



**RADIOLOGIC TECHNOLOGY PROGRAM
HEALTHCARE TECHNOLOGY DIVISION
ALBANY TECHNICAL COLLEGE**

**PROGRAM HANDBOOK
2023-2024**

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INTRODUCTION

Welcome to the Radiologic Technology Program. We are happy that you have chosen a challenging and rewarding career. This guide was constructed so that students entering the program will have a quick and reliable resource to obtain information about the program when needed. You have entered a challenging and exciting program. Follow the rules and regulations established to assure that your experiences will be positive ones. The rules contained in this document do not replace policies and procedures outlined in the Albany Technical College Catalog but are additional rules by which the program will be administered. It is strongly suggested that you become aware of policies and procedures outlined in both documents.

The Joint Review Committee on Education in Radiologic Technology (JRCERT) accredits the program. The program adheres to the STANDARDS established by the JRCERT, available in the Accreditation Handbook, on the JRCERT website at <http://www.jrcert.org>, and on the Radiography website. If a student believes that the program does not comply with one or more of the STANDARDS, the student should discuss the situation with the program chairperson, and then follow through, if necessary, with the procedure established by the Grievance policy on p. 26. If satisfactory resolution is not achieved, then he/she should contact the JRCERT directly at the address above.

The Radiologic Technology Program is a sequence of courses designed to deliver experiences to obtain competencies necessary to become a radiographer. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Didactic (classroom), as well as clinical instructions are utilized to develop necessary skills. Clinical experiences are provided by the 9 affiliates (hospitals, clinics, specialty/imaging centers, orthopedic centers, and other facilities) that have agreed to assist in the delivery of this program. The program's occupational courses are four semesters in length, starting only once a year in the Spring semester.

After successful completion of all program requirements, students:

- Obtain an Associate of Applied Science Degree in Radiologic Technology.
- Are eligible to apply to sit for the national certification exam administered by the American Registry of Radiologic Technologists (ARRT).

The Program Faculty of the Radiography Program at Albany Technical College reserves the right to make any additions or changes in program policies as deemed necessary at any time throughout the course of the program. The Radiologic Technology program faculty is committed to delivering the best program possible.

PROGRAM OFFICIALS/FACULTY

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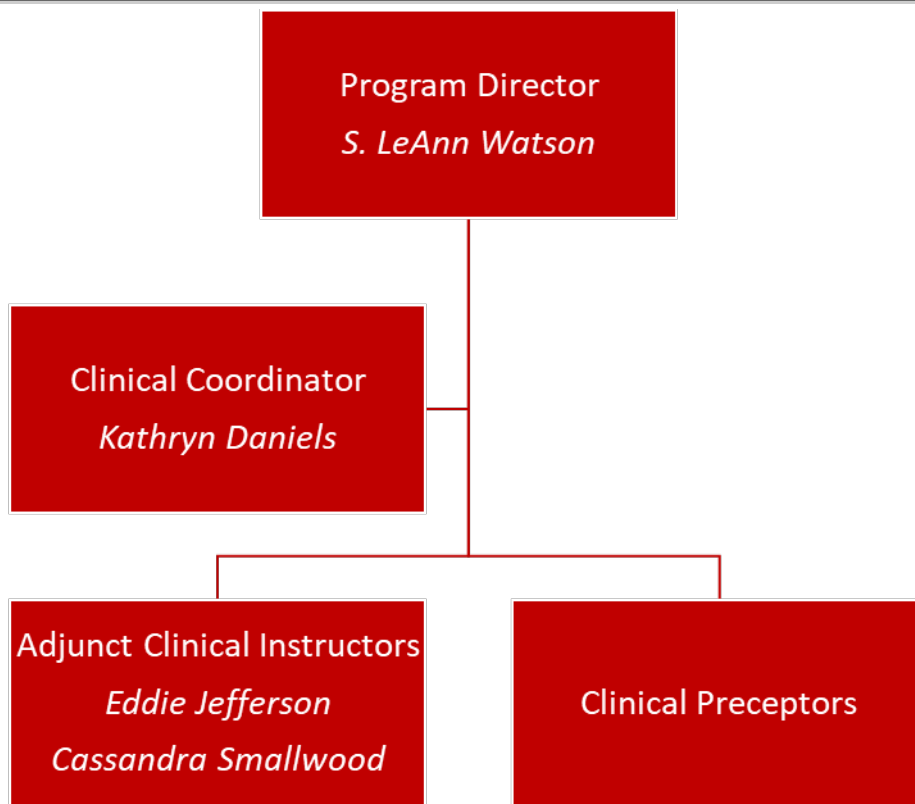
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PROGRAM ORGANIZATIONAL CHART



PHILOSOPHY

Radiologic Technology is a program of study, which is compatible with the policies of the Technical College System of Georgia (TCSG) and encourages each Radiologic Technology program student to benefit and contribute as a partner in the economic development and stability of Georgia. The philosophy of the Radiologic Technology program is founded on the value attributed to individual students, the radiography profession, and technical education.

The Radiologic Technology program of study is consistent with the philosophy and purpose of the institution. The program provides academic foundations in communications, mathematics, and human relations, as well as technical fundamentals. Program graduates are skilled in the underlying fundamentals of radiologic technology and are well prepared for employment and subsequent upward mobility.

The Radiologic Technology program is a technical program that provides the knowledge and skills to qualify participants as radiographers. This profession is presently experiencing technical growth and the employment market is extremely competitive. Upon completion of the Radiologic Technology program students are eligible to sit for the national certification examination given by the American Registry of Radiologic Technologists (ARRT) thus enabling them to achieve professional employment in the field anywhere in the United States.

The program structure acknowledges individuals differences and provides opportunities for students to seek fulfillment of their respective educational goals. The program does not discriminate based on race, color, national origin, religion, sex, age, handicapping condition, academic disadvantage, or economic disadvantage.

PURPOSE

The purpose of the Radiologic Technology program is to provide educational opportunities to individuals that will enable them to obtain the knowledge, skills, and attitudes necessary to succeed as radiographers.

The Radiologic Technology program graduates are eligible to sit for the national certification examination for radiographers and are prepared to function as professionals in the Radiologic Technology field. Program graduates are to be competent in the general areas of communication, algebra, interpersonal relations, and anatomy and physiology. Program graduates are competent to perform imaging examinations and accompanying responsibilities assigned to a radiographer at the direction of physicians qualified to request and/or perform radiologic procedures.

Upon completion of the program, the graduate is competent to perform as a radiographer and to:

1. Apply knowledge of anatomy, physiology, positioning, and radiographic techniques to accurately demonstrate anatomical structures on a radiograph or other imaging receptor.
2. Determine exposure factors to achieve optimum radiographic techniques with minimum radiation exposure to patient.
3. Evaluate radiographic images for appropriate positioning and image quality.
4. Apply the principles of radiation protection for the patient, self, and others.
5. Provide patient care and comfort.
6. Recognize emergency patient conditions and initiate lifesaving first aid and basic life-support procedures.
7. Evaluate the performance of radiologic systems, know the safe limits of equipment operation and report malfunctions to the proper authority.
8. Exercise independent judgment and discretion in the technical performance of medical imaging procedures.
9. Participate in radiologic quality assurance programs.

MISSION, GOALS, AND STUDENT LEARNING OUTCOMES

MISSION

The mission of the Radiologic Technology program is to provide educational opportunities to individuals that will enable them to obtain knowledge, skills, and attitudes necessary to succeed as certified entry-level technologists that meet the needs of the community. In support of the mission, the program has the following goals and student learning outcomes:

STUDENT LEARNING OUTCOMES

Goal #1: Students will demonstrate clinical competence.

Student learning Outcomes:

- Students will apply the appropriate positioning skills.
- Students will select appropriate technical factors.

Goal #2: Students will demonstrate effective communication skills.

Student Learning Outcomes:

- Students will demonstrate effective written communication.
- Students will demonstrate effective verbal communication.

Goal #3: Students will utilize critical thinking.

Student Learning Outcomes:

- Students will manipulate exposure factors in non-routine/trauma situations.
- Students will adjust positioning techniques in non-routine/trauma situations.

OBJECTIVES

The objectives of the Radiologic Technology program are to:

1. Provide education that acknowledges individual differences and respects the right of individuals to seek fulfillment of educational needs.
2. Provide an environment that encourages the individual to benefit and contribute as a partner in the economic process, development, and stability of Georgia.
3. Provide education that develops the potential of each student to become a productive, responsible, and upwardly mobile member of society.
4. Provide quality radiologic technology education in an atmosphere that fosters interest in and enthusiasm for learning.
5. Prepare graduates to function as accountable and responsible members within their field of endeavor.
6. Prepare graduates to function as safe and competent practitioners in radiography.
7. Prepare program graduates with the highest level of competence possible given the constraints of the interest and ability levels of individuals.
8. Provide educational and related services without regard to race, color, national origin, religion, gender, age, handicapping condition, academic disadvantage, or economic disadvantage.
9. Foster employer participation, understanding, and confidence in the instructional process and the competence of radiologic technology program graduates.
10. Provide guidance to radiologic technology program students to assist them in pursuing educational opportunities that maximize their professional potential.
11. Encourage program graduates to recognize and to act upon individual needs for continuing education as a function of growth and maintenance of professional competence.

ACCREDITATION INFORMATION

The Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The Committee may be contacted at 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182; (312)704-5300; www.jrcert.org; Email: mail@jrcert.org.

Students who have questions concerning compliances with JRCERT Standards should contact the Radiography Program Director with those concerns and follow the due process procedure if necessary. To learn more about JRCERT, log on to JRCERT website at www.jrcert.org. The JRCERT can be contacted by the contact information provided below.

JRCERT Standards for an Accredited Educational Program in Radiologic Sciences

Standard One: Accountability, Fair Practices, and Public Information

The sponsoring institution and program promote accountability and fair practices in relation to students, faculty, and the public. Policies and procedures of the sponsoring institution and program must support the rights of students and faculty, be well-defined, written, and readily available.

Standard Two: Institutional Commitment and Resources

The sponsoring institution demonstrates a sound financial commitment to the program by assuring sufficient academic, fiscal, personnel, and physical resources to achieve the program's mission.

Standard Three: Faculty and Staff

The sponsoring institution provides the program adequate and qualified faculty that enable the program to meet its mission and promote student learning.

Standard Four: Curriculum and Academic Practices

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

Standard Five: Health and Safety

The sponsoring institution and program have policies and procedures that promote the health, safety, and optimal use of radiation for students, patients, and the public.

Standard Six: Programmatic Effectiveness and Assessment: Using Data for Sustained Improvement

The extent of a program's effectiveness is linked to the ability to meet its mission, goals, and student learning outcomes. A systematic, ongoing assessment process provides credible evidence that enables analysis and critical discussions to foster ongoing program improvement.

RADIOLOGIC TECHNOLOGY ASSOCIATE DEGREE (RT23) CURRICULUM

The Radiologic Technology Program is a sequence of courses which include 25 semester hours of core and 52 semester hours of Occupational courses designed to deliver experiences necessary to obtain competencies required to become a radiographer.

Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Didactic, as well as clinical instruction is utilized to develop necessary skills. Clinical experiences are provided by the clinical affiliates that have agreed to assist in the delivery of this program.

Upon successful completion, program graduates earn an Associate's Degree in Applied Science. Students are then eligible to apply for the national certification exam of the American Registry of Radiologic Technologists (ARRT) that is administered by a private testing company (Pearson VUE) located here in Albany and other convenient locations throughout the U.S. The applicant must score a minimum of 75 or higher to gain certification as a Registered Technologist in Radiography, which enables them to practice the profession anywhere in the U.S. Most hospitals and clinics require the applicants to be a Registered Technologist, R.T. (R) before they will hire the applicant.

Radiologic Technology Associate Degree (RT23)

Student Tracking and Advisement Sheet

<u>Course</u>	<u>Course Name</u>	<u>Credit hours</u>	<u>Completed</u>	<u>Grade</u>
	<u>CORE COURSES</u>			
	<u>First Core Semester</u>			
ENGL 1101	Composition and Rhetoric	3		
ALHS 1090	Medical Terminology	2		
COLL 1020	*College Success Course	(3)		
BIOL 2113	Anatomy and Physiology I	3		
BIOL 2113L	Anatomy and Physiology I LAB	1		
	<u>Second Core Semester</u>			
Area II	Choose: PSYC 1101, SOCI 1101, or ECON 1101	3		
BIOL 2114	Anatomy and Physiology II	3		
BIOL 2114L	Anatomy and Physiology II LAB	1		
MATH 1111	College Algebra	3		
	<u>Third Core Semester</u>			
Area IV	Choose: HUMN 1101, ARTS 1101, or MUSC 1101, ENGL 1102	3		
Gen Ed. Elec.	Choose: PSYC 1101, SOCI 1101, ECON 1101, SPCH 1101, or MATH 1113	3		
		Total= 25		
	<u>OCCUPATIONAL COURSES</u>			
	<u>First Semester (Spring)</u>			
RADT 1010	Introduction to Radiology	4		
RADT 1030	Radiographic Procedures I	3		
RADT 1065	Radiologic Science	2		
RADT 1320	Clinical Radiography I	4		
		Total= 13		
	<u>Second Semester (Summer)</u>			
RADT 1060	Radiographic Procedures II	3		
RADT 1075	Radiographic Imaging	4		
RADT 1330	Clinical Radiography II	7		
		Total= 14		
	<u>Third Semester (Fall)</u>			
RADT 2090	Radiographic Procedures III	2		
RADT 1200	Principles of Radiation Biology and Protection	2		
RADT 1085	Radiologic Equipment	3		
RADT 2340	Clinical Radiography III	6		
		Total = 13		
	<u>Fourth Semester (Spring)</u>			
RADT 2260	Radiologic Technology Review	3		
RADT 2360	Clinical Radiography IV	9		
		Total = 12		
	Total for entire Program	77		

*Institutional Credit Only- Not required for all students, only first-time college students.

PERFORMANCE BASED EDUCATION PROCESS

The radiography program utilizes a performance-based education process. Students are responsible for obtaining information and/or materials for completion of competencies. Instructors will provide the necessary information for completion of competencies utilizing any of the following means, methods, or techniques:

- Lectures
- Reading assignments
- Audiovisual aids
- Demonstrations
- Independent learning modules/packets
- Peer tutoring
- Direct Clinical experiences
- Online material via Blackboard

RESOURCES

Library

- Numerous textbooks and references listed in Course Summaries / Syllabi.
- Additional resources on reserve
- Computer Assisted Instructional Aids
- Journals and periodicals

Radiography Lab

- Radiographic Phantoms and models
- Numerous textbooks and references listed in Course Summaries / Syllabi.
- Additional resources on reserve
- Videotapes and videodisks
- Computer Assisted Instructional Aids
- Quality control devices

Computer Lab

- Computer Assisted Instructional Aids
- All computer labs have the full suite of Microsoft Office Products. PC's have disc drives, and or USB cables to accept your personal flash drive.

TEXTBOOK LIST FOR RADIOLOGIC TECHNOLOGY

RADT 1010	Introduction to Radiologic Technology (Spring)	Introduction to Radiologic and Imaging Sciences and Patient Care, 8 th Edition ISBN: 978-0-323-87220-1 RADTECH KIT (available in ATC bookstore only)
RADT 1200	Principles of Radiation Biology and Protection (Fall)	Radiation Protection in Medical Radiography, 9 th Edition –Textbook ISBN:978-0-323-825030 Radiation Protection in Medical Radiography-Workbook ISBN:978-0-323-825085 Bundle ISBN at ATC Bookstore
RADT 2260	Radiologic Technology Review (Spring, 2 nd)	Corectec Online Review Course <i>(Do not purchase until beginning of Spring due to only good for 6 months)</i> School code: gatmPFB ASRT –Radiology Roadmap ASRT Membership Required. Mosby’s Comprehensive Review of Radiography, 8 th Edition ISBN: 9780323694889
RADT 1065 RADT 1075 RADT 1085	Radiographic Science Radiographic Imaging Radiographic Equipment (Spring)	Principles of Radiographic Imaging, 6 th Edition ISBN: 978-1-337-71106-7 Workbook for Principles of Radiographic Imaging, 6 th Edition ISBN: 978-1-337-79311-7

RADT 1030	Radiographic Procedures I	Bontrager's Textbook of Radiographic Positioning & Related Anatomy, 10th Edition ISBN: 9780323653671 Bontrager's Handbook of Radiographic Positioning and Techniques, 10th Edition ISBN: 9780323694223 Mosby's Radiography Online for Bontrager's Textbook of Radiographic Positioning and Related Anatomy, 10th Edition ISBN: 978-0-323-696494 BUNDLE ISBN at ATC Bookstore
RADT 1060	Radiographic Procedures II	
RADT 2090	Radiographic Procedures III	
	(Spring)	
RADT 1320	Clinical Radiography I	Trajecsyst- \$170
RADT 1330	Clinical Radiography II	
RADT 2340	Clinical Radiography III	
RADT 2360	Clinical Radiography IV	

PROGRAM ACCEPTANCE REQUIREMENTS

- A. Competitive admissions includes:
 - 1. ACCUPLACER scores within the minimal levels
 - 2. PSB test with a 50th percentile or higher
 - 3. Entire completion of 25 semester hours of the program core courses (listed below) with a 2.75 GPA or higher before the student can start the Occupational courses in the Spring semester
 - 4. Attendance of a mandatory program orientation by the program director.
- B. After the mandatory orientation, the student will be required to provide the following document:
 - A. Current physical examination, within last year
 - B. PPD skin test or chest x-ray if skin test is positive
 - C. Immunization record
 - D. 10 panel drug screen test (to be done at PPMH)
 - E. Hepatitis B vaccination or declination of the series with form
 - F. BLS certification-American Heart Association is only accepted and must be training for Healthcare Professional.
 - G. Make arrangements with Program Director to complete a minimum of 8 hours of volunteer time in the PPMH Radiology department or other approved site.
 - H. Arrange with PreCheck (mystudentcheck.com) to get a criminal background check with the results sent to Albany Technical College (PreCheck) and then to PPMH and Crisp Regional Hospitals.

ALL these requirements need to be completed and submitted to the program director no later than a date set during the summer semester by the program director prior to the start of the occupational courses in the fall semester.

Program admission will be determined by several criteria, which include:

- Students with the highest scores on the entrance tests.
- Minimum GPA of 2.75 in core courses
- Students with the highest PSB test scores.
- Completion of all required documentation by a deadline date set each year by the program director during the summer semester.

PHYSICAL AND MENTAL PERFORMANCE REQUIREMENTS

Because of the nature of the work required in the Radiologic Technology Program offered at Albany Technical College, the applicant must be:

- Able to reach, manipulate, and operate equipment necessary for Radiology procedures.
- Able to move, manipulate, and observe a patient or client as necessary for the Radiologic Technology profession.
- Able to visually assess patients, medical test results and the working environment to correctly decide the appropriate action to take for the benefit to the patient/client.
- Able to clearly communicate, both verbally and in writing, with the patient, client, family members, medical personnel and others.
- Able to disseminate information relevant to patient care and work duties, and also hear clearly enough to gather information relevant to patient care and work duties.
- Able to make appropriate judgment decisions in an emergency or where a situation is not clearly governed by specific guidelines.
- Able to demonstrate emotional stability and psychological health in day-to-day interactions with patients/clients, staff, family members, and others in routine and non-routine decision-making processes, and on the daily execution of didactic and clinical assignments.
- Able to lift at least 50 pounds.

