbar vertebrae, as well as the skull, sinuses, and facial bones. Each procedure includes anatomy review, procedural guidelines, projections, and image evaluation.

RAD-850 RADIATION PROTECTION AND BIOLOGY

Lecture: 3 Lab: 0 Credit: 3 (4 contact hours/week)

Description: This course explores the history and biological effects of ionizing radiation and different methods of radiation measurement, detection, protection, and safety.

RAD-762 COMPUTER AND DIGITAL RADIOGRAPHY CRITIQUE I

Lecture: 2 Lab: 0 Credit: 2 (2 contact hours/week)

Description: This course provides a basis for analyzing radiographic images. Included are the optimal imaging standards, discussion of problem-solving techniques for image evaluation, and the factors that effect image quality. Concepts related to disease and etiological considerations with emphasis on radiographic appearance of disease and impact on exposure factor selection will be introduced.

RAD-505 CLINICAL EDUCATION IV

Lecture: 0 Lab: 0 Clinical: 15 Credit: 5

Description: This course is designed to meet the practical and hands on experience that accompany lecture and labs a student will receive. Required shifts will take place in the hospital or clinic setting with emphasis on the ability to adapt to different clinical situations. This course is also designed for the student to apply patient care and general knowledge of the radiology department.

Spring Semester – Second Year

Students attend core didactic and laboratory classes on Tuesday and Thursday, and attend clinicals on Monday, Wednesday and Friday of each week.

PSY-111 - INTRODUCTION TO PSYCHOLOGY

Lecture: 3 Lab: 0 Credit: 3

Description: A basic course in the understanding of behavior, designed to give the student a scientific background in the fundamental problems and techniques covered in the field of psychology.

SOC-110 - INTRO TO SOCIOLOGY

Lecture: 3 Lab: 0 Credit: 3

Description: An analysis of social organization (or the social order). This course deals with the nature of sociology as a science, the original nature of man, the socialization of the individual, the development of groups and group behavior, the nature of culture and culture patterns, the organization of institutions, the nature of social order, the organization of human stratification and examination of major social processes. Special emphasis is placed upon the American cultural patterns.

RAD-791 COMPUTER AND DIGITAL RADIOGRAPHY CRITIQUE II

Lecture: 2 Lab: 0 Credit: 2 (contact hours/week)

Description: This course provides a basis for analyzing radiographic images. Included are the optimal imaging standards, discussion of problem-solving techniques for image evaluation, and the factors that effect image quality. Concepts related to disease and etiological considerations with emphasis on radiographic appearance of disease and impact on exposure factor are continued.

RAD-555 CLINICAL EDUCATION V

Lecture: 0 Lab: 0 Clinical: 12 Credit: 4

Description: This course is a continuation of the Clinical Education courses and designed to meet the practical and hands on experience. Students will continue to perform radiographic procedures with indirect supervision on those exams where competency has been achieved. Required shifts will take place in the hospital or clinic setting with emphasis on the ability to adapt to different clinical situations.

RAD-948 SEMINAR

Lecture: 4 Lab: 0 Credit: 4 (4 contact hours/week)

Description: This course will introduce students to the general format of the boards as well as what is expected of them in each content area. The application criteria and process of becoming eligible for boards will be

reviewed. Students will complete a capstone simulation test evaluating skills they have learned in the program. Test taking strategies and locations of test sites will also be covered.

LEARNING RESOURCES

Aside from lectures, lab and clinical experience, it is expected Radiologic Technology students utilize all learning resources available to them. Students are to purchase all required texts. Textbooks and other course materials are available in the SCC bookstore. It is advised that students retain their textbooks throughout the 22-month program.

The college and public library have extensive collections of medical reference materials and related subjects. Additional texts may be loaned from other libraries upon request. Additional medical imaging texts are available in program faculty offices and the Radiologic Technology classroom for student use.

Students are automatically provided a free email account, access to online courses and a student login to Southeastern Community College's network. Details on obtaining and using these services are available upon admission.

Computers and printers are made available to students in the Radiologic Technology classroom and on both Southeastern Community College's campuses.

Students are also provided access to RadTech Bootcamp and additional online resources through their textbook publishers.

Section III – Admission Information

ADMINISTRATIVE GUIDELINE #312

ADMINISTRATIVE GUIDELINE TYPE: Registration and Admissions Functions

ADMINISTRATIVE GUIDELINE TITLE: Admission Criteria for Radiologic Technology Program

DEPARTMENT RESPONSIBLE: Academic Affairs

I. STATEMENT OF PURPOSE

This guideline outlines the admissions, progression, and graduation criteria for the Radiologic Technology Program.

II. USERS GOVERNED

This guideline applies to credit, degree-seeking students.

III. INTRODUCTION

- A. The following are criteria for admission to the Radiologic Technology Associate Degree Program.
- B. Several elements are detailed herein:
 - 1. Determination of the date of program eligibility for the Radiologic Technology Program.
 - 2. Admission criteria to the Radiologic Technology Program.
 - 3. Review of applications of eligible students for the Radiologic Technology Program.
 - 4. Progression criteria for current Radiologic Technology students requesting to register in successive Radiologic Technology courses.
 - 5. Students applying for re-entry/re-admission to the Radiologic Technology program.
- C. Enrollment in Radiologic Technology is limited by program cap, clinical resources, and faculty availability. The Dean of Health Professions and the Vice President for Academic Affairs will determine a maximum number of accepted students.
- D. Operational Definitions
 - 1. *Re-entry* – students requesting re-entry to the Radiologic Technology program after one attempt at completion.
 - 2. *Attempt* – students who have failed or withdrawn from a Radiologic Technology course(s).
 - 3. *Re-admission* – a student requesting re-admission to the Radiologic Technology program after two attempts at completion.
 - 4. *Program location* – SCC offers the Radiologic Technology program at the Southeast Iowa Regional Medical Center-West Burlington campus. General education courses may be taken at the SCC West Burlington or Keokuk campus.
 - 5. *Radiologic Technology core courses* – Radiologic Technology courses listed with RAD in the course subject.
 - 6. *Wait list* – a list of eligible students who have met admission criteria who await placement in the Radiologic Technology program.

IV. ELIGIBILITY

- A. Application to the SCC Radiologic Technology program places eligible students, who meet the admission criteria, into the applicant pool.
- B. Eligible students will be admitted to the program from the applicant pool, based on a point system.
- C. A student is considered eligible when all academic requirements are met:
 - 1. Minimum test scores as described in the admission criteria within the last 24 months.
 - 2. Placement test scores completed by March 1st will be given priority.
 - 3. Completion of the required meeting with the Student Success Advocate at the respective campus.

V. ADMISSION CRITERIA

- A. Minimum requirements for admissions are:
 - 1. High school diploma, or equivalency.
 - 2. Students must complete the following standardized tests and attain the minimum scores listed in the grid below:

Program	Next-Gen Accuplacer®	ALEKS®
---------	-------------------------	--------

Radiologic Technology	Reading \geq 248 Writing \geq 260	Math \geq 14
--------------------------	--	----------------

3. Standardized placement scores must be completed within 24 months at the time of review for acceptance.
4. Completion of the required meeting with the Student Success Advocate.
5. A point system will be utilized to evaluate all qualified applicants. Points will be awarded for the following criteria:
 - a. Education points of program specific courses
 - b. GPA on most recent transcript
 - c. Scores received on required standardized tests
 - d. Previous application to the program

How points are awarded:

1. One (1) point will be rewarded for each program specific course passed with a grade of 'C' or higher. Courses applicable: Human Anatomy & Physiology I, Human Anatomy & Physiology II, Medical Terminology, Composition I, Introduction to Psychology, and Introduction to Sociology.
2. Cumulative Grade Point Average (GPA) based on a 4.0 scale, on most recent transcript

Cumulative High School GPA Point Chart

Range	Point(s) Awarded
<1.9	0 – Not Eligible
2.0-2.3	1
2.4-2.7	2
2.8-3.1	3
3.2-3.5	4
3.6-3.9	5
4.0	6

Cumulative Higher Education Institution GPA Point Chart

Range	Point(s) Awarded
<1.9	0 – Not Eligible
2.0-2.3	2
2.4-2.7	4
2.8-3.1	6
3.2-3.5	8
3.6-3.9	10
4.0	12

- GPA from an accredited higher education institution requires at least eight (8) cumulative college credit hours from one

institution in order to be used for the screening process.

3. Scores received on required standardized tests (ACCUPLACER® and ALEKS®)

- ACCUPLACER® and ALEKS® results must be completed within two years prior to the program start semester.

ACCUPLACER® Writing Point Chart

Range	Point(s) Awarded
<259	0
260-264	1
265-269	2
270-274	3
275-279	4
280-284	5
285-289	6
290-294	7
295-299	8
300	9

ACCUPLACER® Reading Point Chart

Range	Point(s) Awarded
<247	0
248-254	1
255-259	2
260-264	3
265-269	4
270-274	5
275-279	6
280-284	7
285-289	8
290-294	9
295-299	10
300	11

ALEKS® Score Point Chart

Range	Point(s) Awarded
0-13	0 – Not Eligible
14-17	1
18-21	2
22-25	3
26-29	4
30-33	5
34-37	6
38-41	7
42-45	8
46-49	9
50-100	10

4. Applicants who met the March 1 deadline the previous year will be awarded one (1) point

Among students who are tied, preference will be given to the student with the earliest date of application.

VI. REVIEW OF ELIGIBLE STUDENTS FOR THE RADIOLOGIC TECHNOLOGY PROGRAM

- Admission of eligible students will occur in April for the next available class. The Radiologic Technology program begins in the fall of each year.
- Accepted students will be notified by mail.
- Accepted students are required to attend the mandatory Radiologic Technology Program orientation to confirm enrollment.
- Accepted students who do not attend the mandatory Radiologic Technology Program orientation will be moved to

the bottom of the wait list.

- E. Accepted students who wish to defer their Radiologic Technology enrollment to the next available start date must notify the Student Success Advocate no later than one week prior to their scheduled start date. If the student does not notify the Student Success Advocate, the student must re-apply and will be given a new date of application to the SCC Radiologic Technology Program.
- F. When the program is filled, eligible students will be placed on a wait list based on the date of application to the SCC Radiologic Technology Program.
- G. Wait-listed students are admitted once they have reached the top of the wait list and there is space available.
- H. Students will be allowed to continue in the Radiologic Technology Program if the following are completed within the first four weeks of the program:
 - 1. Completed Physical Examination Form.
 - 2. Clearance on criminal, dependent adult and child abuse background screening.
 - 3. Current certification in Basic Life Support for Healthcare Providers.
 - 4. Current certification in Mandatory Reporting: Dependent Adult/Child Abuse.
 - 5. Documentation of required immunizations for Healthcare Personnel.

VII. PROGRESSION IN THE RADIOLOGIC TECHNOLOGY PROGRAM TO COMPLETION OF THE ASSOCIATE DEGREE

- A. Students must successfully complete all the course work (both Radiologic Technology core courses and Arts and Sciences courses required) with a grade of "C" (2.0) or higher prior to enrollment in successive Radiologic Technology courses.

VIII. STUDENTS APPLYING FOR RE-ENTRY TO THE RADIOLOGIC TECHNOLOGY PROGRAM

- A. Core Radiologic Technology coursework must be completed within 24 months. Students applying for re-entry must satisfy the following criteria:
 - 1. Students may re-enter once in the Radiologic Technology program one time.
 - 2. Re-entry must be in the following academic year.
 - 3. Students who intend to re-enter the Radiologic Technology program must complete the SCC Radiologic Technology re-entry application form and submit to the Radiologic Technology Program Coordinator by March 1st. The Re-Entry Application Form includes:
 - a. Personal and professional reflection about the factors that interfered with their ability to complete the Radiologic Technology program.
 - b. A plan for academic success in the future, including but not limited to, situations that have changed to enhance success and plans and goals to enhance success in the Radiologic Technology program.
 - 4. Students who are approved for re-entry into the Radiologic Technology program are required to retake the appropriate Radiologic Technology courses and all subsequent core courses and pass with a grade of "C" or higher.
 - 5. Students who have had two unsuccessful attempts may reapply to the Radiologic Technology program in three years from the last date of program attendance.
 - 6. Students requesting re-entry is based on available seats.

