

CENTURY  
COLLEGE



# RADIOLOGIC TECHNOLOGY PROGRAM



**Student Handbook  
2023**



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## INTRODUCTION

The purpose of this handbook is to give the student a "guide" which will provide useful information regarding the regulations and standards established by the Century College Radiologic Technology (Rad Tech) program as well as specific information about the academic and clinical components of the program. Each student is required to sign a form acknowledging that they have read and understand the content of the Student Handbook and agree to abide by the policies and procedures contained herein.

Students enrolled in the Century College Radiologic Technology Program will be responsible for observing College rules and regulations as stated in the current College catalog. All Rad Tech students are urged to become familiar with the Radiologic Technology Program policies, procedures and requirements found in this handbook. Failure to do so will not exempt or excuse the student from full compliance. Questions concerning program policies and procedures should be directed to the Radiologic Technology Program faculty.

### **Century College Information**

#### **ACCREDITATION**

Century College is accredited by The Higher Learning Commission and a member of the North Central Association of Colleges and Secondary Schools, 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504; phone 800-621-7400 or 651-779-3300.

#### **ADMINISTRATIVE PERSONNEL AND PHONE NUMBERS**

***President***

Angelia Millender .651-779-3342

***Vice President of Academic Affairs***

Pakou Yang 651-779- 3288

***Academic Dean***

Eric Riedel 651-779- 3310

#### **CAMPUS POLICIES**

Students should refer to the student section of the Century College website at [century.edu](http://century.edu) to find information related to the following policies, but not limited to:

- Academic Progress and Probation-Suspension Policy
- Academic calendar
- Academic policies
- Accommodations for disabilities
- Admission policies
- Copyright Policy
- Emergency Procedures for Fire, Tornado, Evacuation
- Financial aid
- Grading system

- Graduation requirements and honors
- Personal counseling
- Procedure – complaint of Discrimination and-or Harassment
- Procedures for Accidents, Injuries and Incidents
- Refund policies
- Requirements for Degrees, Diplomas and Certificates
- Satisfactory Academic Progress
- Sexual Violence Procedure
- Student ADA Access Complaint Procedure
- Student Complaint and Grievance Policy and Procedure
- Student Conduct and Academic Honesty
- Student Data Practices
- Student Government, Organizations and Clubs
- Transfer credit
- Tuition and fees

## **DATA PRIVACY**

Century College, in compliance with the Federal Education Rights and Privacy Act (FERPA), affords students certain rights with respect to their educational records. Student records are official records of Century College and will be used for educational purposes according to Minnesota and federal student data laws. Private and confidential student information collected by the College is properly secured.

## **ACADEMIC ALERT**

At the request of an instructor, an early warning notice will be sent by the Records Office to students who are at risk for unsuccessful completion of a course. Students who have not been attending class, completing assignments, or meeting course requirements are regarded as ‘at risk students.’ Upon receipt of an email alert, students need to contact the instructor to discuss the feasibility of successfully completing the course. It is the student’s responsibility to follow through with the instructor to determine any necessary action.

## **E-MAIL**

Each registered student has a Century College-assigned e-mail account that serves as an official means of communication with all students. Students are responsible for all information sent to them via their Century College-assigned e-mail account. If a student chooses to forward their College e-mail account, he/she is responsible for all information, including attachments, sent to any other e-mail account. Assistance with activating a student e-mail account can be obtained in any of the college computer labs.

## **MENTAL HEALTH RESOURCES**

Century College has prepared a Faculty Handbook for Student Success that includes information on how to access resources dealing with mental health issues such as chemical dependency, depression, eating disorders, generalized anxiety, test anxiety, post-traumatic stress disorder (PTSD), self –injury / cutting, and suicide. To access the Handbook go to <https://my.century.edu/emp/Faculty/SitePages/Handbook-for-Student-Success.aspx>



## **VETERAN SERVICES**

Century College is approved by the Veterans Administration for the education of veterans and is responsible for certifying, training, and transmitting necessary credentials and information to the Veterans Administration. Students can contact the Records Office for more information.