ATC POLICIES AND PROCEDURES

ADMISSIONS PROCESS

College Admission Requirements:

Admission to a Technical College System of Georgia (TCSG) college is a multi-step process, which consists of evaluation of prior academic experience and assessment for postsecondary readiness of eligible applicants.

Albany Technical College adheres to the TCSG policy stated above and defines the following for the purpose of admissions to the College. Future students must:

1. Submit a completed Application for Admissions and \$25.00 non-refundable fee;
2. Submit official high school transcript or GED® score report showing graduation date and diploma type.
3. Submit official college or technical college transcripts for all previously attended institutions.
4. Copy of Student Driver's license or Identification.

GRADING POLICY

All classroom and clinical courses are graded as follows:

Classroom courses include classroom instruction, laboratory instruction, independent study and collaborative learning (small group) activities, and compliance with program policies and student responsibilities as listed in each course syllabus.

Clinical courses will include clinical competencies, equipment check-offs, observation checkoffs, attendance requirements, and may include other instructional activities and compliance with program policies and student responsibilities as listed in each course syllabus.

Albany Technical College grading system, as stated in the ATC Student Handbook, is as follows:

GRADING SYSTEM: The following grading system is used:

A	(90-100) Excellent	GPA 4.0
B	(80-89) Good	GPA 3.0
C	(70-79) Satisfactory	GPA 2.0
D	(60-69) Poor	GPA 1.0
F	(below 60) Failing	GPA 0.0
I	Incomplete	GPA not computed/ counts toward % completed
IP	In Progress	GPA not computed
W	Withdrew (no grade)	GPA not computed/counts toward % completed
WP*	Withdrawal Passing	GPA not computed/ counts toward % completed
AU	Audit	
EXE	Credit by Competency Exemption Examination	
EXP	Credit by Portfolio of Past Work Submission	
TR	Transfer Credit	MINIMUM GRADE POLICY FOR A COURSE

Students withdrawing from class on or before the published deadline are issued a grade of “W”. Students may not miss more than 10 percent of the scheduled class time. If a student misses more than 10 percent of the class time, the instructor can recommend that the student be dropped from the class, through the 60% attendance point of the term completed. Students will not be dropped for lack of attendance during the last 40% attendance point of the term completed. The student has earned the right to a letter grade at this point.

****Note: An overall average of 70 / C is required to pass the course!**

If a final grade lower than a “C” is made in any course the student will be dismissed from the program. The student may re-apply to the program and enter when the sequence of courses needed is offered. This is usually during the same semester the following year. Testing may be required, and space limitations must be considered. Re-entry into the program is limited to one time.

Students are **required** to achieve a **C grade** or better in all classes.

Successful completion of the program shall be dependent on documented achievement of objectives and competencies defined in each syllabus. Because of the structure of this curriculum, students must progress through the course as prescribed. The progressive nature of the RADT courses requires that these courses will be scheduled in the student’s curriculum; however, other courses may be taken prior to entering the full-time curriculum.

A grade of “I” (incomplete) may be given in the event a student has not completed course requirements during the prescribed time. The incomplete is assigned only after the student has made arrangements with the instructor for fulfilling the course requirements. All work must be completed within ten days of the prescribed time, or the grade automatically becomes “F,” and the student will be dropped from the program.

GRADE APPEAL POLICY

Students have the right to appeal a final academic grade that they do not agree with. The process for doing this is located in the on-line ATC catalog.

GRIEVANCE PROCEDURES

Students and faculty will follow the normal ATC chain of command in addressing issues of concern and problems that may arise. The first point of contact is the instructor. If the instructor does not resolve the issue, the student should meet with the Radiologic Technology Program Chairperson. If the issue is not taken care of at this level, grievance procedures are outlined in the ATC Catalog.

In the event a complaint is raised, the following steps will be taken:

1. The Program Director documents the complaint.
2. The Program Director attempts to resolve complaint and responds to complainant in writing with five business days.
3. If the student is not in agreement with the Program Director's response, they may follow the ATC process in the ATC Student Handbook
4. All documentation regarding complaint will be maintained in locked file cabinet in Program Director's office.

Title IX Coordinator

Kathy Skates, Vice President of Administration

1701 S. Slappey Blvd, Albany, GA 31701

Phone: (229) 430-3524 Email: kskates@albanytech.edu

Section 504/ADA Coordinator

Regina Watts, Special Needs Coordinator

1701 S. Slappey Blvd, Albany, GA 31701

Phone: (229) 430-2854 Email: rwatts@albanytech.edu

DISABILITY ACCOMMODATIONS: A student who believes that he/she has a disability of any type should contact the following: Regina Watts by phone at (229) 430-2854 or by email at rwatts@albanytech.edu.

TECHNICAL COLLEGE GUARANTEE

(Warranty Statement)

The Technical College System of Georgia has developed curricula standards with the direct involvement of business and industry. These standards will serve as the industry-validated specifications for each occupational program. These standards allow Georgia's technical colleges to offer their business partners this guarantee:

"If one of our graduates, who was educated under a standard program and his or her employer agrees that the employee is deficient in one or more competencies as defined in the standards, then Albany Technical College will retrain that employee at no instructional cost to the employee or employer."

This guarantee applies to all graduates of ATC who are employed in the field of their training. It is in effect for a period of two years after graduation.

STUDENT RECORDS

An advisor's file is maintained for each student, including previous scholastic record, classroom and clinical evaluations. The file consists primarily of a continuing record of the student's progress through the program. Upon successful completion of the Radiography Program, a Graduate Summary may be written by your advisor and submitted to Student Services for permanent records. A permanent file of radiation monitoring is kept in program files.

PROGRAM WITHDRAWAL PROCEDURE

If withdrawal from the Radiologic Technology Program becomes necessary, the student is advised to consider the circumstances carefully. Thought should be given to the time frame for withdrawal without penalty, as well as possible re-entry into the program the following year. The Program Chair will counsel and advise the student on the best possible course of action. If you choose to withdraw, you must meet with course faculty or advisor. A minimal amount of paperwork will be completed. The student must inform the Registrar's Office of any decision that affects her/his enrollment in the College.

DISMISSAL FROM RADIOLOGIC PROGRAM

Failure to comply with the written program guidelines will result in:

1. An anecdotal note placed in the student's file
or
2. A meeting with the program faculty and/or Health Technologies Department Chairperson.

Students are expected to follow all guidelines as printed in student handbook and in the ATC catalog. Noncompliance will result in activation of ATC dismissal policy.

PROGRAM READMISSION REQUIREMENTS

Students requesting to return to the program after a leave of absence must request readmission, in writing, to the Dean of Allied Health.

A student who is dropped from the program due to academic reasons, attendance, disciplinary reasons, or students having received a grade less than "C" in any Radiologic Technology course will not be allowed to remain in the Radiology program. Students have the option of reapplying to the program the following year and are limited to a one-time re-entry into the program.

A student wishing to re-enter the program must understand that readmission is granted on a competitive and space available basis, based on the program's readmission criteria, the accreditation agency and the clinical capacity. Readmission will be considered only if there are positions available.

A student desiring to re-enroll in Radiologic Technology in the semester they left, after a leave of absence will be reviewed by the Program Director. If considered the student must adhere to the following policies and procedures: Students must demonstrate competencies/performances learned in previously taken coursework; must successfully complete an assessment over previous coursework. If successful, the student will begin the program where the student left off but must repeat all competencies previously obtained. If the returning student is unsuccessful in the competencies and assessments, he/she must retake the entire program. Therefore, the student will be eligible to start with the next cohort.

GRADUATION REQUIREMENTS

The Associate Degree in Applied Science will be awarded to all students who have completed the two-year technical program and have met program requirements for the Radiologic Technology Program.

- The student must have completed a minimum of **77** credits and completed all of the requirements of the program with cumulative grade point average of 2.75 or above.

CERTIFICATION - REGISTRATION (ARRT)

Upon completion of the Radiologic Technology Program, each student will be awarded an Associate Degree in Applied Science (AAS) and will become eligible to apply to sit for the Radiography examination given by the American Registry of Radiologic Technologists. Upon successfully passing the examination, the graduate becomes certified in radiography and may use the initials R.T. (R). By annually meeting the requirements for Renewal of Registration, the certificate remains registered by the ARRT.

Candidates must comply with the “Rules of Ethics” contained in the ARRT Standards of Ethics. This includes state and federal laws. A conviction, plea of guilty, or a plea of “no contest” to a crime that either is a felony or is a misdemeanor must be investigated by the ARRT in order to determine eligibility. An applicant with a record of a felony or a misdemeanor must supply in writing an explanation to the ARRT, including court documentation of the charges, with the application for examination. This information and the appropriate forms can be found on the ARRT website, www.arrt.org.

ATC CODE OF CONDUCT

All student behavior shall be based on respect and consideration for the rights of others. Students are expected to conduct themselves at all times in a professional manner that will contribute to the best interest of the college and the program. Good citizenship must be displayed at all times. See Student Rights and Responsibilities and Student Code of Conduct in the ATC College Catalog. When certain acts or rules of conduct are broken in the clinical education setting, disciplinary action in the form of program dismissal or disciplinary report filed. Disciplinary reports or actions will be imposed upon students who have been found in the clinical education setting to have violated the rules covered in the Student Rules and Regulations & Safety Policies Clinical Handbook.

While the student is in the classroom setting, the Student Code of Conduct includes guidelines on disciplinary reprimand, restitution, failing grade, removal from course or program, warnings, internal probations, suspension, expulsion, and other sanctions in addition to ones listed. Major and minor incidents are defined in the ATC College Catalog. Disciplinary Procedures for major and minor incidents are described in the ATC College Catalog.

STUDENTS RIGHTS REGARDING CODE OF CONDUCT

Students have the right to be informed of Albany Technical College's policies regarding codes of conduct and to due process when accused of violation of the college's Student Code of Conduct. Student rights include the following: (SEE Student ATC College Catalog for revisions or changes of any policies regarding Student Rights.)

DRUG-FREE CAMPUS/SEXUAL HARASSMENT POLICIES

ATC makes every effort to promote a positive learning environment for all students. Students using, or under the influence of, unauthorized drugs while participating in school events will be dismissed and referred to administration for disciplinary measures. Sexual harassment, of any kind, will not be tolerated. Copies of both policies can be found in the ATC Student Handbook.

ACCIDENTS/INJURIES TO STUDENTS

Students should report accidents or injuries that occur to them or to others to their clinical instructor /clinical supervisor and the program chair/clinical coordinator immediately. The student is expected to adhere to the clinical agency's policy concerning completing an incident report and receiving appropriate medical care and should complete the appropriate ATC paperwork if student accident insurance is to be utilized. See the "Forms" section of this handbook for a copy of the ATC Accident/Incident Report.

RADIOLOGY PROGRAM COURSE POLICIES

PROFESSIONAL BEHAVIORS

Appropriate professional behaviors are expected of all members of the learning community. Experience shows that behaviors demonstrated in the classroom do carry over into clinical practice. Professional behaviors, grades, and performance of skill are all integral parts of a resume. When you meet with your instructor, these professional behaviors will be reviewed and assessed.

Professional Behaviors Identified

Four professional behaviors are identified. These are expectations of you that apply equally in the classroom and clinic. Each is clarified with a list of supporting behaviors. This list is not intended to be all-inclusive.

1. Demonstrate dependability and punctuality.

- Attend all classes, labs, and scheduled appointments with instructors.
- Arrive for class, lab, and clinical with ample time to be prepared to participate at the designated starting time.
- Leave class, lab and clinical at stated time or when dismissed.
- Contact instructor by phone or message prior to absence from clinical.
- Complete and turn in assignments on time.
- Accept responsibility for actions and outcomes.
- Do not abandon lab partner without completing task.
- Take full advantage of time available in labs by staying on task and involved.
- Use time effectively.

2. Work effectively and respectfully in the clinical setting.

- Stay in assigned areas unless permission granted by college staff or RT.
- Do not leave for lunch or break in the middle of an exam.
- Accept assignments from clinical supervisor commensurate with capabilities.
- Attend to the comfort and safety of all patients.
- Continually maintain patient confidentiality.
- Minimize personal business in the clinical setting.
- Demonstrate a positive attitude toward feedback.
- Develop a plan of action in response to feedback.
- Critique own performance and share that self-assessment.
- Maintain professional demeanor at all times.

3. *Work effectively and respectfully with peers and instructors demonstrating mature communication skills.*

- Avoid interrupting others.
- Respond during interactions using appropriate verbal and nonverbal style.
- Communicate in respectful manner.
- Respect personal differences of others.
- Share fully with lab or project partner in accomplishing assigned task.
- Use correct grammar and expression in verbal and written communication.
- Avoid use of offensive statements.
- Write legibly and complete assignments with acceptable quality.
- Listen actively.
- Accept limits to own knowledge on subject matter.
- Consult with instructor when a student's behavior endangers another member of the class or in the event of an ethical breach of conduct

4. *Assume responsibility for personal and professional growth.*

- Recognize problem or need.
- Assume responsibility for own actions.
- Demonstrate a positive attitude toward feedback.
- Maintain an open line of communication with individual offering critique.
- Develop a plan of action in response to feedback.
- Assume responsibility for all learning.

INSTRUCTIONAL DELIVERY

Web-Enhanced:

Web-enhanced courses are traditional classroom courses that use Blackboard to supplement instruction. A web-enhanced course is assigned to a classroom for every contact hour described in the course catalog. Students may be required to use the Internet to interact with one another and the instructor, to review content, do research, complete and/or submit assignments, or take tests via Blackboard. Internet-based supplemental content, assignments, or research links may be assigned to reinforce in-class instruction, for class or individual projects or assignments, or for out-of-class personal enrichment. Internet-based content will include the Syllabus, assignment schedule, instructor contact information, textbook and required reading information, and Internet-based supplemental content or research link are located within Blackboard.

Lecture/Lab:

Lecture/lab is a class that meets weekly on campus for a specified number of hours that may have some lecture and some hands-on components but does not require a separate time like a traditional lab.

OBI/Clinical:

This course provides supervised clinical experience in various clinical settings as well as opportunities to demonstrate critical thinking skills and assessment-based management techniques through competency-based evaluations relevant to the practice/program.

BLACKBOARD

Blackboard is an online tool provided by the school to house course information. Extra content for this course will be posted on this site as well as power points, schedules, reminders, due dates, instructional videos, practice questions, flash cards, etc. Blackboard will also house the syllabus in case you lose it or need to reference it at any time. Please utilize Blackboard as a study resource to help you prepare for your exams.

CALCULATION OF GRADES IN COURSES

Calculation of Final Grade: (edit as needed below)

Tests:	60%
Assignments/Discussions/Lab/Projects:	20%
Final Test:	20%

All incomplete course-work will be evaluated at the discretion of the instructor. Also, five points will be deducted for each day an assignment is late; **if approved by instructor.**

Assignments will not be accepted that are more than five (5) days late. A grade of zero (0) will be assigned for work that is not submitted.

The Final Exam is required and must be taken on the dates it is made available. If the student misses the Final Exam on the scheduled date(s), the student will receive a zero as the exam grade.

Tests (60%)

Tests are the accumulation of the information learned from the weekly assignments. Tests will be timed. Test will only be made up at the discretion of the instructor.

Tests for this course are performed in the classroom or will be proctored through Respondus Lockdown browser. The test will be posted in Blackboard. They will be available for review after the exam. All tests are multiple choice and cover chapter content and image critique/labeling. The test content includes all and any information that is provided in class via textbook, Blackboard content, and/or verbal instruction given

Assignments/Laboratory/Projects/Discussions(online only) (20%)**Discussions (online only)**

Each week you will be required to answer a discussion question. Answer the question (minimum of 100 words) by Thursday (end of day), of each week. Then reply to at least one classmate with a minimum of 25 words, by Saturday of this week. You must complete this assignment in full to receive credit.

Laboratory

Students will work in small groups to complete laboratory exercises. Instructions will be provided for each exercise as well as questions that correspond with each assignment. The exercises and the questions must be completed in order to receive credit for the lab.

Students are required to wear their dosimeters while in the energized laboratory. If you do not bring your dosimeter to class, you will receive a zero for the exercise. Students must follow lab rules every time they enter the lab. (see Energized Lab Management Plan)

Assignments

Assignments will be given at the discretion of the instructor. Content may vary from reading assignments, workbook, key terms and/or review questions. All assignments will be posted on Blackboard with due dates.

You are responsible for making up or completing any assignments that are required by the due date. If you are unable to complete by the due date, please contact the instructor for a possible extension. All make up work will be done at the discretion of the instructor.

Final Exam (20%)

The final test will cover the entire course. The test will be multiple choice and will be given in the class or proctored through Respondus Lockdown Browser.

STUDENT GPA REQUIREMENT

Student will be required to maintain an ongoing GPA average of 2.75 in each of the 4 Occupational course semesters in order to remain in the program. The student would be evaluated at the end of each semester to determine by the grades earned in each semester whether the student advances to the next semester.

All incomplete course-work will be evaluated at the discretion of the instructor. Also, five points will be deducted for each day an assignment is late; if approved by instructor. Assignments will not be accepted that are more than five (5) days late. A grade of zero (0) will be assigned for work that is not submitted.

The Final Exam is required and must be taken on the dates it is made available. If the student misses the Final Exam on the scheduled date(s), the student will receive a zero as the exam grade.

PLAGIARISM POLICY

Failure to use proper citation procedure is considered plagiarism. Students are expected to do their own work and acknowledge someone else's work when using other sources. Deliberate failure to cite source will result in a failing grade for an assignment. Repeated plagiarism will be grounds for a referral to Instructional Services and further discipline based on college policy. Please refer to ATC Student Handbook.

CONSEQUENCES FOR ACADEMIC MISCONDUCT

Consequences at the course level will be at the discretion of the instructor and may include but are not limited to a verbal or written warning, deduction of points, a letter grade of "F" or zero on the assignment, project, or quiz/test/examination, and referral to the Vice President of Student Services for violation of the Albany Technical College Model Student Conduct Codes (See the ATC Student Handbook and Catalog for the full Albany Technical College Model Student Conduct Codes policy).

PROJECTED SCHEDULE

The projected schedule is provided at the end of this syllabus. This is a rough outline of the course with dates of content. This includes lecture, performances, and exam dates. Please note any changes made to this projected schedule will be notified to you via verbally, written, and on Blackboard. Any questions about schedule please see Mrs. Watson.

ASSIGNMENTS (Written or Oral)

1. Completed assignments are **due** on the **required date!**
2. Arrangements to makeup quizzes and tests following an absence must be coordinated with the instructor within 1 week after a student returns to class. It will be the student's responsibility to schedule a test or quiz to make up.
3. The faculty has the option to:
 - a. Alter the required due date or time of the assignment.
 - b. Maintain the required due date or time of the assignment.
 - c. Alter the assignment.
 - d. Reduce point values for days past due date.