XI. STUDENTS APPLYING FOR RE-ADMISSION TO THE RADIOLOGIC TECHNOLOGY PROGRAM

- A. Students with two unsuccessful attempts may apply for re-admission to the program three years after the last date of program attendance.
- B. Transcripts will be evaluated for course expiration at the time the student re-applies to the program. Readmitted students will be required to start at the beginning of the Radiologic Technology program.
- C. Students must meet all criteria outlined in section IV

IOWA CORE PERFORMANCE STANDARDS

For Health Career Programs

Iowa Community Colleges have developed the following Core Performance Standards for all applicants to Health Care Career Programs. These standards are based upon required abilities that are compatible with effective performance in health care careers. Applicants unable to meet the Core Performance Standards are responsible for discussing the possibility of reasonable accommodations with the designated institutional office. Before final admission into a health career program, applicants are responsible for providing medical and other documentation related to any disability and the appropriate accommodations needed to meet the Core Performance Standards. These materials must be submitted in accordance with the institution's ADA Policy.

CAPABILITY	STANDARD	SOME EXAMPLES OF NECESSARY ACTIVITIES (NOT ALL INCLUSIVE)
Cognitive-Perception	The ability to perceive events realistically, to think clearly and rationally, and to function appropriately in routine and stressful situations.	<ul style="list-style-type: none"> Identify changes in patient/client health status Handle multiple priorities in stressful situations
Critical Thinking	Critical thinking ability sufficient for sound clinical judgment.	<ul style="list-style-type: none"> Identify cause-effect relationships in clinical situations Develop plans of care
Interpersonal	Interpersonal abilities sufficient to interact appropriately with individuals, families and groups from a variety of social, emotional, cultural and intellectual backgrounds.	<ul style="list-style-type: none"> Establish rapport with patients/clients and colleagues Demonstrate high degree of patience Manage a variety of patient/client expressions (anger, fear, hostility) in a calm manner
Communication	Communication abilities in English sufficient for appropriate interaction with others in verbal and written form.	<ul style="list-style-type: none"> Read, understand, write and speak English competently Explain treatment procedures Initiate health teaching Document patient/client responses Validate responses/messages with others
Mobility	Ambulatory capability to sufficiently maintain a center of gravity when met with an opposing force as in lifting, supporting, and/or transferring a patient/client.	<ul style="list-style-type: none"> The ability to propel wheelchairs, stretchers, etc., alone or with assistance as available
Motor Skills	Gross and fine motor abilities to provide safe and effective care and documentation.	<ul style="list-style-type: none"> Position patients/clients Reach, manipulate, and operate equipment, instruments and supplies Electronic documentation/keyboarding Lift, carry, push and pull Perform CPR
Hearing	Auditory ability to monitor and assess, or document health needs.	<ul style="list-style-type: none"> Hears monitor alarms, emergency signals, auscultatory sounds, cries for help Hears telephone interactions/dictation
Visual	Visual ability sufficient for observation and assessment necessary in patient/client care, accurate color discrimination.	<ul style="list-style-type: none"> Observes patient/client responses Discriminates color changes Accurately reads measurement on patient/client related equipment
Tactile	Tactile ability sufficient for physical assessment, inclusive of size, shape, temperature and texture.	<ul style="list-style-type: none"> Performs palpation Performs functions of physical examination and/or those related to therapeutic intervention, e.g. insertion of a catheter
Activity Tolerance	The ability to tolerate lengthy periods of physical activity.	<ul style="list-style-type: none"> Move quickly and/or continuously Tolerate long periods of standing and/or sitting
Environmental	Ability to tolerate environmental stressors.	<ul style="list-style-type: none"> Adapt to rotating shifts Work with chemicals and detergents Tolerate exposure to fumes and odors Work in areas that are close and crowded Work in areas of potential physical violence

ESSENTIAL FUNCTIONS GUIDELINES

The following essential functions have been identified as necessary abilities for participation in the Health Professions

programs at Southeastern Community College.

1. Must be able to maintain balance from any position.
2. Must be able to lift at least 40 pounds.
3. Must be able to hear high and low frequency sounds produced by the body and environment. (Example: heart sounds, telephone, and transcribing).
4. Must be able to visibly detect changes in or around patients.
5. Must be able to feel body changes and vibrations. (Example: palpate pulse and veins).
6. Must be able to smell body and environmental odors. (Example: electrical equipment burning or infected wounds).
7. Must be able to coordinate eye and hand movements. (Example: releasing a blood pressure cuff valve while observing the blood pressure gauge and word processing).
8. Must be able to coordinate fine and gross motor movements with hands. (Example: able to give injections).
9. Must be able to see different color spectrums. (Example: bright red drainage as opposed to serous drainage).
10. Must be able to comprehend readings and write legibly when documenting notes on patients' records.
11. Must be able to send familiar message(s) to the receiver and interpret the feedback appropriately. (Example: receiving telephone orders from a physician or obtaining history from a patient).
12. Must be able to correctly perform mathematical computations.
13. Must be able to demonstrate a mentally healthy attitude which is age-appropriate and congruent with the local and cultural norms.
14. Must be able to input/output data using the computer.
15. Must be able to perform all aspects of cardiopulmonary resuscitation (CPR).
16. Must be able to move quickly throughout the clinical site.

The instructor reserves the right to amend and augment this listing if, in their professional judgment, the safety of the student or of others in the instructional setting is in jeopardy.

Every effort is made to create a learning environment similar to the actual workplace. However, Southeastern Community College cannot predict the essential functions as identified by various employers. The skills identified on these essential functions form is those which the program feels are necessary for participation in the program. No representation regarding industry standard is implied.

Section IV – Program Policies and Procedures

ETHICAL AND PROFESSIONAL CONDUCT

Southeastern Community College Health Professions program faculty and staff expects students to comply with standards of ethical and professional conduct. Enrollment of a student in the Health Professions programs constitutes student agreement to comply with the standards. All members of this academic community are responsible for the academic and professional integrity of the program. Students must demonstrate such integrity at all times in completing classroom assignments, in taking examinations, in performing patient obligations and in dealing with others. It is also the responsibility of students to

report acts of academic dishonesty and professional misconduct to faculty or to school administration.

Ethical and professional conduct means that the student will demonstrate the following:

1. Is truthful.
2. Keep commitments with patients, families, instructors and colleagues.
3. Demonstrates respect for the dignity and rights of others regardless of race, religion, sex, age or nationality.
4. Assumes responsibility for actively participating in the learning process for self.
5. Requests supervision/guidance appropriately.
6. Adheres to policies and procedures of cooperating agencies.
7. Adheres to SCC policies and procedures.
8. Uses principles of safe practice when caring for patients.
9. Demonstrates preparedness for assignments.
10. Demonstrates attempts to alter behavior based on constructive feedback.
11. Maintains confidentiality.

ARRT Code of Ethics

The American Society of Radiologic Technologists has developed their own *Standards of Ethics* which all technologists must adhere to. Radiologic Technology students are expected to adhere to these *Standards* as well. The Code of Ethics is the first section of the *Standards*, and is as follows:

1. The Registered Technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The Registered Technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of humankind.
3. The Registered Technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.
4. The Registered Technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The Registered Technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient. ARRT © September 2023 Standards of Ethics
6. The Registered Technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The Registered Technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.
8. Registered Technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The Registered Technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The Registered Technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.
11. The Registered Technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

DISCIPLINARY POLICY

1. General Policy. Certain behaviors, academic and non-academic, are considered unacceptable by the Health Career Programs and are grounds for disciplinary action.
2. Forms of Disciplinary Action. There are four general forms of disciplinary action: written warning, disciplinary probation, suspension, and termination. However, these forms of disciplinary action may be imposed in combination and special conditions may be imposed in addition to them. For a relatively minor offense, a student shall receive a written warning for the first offense, a disciplinary probation for the second offense, suspension on the third offense and termination on the fourth offense. Students should be aware, however, that some behaviors are so unacceptable as to warrant immediate disciplinary probation, suspension or termination.
3. Grounds for Disciplinary Action. The Health Career Programs have determined that the following inappropriate behaviors are grounds for disciplinary action. This is not an inclusive list of inappropriate behavior and is intended *only as a guideline*. Additionally, the consequences imposed for inappropriate behavior shall be at the discretion of the administration. Disciplinary action will be decided on a case by case basis.
 - A. Written Warning
 1. Insubordination
 2. Unsafe clinical practice
 3. Any violation of the Ethical and Professional Conduct Policy
 4. Unsafe action in the classroom
 5. Use of tobacco products in unauthorized areas
 6. Unauthorized possession or use of property belonging to Southeastern Community College, clinical education/field settings, clients, employees or peers
 7. Continued poor grooming or poor hygiene
 - B. Disciplinary Probation
 1. Cheating
 2. Plagiarism
 3. Falsifying reports
 4. Falsifying records
 5. Breach of confidentiality
 6. Any repeated behavior for which a written warning was previously issued
 7. Unsafe clinical/field practice
 8. Unsafe action in the school/classroom
 9. Unjust or unprofessional gossip, criticism or discourtesy, which contributes toward reducing morale of peers
 10. Unjust or unprofessional gossip, criticism or discourtesy, which affects clients, visitors, peers or educators (including guest speakers)
 - C. Suspension
 1. Chemical or emotional impairment
 2. Unsafe clinical/field practice
 3. Any inappropriate behavior during or following disciplinary probation
 4. Fighting or attempting bodily injury to anyone on school or clinical premises
 5. Use of abusive or threatening language
 6. Unsafe action in the school, classroom or clinical education sites
 7. Unauthorized removal of property belonging to SCC, clinical/field education sites, clients, families, employees or peers
 8. Willfully damaging, destroying, defacing or wasting property or supplies of SCC, clinical education sites, clients, families, employees or peers
 9. Sexual harassment of clients, visitors, families, employees or peers

D. Termination

1. Unlawful possession, use, or distribution of narcotics or other controlled substances
2. Unlawful possession, use or distribution of alcohol on SCC premises or at school activities
3. Abuse of clients
4. Conviction of any crime involving illegal drugs, child or elder abuse, or other actions incompatible with professional practice
5. Unauthorized possession of firearms, explosives or other weapons
6. Repeated violation of Rules or Polices of SCC
7. Any repeated behavior during or following suspension
8. Willfully submitting false information or willfully withholding information for the purpose of obtaining or maintaining enrollment
9. Conviction of a felony while enrolled

4. Documentation and Reporting

- A. Written Warning: A written warning shall include a description of the unacceptable behavior, a delineation of acceptable behaviors for similar situations and an explanation of the consequences should the unacceptable behavior occur again. Any member of the Health Career Faculty may issue a written warning. The student shall receive a copy of the written warning using the appropriate form and forwarding the written warning to the Radiologic Technology Program Coordinator. This form will be placed in the student's file. Upon graduation, the written warning shall be removed from the student's file.
 - B. Disciplinary Probation: Disciplinary probation is a written agreement between the Administration and the student. It specifies the unacceptable behavior(s) or type(s) of behavior, explicitly delineates behavior necessary in order to continue in the program and the consequences should the student fail to comply. The student, Administration, and a witness shall sign this written agreement. A copy of the agreement shall be delivered to each party and the original Disciplinary Probation agreement shall be placed in the student's file. The agreement shall be removed from the student's file upon graduation.
 - C. Suspension: Suspension is the temporary dismissal of a student from nursing (or other) coursework and/or clinical activities. No credit will be given for missed coursework even if this results in failure of the course. It is also possible that suspension could result in an inability to complete the course unless it is repeated at a later time. A statement from Administration regarding the grounds for suspension shall be written on the suspension form and shall be placed in the student's file. The suspension statement will be removed from the student's file upon graduation. Following suspension and upon satisfactory completion of any requirements or conditions imposed, the student may continue in the program. However, readmission will be contingent on completion of prerequisite requirements and space availability in the course desired.
 - D. Termination: Termination is the immediate and permanent dismissal of a student from the program. A terminated student shall not be permitted to complete current course objectives, to continue to the next specified course or to finish the program. A statement by Administration regarding the grounds for the termination shall be documented and placed in the student's permanent record. A terminated student shall complete an exit interview with Administration. The student, to complete business transactions with SCC, will complete a student withdrawal slip from the college.
5. Faculty Documentation: In the event that special evaluation of a student is required, the instructor must provide verbal and written feedback. The student must sign the evaluation to confirm that the evaluation has been read. The student may make comment on the written evaluation. The student must be informed the evaluation becomes a part of the student file. Date any contracts with the student regarding the situation under question and, if appropriate, give written follow-up outlining the action to be taken.
 6. Imposition of Disciplinary Action. Any member of the Health Career Faculty may issue a written warning to any student. Disciplinary probation, suspension or termination shall be imposed at the discretion of Administration and is subject to any rights of appeal.
 7. Disciplinary Investigation and Determination. Preceding imposition of any disciplinary action other than a written

warning, the student shall be notified of the problem by Health Career Faculty or by Administration. The student shall meet with Administration and shall have an opportunity to respond to any accusations. Administration shall investigate the accusations and request input from appropriate parties. Administration shall determine the form of disciplinary action. The student shall be informed in person by Administration of the determination, the reasons warranting the action and the conditions, if any, under which the student will be allowed to proceed with the program.