## **Radiologic Technology Program Information**

### **ACADEMIC CALENDAR**

The College academic calendar is published annually. The Radiologic Technology Program follows the College academic calendar. Information in the calendar is subject to change without notice. Students are not scheduled for classes or clinical when the College is not in session. (See College Catalog)

### **ACCREDITATION**

The Joint Review Committee on Education in Radiologic Technology (JRCERT) promotes excellence in education and enhances quality and safety of patient care through the accreditation of educational programs. JRCERT is the only agency recognized by the United States Department of Education to accredit educational programs in radiography and radiation therapy.

The Century College Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 N. Wacker Dr., Suite 2850, Chicago, Illinois 60606-3182; phone: 312-704-5300; e-mail: [mail@jrcert.org](mailto:mail@jrcert.org); website [www.jrcert.org](http://www.jrcert.org). The Century College Radiologic Technology Program was most recently visited in April of 2018, and has its next accreditation visit scheduled for the fall of 2023.

Programs accredited by the JRCERT must demonstrate that they are in substantial compliance with the relevant JRCERT accreditation STANDARDS. A list of the STANDARDS can be found at the end of this Handbook. Students can contact the Joint Review Committee on Education in Radiologic Technology with specific program concerns/complaints relating to alleged non-compliance. The Program maintains a record of complaints and their resolution.

### **ADVISORY COMMITTEE**

The Program's advisory committee is structured to provide guidance and advice regarding program design, operation, accountability, expansion, and closure in accordance with MnSCU policy 3.30. The students, faculty and College administration recognize the committee's vital role in the radiologic technology program. Members of this group include the Program faculty and clinical facilitators and identify program needs and opportunities. A list of the members can be found under the personnel and numbers portion of this document.

### **CLINICAL AFFILIATIONS**

The program participates in outside affiliations with area medical organizations. Affiliations are designed to provide a well-rounded education for each student. The Program's continued successful relationship with these affiliates is dependent upon professional conduct exhibited by all students.

## CLINICAL EDUCATION CENTERS

Allina Medical Specialties  
255 North Smith Avenue  
Suite 100  
St. Paul, MN 55102  
651-241-2614

Fairview Sports & Orthopedics  
10961 Club West Parkway NE  
Suite 200  
Blaine, MN 55449  
763-852-6446

Gillette Children's Specialty  
Healthcare  
200 East University Avenue  
St. Paul, MN 55101  
651-229-3817

Fairview Clinic- Woodbury  
1825 Woodwinds Drive  
Woodbury, MN 55125  
651-232-6816

St. John's Hospital  
1575 Beam Avenue  
Maplewood, MN 55109  
651-232-7670

HealthPartners Specialty Center  
General Radiology  
401 Phalen Boulevard  
St. Paul, MN 55101  
651-254-8225

HealthPartners Neuroscience Specialty  
Center  
295 Phalen Blvd.  
St. Paul, MN 55130  
651-495-6274

Lakeview Memorial Hospital  
927 Churchill Street West  
Stillwater, MN 55082  
651-430-7193

Summit Orthopedics- Eagan  
2620 Eagan Woods Dr.  
Eagan, MN 55121  
651-968-5234

Summit Orthopedics- Plymouth  
15700 37<sup>th</sup> Ave N. Suite 150  
Plymouth, MN 55446  
651-968-5201

Summit Orthopedics – Vadnais Heights  
3580 Arcade Street  
Vadnais Heights, MN 55127  
651-968-5397

Summit Orthopedics – Woodlake Center  
2090 Woodwinds Drive  
Woodbury, MN 55123  
651-968-5875

Stillwater Medical Group  
1500 Curve Crest Boulevard  
Stillwater, MN 55082  
651-439-1234

Twin City Orthopedics- Vadnais Heights  
3545 Hwy 61  
Vadnais Heights, MN 55110  
651-275-2707

Twin City Orthopedics- Fairview  
5130 Fairview Boulevard Suite 100  
Wyoming, MN 55092  
651-275-2732

United Hospital  
333 North Smith Avenue  
St. Paul, MN 55102  
651-241-8048

Mercy Hospital  
4050 Coon Rapids Boulevard  
Coon Rapids, MN 55433  
763-236-7573

Unity Hospital  
550 Osborne Road Northeast  
Fridley, MN 55432  
763-236-4175

Regions Hospital  
640 Jackson Street  
St. Paul, MN 55101  
651-254-5642

Woodwinds Health Campus  
1925 Woodwinds Drive  
Woodbury, MN 55125  
651-232-0184

St. Paul Children's Hospital  
345 North Smith Avenue  
St. Paul, MN 55102  
651-220-6147

## **COMPUTER REQUIREMENTS**

Century College uses Desire2Learn (D2L) Brightspace as its online learning management system. The Radiologic Technology Program utilizes D2L to varying degrees in all Program courses. New and updated course information is distributed to students throughout the curriculum using the D2L online format. Students are responsible for information disseminated on the D2L web pages and are, therefore, required to have a basic understanding of computer operations and internet use.