MAKE-UP WORK

Except in cases of extended absences, students must make up work missed during an excused absence within five days or according to a plan devised by the instructor.

Assignments Missed During Disciplinary Suspension:

When a student is suspended for disciplinary reasons, the student will be allowed to make up assignments and tests. It is the student's responsibility to schedule all make-up work at the convenience of the instructor.

REMEDIATION

Remediation is done after failed attempts at tests, performances, and competencies. Test remediation is done in the form of taking all missed questions on the test and typing the question, answer, and page number and submitting it back into the instructor.

Computer labs/Library are available for students' use during the day and on some evenings. If you need tutoring in this course, please contact your instructor as soon as you feel you would benefit from tutoring. Tutoring is a free service provided by the college. If you need additional

help from the instructor, please feel free to ask. Your ability to learn and apply the material provided in this course is our number one priority. We want you, the student, to be successful. Please do not be afraid to ask for help, and please take advantage of the resources available to you.

Instructor with student remediation can be done after class periods and in-between classes. Please make arrangements with the course instructor to set a time to meet for extra help or assistance. Instructor schedules are posted.

WORK ETHICS

PURPOSE

Albany Technical College instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits are defined as essential for student success and are listed in the table below. The definitions for these traits have been integrated into the program standards of each program curriculum thereby allowing each program to make work ethics a relevant and meaningful part of the program curriculum. The traits are assessed before the student graduates from the program.

The Work Ethics traits will be introduced in a designated entry-level course (RADT 1010) in each program. Students will be told how and when they will be assessed. Modules of instruction will be included on Blackboard for that course. Instructor for the course can proceed with instruction of traits in a method that suits the design of the course. The WE module must be successfully completed with a passing score before the student can receive a grade for the course. In the event that the assessment is incomplete, not taken, or not completed with a passing grade, the student will be assigned an "I", (incomplete) for the course, in which case, the "I" will be removed after successful completion; an F will be given at the conclusion of ten days into the next semester term if the assessment is not completed with a passing grade. The assessment may be attempted as many times as needed to complete with a passing grade. At the conclusion, a formal evaluation form will be completed by the instructor to document successful completion.

Program instructors will continue to incorporate the traits informally throughout the program courses.

The Work Ethics traits will be emphasized formally again in a designated capstone course (RADT 2260) for the program. Modules of instruction will be included on Blackboard for this course and a written assessment of each student will be done before course completion. The WE module will be included in the final grade.

Work Ethics Traits

Trait	Definition
Appearance	Displays appropriate dress, grooming, and hygiene.
Attendance	Attends class; arrives/leaves on time; notifies instructor in advance of planned absences.
Attitude	Demonstrates a positive outlook; demonstrates mannerly behavior; follows chain of command.
Character	Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility.
Communication	Displays appropriate nonverbal, verbal, and written skills.
Cooperation	Handles criticism, conflicts, and complaints appropriately; works well with others.
Organizational Skills	Prioritizes and manages time and resources effectively; demonstrates flexibility in handling change; follows directions and procedures for the work environment.
Productivity	Completes tasks assigned efficiently, effectively, and timely; demonstrates problem-solving capabilities.
Respect	Tolerates other points of view; acknowledges and appreciates rights of others; has regard for diversity.
Teamwork	Works collaboratively with others toward a common goal in a respectful and cooperative manner; participates appropriately as a team member.

COURSE ATTENDANCE POLICY

*Students are **expected** to attend all scheduled class and lab sessions.*

While we acknowledge that it is the student's right to decide whether to attend classes, the student **must** understand the following:

1. Course material may contain subject matter that may be difficult to understand if the student elects not to be present for the lecture or lab. The instructor will not repeat missed material.
2. When asked to make recommendations for scholarships and employment, the instructors consider absences.
3. Absences are taken into consideration for those students who have a borderline grade.

*** Note: Tardiness is not a professional behavior and is not acceptable.**

Class attendance is calculated from the first officially scheduled class meeting through the last scheduled meeting. Students may not miss more than 10 percent of the scheduled class time. If a student misses more than 10 percent of the class time, the instructor can recommend that the student be dropped from the class, through the 60% attendance point of the term completed. Students will not be dropped for lack of attendance during the last 40% attendance point of the term completed. The student has earned the right to a letter grade at this point.

Any student arriving late for class or leaving early before the scheduled ending time will be marked tardy. Three tardies are equivalent to one absence from class. NOTE: Special attendance policies may be required for some programs. Students anticipating an absence or tardiness should contact the instructor in advance. If a student misses' class, they should (a) provide the instructor with appropriate documentation indicating the reason for absences; (b) request make-up assignments from instructor(s) upon returning to class(es); and (c) complete make-up work within a reasonable length of time.

SPECIFIC ATTENDANCE POLICIES

Lecture

1. If you will be absent, you need to notify the instructor.
2. **If you have missed a lecture, it is your responsibility to notify the instructor** when you return to obtain missed assignments. DO NOT rely on other students to give you this information.
3. If an absence is anticipated due to personal reasons, it should be discussed with the instructor prior to the time of absence.

Laboratory

1. Laboratory experiences are necessary and you are required to attend.
2. **Laboratory experiences cannot be “made-up”** so if you miss, you will be behind in your course work.
3. No student will attend another lab if absent unless approved by the instructor.

Clinical

1. Clinical experiences are necessary and you are required to attend.

EXCUSED ABSENCES

The following are considered excusable provided documentation is shown to the instructor on return to college:

- Personal illness (physician's excuse)
- Serious illness or injury to a member of the immediate family (physician's statement)
- Death in family
- Military duty (military orders)
- Jury duty (copy of summons)

An excused absence allows your instructor to work with you to complete missed assignments and/or tests. An excused absence is considered part of the 10% of allowed absences from a class.

"NO-SHOW" ATTENDANCE POLICY

The definition of a "no-show" is a student who is registered for a class and meets one of the following criteria:

- Does not attend the first three class sessions of any course that meets daily.
- Does not attend the first two class sessions of a course that meets twice a week.
- Does not attend the first class session of a course that meets once a week.

Any student reported as a "no-show" by an instructor will be administratively removed from that class and will not be eligible for reinstatement in the current term. Absences from class due to financial aid or non-payment count toward the 10% of allowed class absences.

STUDENT EMPLOYMENT/WORKER POLICY

The following policies have been established to ensure optimum patient care and meet the programs clinical and classroom objectives as well as maintain the physical and mental abilities of the student:

- Student attendance in the program is of utmost importance. Excessive tardiness and absences will not be tolerated. Students who are employed shall make every effort to attend school as a priority over employment.
- Sleeping in class or poor clinical performance due to lack of sleep will not be tolerated. Working late night or early morning shifts before a school day is not recommended.
- Students accepting part-time employment as Student Technologists must not wear monitoring devices that are assigned for clinical practice during work hours. Student technologists must wear separate badges provided by the employer. Students who are employed part-time at clinical sites must not wear ATC Radiography program uniforms.
- Students may not count exams performed during employment toward school requirements. Students may not count time spent during employment towards their clinical practice time for the program.
- If students are absent from clinical practice or class, it is not expected nor accepted that the students will report for work at the affiliates on the same day. It is not expected nor accepted that a student leave class or clinic to report as a Student Technologist.

EMERGENCY CLOSING/HOLIDAYS

If Albany Technical College campus is closed for any reason, the student cannot attend clinical education or classes. Program course schedules will/can be adjusted if need be. In the event of bad weather conditions please listen for announcements over local radio and television stations or through the college's notification system to the student.

If the campus is closed due to recognition of a holiday, the student is not allowed to attend clinicals. Holidays observed that affect this program are Labor Day, Veterans Day, Thanksgiving (day before, day of, and day after), and MLK, Memorial Day, and Independence Day.

Please see Contingency Plan policy in regard to working off campus during times of extended closure.

CELL PHONES AND SMART DEVICES

Many studies have shown that electronic devices, such as cell phones and laptop computers, are generally detrimental to the classroom teaching and learning environment. For this reason, students are PROHIBITED from operating cell phones, smart watches, ipods, (or any other electronic devices which emit noise) while in a class. In this case, “class” refers to formal courses and course work in classrooms, energized laboratory, and clinical education sites.

Students may bring such devices into classrooms and labs IF, AND ONLY IF, the signaling function is set on “Silent”, “Vibrate”, or other setting where no sound is emitted. Similarly, students may not answer cell phones and/or send text messages while in any of the above settings. If you answer your phone, text, or have your phone on your desk or table without PRIOR permission from your instructor, the following will occur:

- For the first occurrence, you will receive a written warning from the instructor.
- Following occurrence(s), you will be asked to leave class, counted absent, and not allowed to return for the remaining of the class session.

Certain Faculty and Administrators are required to carry cell phones and/or pagers in the course of their duties. This policy does not apply to these individuals.

CLASSROOM/LAB DRESS CODE

All students are required to wear Pewter uniform pants with either a pewter scrub top, X-ray themed t-shirt, or any ATC t-shirt. Students are to wear closed toe shoes while in the classroom and lab setting. Additionally, students must have their radiation monitors when they are attending laboratory classes.

LAB EQUIPMENT UTILIZATION

Because the replacement of lab equipment is very costly to the institution, students and faculty members are expected to handle all lab equipment carefully. Lab equipment and the lab itself should be left in an orderly manner. Students may not borrow department equipment, including textbooks and video materials, without the written consent of the Radiography program director or clinical coordinator.

ENERGIZED LAB MANAGEMENT PLAN

Students must abide by the Laboratory Management System rules pertaining to the use of the laboratory. The following needs to be adhered to:

1. Management of Students in Laboratory

- a. Students are not to be in lab area performing procedures unless an instructor is present on site.
- b. Lab door will be locked by the instructors unless the lab is in use.
- c. Students and instructors are to conduct themselves in a professional manner. Horseplay, inattentiveness, and negligence are prohibited.
- d. All students are required to wear Pewter uniform pants with either a pewter scrub top, X-ray themed t-shirt, or any ATC t-shirt. Students are to only wear closed toe shoes when on campus for laboratory safety. No crocs, shoes with holes, sandals, etc.
- e. Students are to follow all safety regulations

2. Laboratory Cleanliness/Maintenance:

- a. All students and instructors should wash hands before and after each simulated procedure.
- b. Laboratory equipment should be cleaned with the appropriate cleaning material before and after each simulated procedure
 - i. DR imaging plates should only be cleaned with the following:
 1. WIP'ANIOS by ANIOS
 2. SANI-CLOTH Active Wiped by PDI
 3. SULFA'SAFE by ANIOS
- c. Students should not attempt to troubleshoot or repair malfunctioned equipment and/or laboratory devices. All equipment malfunctions and/or improper functioning laboratory devices should be reported to an instructor
- d. All laboratory supplies/devices must be properly stored at the end of each laboratory session.
- e. No eating or drinking in the lab.

3. Radiation Safety:

- a. All students must receive and follow radiation safety instructions, as well as proper equipment training before operating radiation producing equipment. During exposures always stand in control booth or behind a barrier wall or leaded observation window.
- b. All students and instructors must wear their assigned radiation monitoring device when present in the laboratory area.
- c. All radiation exposures must be made using the quality assurance devices, phantom body parts, or the phantom mannequin. NO radiation exposure should ever be produced using live or actual persons.
- d. An instructor must be present and on site when all radiation exposures are produced. CLOSE lab door before making radiographic exposures.
- e. Students are not to hold phantoms during radiation exposure, they are to use the positioning sponges provided in the lab.

4. Equipment Operation/Maintenance:

- a. Use locks correctly; do not force equipment to move.
- b. Before lowering the table, check and remove obstacles from under the table, please do not leave stools under the table.
- c. Treat phantoms with care to prevent damage. Replacement cost for the phantoms is expensive.
- d. Remove battery from DR cassette and place on charger at the end of lab.
- e. Place DR cassette in proper holder for safe keeping.
- f. Report any malfunctions immediately to department faculty.
- g. Equipment is to be turned off after lab is finished.

CODE OF ETHICS

The Code of Ethics forms the first part of the *Standards of Ethics*. The Code of Ethics shall serve as a guide by which Certificate Holders and Candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team. The Code of Ethics is intended to assist Certificate Holders and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients. The Code of Ethics is aspirational.

1. The radiologic technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of humankind.
3. The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination based on sex, race, creed, religion, or socio-economic status.
4. The radiologic 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 radiologic technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.
8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.

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

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

RADIOLOGY CLINICAL POLICIES AND PROCEDURES

CLINICAL PRACTICE PURPOSE

The major purpose of a program in Radiologic Technology is to enable the student to develop skills that will allow him/her to successfully perform the duties of a radiographer. The preliminary step in this process is the acquisition of knowledge through classroom and laboratory learning experiences. A student must then practice and perform these skills until they are mastered.

Clinical education is a vital part of your education in the field of radiology. The majority of time spent in this program is in this area. For the student radiographer to obtain the greatest benefit in this program, it is important that he/she participate to the fullest.

The student begins with a brief orientation rotation through each area in the department to which he/she is assigned. After completing the orientation rotation, the student begins regular assignments in each area. This is done under supervision of a clinical instructor who is a Registered Radiographer as well as Registered Radiographers at each clinical site. Through various clinical rotations, students are given the opportunity to work with a variety of patient types, various hourly shifts and explore other components of the profession such as CT, MRI, Ultrasound and Radiation Oncology. Radiography departments are busy 24 hours per day; 7 days a week and our clinical schedules may include any of these hours. These various shifts will help you to gain valuable experience in trauma, surgery and other types of patient situations that are not encountered during the normal workday.

The student should be aware the number of rotations through the different clinical sites will be evenly distributed for all the students and will largely depend on the number of students in the class. As an example, a smaller class can expect to rotate through the clinical sites more often than a larger class. Additionally, the student is required to rotate through all the clinical sites during the 16 months of training. The only out of town site is Crisp Regional and the student will be rotated through this site multiple times, again depending on the size of the class in which they are a part of. The student will sign and acknowledge a Clinical Awareness Form, which states that they will be scheduled to attend clinical practicum sites that are 50 miles or less from the campus.

Students enrolled in the Radiologic Technology Program at Albany Technical College will be responsible for:

1. Acquiring expertise and proficiency in a wide variety of radiographic procedures and other ancillary duties.
2. Developing and practicing professional work habits and appropriate interpersonal relationships with patients, radiology department staff and other members of the health care team.
3. Observing rules and regulations as stated in the campus Student Handbook.
4. Observing program policies and guidelines applicable to your clinical education.

CLINICAL EDUCATION AFFILIATES

- ◆ The Affiliate for clinical education for student training is an approved facility by its accrediting agencies operating under the direction of a qualified person.
- ◆ The affiliate meets the essentials for student training by providing:
 - a. A variety and volume of radiological procedures providing learning experience.
 - b. Qualified personnel in the department responsible for department activities.
- ◆ The clinical personnel agree to directives set forth by the sponsoring institution of the student program including:
 - a. Professional atmosphere.
 - b. Methodology for the evaluation process of students.
 - c. Periodic meetings for program orientation and updating.
 - d. Abide by student scheduling and assignments made by academic faculty.
 - e. Encourage in-service programs to keep in tune with recent procedures and trends within the profession.
- ◆ Students shall abide by clinical policy during assignments to the facility with regard to:
 - a. Parking facilities.
 - b. Assigned area for changing clothes and security for personal belongings.
 - c. Provision for eating meals (cafeteria or lunchroom where meals can be purchased and eaten).
 - d. Ethical conduct at all times.
- ◆ At no time should the student be a substitute for salaried technologists who are responsible for the department activities and responsibilities

The faculty of ATC is responsible for the classroom and clinical education for students. The students may avail themselves of in-service programs sponsored by the radiology department or other service departments of the hospital as it relates to patient care and improved articulation.

CLINICAL AFFILIATES AND TELEPHONE NUMBERS

<u>Clinical Site</u>	<u>Clinical Instructors</u>	<u>Telephone</u>
Albany Internal Medicine 2402 Osler Ct Albany, GA 31707	Denice Broome, R.T. (R)(M)(ARRT) Sarah E. Magaddino, R.T.(R)(ARRT)	229-438-3326
Albany Urology Clinic and Surgery Center 2400 Osler Ct Albany, GA 31707	Sherry Metts, R.T. (R)(ARRT)	229-438-2808
Crisp Regional Hospital 902 N. 7 th Street Cordele, GA 31015	Chad Miller, Director Karen Flynn, R.T. (R)(ARRT) Debra Sims, R.T. (R)(ARRT)	229-276-3355
Phoebe Diagnostic and Imaging Center 2709 Meredyth Drive Suite 100 Albany, GA 31707	Kerry Henry, R.T. (R)(ARRT) Tessa M. Green, RT. (R)(ARRT)	229-312-0221
Phoebe East Convenient Care 2410 Sylvester Road Albany, GA 31705	Jonetta Terry, R.T. (R)(M)(ARRT)	229-312-9214
Phoebe Lee County Clinic 1224 U.S. Hwy 19 S. Leesburg, GA 31763	Lindsay Breasette, R.T. (R)(ARRT)	229-312-7407
Phoebe Northwest Convenient Care Center 2336 Dawson Road, Suite 1600 Albany, GA 31707	Jeff Cook, R.T. (R)(ARRT) Kim Bowen, R.T. (R)(ARRT)	229-312-8820
Phoebe Orthopaedic Specialty Group 2709 Meredyth Dr. Suite 450 Albany, GA 31701	Summer Mann, R.T. (R)(ARRT)	229-312-5000
Phoebe Main 471 Third Avenue Albany, GA 31707	Tracy Wilkinson, Director Jason Walker, R.T. (R)(ARRT) Sharon Jones, R.T. (R)(ARRT) Kirby Boudreaux, R.T. (R)(ARRT)	229-312-1176 312-4234 (OR)
Phoebe Urgent Care 2000 Palmyra Road Albany, GA 31701	Sharonda Thomas, R.T. (R)(ARRT) Jasmine Green, R.T. (R)(ARRT)	

CLINICAL AFFILIATION RELATIONSHIP

The students and faculty of the Radiologic Technology Program are invited guests within the clinical sites. Relationships between the Program and the clinical institutions have been established and nurtured with considerable and painstaking effort. Any breach of conduct that would potentially jeopardize this relationship is considered extremely serious. Upon review, if the student is found to be at fault in such a breach, expulsion from the Program is likely. Please see Clinical Professionalism Policy.

CLINICAL PROCESS

Observation and application of radiologic positioning, radiographic procedures and radiographic techniques are attained by students at various clinical facilities. These experiences are under the supervision of college instructors, staff radiographers and radiologists. Students will be assigned to specific radiographic rooms or imaging areas to observe and participate in the activities and exams being performed.

Once students have experienced and applied their positioning and exam knowledge sufficiently, they may attempt an exam competency on a patient. When instructors verify clinical competency attainment, students are expected to maintain competent performance of that skill for the duration of the program. In any clinical term, the instructor may request a student to perform a radiographic exam previously mastered under the instructor's direct observation. At any point within the program that the student regresses to unacceptable competency performance in a previously mastered skill, the competency must be repeated. After remedial activities assigned to the student by the instructor are completed, the student may again attempt competency on a patient.