8. Referral for Treatment. In conjunction with disciplinary action, administration may require that the student be examined for chemical dependency or some other physical or mental impairment. Related requirements, which may be imposed upon the student, may include:
 - A. Health evaluation
 - B. Completion of any treatment/rehabilitation recommendation
 - C. Signed release of information by the student to SCC Health Career Director or designee.

As appropriate, the student shall be removed from clinical/field activities during evaluation and/or treatment periods. The student's participation in or completion of a treatment or rehabilitation program alone shall not qualify the student for reinstatement to clinical or classroom activities or to the program. The student's continuation in the program depends entirely upon the severity of the infraction for which disciplinary action is imposed and the student's compliance with that disciplinary action.

Health Professions program students maintain the right to appeal decisions which are guided by this policy through the Judicial Codes and Appeals process of Southeastern Community College.

Conference Reporting

A Conference Report should be completed any time that an instructor meets with a student regarding a concern (i.e. grades, study habits, attendance, clinical/practicum or classroom behaviors, communication problems). The Conference Report is completed indicating the reason for the conference, documentation to support the concern and recommendations to resolve the concern. If appropriate, the final date to withdraw is included on the conference report.

The student must sign the Conference Report to indicate that it was read. If the student refuses to sign the report, the person completing the forms should indicate the reason for the student's failure to sign and sign his/her name and date by the reason. Signing the Conference Report does not imply agreement with what is written. The student should always be offered the opportunity to respond to the conference with a written statement on the form. The student will receive a copy of the Conference Report and the hardcopy is placed in the student's file.

GRADING POLICY

Transcript Grades

The following system is used by instructors to report theory grades to students for recording on transcripts:

GRADE	DEFINITION	GRADE POINT
A	Excellent	4
B	Above Average	3
C	Average	2
D	Below Average	1
F	Failure	0

Please refer to the section on academic standards in the SCC Credit Course catalog.

Radiologic Technology Course Grades

The competency-based level of achievement in the Radiologic Technology Program is graded as follows:

GRADE	PERCENTAGE	COMMENT
A	93 - 100%	
B	85 - 92.99%	
C	78 - 84.99%	78% Required to Pass Course
D	70 - 77.99%	
F	0 – 69.99%	

The final grade in each didactic course will be determined by scores received on assignments, projects, quizzes, and tests. Points may not be awarded for classroom or clinical attendance; however, points may be awarded for participation in classroom activities. Each course syllabus will outline point distribution. A syllabus will be provided to students on the first day of each RAD course and the Simple Syllabus can also be found in each course's Canvas shell. Grade criteria may not be changed during the course.

Students may check their current grade on Canvas and may schedule conferences to discuss grades, progress, and concerns with the course instructor or Program Director at any time. Students are expected to take the initiative in scheduling conferences when grades are below average. Instructors submit grades through Canvas at midterm and at the end of the term. Students will receive a written warning at mid-term if their grade is at or below 78%. Students must successfully complete all the course work (both Radiologic Technology core courses and Arts and Sciences courses required) with a grade of "C" (2.0) or higher prior to enrollment in successive Radiologic Technology courses.

Students who wish to withdraw from the program are required to obtain appropriate papers and meet with the Program Director. Withdrawal forms completed and processed two weeks prior the final date of the term insures that the student does not receive grades of "F" for all of the courses they were enrolled in at the time of withdrawal.

TESTING POLICIES AND PROCEDURES

Tests will be given throughout each course. Each instructor will determine the dates and content of the tests. The following guidelines are intended to provide helpful information to testers. These guidelines have important benefits for all involved in the testing process with the purpose of promoting high quality testing operations and uphold ethical practices. Some tests will have specific time limits, so students should maintain a reasonable pace and carefully read and consider each question before answering. The goal is to properly prepare students for the ARRT national registry examination.

Testing Procedures

1. All examinations are proctored.
2. Seating
 - A. Seating will be arranged to limit the view of other examinees tests and to facilitate proctoring
 - B. Seating arrangements may be changed at the discretion of the instructor
3. Personal belongings
 - A. Students will not be allowed to sit for the exam until all personal belongings are stowed in the designated area
 - B. No hats, coats, scarves or gloves will be allowed on chairs or tabletops at the testing station or desk
 - C. Books, bags, purses, paper, etc. and all other materials will all be stowed in the area designated by the instructor
 - D. All electronic devices are required to be off/muted and stowed in the designated area
4. Students are not allowed to wear any head gear or large accessories. (No caps, hats, hoodies or scarves). Provisions will be made for specific religious/cultural apparel.
5. Large jewelry, watches, and/or or accessories will not be allowed during testing
6. Sunglasses may not be worn during the testing session

7. Ear plugs or headphones may be used with instructor approval
8. Body language/appearance/visibility
 - A. Students are to be aware of their body language and to sit up straight and face forward
 - B. Feet are to be kept on the floor at all times
 - C. Shoes are to remain on during testing
 - D. Hands are to be visible at all times
9. Testing area cleanliness
 - A. Testing stations or desktops must be completely clear
 - B. No food or drinks are permitted during the testing session
 - C. No gum chewing is permitted
10. Students may use personal calculators that have been approved by the instructor. Students may also use the Canvas on screen calculator for the mock board computer-based tests. Calculators on phones or watches may not be used.
11. Scratch paper
 - A. Students will be issued scratch paper by the instructor for mock board examinations
 - B. No writing on the scratch paper may be done until the exam officially begins
 - C. Your name must be written on the scratch paper and submitted at exam completion
 - D. Scratch paper will be collected at the end of the examination. Responses written on scratch paper are not valid answers and must be entered on the exam.
12. Mock board testing sessions are timed – Additional time will be not be allocated beyond the scheduled testing session. Item response time should be approximately 1.5 minutes per question.
13. No content related questions may be asked during the testing session.
14. Students are to leave the testing session quietly once the test is complete and re-enter when class resumes or as indicated. OR To minimize distractions for students who are testing, you are asked to sit quietly after submitting the completed test. If you choose to leave the room at the completion of the test, do not re-enter the classroom until all students have completed testing.

Paper-Based Testing (PBT)

Paper-based tests will primarily be used throughout the course of the program. A Scantron answer form is needed for paper-based testing. One Scantron may be on the testing surface during the testing session.

When Scantrons are utilized for test responses the Scantron is the prevailing document. Only answers on the Scantron will be accepted. Answers written on the test but not transferred to the Scantron are invalid.

Computer-Based Testing (CBT)

Computer-based tests will be used for mock board examinations. During computerized testing a student may not log on to another site or open another screen during the examination. Honorlock on Canvas secures the exam. Printing is not permitted during the testing session. When the test is complete you are required to submit the exam, log off of Canvas and Hawknet and fully log off the computer.

Test Integrity

If the testing guidelines are not followed or the student is suspected of cheating or tampering with PBT or CBT or engaging in any irregular or unusual behavior the student will be required to surrender their test and any suspected test preparation or study materials. This will result in a “zero” for that exam. Further disciplinary action will be taken if cheating is confirmed.

Special Circumstances

Students absent on a test date will have to coordinated a make-up time with the course instructor. Make-up tests may not be taken during scheduled class, lab or clinical time. The exam may be proctored in a secure testing environment at the discretion of the faculty. A proctored exam may include the use of electronic surveillance methods. Tests that are required to be taken at a testing center and are not, will result in a “zero” for that exam.

Test Reviews

Test reviews are considered a privilege and will be conducted at scheduled times at the discretion of the instructor. Tests and test results are the property of the college and will be handled with test integrity and security best practices. Test reviews are designed for developing critical thinking opportunities. Students are to refrain from discussing the exam content with peers until the exam review where questions and concerns can be addressed. Inquiries from Radiologic Technology students are to be professional in nature. No test reviews will be conducted on final examinations. Students having questions regarding previous tests should contact the course instructor.

Posting of Test Results

Instructors will not post official grades on Canvas until all tests have been reviewed.

Written Exam Remediation

Should a student fail to demonstrate the minimal level of knowledge on an exam (<78% score) they must complete a Written Exam Remediation. The course instructor will review the completed document and determine if the student has met the minimal level of knowledge covered on the exam. This document must be completed within one week (unless otherwise specified) and will be kept by the course instructor with other course materials. The student must also meet with the course instructor to discuss their completed remediation.

The original exam score will remain as the recorded grade with no additional points for completing the Written Exam Remediation. The student will be able to use any course materials and resources to complete the remediation. It is not permitted to work with other students to complete the remediation.

If the student does not complete this activity within the required date, they will not be allowed to take the next exam and will be required to meet with the course instructor and Program Director regarding progressing in the program.

In addition, for all Radiographic Procedures courses, the Written Exam Remediation must be completed before a student can attempt a competency on any exams covered in the chapter in which the student scored (<78%) on the exam.

ATTENDANCE POLICY-RADIOLOGIC TECHNOLOGY PROGRAM

Overview

Attendance in class, lab, and practicum is essential to complete required course objectives and to achieve success in the radiography profession. The SCC Radiologic Technology Program has established an attendance policy that will help facilitate the learning of required knowledge and technical skills. The hours planned and delivered for each course are required to meet program learning objectives.

Attendance is the responsibility of the student and thus a matter of professional accountability. Students are expected to be on time and attend all scheduled learning activities. Students are held accountable for all related materials. Students are required to have a plan in place to assure that attendance and participation is a priority. Attendance is recorded daily in the Canvas Learning Management System.

Program Expectations

CLASSROOM

Students are expected to arrive on time for every class for which they are scheduled. Excessive tardiness may hinder the student from completing course objectives. A student who does not satisfactorily complete the objectives for a radiography course will not progress within the program. All personal and individual appointments (e.g., physician, dentist, etc.) should be scheduled at times other than during assigned radiography experiences, including class, lab, and clinical.

If an absence occurs, the student must notify the course instructor(s) at least one hour prior to the beginning of the scheduled class session. The instructor must be notified by email and is the required written document which becomes part of the student's academic record.

The student is also responsible for initiating contact with the instructor about missed course work, assignments, or examinations. The scheduling of a missed examination is at the discretion of the instructor and based upon the available testing center resources, if applicable.

Refer to the course syllabus for additional information regarding missed or late assignments and/or tests.

LAB

Students are expected to arrive on time for every lab for which they are scheduled.

If an absence occurs, the student must notify the course instructor at least one hour prior to the beginning of the scheduled lab session. The instructor must be notified by email and is the required written document which becomes part of the student's academic record.

The student is also responsible for initiating contact with the instructor and clinical coordinator about missed lab course work, skills practice and/or skills competencies as attendance and participation in skills labs is mandatory. The rescheduling of a lab is at the discretion of the course instructor. *Skills not practiced/performed in lab may not be performed in practicum.* Competency is required for clinical safety and satisfactory passing of the course.

CLINICAL

See specific clinical attendance policy and procedures in Section V of this handbook.

Procedures

The program acknowledges that emergency situations can occur. On occasion, a student may miss because of an unavoidable or extenuating circumstance such as personal illness or injury, death in the immediate family, court appointed dates, and military service. Such occurrences require written documentation or official orders. Absences, even for illness, may result in a student's inability to meet course learning objectives and pass a course. Tardiness is defined as arriving after the designated start time for class/lab/clinical. **All missed days and incidents of tardiness are considered occurrences.**

First occurrence: documentation of occurrence: verbal warning.

Second occurrence: documentation of occurrence: written warning.

Third occurrence: documentation of occurrence: advancement of the disciplinary policy to disciplinary probation.

Fourth occurrence: documentation of occurrence: advancement of the disciplinary to suspension. Suspension may result in the inability to complete the course. Refer to the Disciplinary Policy.

The Disciplinary Process will be also be initiated for those students with a failure to notify (no call/no show) which is considered an occurrence.

A student who is absent for health reasons may be required to provide a written release from their health care provider prior to returning to clinical.

For pregnancy related needs, Title IX guidelines are followed.

Individual situations with extenuating circumstances and/or disabilities will be reviewed by the Radiologic Technology Program Director, Radiologic Technology Clinical Coordinator, Dean of Health Professions, and Student Success Advocate/Disability Coordinator on a case-by-case basis.