The Century College Information Technology Division has two on-campus computer labs, E1710 located on the first floor of the East Campus, and W3165 located on the third floor of the West Campus, which provide computer access for all registered Century students. The centers are equipped to support courses using IBM-compatible computers. Staff is available to provide assistance in the use of the computer equipment.

Students have the option of using their own personal computers to meet D2L course requirements. It is the student's responsibility to have a reliable computer capable of doing the work in a blended or online course (see Online Courses). To perform a check on a personal or home computer system to ensure it is properly configured for D2L use, students can go to the Century College homepage at [www.century.edu](http://www.century.edu); click on Current Students at the top of the page; click on the Online Learning link; under the Desire2Learn support section, click on Check your computer system. This check verifies correct browser version, browser settings and display settings, and checks for D2L required plug-ins. ***Microsoft Office is the recommended software for use on home computers to assure compatibility with on-campus computers.***

## **COSTS**

Tuition rates for state colleges are established by the Board of Trustees for Minnesota State and are subject to change each academic year. Current tuition and fee rates are posted on the Century College website at [www.century.edu](http://www.century.edu). All registered students are financially committed for tuition and fees. Students are required to pay tuition and fees unless they drop classes by the deadline listed on the refund policy. Students can check the College's current course schedule for payment information and dates. Students can also view their fee statement online at [www.century.edu](http://www.century.edu) by clicking on Online Services. Students are encouraged to contact the Business Office at 651-779-3278 to discuss payment options. Current tuition rates can be found on the Century College website.

## COURSE SEQUENCE

### **1st FALL SEMESTER**

		<b>CREDITS</b>
RADT 1020	Fundamentals of Radiography	3
RADT 1031	Anatomy & Positioning I	5
	<b>TOTAL CREDITS</b>	<b>8</b>

### **1st SPRING SEMESTER**

RADT 1032	Anatomy & Positioning II	4
RADT 1040	Radiographic Exposure Factors	3
RADT 1781	Clinical Radiography I	5
	<b>TOTAL CREDITS</b>	<b>12</b>

### **1st SUMMER SESSION**

RADT 1782	Clinical Radiography II	6
RADT 2000	Radiation Biology & Protection	1
	<b>TOTAL CREDITS</b>	<b>7</b>

### **2<sup>ND</sup> FALL SEMESTER**

RADT 2020	Introduction to Sectional Anatomy	2
RADT 2030	Radiation Physics & Quality Control	2
RADT 2783	Clinical Radiography III	8
	<b>TOTAL CREDITS</b>	<b>12</b>

### **2<sup>ND</sup> SPRING SEMESTER**

RADT 2010	Imaging Pathology	1
RADT 2090	Topics In Radiology	1
RADT 2100	Introduction to Computed Tomography	1
RADT 2784	Clinical Radiography IV	8
	<b>TOTAL CREDITS</b>	<b>11</b>

### **2<sup>ND</sup> SUMMER SESSION**

RADT 2060	Radiography Seminar	2
RADT 2785	Clinical Radiography V	6
	<b>TOTAL CREDITS</b>	<b>8</b>

## CURRICULUM CHANGE DISCLAIMER

Century College Radiologic Technology Program reserves the right to make changes without notice in the radiographic curriculum, scheduling, and/or policies in order to preserve the high standards required for approval and accreditation of the Program.