STUDENT PROGRESSION OF THE CLINICAL COURSE

Because of the progressive nature of the clinical course, each student must:

- Be able to demonstrate previously completed competencies whenever requested by the clinical faculty.
- Successfully complete required competencies per semester as listed in proceeding sections of this manual.
- Have successfully completed all courses in the previous semester.
- Have accepted the radiologic technology professional values.
- Have a current grade average of "C" in all subjects before progressing to a higher-level clinical course.

CLINICAL GRADE DETERMINATION

Calculation of Final Grade: (edit as needed below)

Competencies:	30%
Continued/Terminal Competencies:	20%
Student Evaluations:	15%
Article Reviews:	10%
Case Study:	10%
Journal Entries:	10%
Clinical Daily Practice Record:	5%

COMPETENCIES (30%)

Each term the student must complete a minimum number of radiographic exams evaluated by a Radiographer and ATC faculty.

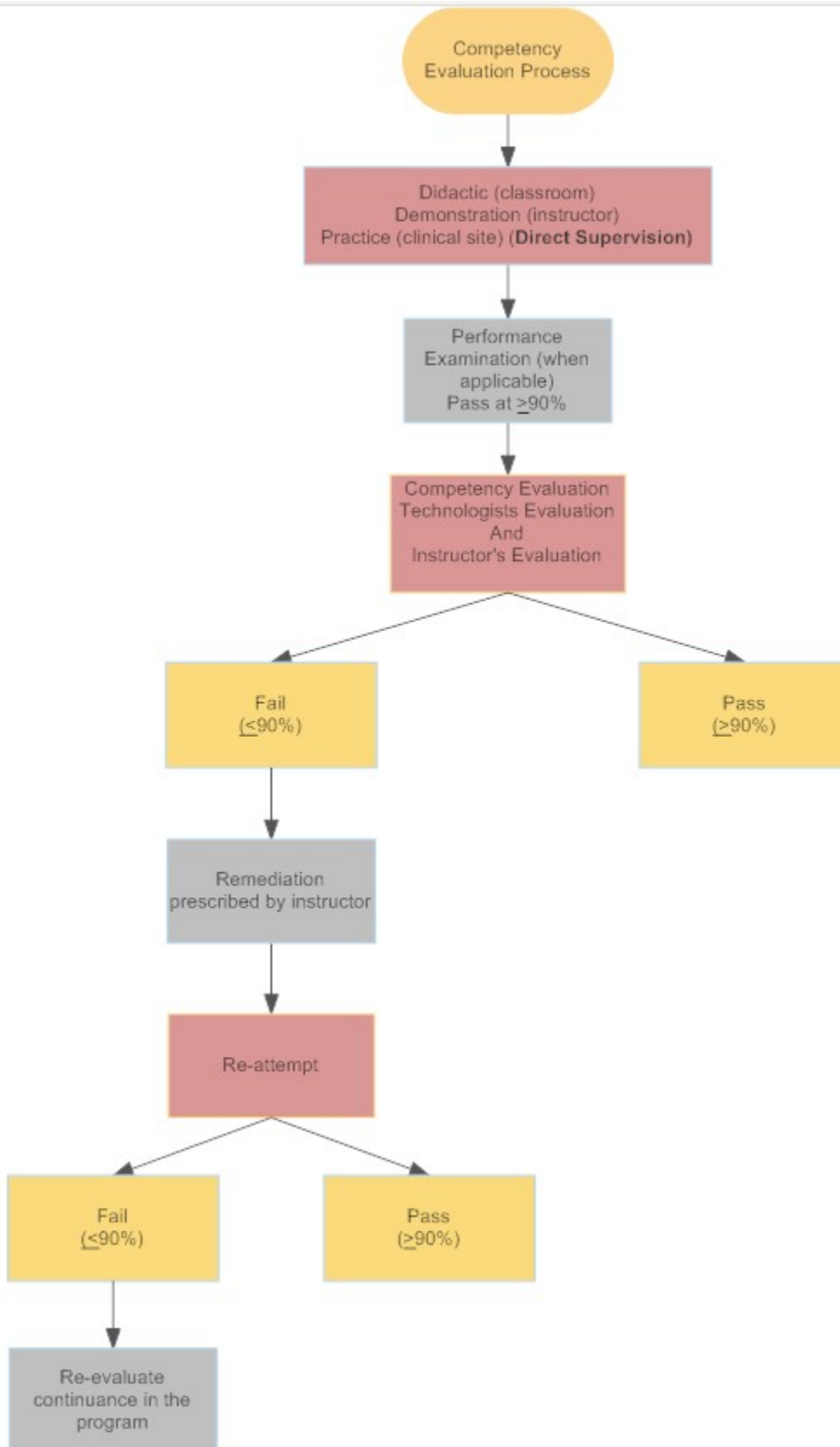
Clinical Competency Evaluation forms are obtainable from the Clinical Coordinator and are posted in Blackboard on the Albany Technical College Website. Each form provides a complete, detailed, convenient, and organized tool to evaluate student performance and competency according to mandatory ARRT standards. Close attention should be consistently and repeatedly paid to all the details of each exam. The process will require the participation of technologist and ATC faculty or designated clinical instructors. All Competency exams must be done **ONLY** during clinical hours only (6:00 AM to 9:00 PM). If the student does not meet the minimum number of competencies for a semester will result in failure of the clinical course which will convert to an F, which will result in termination from the program.

A student is allowed to carry over competencies from one semester to the subsequent semester above and beyond the minimum number of competencies required every semester.

COMPETENCY EVALUATION PROCESS

When the student is ready to be evaluated for a competency evaluation, here are the steps to be taken.

- ✓ First you must have satisfactorily completed the appropriate module in the didactic (classroom) portion of the curriculum.
- ✓ You have successfully passed the test over the procedure.
- ✓ You have successfully passed your performance exam over the procedure.
- ✓ Only after the above factors are met can the student begin to be evaluated.
- ✓ The student will then notify the Radiographer of attempting competency before the exam has begun and present the evaluation form to them.
- ✓ If the evaluating Radiographer believes that the student is not capable of performing the exam independently, he or she may discontinue the evaluation at any time and provide the assistance needed.



CLINICAL COMPETENCY GUIDELINES

The Student will:

1. Verify no repeats.
 2. The student is responsible for maintaining a record of specific procedure evaluations and competency tests that he or she has mastered. This should be logged in the *COMPETENCY CHECKLIST* form and the *CLINICAL DAILY PRACTICE RECORD* log.
- Each student is responsible for completing all designated competency tests prior to graduation.
 - Falsification of competency evaluations will result in student's suspension and/or dismissal from the program.
 - Examinations presented for competency evaluation will not be accepted if:
 - the technologist assisted the student.
 - the student fails to adhere to patient safety policies.
 - the student fails to use his or her own markers.
 - any projection(s) require(s) repeats.
 - any procedure was evaluated by an unauthorized technologist.
 - any procedure was returned to the department head and/or quality assurance office.
 - the student has not successfully completed performance evaluation of procedure.
 - the student has not completed didactic examination over procedure.
 - The criteria for competencies used by Albany Technical College are based on the ARRT guidelines for clinical education. References for completing a student's evaluation will be his or her required textbooks. The department standards are accepted for specific areas such as:
 - a. IR exposure / contrast
 - b. Modification of views as requested by the radiologist
 - c. Modification of views as directed by the on-site clinical instructor
 - Only examinations listed and approved in this manual may count for full competencies. Incomplete and/or partial exams will not be counted unless approved by Albany Technical College Program faculty.
 - A specialized competency such as a Geriatric, Pediatric, or Trauma cannot be performed until student has shown competency for the general exam.

The faculty of Albany Technical College will review the documentation, including but not limited to facility, names, dates and exams listed on any form submitted to and in the student's file. This is an ongoing quality assurance tool to ensure validity of the information.

COMPLETION OF COMPETENCY FORM

This evaluation, completed by an authorized registered technologist, is designed to evaluate the student's performance of a specific radiographic examination completed for a patient in the clinical setting. The procedure for obtaining a competency is as follows:

- The student must inform the registered technologist that he or she wants to obtain the competency on the particular exam prior to examination.
- The competency sheet must be given to the registered technologist before the exam begins.
- The student is required to complete the examination unassisted while the technologist observes his or her skills.
- The student and technologist must evaluate the image.
- In the event that the technologist must intervene, or repeats are necessary the student will not pass the competency. The technologist should note in comment section reason for failed competency and complete the form in its entirety.
- Only after remediation with the instructor may the student attempt another competency for this exam on a different patient.
- The competency form will be filled out as soon as possible after the exam has been completed regardless of pass or fail.
- The evaluating technologist must sign and date the form.
- A Clinical Instructor or Program Faculty must complete the anatomy portion of the competency form.

ALL COMPETENCY FORMS (REGARDLESS OF % OF GRADE) MUST BE SUBMITTED

- A photocopy of the completed competency evaluation will not be accepted; i.e., a competency evaluation with a photocopied signature of the evaluator and/or student.
- A student may request a photocopy of the competency evaluation form to keep for his/her records. It is strongly suggested the student keep record in their daily log.
- All competency forms must be turned in immediately (in the "lockbox" assigned to each clinical setting) after completion by the technologist for a student to receive credit for that competency.
- A faculty member of Albany Technical College upon visiting the clinical setting will check and review the competency. Upon review of competency, if it is found to not meet program criteria, faculty reserves the right to override the assessment.
- All competency sheets must be filled out completely. This should include facility, date, and patient #. You cannot use an exam for a competency without having completed a laboratory evaluation of the body area first.

- Any discrepancy is considered a serious offense and will be reviewed by the Program Director and the student could be dismissed from the program.
- Successful completion of this evaluation means that the student is competent to perform the examination with indirect supervision.
- Students are allowed to perform multiple exams on patients.
- Competencies must have separate accession numbers.
- A grade of 90% or better must be achieved.

GRADING COMPETENCIES AND CONTINUED COMPETENCIES

A grade of 90% or better must be received in order to allow the student to be deemed successful in each of the clinical courses. If the student does not receive a score of 90 or better on the final competency, they are required to repeat the attempt until the competency is satisfied with 90% accuracy. Any competency that receives a grade below 90 will have to be repeated. However, the grade will still be logged in the grade book as the original grade. If the student has to repeat an image, they receive a zero for the projection.

Errors which may necessitate a second attempt include, but are not limited to the following:

- Omission of anatomical marker
- Use of incorrect anatomical marker
- Use of someone else's marker
- Underexposed image
- Overexposed image
- Incorrect tube-object-IR alignment
- Injury to the patient
- Incorrect or omission of information pertaining to patient medical history pertinent to examination
- Omission of pertinent anatomy pertinent to examination
- Requesting assistance regarding positioning or technical exposure factors
- Incorrect or omission of patient examination preparation
- Incorrect or omission of breathing instructions associated with examination when applicable
- Unprofessional behavior or any behavior that causes the patient to question competency of examiner
- Incompletion of all necessary paperwork associated with examination
- Inability to identify pertinent anatomy associated with examination
- Excessive amount of time to complete examination based on the clinical course the examinee is currently enrolled, examination difficulty level and patient status
- Improper collimation
- Improper use of shielding devices

Technologist should complete comment section of failed clinical competency evaluation with reason for failed attempt. This will be placed in the lock box at the clinic site by the evaluating technologist.

COMPETENCY GRADUATION REQUIREMENTS

- 10 mandatory general patient care activities (9 GENERAL PT. CARE + VENIPUNCTURES)
 - These are completed in RADT 1010
- Thirty six mandatory radiologic procedures
- Fifteen elective radiologic procedures- to be selected from a list of thirty-five procedures
 - One of the 15 elective procedures must be selected from the Head Section
 - Two of the 15 elective procedures must be selected from the Fluoroscopy section

General Patient Care Procedures	Date Completed	Competence Verified By
CPR Certified		
Vital Signs – Blood Pressure		
Vital Signs – Temperature		
Vital Signs – Pulse		
Vital Signs – Respiration		
Vital Signs – Pulse Oximetry		
Sterile and Medical Aseptic Technique		
Venipuncture		
Transfer of Patient		
Care of Patient Medical Equipment (e.g., Oxygen Tank, IV Tubing)		

CLINICAL COMPETENCY REQUIREMENTS

RADT 1320 – Clinical Radiography I-	4 COMPETENCY REQUIREMENTS
RADT 1330- Clinical Radiography II-	10 COMPETENCY REQUIREMENTS
RADT 2340- Clinical Radiography III-	17 COMPETENCY REQUIREMENTS
RADT 2360- Clinical Radiography IV-	20 COMPETENCY REQUIREMENTS

TOTAL OF 51 COMPETENCY REQUIREMENTS

CONTINUED COMPETENCY (20%)

In order to demonstrate continued proficiency in performing radiographs the student will submit a specified number of Continued Competencies each term. These exams should meet the following criteria:

- ✓ The student has previously demonstrated competency of the exam.
- ✓ The exams were performed on patients.
- ✓ Must be done in presence of Program Faculty only

These Continued competency exams will be executed exclusively by the Program Clinical Coordinator, Program Clinical Instructor, Clinical Instructor or appointed Registered Radiographer.

- Continued Examination will be evaluated with designated forms.
- This method for evaluation of a student is based on the need for the maintenance of technical and problem-solving skills.
- This evaluation process is not designed to cause any undue stress to the course participant, but rather the refinement of skills associated with patient care, positioning and technical applications.
- Grades of continued competency will be recorded and if remediation is necessary, will be prescribed by faculty.
- Remediation must be completed by end of semester or a grade of 0 will replace the recorded grade for that continued.

Terminal Competencies (RADT 2360):

A student will be required to complete 5 required exams. Each radiographic position must be successfully passed, with an 85% or higher, in order to complete the Terminal Competency Evaluation.

If any position score is below 85%, the student will meet with the instructor for remediation purposes. Following remediation, the student will re-perform the examination not passed. All 3 exams must be passed to successfully complete the Radiography Program.

CONTINUED COMPETENCY REQUIREMENTS

RADT 1320	Clinical Radiography I-	1 Continued Competency Requirements
RADT 1330-	Clinical Radiography II-	2 Continued Competency Requirements
RADT 2340-	Clinical Radiography III-	3 Continued Competency Requirements
RADT 2360-	Clinical Radiography IV-	5 Terminal Competency Requirements

STUDENT EVALUATIONS (15%)

Satisfactory completion of all Clinical Progress evaluations (Room evaluations) from the different areas assigned. A score of zero will be recorded for any evaluation not turned in. The student should use the correct evaluation form. Evaluation forms are labeled as follow: Portables, General Room, General/Fluoro, and OR. ***To be complete, evaluations are to have (1) the student's name; (2) the date ranges of the rotation; (3) the clinical site, and (4) the room (rotation) on it.*** Incomplete/incorrect evaluations will have a 10-point deduction assessed to it. Clinical Evaluations should be completed by technologist you have worked with on more than one occasion. All clinical evaluations will be placed in the lock boxes located at each clinical site. The technologist completing the evaluation with place them in the box. The forms will be retrieved and graded by the program faculty and kept in the student's program file. If there are any questions about the evaluations, the evaluations are available to the student at any time.

ARTICLE REVIEW (10%)

Students will choose an article of interest within Radiology and summarize it in your own words. The article will include in the abstract, the relevance of article chose and why you chose this particular article for review. Additionally, a reference page (most current APA format) and a copy of the article must be included.

The article **must** be from an internet radiography journal or a printed radiography journal. The article must have been published within the last year. The article must be at least two (2) pages in length. The review should be in **APA format** including at least 2 pages; typed, 12 font; double-spaced; title page, abstract, body of paper, reference page; copy of article.

CASE STUDY (10%)

The purpose of the Case study is to show and learn more about unique cases in radiology. Find a unique, or trauma case that you find interesting and bring the images to class. You can burn them on a disc at clinic with no patient identifiers on the images (anonymous). You will then write a 1-page report over the exam. Describe what the exam is, other modalities utilized, description of what happened (without using patient identifiers), and treatment if any that was used. Use image critique to describe the quality of the exam based on the difficulty of the procedure. The review should be in APA format including at least 1 page; typed, 12 font; double-spaced. Reference page should be included if any references are used.

JOURNAL ENTRIES (10%)

The purpose of your journal entry is to express your thoughts and to describe your clinical experiences from the prior week. This will be done in Blackboard under the Clinical I course under Ask the Instructor. It must be a minimum of 150 words. Sentences and paragraphs should be complete, well-constructed and of varied structure. There should be no errors in grammar or spelling. Entry should reflect successes and challenges encountered during their clinical experience of that week and how that affected them and what they will change, if any, moving forward. Your journal entries should not be similar week to week. Here are a few points to remember:

- Creativity, imagination and expression in your journal entry.
- You should write as if you have really been a part of the experience.
- It is written in the first person.
- It is a private record of one's feelings, so one can be very honest about one's feelings and emotions.

CLINICAL DAILY PRACTICE RECORDS (5%)

The daily record of procedures is to be taken to clinic daily. Each exam you participate in whether you observe, do with direct supervision, or indirect supervision must be documented. This must be completed correctly with reasonable number of exams documented for each day present. Accurately documented Repeat section on all daily sheets with witnessing Technologist initials is required. ALL REPEATS HAVE TO BE DOCUMENTED WITH DIRECT SUPERVISION. A minimum of ten (10) points will be deducted for exams not being in correct order by date, missing dates, and unsigned witnessed repeats for each occurrence.

SIMULATIONS

Students who do not complete required competencies on rarely done mandatory exams or electives which are needed for graduation must complete simulation examinations to fulfill requirements. Examinations could require the student to do exposures on a *phantom* provided by the program in the energized lab.

The simulated exams will be left up to the discretion of the Clinical Coordinator or Program Director. The student may simulate up to a maximum of 10 exams, and only those approved for simulation by the ARRT.

GUIDELINES

1. The week of final exams of the last semester of the program will be designated for this purpose.
2. Only designated faculty/instructors of the program may evaluate the simulated or phantom competencies.
3. Exams will require the student to produce images of the phantom.
4. The competency will be evaluated as though it were being done on an actual patient, real-to-life as possible.
5. When simulation only method is used, images will be obtained from the program's resource file.
6. All exams must be scheduled in advance with Mrs. Watson or Ms. Daniels.

CLINICAL SCHEDULES

The clinical coordinator is responsible for assigning students to clinical rotations. During the radiography program, each student will be assigned to clinical sites and shifts that provide experience to various radiography situations. The CC (clinical coordinator) reviews previous clinical schedules and makes assignments to ensure that each student receives exposure to various facilities and shifts. **Students will receive the clinical schedule for each semester prior to the beginning of the semester.**

Beginning with RADT 1320 the Clinical Coordinator (CC) will randomly assign students to their clinical rotations. Phoebe Putney Memorial Hospital will be the facility where the students rotate the most. This facility has more opportunity for various exposures to all types of radiologic exams. All students will be given the opportunity to rotate through, Crisp Regional, Orthopedic Facility (Phoebe Ortho) and Outpatient Facilities (Phoebe Outpatient Imaging Center).