Working While Enrolled in the Radiologic Technology Program

The Radiologic Technology Program recognizes that students may need to work to help support themselves while in school, and places no restrictions on a student's ability to work while enrolled. However, students are strongly cautioned not to

work full-time, over-time, over-night, additional part-time jobs or anything other than minimal involvement. The burden of work on top of studies can be very tiring and stressful. Excess responsibilities will greatly distract from the time needed to attend the program, study, and be successful. Working the night shift prior to class, lab, or clinical is not safe or conducive to learning. Scheduling work around classes becomes more difficult when students begin clinical rotations. Students are scheduled for both day and evening clinicals with an occasional weekend rotation for added experiences. It is impossible for the program to alter clinical assignments to fit the work schedules of students.

UNIFORM POLICY

Due to the Radiologic Technology classroom and lab's location on Southeast Iowa Regional Medical Center's West Burlington campus, students are required to wear uniforms for core didactic courses and clinical. Dress, grooming and personal cleanliness standards contribute to the professional image of the individual, program, and healthcare discipline. Without exception, students are expected to adhere to the dress policy during assigned core didactic and clinical activities. The Program Director, Clinical Coordinator and Clinical Preceptors have the right to interpret appropriate dress in the classroom and clinical areas. Infractions may result in the student's removal from class or clinical for non-compliance with the above stated policies, which may be counted as an absence.

The Radiologic Technology student uniform guidelines are as follows:

Uniforms in our program specific gray color can be purchased from the SCC Bookstore. Lab coats, purchased from the bookstore may also be worn. No pullover sweaters/sweatshirts/zip-up hoodies are allowed. Plain short sleeve and long-sleeved shirts/turtlenecks may be worn under the uniform scrub top if they are black, gray or white. Uniforms must be clean and wrinkle-free. Uniforms must be a comfortable fit to allow complete freedom of motion and posture changes without binding, creeping, or undue exposure. Tight uniforms are not suitable.

Hospital owned scrub pants may be worn **ONLY** when the student is assigned to surgery. If a student's clothes become soiled at clinical, they may change into scrubs for the remainder of the day.

College patch must be affixed to the upper left chest of all uniforms.

Undergarments must not be visible under or showing from the required uniform. Solid white or neutral colored undergarments are suggested.

Shoes must be low-topped white or black leather walking shoes, tennis shoes, or uniform shoes (closed-toe and heel; no colored ties, stripes or insignias).

Socks must be neutral colored. Neutral nylons or white above-the-ankle socks are permitted. Patterned socks are not permitted.

Photo ID denoting a student radiographer status must be worn with the uniform and visible

Dosimeters must be worn at all times at the clinical site at collar-level. Students are not allowed to be at clinicals without their dosimeters. If lost, the program director must be notified immediately and a replacement badge will be ordered at a cost to the student.

Imaging Identification Markers are considered part of the students' uniform must be with them at all times while at clinical. Students will be provided two sets of identification markers prior to the start of the clinical experience. Guidelines and sources for acquiring additional markers will be provided to students.

Personal hygiene is of utmost importance - both for your appearance and protection. Students must be clean and free of body odor including offensive odor permeating from their clothing. Smoking is prohibited on clinical facility grounds and students must ensure that clothing, body and hair do not smell of tobacco.

Perfume, scented lotions, cologne, and aftershave should be used sparingly or not at all. Deodorant is recommended to control body odor.

Hair must be a neutral hue and should be clean, neat, and worn away from the face to maintain sepsis. Hair longer than shoulder length must be tied back at all times for the safety of the student and patient. Beards and mustaches must be trimmed, neat, and clean. Fashion or sports hats are not allowed during clinical, as well as distracting hair adornment.

Mouthwash and breath freshener/mints are recommended to control mouth odor, cigarette breath, or halitosis. Gum chewing is not permitted.

Makeup should be used in moderation.

Tattoos should not be visible.

Natural finger nails must be kept short (i.e. not extending beyond the tips of the fingers) and clean. Polished nails, artificial nails and nail tips (including gel and shellac) are not allowed.

Jewelry is not to be worn in excess. One pair of small, simple earrings (one per lobe) may be worn at student's own risk. A necklace may be worn if kept under the uniform. Watches, engagement rings and wedding rings may be worn as long as they do not interfere with patient care or equipment manipulation. Lanyards are also not recommended.

Visible body piercing jewelry (rings, bars or studs in nose, tongue, lips, eyebrows, etc.) is not allowed.

Gloves should be worn when working with blood and body fluids; standard precautions should be adhered to at all times.

Masks should be worn in adherence to the policies put in place at their individual clinical facilities. Each facility may have specific requirements. It is the responsibility of the student to ensure a thorough understanding of the policy at their assigned clinical facility. If a facility does not require wearing a mask, it is still at the student's discretion if they choose to do so. Proper fit of an approved particulate filter surgical mask is essential to reducing your exposure to blood and body fluids as well as airborne microorganisms. Fit testing will be required prior to beginning clinical rotations.

ELECTRONIC DEVICE POLICY

Cell phone and/or smart watch usage is not permitted during class, lab or clinical experiences; it is recommended that devices be left in secure place and not be carried on person. Should an emergency situation occur which requires that your cell phone be on during class, the instructor must be notified prior to the start of class. If the instructor approves the cell phone usage exception, the vibrate mode should be utilized when possible and the student must leave the classroom to answer the phone call. This exception will not be granted during testing. Disciplinary actions may be taken if these policies are not followed by the student.

Personal cell phones, laptops, tablets (smart devices), smart watches (i.e. Apple watches, FitBits, etc.) are to be kept with personal belongings and not used during clinical hours except for designated breaks and when checking and out of Trajecsys before and after each shift. Violations of this policy may result in a student being sent home and a clinical day deducted.

The use of recording devices is only authorized for the recording of lecture and is at the discretion of the instructor. Permission must be obtained from the instructor prior to use.

Students may use personal calculators that have been approved by the instructor. Students may also use the Canvas on screen calculator for the mock board computer-based tests. Calculators on phones or watches may not be used.

SOCIAL MEDIA POLICY

Southeastern Community College supports the use of technology inside and outside the classroom. This support comes with the expectation that students in Southeastern programs will uphold the ethical standards of their prospective professions and the Southeastern Community College Health Career Programs. Federal regulations regarding privacy such as Health Insurance Portability and Accountability Act and Family Education Rights and Privacy Act (HIPAA and FERPA) apply to all personal and academic communication.

No information identifying a patient, patient situation or clinical facility may be posted on any social media website. Social media outlets include but are not limited to: Facebook, LinkedIn, MySpace, YouTube, Twitter, etc. Healthcare workers have been fired for discussing patient cases on Facebook even though no names were discussed. Student use of photography and/or recording devices is prohibited in all classroom, laboratory, and clinical sites, unless formal permission of the instructor of record is granted before the fact.

Do not give healthcare advice on social media sites. Students should not become a patient's "friend" on a social media site.

Any violation of this policy must be reported to the program faculty as a possible HIPAA violation. Disciplinary actions will be taken accordingly. Students may be banned from the clinical facility and subject to immediate expulsion from the Radiologic Technology Program and subject to potential investigation by the Federal Office of Civil Rights.

For further information and resources: Refer to [SCC's Administrative Guideline 934](#) for Expectations (III) and Restrains (V).

Section V – Clinical Policies and Procedures

INTRODUCTION

Clinical experience is an integral part of the Radiologic Technology curriculum. The purpose of the clinical experience portion of the program is to allow the student to apply the principles of radiography, patient care, and department procedures to practical experiences. Each of our clinical sites provides students with a slightly different environment for supervised competency-based clinical education and experience. Our clinical sites offer a sufficient and well-balanced variety of radiographic exams/procedures and equipment. Competency-based clinical education requires that students successfully completing the program be able to perform radiographic procedures according to accepted professional standards. Clinical education is therefore a planned method of evaluating the overall clinical performance of students. Formal evaluations are used to demonstrate and document student progression toward clinical competency.

Clinical experience will be assigned in advance so that all students will know where they will be going for each clinical rotation and what types of experiences can expect. Due to the number of students in the program requests for specific site rotations cannot be honored. Clinical rotations will be during the day and evening shifts, as well as some weekend rotations.

A clinical preceptor will be assigned to each clinical area with the students. The preceptor is responsible for guiding learning experiences of students. Students must remember that the institution is cooperating with the college to provide necessary experience for learning. As such, the students must remember they are guests of the cooperating agency and conduct themselves in an appropriate manner. The student's role in the clinical setting is one of a learner and not a staff radiographer.

CLINICAL AFFILIATES

Burlington Area Family Practice

1201 West Agency Road
West Burlington, Iowa 52655
(319) 754-4242

Great River Health -Keokuk Clinic

3285 Main Street
Keokuk, Iowa 52632
(319) 768-1487

Great River Health – Outpatient Services Plaza

1321 South Gear Avenue
West Burlington, Iowa 52655
(319) 768-4320

Henry County Health Center

407 South White Street
Mount Pleasant, Iowa 52641
(319) 385-6158

Memorial Hospital

1454 North County Road 2050
Carthage, Illinois 62321
(217) 357-8660

OSF St. Mary's Medical Center

3300 North Seminary Street
Galesburg, Illinois 61401
(309) 344-3161 ext. 61146

Southeast Iowa Regional Medical Center

West Burlington Campus

1221 South Gear Avenue
West Burlington, Iowa 52601
(319) 768-8584

Southeast Iowa Regional Medical Center

West Burlington Campus Orthopedics

1401 West Agency Road
West Burlington, Iowa 52655
(319) 768-4970

Southeast Iowa Regional Medical Center

Fort Madison Campus

5445 Avenue O
Fort Madison, Iowa 52627
(319) 372-6530

Southeast Iowa Regional Medical Center

Fort Madison Campus Orthopedics

5409 avenue O
Fort Madison, Iowa 52627
(319) 376-1135

Steindler Orthopedic Clinic

2750 Mount Pleasant Street
Burlington, Iowa 52601
(319) 338-3606

Confidentiality

Students will maintain strict confidentiality of patient information; this includes oral, written and computerized information. Confidentiality is an important attribute of professionalism. The conditions of patients should be discussed only with the professional personnel directly connected with the care of the patient. A discussion of personal information of patients in public places is a HIPAA violation and a violation of the code of ethics. A student violating this policy may be

asked to leave the clinical site and jeopardize continuation in the program. Students will be asked to sign a confidentiality statement at orientation.

Professionalism

Students are representatives of their programs and future professions, and as such, are expected to be professional in the classroom and at the clinical sites. Professional relations must be observed during clinical. If a clinic site asks a student to leave due to inappropriate behavior or unsafe practice, the student will be granted a verbal and/or written warning depending on the severity of the misconduct, upwards of dismissal from the program. Students must remember that the institution is cooperating with the college to provide the necessary experiences for learning their health specialty. The students must remember they are guests of the cooperating agency and conduct themselves in an appropriate manner, observing any special rules and regulations applicable to those who work for that facility. The student is expected to cooperate with clinical personnel. While at the clinical sites, the student must observe regulations imposed by the agencies regarding patient safety and welfare, personal cleanliness, and hygiene. If any concerns arise in regard to the performance of specific assignments, consult the Clinical Preceptor and/or the Clinical Coordinator.

Parking

Students are permitted in any of the employee lots on our clinical sites' campuses. A map of those designated areas will be provided at orientation. Please note that several spaces are reserved for handicapped individuals and violators will be ticketed.

Smoking Policy

Iowa Law has mandated that smoking is not allowed on campus or at clinical facilities; this includes the use of tobacco in your vehicle.

Electronic Device Usage

Personal cell phones, laptops, tablets (smart devices), smart watches (i.e. Apple watches, FitBits, etc.) are to be kept with personal belongings and not used during clinical hours except for designated breaks. Violations of this policy may result in a student being sent home and a clinical day deducted.

Clinical Facility Computer Use

The use of computers at clinical facilities for personal use is prohibited. Some clinical facilities may allow students access to complete exams. This will require students to sign forms in recognition of their organizational policies.

Incidents

All incidents, which are inconsistent with routine hospital care or treatment, must be reported to the Clinical Coordinator immediately and a written report describing the incident completed.

If a clinical facility requests a student be removed, the Radiologic Technology faculty will conduct an investigation in to said matter. If the concerns are founded, the student will be asked to leave the facility and will not be reassigned to another clinical facility. Reconsideration of the student's clinical assignment will occur at the time of the next clinical rotation. Reassignment of clinical will be based on clinical openings and determined based on review by the Program Director, Clinical Coordinator and the Dean of Health Professions. Students who are asked to leave two different clinical facilities during the course of the program and where cause has been found will be immediately removed from the program. Rotations will not be made without prior notice to the student. All days missed will be deducted from the student's personal time.

DIRECT AND INDIRECT SUPERVISION

Each Radiologic Technology student progresses from the role of observer and assistant to relative independence according to initiative and capabilities. While performing clinical assignments, the student is directly responsible to the staff radiographer in charge of the assigned room/area and to the Clinical Preceptor. The student must have adequate and proper supervision during all clinical assignments. Until a student achieves and documents competency in any given

procedure, all clinical assignments shall be carried out under the **direct supervision** of a staff radiographer (a radiographer is physically present during the entirety of the exam). After demonstrating competency, the student may perform those procedures with **indirect supervision** (a radiographer is immediately available, i.e., adjacent to the room or location where the procedure is being performed, to assist the student; this does not include communication by any electronic device). A student shall not take the responsibility or the place of a qualified staff radiographer. **Students must be directly supervised during all surgical and mobile, including mobile fluoroscopy, procedures regardless of the level of competency.**

STAFF RADIOGRAPHER'S RESPONSIBILITY

At all times, regardless of a student's level of achievement, a staff radiographer must review the exam requisition to determine the capability of the student to perform the exam and/or determine if the condition of the patient contraindicates performance of the exam by the student. They must also check and approve all radiographs taken by a student prior to dismissal of a patient; and be present during the performance of all repeat radiographs. A staff radiographer must also directly supervise students performing repeat radiographs as well as all surgical and mobile exams.

STUDENTS RESPONSIBILITY

A student is responsible for performing radiographic procedures that have been learned in class and practiced in lab. The student shall perform all procedures with **direct supervision** until competency is proven and with **indirect supervision** thereafter. If the student is asked to perform procedures for which no instruction or practice has been obtained, it is the student's responsibility to notify the staff radiographer and Clinical Preceptor of this fact. The student must also assume responsibility for assuring that all repeat radiographs are performed under the **direct supervision** of a staff radiographer. Documented violation of supervision policies will be reflected in the clinical performance evaluation as failure to adhere to professional standards. Students must also document repeated radiographs in the Repeat Log and have the supervising technologist sign the form. All repeats, including the supervising technologist's initials, must also be recorded in Trajecsys.

These responsibilities apply to all areas where ionizing radiation equipment is in use.

TRANSPORTATION

All Radiologic Technology students must have access to an automobile in order to attend the didactic and clinical assignments on and off campus. Transportation to clinical sites is each student's responsibility. Parking is available for students in designated areas.

CLINICAL SCHEDULES

The Clinical Coordinator prepares clinical schedules that are distributed to each student. During the 22-month program, the student will participate in approximately 1008 clock hours of clinical experience, including evening and weekend rotations. Clinical rotations will commence after mid-term of Fall Semester of the students' First Year and will continue through the length of the program.

Clinical Days

Fall Semester of First Year: Clinicals are scheduled on Tuesdays and Thursdays for 96 hours total.

Spring Semester of the First Year: Clinicals are scheduled for Tuesdays, Thursdays and some Saturdays for 240 hours total.

Summer Semester of First Year: Clinicals are scheduled on Mondays, Wednesdays, Fridays and some Saturdays for 144 hours total.

Fall Semester of Second Year: Clinicals are scheduled on Mondays, Wednesdays, Fridays and some Saturdays for 240 hours total.

Spring Semester of Second Year: Clinicals are scheduled on Mondays, Wednesdays, Fridays and some Saturdays for 288 hours total.

Clinical Hours

The Clinical Coordinator will schedule clinical hours during shifts normally staffed by registered technologists including some evening and weekend rotations each semester. A 1:1 technologist to student ration must be maintained.

The specific hours of clinical shifts vary by site. Students will not be assigned/allowed to be involved in classes and clinical more than forty (40) hours per week. Additionally, for the safety of students and patients, students will not be scheduled more than ten (10) clinical hours in any one day. Students are not to alter schedules without first approving changes with the Clinical Coordinator and Clinical Preceptor(s).

Holidays

No classes are held and no clinical education assignments are made on holidays. SCC observes the following holidays: Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas. Students are not allowed to make up clinical time during holiday breaks.

Some clinical sites may have additional holidays that are not part of Southeastern Community College's observed holidays. Per the JRCERT, students are not permitted to be at clinicals for holidays that are observed by the sponsoring institution. Students will be given the opportunity to make-up the day that is missed. The students must inform their Clinical Preceptor(s) and Clinical Coordinator, by email, of the day that they will be attending clinicals to make up the day missed. All personal days, including these, must be documented on the student's time card and in Trajecsys.

Vacations

All students will receive a Winter Break, Spring Break and Summer Breaks as shown on the academic calendar. The academic calendar is available on Southeastern Community College's website. Clinical Personal days should not be used for vacation. Please plan your vacations around Southeastern Community College's scheduled breaks.

CLINICAL ASSIGNMENTS

Students will rotate through most, if not all of our clinical sites. The Clinical Coordinator will prepare this rotation assignment and distribute to students approximately one month in advance of the rotation. The rotation assignment will be based on previous miles traveled to clinical, required competencies needed, and size of institution, as well as with input from the Program Director and Clinical Preceptors to give each student varied, yet similar experiences. Due to the number of students in the program, special student requests will not be honored. Typically, no changes will be made by the Clinical Coordinator once assignments have been prepared and distributed. However, due to unforeseen circumstances, changes in clinical site assignments will not be made unless educational benefits are obtained and all parties are consulted prior to final changes.

Weekend and weeknight clinical assignments are scheduled throughout the course of the program to add further variety to clinical experiences. In such assignments, students are expected to improve the ability to deal with trauma patients and other critical care situations due to the additional exposure to emergency procedures, have the opportunity to perform an increased number and variety of procedures.

Assignments within the clinical sites are prepared by the Clinical Preceptors and ensure equitable experiences for all students. The assigned hours will be in accordance with actual working shifts in the clinical area. Each student must report to the assigned clinical area by the scheduled starting time, in proper attire, and prepared to carry out clinical assignments.

A student is not allowed in the radiology department in a student capacity except during assigned clinical hours.

The student should inform family members, children's schools, etc. of clinical assignment and schedules and telephone numbers. However, said individuals and institutions should be instructed only to call in case of emergency.

Modality Rotations

During Fall and Spring Semesters in the second year of the program students will rotate through other imaging modalities. These rotations will provide students with the opportunity to observe exams/procedures in Computed Tomography, Magnetic Resonance Imaging, Nuclear Medicine/PET, Radiation Therapy, Sonography, and Interventional/Cardiac Cath Lab. A Registered Technologist must be present with the students at all times during modality rotations.

For mammography and hysterosalpingography, student observation is at the discretion of the clinical site and patient.

ATTENDANCE

Attendance at clinicals is essential in order for students to develop professional behavior traits and is necessary to fulfill the objectives of the course, as well as the ARRT competency requirements. Students are expected to arrive on time for every clinical rotation for which they are scheduled. Students are required to log in and out of Trajecys upon arrival and departure on clinical days.

Should a student be absent, they must notify the Clinical Preceptor/clinical site via the preferred method identified at the start of the clinical rotation at least one hour prior to the beginning of the scheduled clinical session. The student must also notify the Clinical Coordinator via email. The email is the required written document which becomes part of the student's academic record.

Students are responsible for scheduling any make-up, missed clinical time with the Clinical Preceptor and Clinical Coordinator. Fulfillment of clinical hours missed and competency in the radiologic technology program and is required for clinical safety and satisfactory passing of the course. Absences, even for illness, may result in a student's inability to meet course learning objectives and pass a course. Completion of clinical hours is required to pass the clinical portion of the course.

In the event of SCC closure due to weather, students are not required to attend clinical. In the event of a weather-related delay, students should report to clinical at the delayed time.

Excused Absences

Students are allowed 8 excused hours per semester; this may be one full day or in hour increments. These absences are intended for such reasons as personal illness, family member illness, and death in the family. Should a student display a chronic pattern of absenteeism, the Clinical Coordinator may request a physician's excuse to document the validity of the continued absences.

During the Spring Semester of the Second Year, a student may be granted one additional excused absence (8 hours) to interview for employment or for admission to an advanced modality or therapy program. Verification of the appointment date and time must be provided if requested.

Students attending approved professional meetings, seminars or conferences are excused from clinical and/or RAD class hours that conflict with the activity. Students who choose not to participate will be held responsible for all normally assigned instructional time.

It is understandable that at times there are valid reasons other than those listed above that necessitate absences during scheduled clinical activities. Requests of this nature are to be directed to the Program Director or Clinical Coordinator and will be given consideration. All pre-arranged absences will be handled on an individual basis.

Unexcused Absences

Any clinical hours missed beyond the 8 excused hours per semester is considered unexcused and must be made up during that semester at the clinical site where the absence occurred. Evening or weekend assignments must be made up on evenings or weekends as originally scheduled. All make-up time must be completed within 14 calendar days of the originally assigned experience or prior to the last regularly scheduled day of semester classes, whichever occurs

first. Make-up time must be arranged with the Clinical Preceptor and Clinical Coordinator. Students who fail to make up all assigned hours will be issued an incomplete grade.

Tardiness to and early departure from clinical is also considered an unexcused absence, with the exception of college closure due to inclement weather. Students more than 30 minutes late will be considered as absent for that clinical day and the absence will be noted in Trajecsys.

Extra Clinical Hours

Due to the unpredictable nature of radiography exams, there may be times students stay shortly beyond their assigned time. This extra time may be used should the student need to make up any time from an unexcused absence. Extra clinical hours earned at previously assigned clinical sites do not carry over, however extra hours earned in previous semesters will remain on record and may only be utilized in special cases.

Students are not required to attend clinical practicum on days when Southeastern Community College cancels classes due to inclement weather. Students who choose to attend clinical despite the cancellation of classes will receive credit for any hours in attendance.

RADIATION SAFETY

The three Cardinal Rules of radiation safety are time, distance and shielding. These rules apply to all who are in and around ionizing radiation. Radiologic Technology students are responsible for maintaining radiation safety, should be advocates for radiation safety and must abide by the following guidelines:

1. Limit repeat exposures by taking time to educate the patient of what is needed/expected for each exam and properly positioning the patient.
2. Use proper techniques and apply the ALARA principle to each exposure.
3. Apply gonadal shielding whenever possible for radiographic exams.
4. Apply beam restriction/collimation whenever possible for radiographic exams.
5. Stand behind a fixed barrier during an exposure in a radiographic room.
6. Wear lead aprons and use maximum distance of at least 6 feet away from the mobile x-ray unit when doing any mobile radiography exams.
7. Wear dosimeters at collar level and outside the lead apron during all clinical experiences.
8. If declared pregnant, the student should wear a second dosimeter at the waist level and under a lead apron when applicable.
9. Refrain from holding a patient or image receptor during any radiographic exam.
10. During fluoroscopy exams, students must not use the fluoroscopic equipment to take a preliminary/scout images, including arthrograms or spotting of the terminal ileum for a small bowel follow through. In addition, a radiologist or physician must directly supervise any fluoroscopic exam in which a student assists or performs.

RADIATION MONITORING

Monitoring occupational exposure to radiation is important for students and registered technologists to maintain safe practices while working in and around ionizing radiation. The Clinical Coordinator and Program Director will provide students with information about protecting themselves, patients, patient's families, and the health care team prior to assignments to clinical rotations. Coursework covers information on radiation monitoring devices and radiation protection in greater detail. Radiologic Technology students are responsible for monitoring their personal radiation exposure and must abide by the following guidelines:

1. Radiologic technology students must wear dosimeters during all practicum experiences. A student who does not wear their badge will not be allowed to participate in practicum experiences, will be sent home for the day and will be required to make up the time missed.

2. During routine radiographic procedures the dosimeter should be attached to the uniform at collar level on the anterior aspect of the body.
3. During fluoroscopy or mobile radiographic procedures, when a protective lead apron is used, the dosimeter should be worn at collar level on the anterior aspect of the body outside the lead apron and thyroid shield.
4. Once a student declares pregnancy, a second dosimeter will be provided. A fetal dosimeter should be worn at waist level on the anterior aspect of the body during all clinical experiences. When a protective lead apron is used during fluoroscopy or mobile radiographic procedures, the dosimeter should be worn at waist level on the anterior aspect of the body inside the lead apron.
5. Do not wear your badge if you are personally going through a diagnostic or therapeutic procedure.
6. Each student is responsible for returning the previous quarter's (month's) dosimeter badge to the Clinical Coordinator.
7. Dosimeters must be returned upon graduation and before final ARRT examination verification by the Program Director.
8. Should a student be dismissed or withdraws from the Program, they must turn in their badge to the Clinical Coordinator.
9. If you lose your badge, notify the Clinical Coordinator immediately.
10. Tampering with the dosimeter or exposing it to ionizing radiation so as to cause a false positive reading shall be considered a serious offense and will result in immediate dismissal from the Program.