It is the student's responsibility to arrange transportation to the clinical site and be present prior to and during the hours given in the clinical schedule. If there is a conflict, you must make the necessary arrangements to attend your assigned clinical site. The student must notify the clinical coordinator and the clinical site if they will be late or absent from clinic (Attendance Policy). Students may be asked to travel to extended clinical sites. During these rotations, the student will be responsible for all transportation.

There will be no switching of clinical schedules. Please arrive on time in your assigned area. Students are not to clock in and go to breakfast, the breakfast meal is not part of the student's schedule. Report to your assigned areas to stock rooms, prepare contrast media as needed and assist with exams. The student should be in their assigned area within 5 minutes of their clock in time or they will receive penalty according to the Clinical Professionalism Policy.

Students are assigned 30-45 (depending on the semester) minutes for lunch or dinner. The supervising technologist will assign this time when the student is in the clinical area. You will complete any procedure that has been started before lunch. Taking excessive time for lunch or dinner will result in the student receiving penalty according to the Clinical Professionalism Policy.

See CLINICAL AFFILIATES for addresses to clinical affiliates.

CLINICAL ATTENDANCE

Attendance at all scheduled clinical activities is necessary to meet course requirements and absence may affect the student's grade. Students are therefore urged to make every possible attempt to attend all clinical rotations. Students should report promptly each day to the assigned clinical setting as designated by the Clinical Rotation Schedule. It is the student's responsibility to check the rotational schedule and report to the correct location.

The starting times for clinical education will be on the clinical rotational schedule as distributed by the clinical coordinator.

If you miss your clinical rotations, you will not be able to "hone" your skills as a radiographer and you will fall behind in obtaining your clinical competencies. For clinical courses, failure to obtain the required clinical competencies will result in course failure, and therefore dismissal from the program. Remember, the clinical sites view clinical rotations as an opportunity to "audition" future employees.

Students are required to attend all scheduled clinical education days unless any of the following circumstances apply:

- ATC is officially closed for a holiday.
- ATC is officially closed for the day due to weather conditions.
- The program instructors cancel a session. (Rarely occurs)

CLINICAL ABSENCE POLICY

"Clinical Absence" is defined as the time missed by the student. Clinical courses depend on hours spent in clinical practice during the four semesters of the program. The hours spent in clinical are to ensure that adequate time is utilized with various examinations so the student's clinical skill and proficiency will improve throughout the length of the program.

One absence will be recorded for each occurrence of 7.75 or 8 (depending on the hours missed, or for every third tardy. The student will also receive an absence if they are more than 1 hour late for their clinical rotation. There will be no penalty for the first 7.75 or 8 (depending on the semester) hours of absence or absence equivalent (3 tardies) because it will count as PDO time.

Points will be deducted from the student's final clinical grade if the absence exceeds the hours below

RADT 1320	0-7.75	hours	0 points deducted
	7.76-15.50	hours	5 points deducted
	15.51-23.25	hours	10 points deducted
	23.26-31	hours	15 points deducted

Above 31 hours of absences, the student will be subject to disciplinary review. This gives the student 1 PDO

RADT 2340	0-8	hours	0 points deducted
	8-16	hours	5 points deducted
	16-24	hours	10 points deducted

Above 24 hours of absences, the student will be subject to disciplinary review. This give the student 1 PDO this semester

RADT 1330	0-15.50	hours	0 points deducted
	15.51-23.25	hours	5 points deducted
	23.25-31	hours	10 points deducted
	>31	hours	15 points deducted

Above 31 hours of absences, the student will be subject to disciplinary review. This gives the student 2 PDO

RADT 2360	0-7.75	hours	0 points deducted
	7.76-15.50	hours	5 points deducted
	15.51-23.25	hours	10 points deducted
	23.26-31	hours	15 points deducted

Above 31 hours of absences, the student will be subject to disciplinary review. This gives the student 2 PDO

Once Personal Days Off (PDO's) have been exhausted, extenuating circumstances will only be considered in the following:

- a. Jury duty
- b. Illness with a doctor's excuse
- c. military duty
- d. death of an immediate family member

Further discretion will be with the Program Director and Clinical Coordinator.

Make-up time must be approved and scheduled by faculty in advance prior to the last day of the semester. Make up time must be done in scheduled time blocks of no less than 4 hours at a time and no more than 10 hours on a scheduled day, unless approved by program faculty. Makeup time can be conducted on any day the school campus is open. Make Up time can not be done on holidays. Make up time can be done in between semesters with permission from faculty and only under approved circumstances.

Students in their final semester who do not complete all clinical hours will be required to return the next semester until all clinical time has been made up and will not be eligible for graduation until complete.

CLINICAL TARDY POLICY

Students should be in their assigned areas within 5 minutes of arrival time after they clock in on Trajecys and should remain in that area until their scheduled time is finished. A “clinical tardy” is defined as time missed by the student that is equal to any amount of time past the expected arrival time but cannot exceed one hour past the expected arrival time. For example, clocking in at 8:01 for a shift starting at 8:00 am will result in 1 tardy. If the student arrives to clinic after 9:00 am, they will be considered absent for the day. Student must notify the Clinical Coordinator and clinical site if they are going to be tardy. Three tardies equals one absence.

DOCUMENTATION OF CLINICAL TIME

All students are required to document clinical time (Clock in, Clock Out, lunch in, lunch out). Documentation is achieved by the following:

- Clinical time is documented by the use of Trajecys located on specific computer workstations in the clinical sites.
- The student is assigned a username and password the first semester of clinical assignment and uses that password until completion.
- Students should contact their Clinical Coordinator via Remind app when:
 - Tardy (notify clinical site also)
 - Absent/Leave Early (notify clinical site also)
 - Trajecys malfunction
 - Any reason that there is a delay in clocking in or out
- AT NO TIME IS IT ACCEPTABLE TO USE A MOBILE DEVICE (i.e. cell phone, smart phone, I-pad, or tablet) TO DOCUMENT ARRIVAL OR DEPARTURE TIMES from the clinical site.
- When Trajecys is not available or inaccurately reporting time, the student is to contact the clinical coordinator, and have their **Time Sheet** initialed and the time arrived noted by the technologist with whom the student is assigned to for that specific day.
- When a student clocks in, he/ she are considered on duty and are to remain in the assigned area performing required duties.

Absence:

- If a student is ill and cannot attend clinical, he/she is required to call the clinical site and Remind app the Clinical Coordinator prior to the clinical scheduled start time.
- If a student does not contact both the clinical site and program faculty regarding an absence, then he/she will have abandoned his/her job duties and will be reprimanded as such.
- Remind app notifications must contain the following:
 1. Name of Clinical setting
 2. Time of clinical notification
 3. Name of clinical site representative
 4. If absent due to illness or communicable disease
- See Clinical Affiliate List for phone numbers for Clinical Affiliates.

The REMIND app will be accepted as the only appropriate method of notification for notifying the Clinical Coordinator. Failure to follow the above stipulation will be considered a NO CALL/NO SHOW resulting in a penalty according to the Clinical Professionalism Policy.

PERSONAL DAYS OFF

Personal days off are allotted time that is allowed for the student to use for clinic hours that the student does not have to make-up.

- Personal Days Off must be exhausted before make up time may be arranged. Make up time will only be considered with extenuating circumstances (see below).
- This time does not count toward the student's clinical attendance grade.
- The students must make arrangements with the Clinical Coordinator or Program Chair to have approval to use PDO.
- **Students will not be allowed to use PDO for the first assigned clinical day of the semester.** All students must attend the first day of clinical or the student will have to make-up the time(if approved) and lose points from their final grade according to the policy. Please see the amount of points below.

BREAKS/LUNCH

Students are allowed 30-45 (depending on the semester) minutes a day for lunch unless otherwise approved by the clinical coordinator. Lunch breaks should only be taken between the hours of 11:30 a.m. - 1:00 p.m. If on night rotation you must take a lunch/break no later than 2 hours prior to end of shift. The on-site clinical instructor must assign breaks and/or lunchtime. The student may take breaks in a location approved by the instructors. There should be no eating or drinking in the radiology department (unless the department has a breakroom, and the student is allowed in that area.) Students are required to clock in and out for lunch breaks. The program attendance policy will be strictly enforced.

PREPARING FOR THE CLINICAL ROTATION

1. All students will report to their clinical assignments in the clinical uniform with name badge, dosimeter and identification markers on their person. If any of the above is not present or acceptable, you will be issued a penalty according to the Clinical Professionalism Policy.
2. Students are required to carry malpractice insurance during their clinical education. This fee is paid prior to attending clinical for RADT 1320 and RADT 2360.
3. All students must keep the required immunizations and CPR card up to date. TB, FLU, and N95 are currently required annually. *If this is not taken care of in a timely manner, the student will not be allowed to attend the clinical experience.*
4. All students are required to have the Clinical Notebook that houses the Program Handbook and all other Clinical Documentation with them while they are at clinic.

Failure to have any of the above listed items not completed will result in student dismissal from clinical rotations.

PROFESSIONAL APPEARANCE AND ATTIRE (Clinical Dress Code)

The personal appearance and demeanor of Radiologic Technology Program students at Albany Technical College reflect both the school and program standards and are indicative of the student's interest and pride in his/her profession. The clinical instructor will send any student reporting to the clinical assignment in improper uniform or attire, in soiled or untidy uniform, and/ or dirty shoes home and penalty according to the Clinical Professionalism Policy. Albany Technical College Radiography Program students will wear their uniform for all clinical assignments or when officially representing the college for a designated occasion such as Career Day Programs, etc. All students are expected to maintain a professional attitude any time they are in uniform or at a school related function.

Uniforms and ID badges are not to be worn outside of clinical setting or school. If you are to go somewhere before/after clinic or school, you must be in your personal clothing.

ATC CLINICAL UNIFORM POLICY

Radiologic technology students are required to wear Program-specified uniforms.

1. The top must be a pewter, short sleeve top, and the official Albany Technical College Radiography Student patch affixed to the right sleeve. The patch must be purchased at Uniforms by Julie in Albany. The approved style is listed below.
2. The student can wear a solid, black crew neck, short sleeve or long sleeve under the scrub top.
3. Pants must be a solid pewter uniform pant and hemmed so the bottom of the pants do not drag the floor.
4. All students are required to purchase 2 sets of uniforms (Top & Bottom)
5. In the winter, or if the student is cold-natured a warm-up jacket, same color as uniform, with a student patch attached to the right arm sleeve may be worn. These jackets are available at Uniforms by Julie.
6. Students are required to wear all black shoes, either walking, running or a good leather shoe will be acceptable.

Uniforms by Julie 2007 Palmyra Road 229-883-7740

Women's Top Style 2624A --PEWTER

- XXS- XL: \$25.60
- 2XL- 3XL: \$27.20
- 4XL-5xl: \$30.40

Women's Pant Style 1123A -Pewter Regular and Petite sizes are the same

- XXS- XL: \$29.60
- 2XL- 3XL: \$31.20
- 4XL-5xl: \$34.40

Tall sizes

- XXS T- XL T: \$31.20
- 2XL T: \$32.80

Women's Radiology Jacket (with the patch on it)-Pewter- Cherokee 4350

- XS-XL: \$ 37.20
- 2XL- 5XL: \$39.60

Men's Top Style CK910A -Pewter

- XS- XL: \$25.60
- 2XL- 3XL: \$27.20
- 4XL-5xl: \$30.40

Men's Pant Style CK200A -Pewter Regular and Short sizes are the same

- XS- XL: \$31.20
- 2XL- 3XL: \$32.80
- 4XL-5xl: \$36.00

Tall sizes

- XS T- XL T: \$32.80
- 2XL T: \$34.40

Mens Radiology Jacket (with the patch on it) - Pewter-Cherokee WW380

- XS-XL: \$ 38.40
- 2XL- 5XL: \$40.96

Dress Code:

- Pants legs must not be stuffed in socks.
- The uniform must be kept in good condition: ripped pockets and torn or loose seams will result in disciplinary action.
- Uniforms are to adhere to the standards of the program with no exceptions.
- Students are required to wear all black, closed toe (no holes) shoes, either walking, running or a good leather shoe will be acceptable.
- No visible tattoos are allowed while the student is at the respective clinical sites. They should be covered up by a band aid or long sleeves.
- If desired, beards and mustaches or facial hair must be adhered to the acceptable N95 policy required by our clinical affiliates.
- Jewelry, if worn, must be limited to one ring per hand, a short lightweight chain may be worn on the inside of the shirt, a watch may be worn (not smart watch), and one pair of stud earrings will be allowed. Jewelry can be asked to be removed at the discretion of the clinical faculty if felt it is inappropriate or could be of danger to the student or patient.
- No visible body piercing is allowed, i.e., tongue, eyebrow, and nose.
- No odd color hair or hair of many colors will be acceptable for clinical practice. No Red (other than natural) yellow, green, etc. will be acceptable.
- Student's hair must be neatly groomed and styled to avoid contact with the patient. Long hair (hair that falls below the shoulders) must be pulled back or on top of the head. Braids are permissible if they are a conservative style. Hair should not fall over the shoulders at any time. No scarves are allowed. Short hair or medium hair (hair that does not fall below the shoulders) must be styled in a fashion which will not fall in your face
- Nail polish is prohibited, artificial nails are prohibited, and fingernails must not be any longer than the tip of the finger.
- Good personal hygiene is essential, bathe daily in the morning for the day shift, in the afternoon before starting the PM shift, and use good deodorant.
- Perfume/cologne/aftershave is not permitted. Certain bath oils have high fragrance levels. Be sure to avoid wearing such fragrances. Many times, strong fragrances will cause patients to become nauseated. This restriction is enforced because of hospital policy.

Additional items that are required to be brought to clinical practice each day include:

- Pen
- Pocket notebook
- L and R lead markers
- Radiation monitoring badge
- Student Identification Badge
- Clinical Notebook

Students failing to comply with the program dress code will be disciplined according to the Clinical Professionalism Policy.

SURGERY

All surgical attire protocols must be adhered to at the clinical site. This includes, but not limited to, shoe coverings, hair coverings, surgical scrubs, gloves, and masks. Please follow rules at clinical facility in regards to surgical attire and procedures.

Students are not allowed to leave hospital or clinic grounds wearing, or having in their possession, institutional scrub tops or pants. All students assigned to surgery rotation must arrive at clinic dressed according to the ATC uniform code. Upon arrival, students may change into surgery garb. Once surgery is completed for the day, students are to change out of surgery garb and into the ATC uniform, placing soiled surgery scrubs in the designated locations.

STUDENT NAME BADGE

Student name badges are a required part of the student uniform and must be worn daily. If it is lost it will be the student's responsibility to replace it. Students **MUST** have name badges before clocking-in for clinical. Students are to wear this identification only during clinical hours. Students are not to wear clinical ID badge outside of clinical time.

IMAGING IDENTIFICATION MARKERS

The student will be required to have personal initialed markers and carry them daily. These markers are to be used in the clinical and lab settings whenever the student performs an exam. **All radiographs must have student's markers on them to be counted as a competency. This includes all exams completed with CR/DR and PACS. Computerized annotation will not be accepted.** Markers are required on ALL images per the Quality Assurance programs. Markers must not be loaned to other students or technologists.

PARKING

Students will check with the Clinical Coordinator to determine where you should park while attending clinical practice.

Designated parking areas are implemented for Phoebe Putney Memorial Hospital. A parking lot located at the corner of Jefferson St. and 2nd Ave. and is to be used as a parking area for all the students at this time **for day and evening rotations**. The parking lot is "**Lot #5.**" Serious penalties from the Security Department of this facility can be applied. Students will abide by rules governing parking at this facility.

Crisp Regional Hospital's designated parking area for students and staff is located to the left of the main entrance. A parking lot separated from main area in the front.

Phoebe Community Care Clinic (C.C.) parking is located behind the building to the left of C.C.

Phoebe Diagnostic and Imaging Center at Meredyth (Outpatient) requires you to park across the street from the building. You will see a large parking area behind the bus stop where employees park.

Other clinical affiliates do not request a special parking area for students' use at this time; however, students should be mindful and courteous to potential patients by parking further away from the building to allow for patient access to facilities.

CODE OF CONDUCT AT THE CLINICAL SETTING

Students enrolled in the Radiologic Technology Program must conduct themselves in a professional manner as stated in the Code of Ethics for Radiologic Technologists. Any conduct unbecoming that of a technologist, or detrimental to ATC and the Radiologic Technology Program will be subject to disciplinary action. If disciplinary action is acquired during a clinical rotation, the student will be asked to leave the clinical area and report to the radiology program chairperson/director at ATC. The first offense could result in a written reprimand to be placed in the student's permanent file and penalty according to the Clinical Professionalism Policy. A second offense then will result in immediate discharge from the college.

If the offense is serious enough to be a dismissible offense under the terms of the clinical contracts with the affiliating health agencies, then the student could be discharge from the college.

GENERAL RULES FOR CLINICAL PRACTICE:

Student enrolled in clinical radiography courses will:

- Follow all set policies and procedures in this handbook.
- Report to the clinical assignment in an alert condition and on time.
- Report to the clinical assignment in dress code and adhere to professional appearance and hygiene policies.
- Report any activity or incident that adversely affects the patient to the on-site clinical instructor/immediate supervisor and or radiography faculty member.
- Transport patients only when accompanied by a technologist, or in situations when the technologist is within audible or visual distance.
- Adhere to the Direct and Indirect Supervision Policies
- No gum chewing while in clinical
- No sitting down at desk or sleeping in clinical facilities. There is always something to do.
- Students will get 30-45 minutes for lunch/dinner at all clinical sites and are required to clock out when they leave for the break and clock back in when they return. Lunch times are assigned by clinical preceptors or by a qualified radiographer.
- All rules governing affiliates must be adhered to with clinical rotations.
- Anytime a student's behavior becomes unprofessional, the director, clinical preceptors or ATC faculty may ask the student to leave the area. Appropriate disciplinary actions will be taken and could result in the dismissal of the student. Student will return only after approval from program director and clinical site officials. If students are terminated from an affiliate, the student could also be terminated from the program.
- NO cell phones allowed in the clinical setting. No personal calls will be permitted at the clinical affiliate except during breaks. Please adhere to the cell phone policy provided by the clinical affiliate.

- No patient information or clinical information will be posted on social media websites or sent via electronic means. No photos will be taken in a clinical setting. Any HIPAA violation is grounds for Program Dismissal.
- The student will be issued personal identification lead markers and be required to carry them daily to the clinical site.
- All images must have student's markers on them to be counted as a competency. Markers must not be loaned to other students or technologists.
- Student's radiographs should be approved by a registered technologist before passing them on to the radiologists for reading.
- Smokers should be mindful of the odor of cigarette smoke and take precautions when interacting with patients. Suggestions include, stop smoking or smoke only during lunch, followed by hand washing and use of breath mints. Most facilities do not allow smoking on campus. Please refer to facilities smoking policy.
- Insertion of rectal catheters or tips may occur with direct supervision of a qualified radiographer.
- Students are not allowed to perform intravenous injections but may assist in the administering of contrast media after injection by qualified personnel and with direct supervision only.
- Students should remain in the assigned clinical site until time is up for the shift. The clinical schedule requires that you spend all of your time in the assigned areas which includes the 5 minutes prior to end of clinical shift! Do not assemble prior to the time to leave.
- Students should not discuss your personal business in front of patients. They should not give patients water, candy or any other item unless permission or a request has been made or given.
- Students should help keep your assigned area clean and stocked with supplies.
- No loud talking or horseplay is allowed.
- There is no eating or drinking allowed except in the lounge or cafeteria.
- Students are to stay out of lounges except for breaks and lunch time. There is plenty to observe and learn. Practice time can be used at the times when departments are slow.
- Keep patients covered with sheets or blankets at all times.
- Students should follow the dress codes at all times. Be dressed and ready for clinical when they arrive at the clinical site.
- Students must report to charge nurse prior to removing a patient from their room and upon returning the patient to his/her room. Please follow protocol according to facility.
- Students must be prepared to react according to the facility's disaster, fire or CPR plan.
- Students should not leave patient unattended in the radiology department.
- Do not remove immobilization devices. That will be performed by the qualified radiographer. (C-spine collar)

CONFIDENTIAL POLICY

Students are to adhere to the rules of confidentiality established by the program and affiliates. Students will sign a document indicating their knowledge of the **HIPAA** document which states rules for documenting and transferring patient information.

THEREFORE, students will adhere to all governing rules associated with HIPAA and patient confidentiality. All documents, including copies of radiographs, must not leave the departments with the patients' names appearing on them. Names, as well as any other pertinent information not necessary to remain on the radiographs, will be removed by cutting the names off or by defacing the information in some form or another. Student records should utilize x-ray numbers with initials if necessary. Class presentations will not disclose any names or identifying information about the patient that is not pertinent to the assignments. All documents containing patient information are confidential. Documents must be discarded in a way that cannot be produced at another time. Shredding paper information is necessary when discarding in waste baskets or garbage.

Students will not disclose any information regarding cases, exams, documents or incidents that have been observed, heard or read while in the classroom or clinical areas. STUDENTS may be SUED for Breach of Confidentiality, Defamation of Character and anything else a good lawyer and some money can come up with!

SOCIAL MEDIA POLICY

All students are expected to comply with the confidentiality policy. Each student will be trained to each clinical site's HIPAA policy. Social media posts are included when referring to confidentiality and privacy acts. Social media posts on Instagram, Facebook, Twitter, etc. regarding patient procedures, hospital staff, patient diagnoses, or clinical sites are prohibited. Posting information about an event of any kind at the hospital is a violation of HIPAA and could be the cause for dismissal from the program. If a student has a question about an event in clinical or if the student is upset about something that happened in clinical, the student should consult program faculty or their clinical preceptor.

STUDENT SUPERVISION

Students are under the supervision of the supervising technologist when assigned to the technologist's area for clinical practice. Students' schedules will attempt to accommodate only one student per area. One student may be assigned to one area at a time. Students will have

some of the same, as well as, different objectives to complete depending on the level of clinical experience. Students do not supervise students.

*** Students are to be directly or indirectly supervised at all times, depending on level of competency of students. (See direct and indirect policies within this document).

***All radiographs done by students should be approved by a registered technologist prior to submission.

Students should not be left alone in the department while performing examinations. Such instances should be reported to ATC faculty immediately. Clinical instructors are assigned to each clinical affiliate. These individuals are responsible for student supervision, evaluations and for any problems that students may find themselves in when ATC faculty is not present. See Clinical Affiliate section of this document for names of clinical instructors. These individuals volunteered OR were asked to take on additional roles for the sake of the student and the program. They are approachable and should be assessable for evaluations, for suggestions and for directions. Please become acquainted with these individuals as you experience each clinical area during this time.

The radiography program is fortunate in that it has the support of administrative coordinators, medical imaging directors and chief technologists of all affiliates. Please feel free to approach these individuals with concerns you might have when the attempt has not been successful with the clinical instructor or when the clinical instructor is not available.

Students should take the time to complete an evaluation form of the clinical site, as well as the supervising technologists. (See Appendix for copy of Technologists Evaluation Form and Clinical Rotation Evaluation form).

DIRECT SUPERVISION

You may refer to JRCERT Standards by accessing www.JRCERT.org/acc/standards.html.

Students must always participate in clinical practice under direct or indirect supervision according to *JRCERT STANDARDS* for an Accredited Educational Program in Radiologic sciences. Students are not allowed to be assigned to areas without appropriate supervision.

JRCERT Standards requires that students be appropriately supervised at all times while completing the requirements of any radiography program. Serious sanctions will be placed upon programs that do not adhere to this policy.

Therefore, students who are performing examinations on patients who have not passed a competency evaluation with a passing grade must perform the examination in the presence of a technologist. This is DIRECT supervision, the radiographer must be present inside the room and observing the performance of the student. Outside of the room or area DOES NOT qualify

as direct supervision. Until a student achieves the program's required competency in a given procedure, clinical assignments, must be under direct supervision of a qualified registered radiographer. The following are parameters for direct supervision:

- ✓ A qualified radiographer review's the request for examination in relation to the student's achievement.
- ✓ A qualified radiographer evaluates the condition of the patient in relation to the student's knowledge.
- ✓ A qualified radiographer is present during the conduct of the exam.
- ✓ A radiographer reviews and approves radiographs.

INDIRECT SUPERVISION

Students who have completed a competency examination and passed with a satisfactory score may perform examinations with patients with indirect supervision. Indirect supervision is defined as that supervision provided by the radiographer immediately available to assist the student regardless of the level of the student's achievement. Immediately available is interpreted as the presence of the radiographer adjacent to the room or location where the procedure is being performed. The radiographer may remain outside of the room or in a corridor while the examination is being performed. This is indirect supervision. Radiographers who are out of the department, on another floor of the facility or who are not assessable to students are NOT INDIRECTLY supervising the student. Students do not perform mobile and surgical procedures while the technologist remains in the department. The parameters of indirect supervision are:

- ✓ A qualified radiographer reviews the request for examination in relation to the student's achievement.
- ✓ A qualified radiographer evaluates the condition of the patient in relation to the student's knowledge.
- ✓ **A qualified radiographer is immediately available to assist the students regardless of the level of the student's achievement.**
- ✓ A qualified radiographer reviews and approves the radiographs.

Students must adhere to this policy. If you are found performing examinations without appropriate supervision, you will be subject to disciplinary actions. Students should not be asked to perform exams that have not been introduced in the didactic portion of the

curriculum, nor should students be asked to perform exams without appropriate supervision. If these occurrences happen, please file a complaint as soon as possible.

REPEAT POLICY

Students who have performed an examination under indirect or direct supervision, but find that the radiograph must be repeated, should do so only under the **DIRECT SUPERVISION of a registered supervising technologist**. JRCERT Standards makes it improper for students to repeat examinations without the presence of a technologist.

Procedure for repeating an examination due to error:

- ✓ Notify the supervising technologist of the error.
- ✓ Allow the technologist to verify unsatisfactory radiographs
- ✓ **DO NOT REPEAT exam until you are supervised directly by a technologist.**
- ✓ Repeat exam being careful not to make further errors
- ✓ Allow supervising technologist to examine retake for adequacy.
- ✓ Record repeated exam on Daily Practice Record.
- ✓ Allow technologist to sign in the appropriate area.

Students will not repeat exam without direct supervision. If you are asked or required to do so, please inform the clinical instructor, chief technologists, director, or/and ATC faculty immediately. ATC faculty should be notified regardless of other individuals involved in this incident. File a Complaint Form for documentation.

Students should be advised that evaluation of this process is ongoing. Images will be pulled from the discarded image file in PACS for evaluation of repeated exams by student radiographers. This exam or image should be documented on the student's Daily Practice Record and signed by the witnessing technologist. If documentation cannot be presented, further investigation will occur with discipline actions to be taken if necessary.

It is the responsibility of the student to follow this policy, as well as the technologist.

CLINICAL PROFESSIONALISM POLICY

Radiologic Technology Program students at Albany Technical College will be subject to the following discipline policy. The appropriate faculty member is responsible for recording the student's infraction and if necessary, describing the situation on the appropriate form.

Discipline for major offenses or multiple minor offenses will be reviewed by the program director. Temporary suspension or program dismissal can result from one or more major offenses or multiple minor offenses, depending on the frequency and severity of each offense. Dismissal from clinic for the day can result from one (or more) minor offenses. Any time missed due to disciplinary action will be counted as an absence. Major and minor offenses will be documented and held on file by the Clinical Coordinator. Any disagreements should be handled according to the grievance policy.

If at any time a student's conduct becomes unprofessional, the radiology director, clinical coordinator, program faculty, and/or clinical instructor may send the student home. This will also result in an absence for the student. A counseling session will be scheduled, and appropriate disciplinary action will be taken. The student may return only after approval from the program director and/or clinical setting officials.

The following are subject to penalty according to the Clinical Professionalism Policy. (See Clinical Professionalism Policy Rubric).

Unprofessional Conduct

- To speak negatively, gossiping (slander) about the clinical setting, patients, family members, fellow students, faculty, or technologist.
- Failure to comply with dress code policy.
- Eating in areas where it is prohibited while on clinical assignments.
- Using employee lounges (except for lunches if have permission)
- Use of electronic devices allowed on your person during scheduled clinical hours. CELL PHONES are not to be in possession of the student during clinical assignment. (NO SMART WATCHES, I-PODS, EAR PODS, BLUETOOTH DEVICES, etc.)
- Receiving unauthorized visitors in the work area while on duty.
- Disrespectful to patients, faculty, or health care workers in the clinical setting.

Neglecting Responsibilities

- Eating after clocked in (going to get breakfast) unless on a scheduled break i.e. (lunch).
- Leaving an assigned area or leaving prior to completion of examination without being instructed to do so.
- Reporting to assigned area more than 5 minutes later than assigned clinical time.

- Refusing to complete or assist with examinations
- Not adhering to OSHA and CDC guidelines of clinical settings.
- No call or no show for clinical.
- Doing exams without Radiation Monitor
- Leaving the clinical area without permission.
- Failure to adhere to PPE requirements and contact precaution policies at clinical sites

Critical Incidents

- Engaging in conduct which violates the Clinical Setting employee code of conduct, ASRT code of Ethics or ATC student code of conduct.
- Sleeping while on clinical assignments.
- Performing radiological examinations without the written order from a physician.
- Repeating an x-ray without direct supervision.
- Violation of direct or indirect supervision policy.
- Being in possession of drugs, liquor, or weapons, or engage in their use while on clinical assignments.
- Smoking on clinical facility property.
- Filling in attendance record for yourself or another student is falsification of documentation.
- Misuse of clinical affiliate property.
- Violating patient rights as legally defined (i.e. HIPAA confidentially).
- Violating the rights of the clinical setting as legally defined (i.e. HIPAA confidentially).
- Engaging in theft of any articles from the Clinical Setting, or ATC.
- Holding image receptors during Radiographic exposures.
- Fighting or attempt to injure others while at the Clinical Setting.
- Destroying property.
- Use of profanity while on clinical assignment
- Abusing patients physically or verbally
- Falsifying records of any kind.
- Accept any type of gratuity or "tip" from a patient or a patient's family.
- Leaving patients unattended while undergoing diagnostic procedures.
- Leaving the clinical education setting or rotation assignment during assigned clinical hours without the Clinical coordinator/program directors or the onsite clinical preceptor's/supervisors' knowledge or permission.
- Abandonment of patients.
- Asked to leave clinical site.
- Fraternizing with clinical affiliate staff or other students while in the program.
- Exchange of phone numbers and addresses between students and client is NOT allowed.

Any other incident deemed inappropriate for the clinical setting or the institution not listed above will be subject to disciplinary action at the discretion of the Program Director.

In addition to the Code of Conduct set by ATC in the Student Manual, students in the ATC Radiography Program are to adhere to the policies and procedures set by the clinical settings.

REPEAT VIOLATIONS OF ANY POLICY IN THE STUDENT HANDBOOK WILL RESULT IN DISCIPLINARY ACTION BY THE PROGRAM DIRECTOR/CLINICAL COORDINATOR.

Policy	Points/Penalty
Unprofessional behaviors	<u>1st offense:</u> 5 point deduction from final grade and written reprimand. Student sent home from clinic as an unexcused absence. Attendance policy applies. <u>2nd offense:</u> May be cause for dismissal from the program.
Neglecting responsibilities	<u>1st offense:</u> 10 point deduction from final grade and written reprimand. Student sent home from clinic as an unexcused absence. Attendance policy applies. <u>2nd offense:</u> Subject to dismissal from program
Critical Incidents	Any critical incidence may result in dismissal from program. <u>1st offense:</u> Minimum 25 point deduction from final grade and formal written reprimand, with the possibility of dismissal depending on severity of incident (at the discretion of program faculty). Student sent home from clinic as an unexcused absence. Attendance policy applies. <u>2nd offense (as applicable):</u> Immediate dismissal from program.

Health and Safety

COMMUNICABLE DISEASE POLICY

The Radiologic Technology Program enforces current ATC policies on communicable diseases. Any student suffering from a contagious infection will be asked to provide medical documentation that the contagious phase has passed prior to continuing in class or clinic. This is to ensure minimum risk to others.

A PPD, tuberculin skin test is required prior to admission and annually (every 12 months) thereafter for all students. No student will be allowed to attend clinical without the annual PPD with the results submitted to the Program director. If the student has a positive PPD, they should have the test repeated and if it is still positive, then they must obtain a chest radiograph and a medical opinion on their condition.

STUDENT ILLNESS & COMMUNICABLE DISEASE POLICY

If the student is too ill to attend clinical practice, the student must notify the Clinical Coordinator and the hospital's imaging department and speak to a clinical instructor stating the reason for the absence (follow protocol on absence). This should be done prior to the scheduled starting time. A student is expected to use good judgment whether or not to attend clinical practice.

A student with communicable disease may be restricted from working with high risk patients. Examples of common communicable diseases include: herpes simplex (fever blisters), colds, flu and hepatitis.

If the student has a communicable disease they should:

1. Contact the Clinical Coordinator follow absence policy in handbook.
2. Report to the Clinical Instructor or Medical Advisor (Dr. Lorenzo Carson)

Changes may be made by the Clinical Coordinator in the student's clinical assignment if necessary. Protective measures that may be taken include:

1. The student may be relieved from practice until they are no longer contagious.
2. Documentation may be required to prove that the contagious period has expired prior to returning to the program.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal protective equipment shall be utilized as follows: known or highly suspicious patient, or as required by program or clinical site policy. Also always follow any new recommendations by the CDC.

- Approved N-95 respirators shall be used by students when entering a patient's room when the patient is known or highly suspected of having active TB, COVID-19, or any known or suspected air-borne pathogen.
- In the case of known pandemic or other PPE requiring precaution, such as COVID-19, students must follow protocol provided by clinical site and adhere to any and all PPE requirements and or precautions

All students are required to attend an educational session on OSHA standards and will be instructed in the practice of and expected to utilize Universal Precautions at all times.

STANDARD PRECAUTIONS POLICY STATEMENT

The following measures have been adopted for preventing transmission of body fluids and blood-borne pathogens in health care setting and are recommended by CDC.

1. Use of blood and body fluid precautions for all patients since medical history and examination cannot reliably identify all patients with HIV and other fluid or blood-borne pathogens.
2. Use of special precautions during pre-hospital and emergency care since the risk of blood exposure to health care workers is increased and the infection status of the patient is usually unknown.
3. Use of appropriate barrier precautions to prevent exposure to skin and mucous membranes when contact with blood or other body fluids is anticipated.
4. Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should be washed immediately after gloves are removed.
5. Gloves should be worn when in contact with blood, body fluids and mucous membranes and for handling items or surfaces soiled with blood or body fluids, or for performing venipuncture and other vascular access procedures.
6. Masks and protective eyewear or face shields should be worn during procedures that are likely to generate air-borne droplets of blood or body fluids to protect exposure of mucous membranes of the mouth, nose and eyes.

7. Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or other body fluids.
8. Pregnant students are not known to be at greater risk of contracting HIV infection than health-care workers who are not pregnant and should strictly adhere to precautions to minimize risk of HIV transmission.
9. Use caution to prevent injuries caused by needles, scalpels and other sharp instruments. To prevent needle-sticks, needles should not be recapped, purposely bent or broken by hand. After use, sharps should be placed in a puncture resistant container for appropriate disposal.
10. Although saliva has not been implicated in HIV transmission, minimize the need for emergency mouth-to-mouth resuscitation by making resuscitation bags, mouthpieces and ventilation devices available in areas in which the need for resuscitation is predictable.
11. Health workers with open lesions or weeping dermatitis should refrain from all direct patient care and from handling equipment until condition resolves.
12. Change gloves after caring for each patient, as glove integrity cannot be assured with washing and repeated use.
13. Wash hands prior to and immediately after patient contact.

EXPOSURE IN CLINICAL SETTING PROCEDURES

In the event of an exposure to blood pathogens, please complete the following:

- ✓ Encourage bleeding at the site of injury.
- ✓ Wash the site of the needle stick or sharp injury with soap and water.
- ✓ Irrigate eyes with saline, clean water or sterile irritants.

If you are in a clinical facility, please follow the clinical site's protocol. Seek medical attention, to have baseline lab work drawn. This lab work should include blood for HIV, Hep. B and Hep. C.

Complete the necessary paperwork for the clinical site. This documentation should include the following:

- Routes of exposure and how exposure occurred
- Source individual
- Obtain consent or make arrangements to have source individual tested.
- Document test results were conveyed to student's healthcare provider.

Inform ATC Radiology Program faculty and complete exposure/accident forms. Document in ATC Exposure Log. Contact the Exposure Control Coordinator immediately.

You may seek medical help from:

- Phoebe Corporate Health or Your personal physician
- If the accident/incident occurs after 5 PM seek help from the nearest emergency room.
- Upon arrival to the medical center the student must call 229.430.3698 to have Albany Technical “*Bill to me Form*,” faxed to them for completion.
- Retesting for HCV antibodies usually occurs six weeks after the incident, and again at four to six months. Retesting for HIV exposure usually occurs at six weeks, three, six, and 12 months to look for HIV antibodies.
- The forms will be copied the original will be given to LaTasha Hill and a copy given to the Vice President of Academics.

If student is exposed on campus in a lab setting the “student accident/incident form” must be completed and given to the Academic Dean of Healthcare.

- The student may seek medical attention from the locations identified above.
- Contact the Exposure Control Coordinator and document on the Exposure Log.
- The student/accident form must be completed and submitted to LaTasha Hill within 24 hours of the accident/incident occurring.
- There is no cost to the student or faculty.