Dosimeter cost is included in the practicum course fee once a year. Collar level dosimeters are changed on a quarterly basis, and abdomen level (fetal) dosimeters are changed monthly. Again, each student is responsible for returning the previous quarter's (month's) dosimeter badge to the Clinical Coordinator.

Exposure reports will be reviewed by the Program Director upon receipt to assure that student exposures are within acceptable limits. The Iowa Department of Public Health (IDPH) requires that an employee is considered a radiation worker if their dose exceeds 10% of the effective dose equivalent of 50 mSv/year. In accordance with state guidelines for maintaining radiation exposure "As Low As Reasonably Achievable (ALARA)", the maximum established by the program is 2.5mSv whole body per year or .5 mSv for the declared pregnant student wearing a fetal monitor.

Radiation Exposure Reports for the previous quarter are sent to the students via college email within 30 days following the receipt of the data. A copy must be signed and dated, and placed in each students' file that is maintained in the Program Director's office. Past exposure records are available for review in the Program Director's office and are maintained on a permanent basis. Should the exposure exceed 1 mSv in any given monitoring period, the student will be required to meet with the Program Director and Clinical Coordinator to discuss radiation protection practices and every effort will be made to determine the cause of the comparatively higher reading and corrective steps taken to prevent reoccurrence.

The Radiation Safety and Monitoring Policy form must be signed by each student prior to the start of clinical rotations and will be kept in their file.

MRI SAFETY

Each MRI room has a very strong magnetic that is always on and may be hazardous to individuals entering if they have certain metallic, electronic, magnetic, or mechanical implants, devices, or objects. Students should never take carts, wheelchairs, oxygen tanks, or any other items into an MRI room without checking with an MRI technologist.

Do not enter the MRI environment if you have any question or concern regarding an implant, device, or object. While observing or assisting in an MRI room, should an SCC Radiologic Technology student feel any intolerable pulling, unnatural heat or burning sensation within themselves, the student should leave the MRI environment as quickly as possible, to prevent personal injury.

All Radiologic Technology Students must complete the MRI Screening Form prior to entering their first Clinical Rotation and participating/observing in MRI. If at any time after completing the form, a student's status changes regarding MRI hazardous devices, program personnel must be notified immediately.

INTRAVENOUS INJECTION POLICY

Preparation of contrast used for direct intravenous administration is to be performed with direct supervision only. A student is not allowed to administer contrast intravenously. Simulated practice and competency evaluation of venipuncture and intravenous injection will be provided in lab.

CLINICAL RECORDS

In order for the College to certify that a student has fulfilled all program and certification requirements, it is imperative that specified clinical records be maintained. The Clinical Coordinator will have possession of these records, however It is also the student's responsibility to maintain experience and competency records.

CLINICAL COMPETENCY REQUIREMENTS

Aside from didactic competency, prior to successful program completion and eligibility for the American Registry of Radiologic Technologists certification examination, Radiologic Technology students must be CPR certified, demonstrate competency in nine general patient care procedures, and demonstrate competency in 36 mandatory and 15 of the elective radiography-specific requirements.

The general patient care procedures students must be competent in are as follows:

- Blood Pressure
- Temperature
- Pulse
- Respiration
- Pulse Oximetry
- Sterile and Medical Aseptic Technique
- Venipuncture
- Assisted Patient Transfer
- Care of Patient Medical Equipment

The Radiography-Specific Requirements students must complete all within the following categories:

- Chest and Thorax
- Upper Extremity
- Lower Extremity
- Head
- Spine and Pelvis
- Abdomen
- Fluoroscopy Studies
- Mobile C-Arm Studies
- Mobile Radiography Studies
- Pediatric Patient
- Geriatric Patient

For competency, all procedures must be demonstrated on patients whenever possible but may be simulated when demonstration on a patient is not feasible. Only 10 procedures can be simulated and include only those indicated as being eligible for simulation. Failure to complete the required competencies in all categories will necessitate extending the student's graduation date until such time as all requirements have been successfully completed.

Procedure to Obtain a Clinical Competency

Classroom/Didactic	Instruction: positioning and analysis
Lab Simulation	Simulate positioning with instruction
Lab Competency	Simulate positioning with assessment *Complete Lab Simulation Competency Evaluation
Clinical Practice	Under direct supervision, students will observe and assist registered radiographers with exams during clinical rotations. Students must attempt practice exams learned in class with a registered radiographer directly supervising prior to attempting to obtaining a clinical signature.
Clinical Signature	Students must be directly supervised by a registered radiographer when attempting to obtain a clinical signature. The student must notify the radiographer they wish to attempt a signature prior to the start of the exam. The student must perform the majority of the examination with minimal assistance. This includes patient positioning and equipment operation. *Complete Clinical Signature Competency Log
Clinical Competency	Students must notify the radiographer they wish to attempt a clinical competency prior to the start of the exam. Students must demonstrate 100% accuracy of positioning and exam requirements in order to obtain a competency. The radiographer assessing the clinical competency cannot offer any assistance with positioning, equipment operation, or image analysis in the procedure. *Complete Clinical Competency Evaluation

Students are required to follow the steps described in the aforementioned chart. Competencies will be evaluated as a pass or repeat. Lab Simulation, Clinical Signature and Competency Forms must be sent Clinical Coordinator and documented in Trajecsys.

The following competency guidelines are used:

- A total of 3 clinical competencies from the mandatory list must be completed by the end of Fall Year 1.
- A total of 10 clinical competencies from the mandatory list must be completed by the end of Spring Year 1.
- A total of 18 clinical competencies from the mandatory list and a total of 5 clinical competencies from the elective list must be completed by the end of Summer Year 2.
- A total of 25 clinical competencies from the mandatory list and a total of 10 clinical competencies from the elective list must be completed by the end of Fall Year 2.
- All 36 clinical competencies on the mandatory list and a total of 15 clinical competencies from the elective list must be completed by the end of Spring Level 2.

Non-Routine Requirements

Students must complete at least five non-routine exams during the second year of the program (August-May). The student must recognize, identify, and formulate an exam plan that requires them to change the routine for an exam to accommodate the specific needs of the patient. In addition, the student must initiate and complete the non-routine exam.

Random Competencies

Retention assessment competencies are performed by the student as part of the program’s ongoing quality assurance and improvement plans. Students will be randomly evaluated for retention of exam skills during these assessment exams.

CLINICAL GRADES

Radiologic Technology Course Grades

The competency-based level of achievement in the Radiologic Technology Program is graded as follows:

GRADE	PERCENTAGE	COMMENT
A	93 - 100%	
B	85 - 92.99%	
C	78 - 84.99%	78% Required to Pass Course
D	70 - 77.99%	
F	0 – 69.99%	

The final grade in each clinical course will be determined by scores received on technologist evaluations, weekly journal entries and a semester case study. The clinical course syllabus will outline point distribution. A syllabus will be provided to students on the first day of each RAD course and the Simple Syllabus can also be found in each course's Canvas shell. Students must successfully complete all the clinical course work with a grade of "C" (2.0) or higher prior to enrollment in successive Radiologic Technology courses.

PRECEPTOR RESPONSIBILITIES

A Clinical Preceptor is responsible for assignments and learning experiences of the students in each clinical area. Some facilities may have more than one Clinical Preceptor. Clinical Preceptors, designated ARRT registered staff radiographers (such as in the case of surgical evaluations and evening/weekend experiences), and College faculty members are the only individuals who can perform a competency exam evaluation.

Clinical Preceptors are also responsible for filling out student evaluations and conference reports, should one be warranted. A Conference Report should be completed any time that a Clinical Preceptor and/or Clinical Coordinator meets with a student regarding a concern (i.e. attendance, behavior, communication problem). The Conference Report is completed indicating the reason for the conference, documentation to support the concern and recommendations to resolve the concern. If appropriate, the final date to withdraw is included on the conference report.

The student must sign the Conference Report to indicate that it was read. If the student refuses to sign the report, the person completing the forms should indicate the reason for the student's failure to sign and sign their name and date by the reason. Signing the Conference Report does not imply agreement with what is written. The student should always be offered the opportunity to respond to the conference with a written statement on the form. The student will receive a copy of the Conference Report and the hardcopy is placed in the student's file.

Section VI - Health Compliance Requirements and Policies

STUDENT HEALTH POLICY

Students may not participate in clinical without health, immunization, and compliance documents completed.

Physical Examination

Students must have a physical exam completed prior to starting the Radiologic Technology program. Students will be expected to update the physical examination form every 24 months. Medical clearance is also required following a major illness or surgery.

Tuberculin Skin Test

A TB skin test (Mantoux Skin test) must be completed before initial enrollment. A student who has a negative skin test must verify a negative Mantoux Skin Test within the past twelve months or repeat the skin test during the one to three-week period following the first test (two-step process).

Any student with a positive skin test is required to follow-up with a health care provider. In addition, a student must provide a written release from the provider to participate in classes or clinical.

Vaccine Requirements:

Tetanus/Diphtheria/Pertussis

All healthcare personnel who have not or are unsure if they have previously received a dose of Tdap should receive a dose. All healthcare personnel should receive a booster which must be documented within the last 10 years.

Measles, Mumps, Rubella (MMR)

Healthcare providers should be immune to measles, mumps and rubella. Students must have documentation of appropriate vaccination against measles, mumps and rubella with two specific dose dates.

Healthcare providers without two documented doses of MMR must provide evidence of serological blood tests documenting immunity. If the blood titer is insufficient, the student may need to receive a booster MMR.

Varicella

It is recommended that healthcare providers be immune to varicella (chicken pox). The student should have evidence of immunity with two specific doses dates of varicella vaccine or provide evidence of serological blood tests documenting immunity or verification of history of varicella or herpes zoster (shingles).

Hepatitis B

It is recommended that healthcare providers receive the Hepatitis B vaccine series for their own protection due to the possibility of exposure to blood or bodily fluids. Healthcare providers should receive a 3-dose series of Hepatitis B vaccine at 0, 1 and 6 months. For healthcare providers with no documentation of a complete 3-dose Hepatitis B vaccine series, the student must provide evidence of serological blood tests documenting immunity.

As a student, if the Hepatitis B vaccine series is declined, a consent/waiver form must be signed which indicates the student's intention of not receiving this vaccine.

Influenza Vaccine

All healthcare providers are required to receive annual vaccination against influenza (flu). If the influenza vaccine is declined, a consent/waiver form must be signed which indicates the student's intention of not receiving this vaccine.

COVID-19 Vaccine

All healthcare providers are required to obtain the COVID-19 vaccine. If the COVID-19 vaccine is declined, a medical or religious exemption/waiver form must be requested and is subject to approval by nursing administration. If approved, certain facilities will require additional documentation related to risk mitigation.

These documents must be in the student's file together with the completed health form before the student will be permitted to participate in any clinical experience.

Personal health information, health care records, and compliance documents are maintained in a secure file and accessible only by the Dean and the Radiologic Technology Program Director and Clinical Coordinator. Academic records are separate and maintained by the Radiologic Technology Program Director, radiologic technology faculty, and the institution.

BLOODBORNE PATHOGEN EXPOSURE GUIDELINES FOR HEALTH PROFESSIONS STUDENTS

Students may be participating in activities within the Health Professions which have potential for exposure to infectious

diseases including but not limited to Hepatitis B and HIV. All measures must be exercised to minimize the risk. Students who fail to comply, thereby jeopardizing the safety of others or themselves, may be asked to withdraw from their respective program.

In the event of an exposure to blood and/or body fluids (e.g. an occupational incident involving eye, mouth, other mucous membrane, non-intact skin, or parenteral contact), the student must report the incident **immediately** to the instructor or clinical supervisor and file an incident report for the college.

Follow-up evaluation will be required consistent with Federal regulations. This may involve going to their personal physician or the emergency room. Students are responsible for the cost of their own medical care.

Hepatitis B

It is highly recommended that all Health Professions students providing direct patient care receive immunization against Hepatitis B. Although this is not required, it is highly recommended. Students are particularly vulnerable to contamination as their hand skills generally are not yet well developed. Although the incidence of the infection is relatively low, the outcome can be fatal. Since there is a vaccine available, all health care providers who are at risk are encouraged to become immunized.

The Disease

Health care professionals are at increased risk of contracting Hepatitis B infection. Hepatitis B is usually spread by contact with infected blood or blood products. The risk of acquiring Hepatitis B increases with the frequency of blood contact. Hepatitis B virus may also be found in other body fluids, such as urine, tears, semen, vaginal secretions and breast milk. Hepatitis B infection can have severe consequences, including progressive liver damage and the possibility of developing hepatocellular carcinoma. Six to ten percent of the people who contract the virus become chronic carriers.

The Vaccine

Vaccination is the only available means of protection against Hepatitis B. Full immunization requires three doses of the vaccine over a six-month period. Because of the long incubation period for Hepatitis B, it is possible for unrecognized infection to be present at the time the vaccine is given, and in that case, the vaccine would not prevent development of clinical hepatitis.

Procedures

You will need your health care provider's approval or order prior to being immunized. They will provide you with information regarding the contraindications and side effects of the vaccine. Contact your provider for additional information.

Education

As part of the curriculum all students in Health Professions receive instruction regarding Hepatitis B and HIV essential to providing assigned patient care. This shall include but not be limited to:

1. epidemiology
2. method of transmission
3. universal blood and body fluid precautions
4. types of protective clothing and equipment
5. work practices appropriate to the skills they will perform
6. location of appropriate clothing and equipment
7. how to properly use, handle, and dispose of contaminated articles
8. action to be taken in the event of spills or personal exposure
9. appropriate confidentiality and reporting requirements

Post Exposure Procedure for Health Professions Students

If a student has been exposed to a parenteral contaminant (needle stick or cut) or superficially through a mucous membrane (eye or mouth) they are to follow the following procedure:

1. inform instructor of incident immediately
2. immediately wash the affected area with the appropriate solution (soap and water, alcohol, or water - depending upon contact area)
3. student: seek immediate medical attention through agency policy (students are responsible for their own medical care and cost). This may include baseline testing for HIV antibody at this time, followed by recommended series of testing. (Physicians may also inquire about the student's status in regard to tetanus and hepatitis immunization at this time.)
4. source individual: follow institutional (agency) policy regarding determining HIV and hepatitis status of patient, (students may be responsible for the cost of any testing)
5. maintain confidentiality of patient
6. seek appropriate counseling regarding risk of infection
7. complete occurrence report; obtain copy for student's file on campus.

PREGNANCY POLICY

Due to the potential danger from radiation exposure to the unborn fetus, especially in the first trimester, a Radiologic Technology student who becomes pregnant is advised to notify the Program Director of that fact at the earliest possible date; this must be in writing. (Voluntary disclosure of pregnancy: It is the decision of the pregnant student as to whether or not they wish to notify program faculty of their pregnancy.) The student may undeclare their pregnancy at any time. This must be in writing. Pregnancy declaration and undeclaration forms are in Section VIII of the Program Handbook.

The pregnant student will be given a copy of the Nuclear Regulatory Guide to read and keep. It will be the decision of the student, after reading the Nuclear Regulatory Guide, whether to continue without modifications or withdrawal from the program. Note: This guide is available for any student who desires to read in the Program Director's office.

The college will not be obligated to permit any special work limitations to accommodate pregnant students. Maximum radiation protection shall be observed at all times. Once the college is informed of the pregnancy, an additional dosimeter will be ordered and must be worn at the waist level, under the apron to record the amount of radiation to the fetus. The college shall not be responsible for any decision made by the student. Following delivery and prior to returning to class and clinical, the student must provide documentation of medical clearance to safely continue participation in the Radiologic Technology program.

UNIVERSAL GUIDELINES FOR HEALTH PROFESSIONS STUDENTS

1. The Center for Disease Control has specific guidelines for health care workers which are revised periodically. They have been incorporated into these policies and are reviewed annually.
2. There shall be no routine serological testing or monitoring of students for Hepatitis B or HIV infection.
3. Barrier or universal blood and body fluid precautions are to be used routinely for all patients. These include:
 - A. The use of glove(s) when:
 1. cleaning rectal and genital areas
 2. carrying soiled linen
 3. bathing patients, if the student has a cut/open lesion on the hand
 4. suctioning or irrigating even if the orifice does not require sterile technique;
 5. there is, at any time, a possibility of spillage of blood or body fluid onto the student's hands, (i.e. Accu Chek®, discontinuing an I.V., I.M.s, Venipuncture, dressing changes, etc.) regardless of the presence of open lesions
 6. emptying urine drainage bags, suction catheters, colostomy and ileostomy pouches, handling of blood and urine specimens
 7. providing mouth care
 8. assisting with minor surgeries, sanitizing, disinfecting and sterilizing instruments
 9. other (at discretion of student and/or instructor)
 - B. The use of masks, goggles or glasses and/or gowns/aprons when there is a possibility of fluids splashing onto the

face or body and clothing.

<https://www.cdc.gov/niosh/topics/healthcare/infectious.html>

PROVISION OF PATIENT CARE

Assignments are made in the clinical setting to enhance and/or reinforce student learning. It is the expectation that students will provide care for patients to whom they are performing exams on.

MEDICAL INSURANCE

Students are strongly encouraged to carry their own medical insurance. Any medical expenses incurred due to an accident or injuries during the time you are carrying out the duties of a student radiologic technologist are the responsibility of the student. Southeastern Community College does not provide any medical insurance coverage for students. Proof of medical insurance may be required to participate in clinical experiences as is required by certain facilities.

QUALITY ASSURANCE/SAFETY GUIDELINES

Quality Assurance is monitored to help insure patient safety and reduce liability by providing an accurate system for reporting and analyzing all occurrences.

An occurrence or variance or incident is defined as any unusual event or circumstance that is not consistent with the normal routine operation of the clinical facility and its staff. It may be an error or omission or any occurrence that is out of the ordinary, or an accident which could have or has resulted in a patient injury. Examples are listed below:

1. Falls
2. Visitor accidents
3. Student needle sticks/accidents

The following procedure must be followed by students when an occurrence is identified:

1. Provide for patient's safety.
2. Report occurrence to instructor immediately.
3. Complete facility's forms and documents.
4. Instructor will co-sign Occurrence Report and if needed communicate with the facilities safety officer.
5. A copy will be provided to the coordinator of the radiologic technology program and placed in the student's file.
6. Complete the college's Incident Report form, if applicable.
7. Complete the SCC Medication Error/Clinical Incident Report and Action Form.

LIABILITY INSURANCE

The college's Liability Insurance covers students in the Radiologic Technology program while the students are in a supervised clinical assignment or experience. The cost of the Liability Insurance is covered by the general fund.

Students involved in health careers working independently outside the curriculum offerings of the college should be aware that the policy purchased by the college offers no protection in this type of activity or employment.

The Radiologic Technology Program Director, Clinical Coordinator, or Dean of Health Professions will provide the Incident Report form.

BASIC LIFE SUPPORT CERTIFICATION

All students are required to complete a Basic Life Support Course (BLS) for Health Care Providers through the **American Heart Association** program prior to the start of practicum and are to maintain certification or recertification throughout enrollment in the program.

BLS instruction is available through the Continuing Education Department.

A certificate will be awarded upon completion of this course. Certification is awarded for a 2-year period. Students must provide a copy of their certificate to the Radiologic Technology Program Clinical Coordinator.

ADULT AND CHILD MANDATORY REPORTER TRAINING

All students are required to complete the Adult and Child Mandatory Reporter Training. This instruction is available through Iowa Department of Human Services at <https://dhs.iowa.gov/child-welfare/mandatoryreporter>

A certificate will be awarded upon completion of this course. Students must provide a copy of their certificate to the Radiologic Technology Program Clinical Coordinator.

BLOOD BORNE PATHOGENS

All students are required to complete Blood Borne Pathogens and Exposure Control training. Online options for this course will be provided. Employer training certificates are acceptable. Students must provide a copy of their certificate of completion to the Radiologic Technology Program Clinical Coordinator.

HIPAA

All students are required to complete Health Insurance Portability and Accountability Act (HIPAA) training. Online options for this course will be provided. Employer training certificates are acceptable. Students must provide a copy of their certificate of completion to the Radiologic Technology Program Clinical Coordinator.

BACKGROUND CHECK POLICY

The education of Health Professions students at Southeastern Community College requires collaboration between the college and clinical affiliates. The education of Health Professions students cannot be complete without a quality clinical education component. The college shares an obligation with the clinical affiliates to protect the affiliate's patients to the extent reasonably possible.

In establishing clinical affiliation agreements, healthcare educational programs are contractually obligated to comply with the requirements set forth by the clinical affiliates. Students enrolled in Health Professions programs must conform to the rules, policies and procedures of the clinical affiliate in order to participate in clinical learning experiences. Therefore, all students enrolled in a Southeastern Community College Health Professions programs will be required to complete a criminal background check. An independent third-party vendor will be used to complete all Southeastern Community College background checks. The cost of these background checks has been added to your student fees when you enrolled in the program.

Students will be notified of the requirement for the background check prior to admission and upon admission to a Health Professions program. The background check may include, but is not limited to searches, histories, and verification as listed below:

- Positive Identification
- Maiden/AKA Name Search
- Social Security Number Trace which is verification that the number provided by the individual was issued by the Social Security Administration and is not listed in the files of the deceased. The SNN trace is also used to locate additional names and addresses.
- Residency History
- National Criminal Database Searches which includes a compilation of historical data, collected from multiple sources in multiple states by background check companies.
- Child and Dependent Adult Abuse/Registries (SING)
- Office of Inspector General (OIG) search

Background checks which would render a student ineligible to obtain clinical learning experiences include, but are not limited

to, certain convictions or criminal charges which could jeopardize the health and safety of patients and sanctions or debarment. Felony or repeated misdemeanor activity within the past seven (7) years and Office of the Inspector General violations will normally prohibit the obtainment of clinical learning experiences with clinical affiliate(s). *Positive findings on background checks can have licensure implications upon graduation from a health program. Criminal offenses which occur during the radiologic technology program shall consider due process which provides that an individual is innocent until proven guilty up until which time he/she pled or is found guilty and is then subject to review by regulating authorities.*

Documentation of criminal background checks is maintained in secured files and destroyed upon graduation of the Health Professions program.

The background information of any student with a discrepancy will be reviewed by the Radiologic Technology Program Clinical Coordinator and the student and submitted to the Department of Inspections and Appeals (DIA) for review. A representative from the assigned clinical experience or field internship site may also be consulted to ascertain the appropriateness of allowing the student to participate in clinical or field experience.

Students who are unable to resolve a positive criminal background check will be dismissed from the health care program. A grade of "F" will be recorded for the course if the student does not officially withdraw. The student will be advised as to their eligibility for program re-entry and the mechanisms for reapplication to the program.

One background check is required during continuous enrollment in a program. In the event a student leaves the program, a new background check will be required prior to re-entry.

DRUG SCREENING POLICY

SCC requires that students be safe, effective and fully engaged in learning and the delivery of patient care. It is the responsibility of each student who participates in class, lab or clinical experiences be free from any impairment by substances including alcohol, drugs, illicit substances or Scheduled (DEA) medications at all times.

The Health Professions programs reserve the right to restrict and remove a student from participation in any of the learning areas if signs of impairment are present. Impairment may lead to dismissal from the program.

Students are required to submit a physical form at the beginning of the program with a current list of medications. Health Professions students should also report any change in their health status including medications.

The College reserves the right to require that a student submit to random drug screening and/or for probable cause indicating signs of impairment. The test may consist of a urine specimen test and breath alcohol and be completed at the assigned agency. The Radiologic Technology Program Clinical Coordinator will provide more information as to testing location. The cost of this test will be charged to the student account.

The drug test information of any student receiving a positive result will be reviewed by the Dean of Nursing & Health Professions, Radiologic Technology Program Director, Clinical Coordinator and the student.

Documentation of personal health information and drug test information is maintained in secure file and apart from academic records.

Section VII – Professional Development and Program Completion

During the Program

Students are required to participate in professional development activities throughout the course of the program. These activities include, but are not limited to program, district, state or national radiologic technology meetings, career fairs, or other educational activities. Which seminars students attend as a group will be at the Program Director and Clinical

Coordinator's discretion. Students may choose to attend additional professional development activities, but such activities must be pre-approved by the Program Director if they interfere with class or clinical schedules.

It is highly recommended that all students join professional organizations including the Iowa Society of Radiologic Technologists (ISRT) and the American Society of Radiologic Technologists (ASRT). The ASRT, in particular, provides resources to students for program completion, board exam preparation and career success.