REPORTING EXPOSURE TO TB, COVID-19, or ANY AIRBORNE PATHOGEN:

Exposure potential is defined as an exposure to the exhaled or expired air of a person with suspected or confirmed AIRBORNE disease. Exposure to a high-hazard procedure or an individual with suspected or confirmed airborne disease and with the potential to generate potentially infectious airborne respiratory secretions i.e. aerosolized medication treatment, bronchoscope, sputum induction, endotracheal intubations, suctioning procedures and autopsies.

All students exposed to a patient infected with an airborne pathogen will report the incident to the Imaging Department Head or management, who will then be required to initiate an Incident Report according to the following procedure.

Additional requirements are stated in individual policies as well as follow any requirements or protocols given or recommended by the CDC.

FOR TUBERCULOSIS EXPOSURE:

PROCEDURE- POST EXPOSURE FOLLOW-UP

1. An accidental exposure is defined in the ATC Exposure Control Plan and may occur in any clinical facility where patients are under treatment.
2. Immediately upon identification of an accidental exposure involving the student, the clinical instructor and program director shall be notified as well as the authorized contact person at the clinical site.
3. The exposure incident shall be documented in writing with copies to the authorized person at the clinical site, clinical coordinator, and program director and authorized persons at the college. Initial documentation is to be prepared the day of the incident and must be filed with the college within 24 hours of the incident and must be recorded in the ATC Exposure Log.
4. The exposed student will be counseled immediately after the exposure incident and referred to his/her family physician or health department to begin follow up and appropriate therapy. Baseline testing should be performed as soon as possible post-incident. The college is responsible for the cost of a post-incident follow up.
5. Any student with a positive skin test upon retesting or after exposure should be clinically evaluated for active TB. If active TB is diagnosed, appropriate therapy should be initiated according to CDC Guidelines or established medical protocol.
6. Students with a positive test upon repeat testing or exhibiting signs and symptoms of TB, is not to have patient contact until a physician clears him/her after further testing and/or initiation of appropriate therapy.

FOR COVID-19 Exposure:**Symptom Guidelines for Students**

Students are asked not to report to class or clinic & are to follow up with their health care providers if they have been exposed to a positive Covid patient, develop a temperature over 100.0 OR experience any of the following symptoms:

- Fever or chills
- Cough or sore throat
- Shortness of breath or difficulty breathing
- Fatigue, muscle or body aches
- Headache
- New loss of taste or smell
- Nausea or vomiting
- Diarrhea

PROCEDURE- POST EXPOSURE:

1. An accidental exposure is defined in ATC Exposure Control Plan and may occur in any clinical facility where patients are under treatment.

2. Immediately upon identification of an accidental exposure involving the student, the clinical instructor and program director shall be notified as well as the authorized contact person at the clinical site.
3. The exposure incident shall be documented in writing on an incident form with copies to the program director and authorized persons at the college. Initial documentation is to be prepared the day of the incident and must be filed with the college within 24 hours of the incident. This should also be documented in the ATC Exposure Log.
4. The exposed student will be counseled immediately after the exposure incident and referred to his/her family physician or health department to begin follow up and appropriate therapy. Baseline testing should be performed as soon as possible post-incident. The college is responsible for the cost of a post-incident follow up.

CONFIRMED CASE OF COVID-19 WITH NO SYMPTOMS

If a student has tested positive for COVID-19 but has not presented symptoms or become ill, they must remain in isolation following their diagnosis. Based on the CDC guidelines, they can return to clinical rotations and class after meeting the following conditions:

- At least 10 days have passed since the date of their first positive COVID-19 test
- For an additional 3 days after they end isolation, they continue to limit contact and stay 6 feet away from others
- They wear a mask or other covering of their nose and mouth to limit exposure

CONFIRMED CASE OF COVID-19 BUT NOT REQUIRING HOSPITALIZATION

If a student has tested positive for COVID-19 and has become mildly or moderately ill due to the virus but did not require hospitalization, they can return to clinical rotations and class after meeting the following conditions:

- At least 10 days have passed since symptoms first appeared and
- At least 24 hours have passed since last fever without the use of fever-reducing medicines like aspirin, acetaminophen or ibuprofen and
- The student's symptoms (e.g., cough, shortness of breath) have improved

CONFIRMED CASE OF COVID-19 REQUIRING HOSPITALIZATION

These individuals pose the highest risk of spreading infection. The CDC recommends that any individual who has received a positive test and has been hospitalized receive rigorous testing

before returning because they may experience longer periods of viral detection compared to those with mild or moderate symptoms.

- At least 10 days and up to 20 days have passed since symptoms first appeared
- At least 24 hours have passed since last fever without the use of fever-reducing medicines like aspirin, acetaminophen or ibuprofen and
- The student's symptoms (e.g., cough, shortness of breath) have improved and
- The student has had 1 confirmed negative COVID-19 tests, administered by a medical professional and spaced at least 24 hours apart.

PRESENTING SYMPTOMS OF COVID-19

If a student suffered from a fever and cough, was not positively diagnosed for COVID-19 and has recovered, they can return to clinical rotations and class under the following conditions:

- At least 10 days have passed since symptoms first appeared and
- At least 24 hours have passed since last fever without the use of fever-reducing medicines like aspirin, acetaminophen, or ibuprofen and
- The student's symptoms (e.g., cough, shortness of breath) have improved

EMERGENCY OPERATIONS

In the event of national or global pandemic or natural disaster in which additional precautions or measures must be put into place for student and patient safety, program faculty will distribute protocol information as available. Radiography students must understand that changes in operation protocols are likely, and students are expected to remain flexible and professional. If courses must shift to online delivery, students must have reliable access to internet and an electronic device in order to complete all required assignments, as stipulated within the course syllabi.

Student Communication:

- Student communication will be conducted through the Remind App, Local News channel, ATC Facebook page, and student email.

Student Course work:

- Clinical assignments will continue if the clinical affiliate has been deemed safe for return. Schedules may be modified. There may be additional requirements put in place for students to adhere to that are not mentioned in the handbook.
- Course work will move to distance education delivery. This will be available to students on the Learning management system, Blackboard. All students will be familiar with how to use blackboard in all courses.
- Lesson plans may be adjusted to accommodate distance learning.
- Students may return to didactic education in the classroom upon facility being deemed safe. This may be in limited capacity.
- The program has purchased laptops with wifi capabilities for students to use if they do not have access to a computer to do their assignments.

CPR

ATC students accepted into the Radiology program will be evaluated in the area of cardiopulmonary resuscitation. Students must obtain CPR/BLS certification as healthcare providers by the American Heart Association. American Heart Association is the only accepted certification.

A copy of the student's CPR card will be required by the Radiologic Technology faculty to keep on file in the Program Director's office as well as the Clinical Coordinator's office.

If a student's card expires while in the Radiologic Technology program, the student will not be permitted to attend the clinical portion of the program until certification of CPR is obtained. Any time missed by the student under these circumstances will be evaluated according to the RADT program and ATC attendance policy. A valid CPR card is required to participate in the clinical educational portion of the program.

CRIMINAL BACKGROUND CHECK POLICY

In accordance with the policies and procedures of clinical affiliates of Albany Technical College Health Sciences Division, students will undergo criminal background checks prior to attendance in their initial clinical rotations. The following procedure will be utilized:

Responsibilities of the Student:

1. The semester prior to attending the initial clinical rotation, the student will order his/her criminal background check from Pre-Check, Inc. using the provided instructions given at orientation.
2. The student will be responsible for payment for the background check.

Responsibilities of the Affiliating Clinical setting:

1. The clinical setting will assign a site manager to review all criminal background checks via the Pre-Check online report.
2. The site manager will access the View Only password-protected report and, based on this report, indicate (post) on the Pre-Check website acceptance or denial of access for the student to the clinical facility.
3. It is within the clinical setting's preview as to whether the clinical setting will provide the student with a reason for denial.

DRUG SCREEN POLICY

Students are subject to a 10 panel drug screen based on the respective clinical/medical facility's requirements. The 10-panel drug screen must be done at Phoebe East Corporate Health on Oglethorpe Expressway. If the clinical/medical facility finds the student's drug screen to be unsatisfactory, the student will be prohibited from participating in clinical activities and will be unable to complete the program. Student must complete this prior to start of RADT 1320. Please note, a positive drug screening will result in termination from the Radiologic Technology Program.

HEALTH POLICY

Prior to the start of RADT 1320, all students must submit evidence of a recent physical examination, Tuberculosis test, MMR immunization history, proof of varicella immunization, Flu shot, and Hepatitis B immunization via titer drawn within the past year. TB skin tests, PPD, and a N95 mask fit test are to be conducted annually. All of these are at the cost of the student.

RADIATION SAFETY

Whenever a student radiographer is administering ionizing radiation to produce a diagnostic image for the physician, it is important to remember the great responsibility it carries. Exposure to radiation always involves risks of biologic changes that cannot be ignored.

The radiographer must also act to protect all individuals who come in contact with radiation from any unnecessary exposure. This includes the student, the patient and anyone else involved in the exam.

MONITORING BADGES

In order to ensure proper protection from excess radiation, all students are provided radiation monitoring badge. All students will be required to wear the radiation monitoring badge in the school laboratory and when assigned to the clinical facilities. The student is responsible for its security and safety. If the student reports to the clinical or laboratory assignment without the badge, he/she will perform their clinical assignment in a non-radiographic area – file, reception, etc. or he/she may be sent from the site to retrieve the badge. Badges should be worn outside the lead apron at the collar level. Each student is responsible for exchanging radiation badges each month. A student who loses his or her badge will be required to pay for a replacement badge for each occurrence.

RADIATION EXPOSURE REPORTS/MONITORING RECORDS

ALARA Investigative Levels: There are two types of ALARA investigation levels for external occupational radiation exposure as indicated by a dosimeter. If a student's dose for any calendar quarter (3 months) or calendar year (12 months) exceeds these values, an investigation is conducted by the Radiation Safety Officer and the faculty of the program to determine if there are reasonable ways to reduce the dose levels.

Although injury as a result of medical radiation exposure is uncommon, the Program endorses ALARA (As Low AS Reasonably Achievable) with regards to radiation exposure. The ALARA program requires radiography students to comply with the following:

1. The radiation monitoring badge worn by the faculty and students must be changed monthly. Students may bring radiation monitoring badge in to class on the date directed by the clinical coordinator.

2. The exposure reports will be reviewed by the Program Director, who also serves as the Program's Radiation Safety Officer (RSO). The student is required to review his/her exposure report monthly and initial the form at the time of evaluation. In the event the exposure report specifies an exposure exceeding the Program's ALARA dose, the student will be required to undergo counseling. This counseling session will be conducted between the student and the RSO.

3. This will be placed in the student's file for future reference.

Each student is subject to the occupational exposure dose limits set by state and federal guidelines.

- Monitoring records are kept on file in the RADT office
- Students may request a copy of their reading from the RADT office
- Excessive reading on dosimeter
 - A reading above 12.5 mSv or .0125 Sv per quarter /4.17 mSv or .00417 Sv per month
 - Program – should not exceed .0125 Sv or 12.5 mSv per quarter/4.17 mSv or .00417 Sv per month
 - NCRP and State – cannot exceed 30 mSv or 0.03 Sv per quarter/10 mSv or 0.01 Sv per month
- If exceeded, the following steps will be observed:
 - Written verification on the excessive exposure form, justifying receiving such an exposure
 - Clinical Instructor where the student is assigned will, for the quarter physically observe the student during his/her clinical assignments
 - Exposure reading of greater than the allowable limit
 - Require an over-exposure report to be sent to the Ga. Dept of Environmental Quality and a copy filed with student's radiation monitoring records and referred Radiation Safety Officer for counseling.

4. If a student is employed in a Radiology Department that requires the student to wear a radiation monitor, a different monitor must be worn. The Radiology Department must provide this monitor. Federal regulations require that a copy of this second dosimetry report be forwarded monthly to the program director.

(1.) Quarterly Investigation Levels (3 months) are based on 2.5% of any applicable occupational limit

(2.) Annual Investigation Levels (12 months) are based on 10% of any applicable occupational limit and is related to an individual student's year to date cumulative dose.

If the student's dosimetry (monitor) indicates that an investigation level has been exceeded, a notification is sent to the program. The student is notified of the investigation and the student's

doses are closely monitored for the remainder of the year. The program's faculty will discuss with the student methods for limiting the potential dose.

***If the monthly dose for the student is .4 mSv, the faculty will question the student as to their radiation safety habits in the last month.

1. Phoebe Putney Memorial Hospital will provide radiation monitoring devices for each student. Students should bring radiation monitors to class on the date directly preceding the first of each month.
2. Dosimetry reports will be presented to the students in the radiography program classroom. Each student must initial the form. Any questions should be directed to the program director.
3. Monitoring devices (badge) are required to be worn while in the clinical setting and the Energized lab at the College.
4. The single monitor is to be worn at the collar, outside the lead apron.
5. Students are required to document and submit a written report to the program director when a situation arises that might affect the radiation monitoring report. This report will go in the student's file.
6. Each student is subject to the occupational exposure dose limits set by federal guidelines. Dose equivalent limit of no more than 50 mSv per year.
7. If a student is employed in a Radiology Department that requires the student to wear a radiation monitor, a monitor provided by the employer must be worn. A copy of this second report must be forwarded to the program director annually.
8. Tampering with another person's monitoring device to indicate an inaccurate exposure constitutes extreme lack of professional integrity. Anyone found guilty of such actions is subject to the disciplinary rules and regulations regarding student behavior, which might include dismissal from the program.
9. All information contained on monitoring reports fall under the privacy and confidentiality policies with regard to individual information. (HIPAA)
10. Radiation monitors designated for under the apron (pregnancy monitors) at the waist level must be properly managed at all times.
11. Do not reverse the waist and collar badges.
12. If you have declared pregnancy, a waist badge will be used to monitor fetal dose.

DOSE LIMIT PROTOCOL

The radiation monitor reports are reviewed each quarter by the Program Director and Clinical Coordinator. If the student's quarterly level exceeds 0.4 mSv (as documented on the radiation monitoring report), the Clinical Coordinator will review the clinical rotation and discuss radiation safety with the student. If a student's dose level is equal to or greater than 1 mSv/quarter, the Program Chair will review and discuss the results with the student and clinical site. Carelessness in radiation protection will not be tolerated and offenses will result in dismissal from the program.

PREGNANCY POLICY

The purpose of this policy is to provide the pregnant student with necessary protection in accordance with all standards and regulations while at the same time assuring the performance of assigned tasks throughout the pregnancy.

DECLARED PREGNANT WORKER

Federal and State regulations were modified in 1994 to introduce the term "declared pregnant worker." Under these regulations, each employee may declare her pregnancy in writing to her supervisor. It is, however, the employee's/student's option whether to declare the pregnancy. The pregnancy may be declared as soon as conception is confirmed, or at any time during the pregnancy. This regulation has been applied to student radiographers as well. Once the pregnancy is declared this institution will assist to ensure that the unborn child does not receive more than 5 mSv during the term of pregnancy, as determined by the radiation dosimeter which is worn at the waist level under the apron.

In all cases, the school requires that radiation doses to the student as well as to the unborn child shall be maintained, "As Low As Reasonably Achievable (ALARA)".

If a student is pregnant or becomes pregnant while enrolled in the Radiography program, she must understand the risks and complications that may be encountered. When a student confirms that they are pregnant, there are several choices. The student may choose to NOT declare the pregnancy, in which case no changes will be made to the student's schedule and the embryo/fetus will be subject to the same radiation. If the student chooses to voluntarily inform program officials of her pregnancy the following policy becomes effective:

1. The student must provide a written notice of voluntary declaration of pregnancy to the Radiography Program Director which includes the expected delivery date. In the

absence of this voluntary, written disclosure, the student cannot be considered pregnant.

2. Inform her physician
3. Decide whether to remain in or take leave of absence from the clinical and/or classroom assignments.
 - a. The student has the option to continue in the program without modification. The student must inform the program director, in writing, of the decision to continue without modification. The student may choose to continue working in the higher radiation area but with full awareness of the risks and complications involved.
 - b. The student has the option to continue in the program with modifications. The student could reduce her exposure where possible by practicing good radiation safety methods. Radiation dosimeters designated for use under the lead apron at the waist level must be properly managed at all times. Lead aprons provided by the clinical site must be worn at all times that the pregnant or potentially pregnant student receives radiation exposure. Care should be taken to reduce and eliminate unnecessary exposure. Student's clinical schedule can be modified to be placed in lower radiation exposure areas, i.e., Fluoroscopy, mobile, C-Arm fluoroscopy examinations. This option might result in a delay in graduation until all clinical hours are completed.
 - c. The student may submit a written withdrawal of the declaration of pregnancy, to the program director, at any time. She may re-enroll into the program after delivery, provided space is available, to complete the program.
4. The program will provide a declared pregnant student with a fetal dose monitor, after the declaration of pregnancy, to be worn at the waist level. If a lead apron is worn, the monitor is worn under the apron.
5. The declared pregnant student will be counseled on fetal dose limits.

It is the responsibility of the school and clinical affiliate to take all practical steps to reduce your radiation exposure. It is then your responsibility to decide whether the exposure you are receiving is sufficiently low to protect your unborn child.

ALL REQUIRED COMPETENCIES AND CLINICAL HOURS MUST BE COMPLETED PRIOR TO GRADUATION.

The following facts should be read to help you make a decision.

1. The first three months of pregnancy are the most important so you should make your decision quickly.
2. In most cases of occupational exposure the actual dose received by the unborn should not exceed more than 5 mSv for the entire 9 month pregnancy.
3. Students returning to the program after delivery must have accompanying documentation from physician permitting the student to return to normal tasks or limited tasks.

This information has been furnished to make you aware and to present certain alternatives that are available to you. **Due to risks involved with the pregnant students, Albany Technical College does not assume any liability for any problems with the pregnancy while attending clinical.**

RADIATION PROTECTION - PATIENT:

Radiation protection of the patient is the responsibility of the student.

1. Collimate to the area of interest to minimize exposure to the patient. There is never a reason to have the lighted field larger than the image receptor.
2. Avoid repeat examinations:
3. Ensure patient information on radiographs should include name, age, x-ray number and facility name. Anatomical markers should be affixed on the IR so that it cannot be altered. Some facilities require a repeated exam if these practices are not implemented.
4. Explain the procedure to the patient prior to the exam so that they will fully cooperate.
5. Shielding of gonads must be performed whenever gonads are at least 5 cm from the primary beam and shielding will not interfere with the exam.
6. Females of child-bearing age:
 - a. They should be questioned regarding possible pregnancy status. IF THE PATIENT IS PREGNANT, inform the requesting physician, radiologist prior to starting the procedure as to the continuation of the exam.
 - b. Radiation is extremely dangerous particularly the first trimester, patients should take extreme precautions when radiation exposure is possible.
 - c. Patients of child-bearing age and children should be shielded at all times when it does not interfere with the area of interest.
7. Always close the door while a patient is in the radiographic room and while the exposure is being made.
8. Do not allow anyone other than the patient in the room during the procedure unless others are needed.
9. Set the controls for the exposure before positioning the patient.

RADIATION SAFETY-STUDENT

1. Students must not hold image receptors for radiographic exams.
2. Never expose any portion of your body to the primary beam.
3. Always wear a leaded apron and thyroid shield during fluoroscopy. Always wear a collar radiation monitor and allow the monitor to be exposed on the outside of the apron.
4. Never allow exposure to the posterior surface of your body when wearing apron during fluoroscopy.
5. Leaded gloves must be worn when holding, when extremities are exposed to radiation during procedures such as pediatric fluoroscopy or holding barium cups.
6. Students should not hold patients while an exposure is being made. When there is no alternative, always wear protective devices and never stand in the path of the primary beam.
7. When an exam is being performed in a room, stand behind the leaded shield during the exposure. When a portable exam is done, always use an apron and stand at least 6 feet away from the x-ray tube.
8. It is encouraged that a pregnant female student inform the instructors that she is pregnant so that appropriate measures can be done to protect the fetus in the early stages of development.
9. Radiation is extremely dangerous during the first trimester, patients and radiographers are to take extreme precautions when radiation exposure is possible.
10. ALARA standards/guidelines should be followed closely to reduce long-term radiation exposure to students and personnel. Limit time of radiation exposure, increase distance from patient and source of radiation to reduce intensity and use shielding at all times.
11. Radiation monitors will be worn at the collar level at ALL times in the clinical area and the Energized lab at the College.
12. Check monthly dosimetry reports that the student inspects in class. Initial the report indicating your awareness of monthly exposure.
13. Use collimation to cut down on the scatter radiation you are exposed to.
14. Exams should be done under the direct supervision of personnel assigned to the radiographic procedure until competency has been proven and documented. Students will accrue demerits when policies are not followed.

15. Indirect supervision must be present when students are performing examinations in which they have proven and documented competency. Indirect supervision does not allow students to perform examinations in other areas of the hospitals when a technologist is not present. (Ex. Mobile procedures, ER procedures)
16. Students will not repeat an examination without direct supervision from the technologist. UNDER NO CIRCUMSTANCES are radiographs to be repeated without direct supervision by a registered technologist.
17. Take the time to perform the procedure correctly the first time. If in doubt, stop and get assistance from a technologist.
18. Students may not radiograph each other. Only simulations can be performed. Phantoms and positioning devices are available for experiments for use in the program's energized lab or in the clinical sites.

MAGNETIC RESONANCE SAFETY

Students are required in the first semester of the program as part of RADT 1010 Introduction to Radiologic Technology to undergo training in safety when working around MRI equipment. The training will involve viewing a [MRI safety video](#) and then signing two statements stating they have undergone this training and understand the hazards involved in this modality.

A copy of the signed statement will be retained in the students file and a copy of the training form will be given to the MRI department at Phoebe Putney Memorial Hospital and Crisp Regional Hospital.

MALPRACTICE INSURANCE

Professional liability insurance is for your protection in the event an accident occurs with a patient. You will be required to purchase personal liability insurance through the college each year for a nominal fee and can be purchased at ATC business office. Your instructor will provide the necessary information for you. Radiography students will be held responsible and accountable for their own action while in the clinical area. The scope of practice for radiographers will be presented during the RADT 1010 Introduction to Radiology class.

FORMS

Student Professional Portfolio Project

Albany Technical College requires all its students to complete a Career Portfolio before the student graduates from their program of study. Career Services provides a seminar during the course of the program that helps to prepare the student to assemble a quality career portfolio to help the student gain employment after they graduate.

The Radiologic Technology program chair will schedule this seminar during the RADT 2260 course so the student will gain the information needed to compile the portfolio which will be due at the end of the summer semester and also be qualified to apply for graduation in October of the year they will be graduating from the program.

The Portfolio will be due in the RADT 2260 of the program.

Following are the guidelines used in assembling this document:

- | | |
|--|--------------------------------|
| 1. Philosophy | 7. Accomplishments |
| 2. Career goal 2-5 years | 8. Certificates |
| 3. Cover letter | 9. Transcripts |
| 4. Resume | 10. Job or teacher evaluations |
| 5. Sample work (<u>NO PHOTOS or CD's inside</u> | 11. Awards |
| <u>clinical sites</u>) HIPPA regulations. | 12. Acknowledgements |
| 6. Work in progress | 13. References |

The student is required to get their portfolio checked and documented by Career Services as many times as needed to satisfy the requirements of Career Services.



Clinical Competency Requirements

Imaging Procedure	Mandatory or Elective	Minimum Images Required
Chest and Thorax		
1. Chest	M	2
2. Chest AP WC/Stretcher	M	1
3. Ribs	M	4
4. Chest Lat. Decub.	E	1
5. Sternum	E	2
6. Soft tissue neck	E	1
7. Sternoclavicular Joints	E	2
Upper Extremity		
7. Thumb or finger	M	3
8. Hand	M	3
9. Wrist	M	3
10. Forearm	M	2
11. Elbow	M	2
12. Humerus	M	2
13. Shoulder	M	2
14. Trauma shoulder (Y, Trans or Axillary)	M	1
15. Clavicle	M	2
16. Scapula	E	2
17. AC Joints	E	2
18. Trauma Upper Ext. (Non-shoulder)	M	2
Lower Extremity		
19. Toes	E	3
20. Foot	M	3
21. Ankle	M	3
22. Knee	M	3
23. Tibia-Fibula	M	2
24. Femur	M	2
25. Trauma lower Ext.	M	2
26. Patella	E	1
27. Calcaneus	E	2
Head-Student must select at least <u>one elective</u> from this section	Mandatory or Elective	Minimum Images Required

28. Skull	E	2
29. Paranasal Sinuses	E	3
30. Facial Bones	E	3
31. Orbits	E	2
32. Nasal Bones	E	2
33. Mandible	E	4
34. Temporomandibular Joints	E	2
Spine and Pelvis		
35. C-Spine	M	3
36. Cross Table Lateral (Horizontal Beam) Spine	M	1
37. T-Spine	M	2
38. L-Spine	M	3
39. Pelvis	M	1
40. Hip	M	2
41. Cross table lat. Hip (Horizontal Beam)	M	1
42. Sacrum and/or Coccyx	E	2
43. Scoliosis Series	E	2
44. SI-Joints	E	2
Abdomen		
45. Abdomen Supine	M	1
46. Abdomen Upright	M	1
47. Abdomen Decubitus	E	1
48. IVU, (IVP)	E	4
Fluoroscopic Studies, student must select two procedures from this section.		
49. UGI, single or double contrast	E	1
50. Contrast Enema, single or double contrast	E	2
51. Small Bowel series	E	3
52. Esophagus	E	1
53. Cystography/Cystourethrography	E	1
54. ERCP	E	1
55. Myelography	E	1
56. Arthrography	E	2
57. Hysterosalpingography (HSG)	E	1
Surgical Studies		
58. C-Arm procedure (Requiring manipulation to obtain more than one projection)	M	1
59. Surgical C-Arm procedure (requiring manipulation around a sterile field)	M	1
Mobile Radiographic Studies (Portable)		
60. Chest	M	1
61. Abdomen	M	1

62. Orthopedic	M	2
Pediatrics (age 6 or younger)		
63. Chest	M	2
64. Upper or Lower Ext.	E	3
65. Abdomen	E	1
66. Mobile Study	E	1
Geriatric Patient (At least 65 years of age and physically or cognitively impaired as a result of aging.)		
67. Chest routine	M	2
68. Upper or lower extremity	M	3
69. Hip or Spine	E	2

Key to Categories for Competencies

M = Mandatory 36 Required

E = Electives 15 required of the 35 elective procedures.

*Students must select one(1) elective procedure from the head section.

*Two (2) of the 15 elective procedures must be selected from the fluoroscopy studies section.

Elective procedures should be performed on patients; however, electives may be simulated if demonstration on patients is not feasible.



ATC Student Radiation Exposure

I acknowledge that my recent dosimeter report **exceeds a quarterly level of 0.4 mSv or 0.0004 Sv** of ionizing radiation. Due to this report, my clinical rotation and radiation safety have been discussed with me.

The student, as a radiation worker, will apply proper radiation practices and policies consistent with clinical policies and the scope of practice in Radiography. By initialing each policy, I acknowledge my responsibility as a ATC student Radiographer and will adhere to these policies.

1. Students will be behind the lead lined control area when making an exposure.
2. _____
All doors or lead lined curtains must be closed in each radiographic room for all examinations. _____
3. When assisting for fluoroscopic procedures, the student must wear a lead apron and should remain at least two feet away from the table during fluoroscopy. Other radiation protection devices, such as thyroid shields, leaded gloves and glasses and portable lead shields, are available and should be utilized whenever applicable. _____
4. When performing portable examinations, the student must stand at least six feet from the x-ray source. If the student is not making the exposure, he/she must leave the room. No student may perform a portable examination without a registered radiologic technologist present. _____
5. No student will perform a radiographic exposure on any person (including themselves) that has not been ordered by a physician. _____

_____ Student's Signature	_____ Date
_____ Clinical Coordinator	_____ Date
_____ Program Chair	_____ Date



Albany Technical College Radiologic Technology Policies and Procedures

DECLARED PREGNANCY FORM

On _____, _____ has voluntarily
Date Name

informed Mrs. S. LeAnn Watson, Program Director or Ms. Kathryn Daniels, Clinical Coordinator, of her recent determination that she is pregnant. She has been informed of the pregnancy policy which governs actions taken when a student becomes pregnant prior to completing the program curriculum for graduation. The projected due date is: _____.

Specifically:

1. Radiation can be harmful to the fetus, especially during the first trimester. Embryological effects would include skeletal, neurological anomalies, and leukemia when exposure to fetus exceeds dose equivalent limits. Abnormalities cannot be excluded with less radiation exposure.
2. Gestational exposure to the student shall **not** exceed 5 mSv. The monthly fetal dose must not exceed .5mSv.
3. Monthly badge reports are to be closely monitored by the student and faculty each month.
4. It is imperative that all precautions are taken while being exposed to high or low exposure area. Protective devices must be used and monitors must be worn.

ADDITIONALLY:

1. If at any time it appears that the student is unable to perform required duties OR when potential risk of unsafe exposure to the fetus is likely, the student will be asked to suspend her clinical experiences until after the pregnancy and when she is able to resume her duties as a student radiographer. The latter requirement will be determined by her physician only. Written documentation must accompany the student upon return to the program.
2. In the event that the declared pregnant student should exceed monthly dose of .5 mSv in one month OR has determined that a dose of 5 mSv or more is documented from the time of conception to declaration of pregnancy date, the following actions should be taken:
 - a. Students should not perform exams while fluoroscopy is in use. Students should also avoid mobile procedures as well during the first trimester.
 - b. Student will not hold the IR or patients during an exposure.
 - c. Student will remain behind the control booth whenever an exposure is to be made.

- d. Subsequent rotations and/or assignments will be based on availability of space and at the discretion of the Clinical Coordinator/Instructor.
 - e. In the event that 5 mSv has been documented, regulations permits the unborn child to receive a maximum of .5 mSv the remaining term of the pregnancy.
3. Policies and Procedures of the Radiography program will not be altered to accommodate the student's status.
 4. Completion of requirements for the Radiography program may take longer than originally scheduled due to possible risks factors or scheduling conflicts.
 5. Albany Technical College, Radiography faculty, and affiliate institutions do not assume any responsibility for possible effects/ damage that may occur to the student and fetus during the completion of the Radiography curriculum.
 6. All required competencies and clinical hours missed during the time of delivery must be completed prior to graduation.

OPTIONS:

1. Student may choose to stay in the program at her discretion and with the risks that have been stated.
2. Student may choose to have modifications made, but is aware it may require a delay in graduation.
3. Student may choose to complete the program at another time after delivery, providing there is room in the program and the student leaves the program in good standing. Changes in curriculum may occur and the student will be required to meet most current requirements.

I, _____ have been informed of potential dangers, risks, hazards to the fetus and options available to me if deciding to continue in the program. I choose to _____.

Students' Signature _____ Date: _____

RECEIPT OF DECLARATION ACKNOWLEDGED:

Faculty Signature _____ Title _____ Date _____



Albany Technical College Radiologic Technology Policies and Procedures

UNDECLARED PREGNANCY FORM

_____ informed Mrs. S. LeAnn Watson, Radiography Program Director, or Ms. Kathryn Daniels, Clinical Coordinator, of her recent determination that she is pregnant by signing the **Declared Pregnancy Form**. She declared this condition of pregnancy under voluntary disclosure on _____ and has been informed of the pregnancy policy which governs actions taken when a student becomes pregnant prior to completing the program curriculum for graduation.

However, by signing this form, the student wishes to withdraw her declaration of pregnancy by un-declaring the pregnancy. This is accomplished by signing below. By un-declaring the pregnancy, the specific actions that had been previously taken due to the declared pregnancy will be terminated after the time of the un-declaration.

Student Signature

Date

Program Director Signature

Date



BLOOD AND BODY FLUIDS EXPOSURE PROTOCOL CHECKLIST

In the event that a student has a percutaneous (needle stick, cut, or puncture) or mucous membrane (splash to the eye, nasal mucosa, or mouth) exposure to body fluids (blood or other infectious materials) or has a cutaneous exposure when they have chapped or abraded skin, or otherwise non-intact skin, the procedure outlined in this checklist shall be followed.

- ___ 1. Immediately cleanse skin area with soap and water for at least three (3) minutes or mucous membrane area with lukewarm plain water for at least one (1) minute. Proceed with other first-aid measures as applicable to the injury.
- ___ 2. Notify institutional representative (unit supervisor, office manager, etc.) and clinical instructor.
- ___ 3. Assist instructor with completion of ATC *Student Accident/Incident Report*. A copy of the completed form should accompany you when seeking medical assistance. Included in the report should be documentation concerning the following:
 - (a) Location of Accident
 - (b) Nature and Degree of Injury
 - (c) HBV and HIV antibody status of the source patient (if known)
 - (d) Circumstances under which exposure occurred
- ___ 4. Seek medical evaluation/treatment/testing/counseling at the nearest hospital emergency room as soon as possible with a delay of no more than four (4) hours. (ATC will cover cost. Hospital should send bill directly to ATC Administrative Services Department.)
- ___ 5. Return completed ATC form and copy of institutional incident report (if available) to instructor within forty-eight (48) hours of incident.
- ___ 6. Schedule a counseling session with ATC Exposure Control Coordinator.

The above information has been explained to me in depth and I understand my responsibility in case of an incident.

Student Signature _____ Date _____

Instructor Signature _____ Date _____



COVID 19 Student Policy

Policy and Procedures for Exposure to Covid 19 or other airborne pathogen

Due to risks posed by COVID-19, the Radiologic Technology Program has instituted a mandatory PPE and patient interaction policy for all students in the program while in the clinical setting. This policy is effective until further notice

- Face masks must be worn by students at all times. A face mask has been supplied. If a student does not have a facemask, please contact the clinical coordinator as soon as possible.
- There are additional PPE requirements at certain clinical sites. Students must follow all of the clinical site's PPE policies at all times.
- Students must adhere to the clinical sit's check in policies, if applicable
- Students should not be performing patient care activities on Persons Under Investigation (PUI) for COVID 19 or Confirmed Cases of COVID 19 and patients under Airborne Isolation Precautions.
- Students must self-report to their clinical instructor or designated school contact if they exhibit symptoms of COVID-19 or present with fever.
- Students that are exhibiting symptoms or have been exposed to COVID-19, must adhere to the following Exposure to COVID-19 or other airborne pathogen policy

Symptom Guidelines for Students

Students are asked not to report to class or clinic & are to follow up with their health care providers if they have been exposed to a positive Covid patient, develop a temperature over 100.0 OR experience any of the following symptoms:

- Fever or chills
- Cough or sore throat
- Shortness of breath or difficulty breathing
- Fatigue, muscle or body aches
- Headache
- New loss of taste or smell
- Nausea or vomiting
- Diarrhea

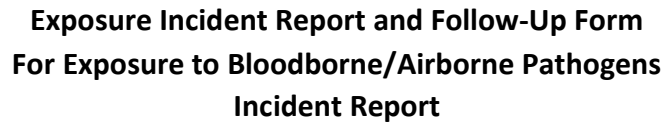
PROCEDURE- POST EXPOSURE CHECKLIST

1. Notify institutional representative (unit supervisor, office manager, etc.) and clinical faculty.
2. Assist instructor with completion of *ATC Student Accident/Incident Report*. A copy of the completed form should accompany you when seeking medical assistance. Included in the report should be documentation concerning the following:
 - (a) Location of Accident
 - (b) Nature and Degree of Injury
 - (c) Circumstances under which exposure occurred
3. Seek medical evaluation/treatment/testing/counseling at the nearest hospital emergency room, urgent care center, or primary physician as soon as possible. The college is responsible for the cost of a post-incident follow up.
4. Any student that tests positive for COVID 19 shall not return to school or clinic for 14 days after onset of symptoms or positive test result. Any student that is awaiting results for COVID 19 testing shall not return to the clinical setting until results are confirmed. Students who test positive cannot return until a negative test result is confirmed.

The above information has been explained to me in depth and I understand my responsibility in case of an incident.

Student Signature _____ Date _____

Instructor Signature _____ Date _____

[illegible]

Follow-Up:

Person involved in incident referred to appropriate healthcare professional for follow-up. Documentation of medical release is on file at work or technical college and clinical site (if applicable). Alternate employment duties/academic activities assignment may be considered based on the opinion of the employee's/student's appropriate healthcare provider.

Name, address, and phone number of medical professional providing follow up care: _____

Identify individuals to whom copies were sent within 24 hours:

Exposed Person's Supervisor/Academic Counselor:

Work unit/Technical College Exposure Control Coordinator:

Clinical or Work Site Contact Person:

Name/Title of person preparing Exposure Incident Report and Follow-up Form:

Printed

Signature/Date



Albany Technical College
Radiologic Technology
Policies and Procedures

DISCIPLINARY COUNSELING FORM

STUDENT NAME: _____

STUDENT ID : _____

DATE OF COUNSELING: _____ DATE OF INCIDENT: _____

_____ EXCESSIVE TARDINESS. _____ CLASSROOM _____ CLINICAL

_____ FAILURE TO INFORM INSTRUCTOR OF CLINICAL/CLASSROOM
ABSENCE

_____ LEAVING THE CLINICAL SETTING WITHOUT APPROVAL

_____ FAILURE TO APPEAR IN PROPER UNIFORM

_____ CONDUCT

_____ OTHER: _____

(NOTE: REPEATED OFFENSES OF ANY OF THE ABOVE INCIDENCES MAY RESULT IN I OR
DISMISSAL FROM THE RADT PROGRAM)

STATEMENT OF COUNSELING:

ADMINISTRATIVE ACTION:

STUDENT SIGNATURE Date

COUNSELOR SIGNATURE Date



Student Handbook Acknowledgment Form

I have read and understand the rules, grading practices and purpose of ATC Radiologic Technology Program described in the ***ATC Radiologic Technology Student Rules and Regulations, Safety Policies and Clinical Handbook 2023-2024***. I understand that as changes are made that I will be notified by written notification as well as emailed any addendums.

Student Name: (Please Print): _____

Student Signature: _____

Clinical Coordinator: _____

Program Chair: _____

Date: _____