Following Graduation

Students may not be employed to take x-rays until they have successfully completed the ARRT examination and obtained any state requirements in which they are employed. However, students are responsible to actively seek employment and obtain a job in their chosen career field following graduation; the Program Director and Clinical Coordinator will strive to ensure students' success in this endeavor. Program faculty will also make students aware of any job opportunities via written and/or verbal communication.

All students are responsible for completing the graduate follow-up survey and for providing the program with information in regards to further education and employment.

Following ARRT Certification

As mentioned earlier, registered radiologic technologists are responsible for completing, and submitting to the ARRT, twenty-four acceptable continuing education credits every two years following certification. In addition to completing continuing education credits, registered radiologic technologists will also be subject to Continuing Qualifications Requirements every 10 years.

Most states require radiologic technologists to obtain licensure. Technologists certified by the ARRT are considered eligible without additional examination. For the state of Iowa, technologists applying for renewal must complete twenty-four acceptable continuing education credits every two years following initial issuance.

Section VIII - Program Forms

- Background Check and Release
- Confidentiality Agreement
- Declaration of Pregnancy

- Essential Functions Student Statement
- Evidence of Student Health Coverage/Insurance
- Handbook Acknowledgement
- Social Media Policy
- Statement of Financial Responsibility
- Student Conference Report
- Student Health and Demographic Form
- Student Laboratory Participation Agreement
- Overall Grade Warning
- Written Exam Remediation



Background Check and Release Form

I have received and carefully read the Background Check and Release policy and fully understand its contents. I understand that the healthcare program to which I am admitted requires a background check to comply with clinical affiliate contracts. By signing this document, I am indicating that I have read and understand Southeastern Community College's policy and procedure for background checks. I voluntarily and freely agree to the requirement to submit to a Background Check and to provide a negative Background Check prior to participation in clinical learning experiences. I further understand that my continued participation in the health care program is conditioned upon satisfaction of the requirement of the Background Check with the vendor designated by the College.

A copy of this signed and dated document will constitute my consent for release of the original results of my Background Check to the College. I direct that the vendor hereby release the results to the College. A copy of this signed and dated document will constitute my consent for the College to release the results of my background check to the clinical affiliate(s).

Printed Student Name

Student Signature

Date

Updated March 2024



SOUTHEASTERN
COMMUNITY COLLEGE

Confidentiality Agreement

As a student in a health professions program of Southeastern Community College, I will receive information and have access to medical records concerning assigned patients. Federal and State law forbids me from disclosing any information about a patient to any other party including family or other health care workers. I agree to participate in education provided by the Radiologic Technology Program outlining the responsibilities of HIPAA legislation and to abide by the guidelines. I understand that violations may result in fines and/or imprisonment.

I understand that a breach of confidentiality will result in disciplinary action up to and including termination from the program. Further, I understand that I may be subject to other legal action if I breach confidentiality.

As a student, I agree to honor the confidentiality of all clients. I also agree to comply with all rules, policies and guidelines established to protect confidentiality by the facilities in which I have clinical assignments.

Printed Student Name

Student Signature

Date

Updated March 2024



SOUTHEASTERN
COMMUNITY COLLEGE

RADIOLOGIC TECHNOLOGY PROGRAM DECLARATION OF PREGNANCY

I, _____, do hereby make this voluntary declaration of pregnancy. My estimated date of conception was _____.

It has been explained to me that I am making this voluntary declaration of pregnancy. I understand that this means that Illinois Central College will take measures to ensure that the total dose to the embryo/fetus during the entire pregnancy from occupational exposure does not exceed 5 mSv (0.5 rem). If, as of this date, the total dose to the embryo/fetus is 4.5 mSv (0.45 rem) or greater, the total dose to the embryo/fetus during the remainder of the pregnancy shall not exceed 0.5 mSv (0.05 rem).

It has been explained to me that these measures may include the reassignment of clinical experiences that will result in lower occupational exposure and possible extension of the educational period, but that decision is mine to make. It has also been explained to me that I may revoke the declaration of pregnancy at any time and that the revoking of the declaration must be in writing.

Student Signature

Date

Program Director Signature

Date



SOUTHEASTERN
COMMUNITY COLLEGE

Essential Functions Student Statement Form

READ AND SIGN ONE OF THE FOLLOWING STATEMENTS.

These essential functions were explained to me and I certify, to the best of my knowledge, that I have the ability to perform these functions.

Student's Name (Print)

Student's Signature

Date

-OR -

These essential functions were explained to me and, to the best of my knowledge, I will be unable to perform function(s) # _____ due to a disability.

Student's Name (Print)

Student's Social Security Number

Student's Signature

Date

****Students who sign Option #2 should contact Southeastern Community College's Disability Services Office

The Disabilities Services Office is the primary office on campus with the specialized knowledge and experience in disability issues. This office serves students with physical, psychological, medical and learning disabilities.

Angela Mickelson, LBSW, IADC - Student Success Advocate

Southeastern Community College

1500 West Agency Rd.

West Burlington, IA 52655

319-208-5167

amickelson@scciowa.edu



SOUTHEASTERN
COMMUNITY COLLEGE

Evidence of Student Health Coverage/Insurance

The following information is requested for the purpose of documenting health insurance coverage and financial responsibility for students of Radiologic Technology Program at Southeastern Community College. This information will be used to provide proof of coverage for the affiliating agencies that are used for clinical rotations. This information will only be released to the affiliating agencies to fulfill the requirement of proof and will not be released to any party outside of the program faculty and/or the affiliating agencies that so require proof of insurance.

Student's Name: _____

Gender: _____

Student ID/SSN: _____ Date of Birth: _____

Insurance Policy Information

Name of Insurance Company: _____

Policy Number: _____

Name of Contract Holder: _____

(If policy is through an employer, please give the name and address of the employer.)

Co. Contract for questions/verifications:

Name: _____

Phone: _____

*It is the student's responsibility to show proof and maintain health insurance for the duration of training, and be able to provide proof if needed.

I understand and have read this form.

Signed: _____ Date: _____

Print Name: _____



SOUTHEASTERN
COMMUNITY COLLEGE

RADIOLOGIC TECHNOLOGY HANDBOOK ACKNOWLEDGEMENT

The Radiologic Technology Program Handbook is updated and distributed to students annually at the beginning of the program.

Enrollment of the student is considered to constitute his/her/their agreement to comply with all established policies and standards of conduct of the college and radiologic technology program.

A high standard of conduct is expected of students enrolled in the radiologic technology program. It is understood that policies are purposeful and essential for the protection of the students and Southeastern Community College. The reputation of the SCC Health Profession Programs is established by the character and performance of its students and graduates.

Knowledge of information contained in the SCC Credit Course Catalog and Radiologic Technology Program Handbook is the responsibility of each student. The following form is signed by the student and returned to the program faculty and maintained in the student file.

I, _____, acknowledge receiving the Radiologic Technology Program
(print name)

Handbook on: ____/____/____.
(date)

The Radiologic Technology Program Handbook is supplied and reviewed in orientation and can be sent in a printable electronic format if requested.

I understand that I am expected to familiarize myself with the policies and procedures contained in the SCC Credit Course Catalog, SCC Student Handbook and Radiologic Technology Program Handbook and that I am held accountable for the information contained and any supplements that may be added. Failure to comply with these policies and procedures could ultimately result in dismissal from the Radiologic Technology program.

Student Signature: _____



SOCIAL MEDIA POLICY

Southeastern Community College supports the use of technology inside and outside the classroom. This support comes with the expectation that students in Southeastern programs will uphold the ethical standards of their prospective professions and the Southeastern Community College Health Career Programs. Federal regulations regarding privacy such as Health Insurance Portability and Accountability Act and Family Education Rights and Privacy Act (HIPAA and FERPA) apply to all personal and academic communication.

No information identifying a patient, patient situation or clinical facility may be posted on any social media website. Social media outlets include but are not limited to: Facebook, LinkedIn, MySpace, YouTube, Twitter, etc. Healthcare workers have been fired for discussing patient cases on Facebook even though no names were discussed. Student use of photography and/or recording devices is prohibited in all classroom, laboratory, and clinical sites, unless formal permission of the instructor of record is granted before the fact.

Do not give healthcare advice on social media sites. Students should not become a patient's "friend" on a social media site.

Any violation of this policy must be reported to the program faculty as a possible HIPAA violation. Disciplinary actions will be taken accordingly. Students may be banned from the clinical facility and subject to immediate expulsion from the Radiologic Technology Program and subject to potential investigation by the Federal Office of Civil Rights.

For further information and resources: Refer to *SCC's Administrative Guideline 934* for Expectations (III) and Restrains (V).

Signature _____ Date _____

Witness _____ Date _____

Revised 5/2023



SOUTHEASTERN
COMMUNITY COLLEGE

Statement of Financial Responsibility

I, _____, hereby certify that I am covered by the health insurance or equivalent health care plan as required to meet admissions criteria for the Radiologic Technology Program and/or affiliating agencies used as clinical sites.

If the Radiologic Technology Program/or appointed designee determines that the coverage does not comply with the admissions and/or affiliating agency health insurance requirements, I understand and agree that I will not be permitted to commence training and/or admittance for the respiratory program at Southeastern Community College.

I further understand and agree that the Radiologic Technology Program, Southeastern Community College and/or its affiliating agencies are not responsible for paying for or providing any medical/hospital care or health insurance coverage for me.

Signed: _____

Printed Name: _____

Date: _____

Please return a signed and dated copy of insurance cards to the Radiologic Technology Clinical Coordinator.



SOUTHEASTERN
COMMUNITY COLLEGE

Student Conference Report

Student Name: _____

Incident/Problem:

Description of Disciplinary Action Taken:

Action Represents:

Verbal Warning 1st Warning 2nd Warning Suspension Dismissal

Student Signature: _____

Faculty Signature: _____

Date: _____



SOUTHEASTERN
COMMUNITY COLLEGE

SCC Student Health and Demographic Form

PERSONAL DATA (completed by student, please print)

Full Name: _____

Gender: _____ Birth Date: _____ SSN: _____

Address: _____

Home phone: _____ Cell Phone: _____

Place of work: _____ Phone: _____

In case of Emergency, notify, _____

(Please include full name and relationship)

Telephone: _____

(Please include home, work, cell)

Allergies:

Medications: _____

Other: _____

I have the following "Med-Alert" conditions: _____

Other Comments:

Signature: _____ Date _____



SOUTHEASTERN
COMMUNITY COLLEGE

Radiologic Technology Student Laboratory Participation Agreement

I, _____ (printed name), agree to participate in Southeastern Community College Radiology Program laboratory activities. During the laboratory experiences I will role-play as a professional radiographer and patient. I will be expected to have physical contact with other students while learning various radiographic procedures, blood pressures, pulse, respirations and venipuncture.

Signature: _____

Date: _____



SOUTHEASTERN
COMMUNITY COLLEGE

**RADIOLOGIC TECHNOLOGY PROGRAM
WITHDRAWAL OF DECLARATION OF PREGNANCY**

To formally withdrawal your declaration of pregnancy, please complete the following form:

I, _____ (printed name), understand that as of _____ (date),

I will no longer be supplied and monitored with a fetal badge.

Signature: _____ Date: _____

Program Director's Signature: _____ Date: _____



SOUTHEASTERN
COMMUNITY COLLEGE

Overall Grade Warning Form

I, _____ (printed name), understand that I am receiving an overall grade warning for _____ (course). My current grade is at a _____% and I am aware that a 78% or higher must be obtained in order to continue on in the program. I have been notified that I have _____ absences and _____ tardies that could potentially impair my grade. I am aware that it is my responsibility to ask for assistance and seek academic help.

Plan to improve grade:

Additional comments:

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____



Radiologic Technology Program Written Exam Remediation Rubric

Student Name: _____

Course: _____ Exam: _____

For each missed exam question, list the Rational for Missing and complete remediation.

Rational for Missing the Question; mark all that apply:

Missed Exam Question Number	Lack of Knowledge	Language Skills	Exam Panic	Exam Skills	Correct Answer	Site Source (may not be notes)
	<ul style="list-style-type: none"> Poor retention Inadequate notes Incomprehension of material No application of knowledge 	<ul style="list-style-type: none"> Didn't understand the question or available answers Did not know the vocabulary Slow reading speed 	<ul style="list-style-type: none"> Decreased Concentration Mental block Forgot exam techniques 	<ul style="list-style-type: none"> Didn't read the question Didn't consider all choices Changed answer Inadequate answer Careless/clerical error 		

Instructor Comments:

Instructor Signature: _____

Date Received: _____