## GENERAL EDUCATION REQUIREMENTS

<b>Goal 1 - Communication</b>	<b>Minimum of 7 credits</b>	<b>Credits</b>
Engl 1021	Composition I	4
<b>One Of The Following Speech Courses:</b>		<b>3</b>
Comm 1021	Fundamentals of Public Speaking	
Comm 1031	Interpersonal Communication	
Comm 1041	Small Group Communication	
Comm 1051	Intercultural Communication	
<b>Goal 2 – Critical Thinking</b>	is automatically fulfilled when all other MnTC goals are complete	
<b>Goal 3 and/or 4 - Sciences / Math / Logical Reasoning</b>		<b>3</b>
<b>Goal 5 - History / Social and Behavioral Sciences</b>		
<b>Goal 6 - Humanities and Fine Arts</b>		
<b>Goal 7 – Human Diversity*</b>		
<b>Goal 8 – Global Perspectives*</b>		
<b>Goal 9 – Ethical and Civic Responsibility*</b>		
<b>Goal 10 – People and the Environment*</b>		
<b>*Goals 7 - 10:</b>	Credits in each of the Goals 7-10 may be fulfilled with courses (denoted with an asterisk) listed under Goals 1-6 above or by completing additional coursework. One course may fulfill a maximum of two (2) goals.	<b>3</b>

Refer to the current Century College catalog for a complete list of Minnesota State course options.

## GOALS

The goal of the Program is to educate students in the development of the skills required for performing safe, diagnostic radiography. Graduates are awarded an Associate in Applied Science Degree in Radiologic Technology. The goals of the Radiologic Technology program are as follows:

**Goal One:** Students will demonstrate critical thinking and problem-solving skill required for providing safe, quality patient care.

**Goal Two:** Students will demonstrate clinical competence when performing radiographic procedures.

**Goal Three:** The student will demonstrate effective communication skills when interacting with patients, healthcare team-members, and others.

**Goal Four:** The student will identify radiologic technology professional development opportunities.

## **GRADUATION REQUIREMENTS**

The Associate in Applied Science Degree in Radiologic Technology is awarded to students who:

1. Earn a minimum of 78 credits with a cumulative grade point average of 2.00 or higher.
2. Earn a grade of C or higher in all required Radiologic Technology Program and degree courses.
3. Meet minimum distribution requirements in general education and liberal arts courses.
4. Fulfill all Radiologic Technology Program course requirements.
5. Satisfactorily complete all Clinical Competency Evaluation requirements.
6. File an Application for Graduation form with the College Records Office within the specified time limits.

It is the student's responsibility to ensure that all degree courses are completed prior to graduation. Students may run their own DARS (Degree Audit Reporting System) anytime on the web through Century's Online Services. A DARS report indicates requirements that have already been completed, requirements that remain unsatisfied and how transfer courses fulfill requirements. More information about DARS is available on Century's website at [www.century.edu](http://www.century.edu) and at the Counseling and Career Center.

Graduation application forms are available by either attending a graduation orientation session or viewing the online version at [www.century.edu](http://www.century.edu). Graduation requirements are available in the Counseling and Career Center, room 2410 West Campus. Refer to the college calendar regarding deadlines to apply. Refer to the current College catalog at [www.century.edu](http://www.century.edu) for a complete listing of graduation requirements.

**All Program Requirements Must Be Completed to Establish Eligibility Status For Graduation. All Academic Degree Requirements Must Be Completed To Be Eligible To Write The American Registry of Radiologic Technologists (A.R.R.T.) Certification Examination.**

## **MISSION**

The purpose of the Program is to educate students to become clinically competent, entry-level radiographers capable of practicing independent judgement in the performance of radiographic procedures that meet community healthcare needs.

## **OBJECTIVES**

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

goal of the Radiologic Technology Program is to provide the necessary didactic and clinical education to students enrolled in the program to the degree that upon program completion, the graduate can:

1. Use oral and written communication appropriate to the medical profession.
2. Demonstrate appropriate communication skills with a variety of patients, i.e. pediatrics, geriatrics, mentally impaired, trauma, etc.
3. Demonstrate knowledge of human anatomy, physiology and pathology.
4. Anticipate and provide basic patient care, safety and comfort.
5. Assist in drug/contrast medium administration.
6. Demonstrate knowledge of venipuncture precautions, care and complications.
7. Demonstrate knowledge of contrast media pharmacology and its uses in Radiology.
8. Recognize emergency patient conditions and initiate first aid / basic life support procedures.
9. Demonstrate effective use of universal precautions and isolation techniques.
10. Demonstrate proper body mechanics when transferring and positioning patients to prevent injury to self and others.
11. Perform basic mathematical functions as they relate to radiographic exposures / equipment.
12. Operate radiographic / fluoroscopic / portable / surgical / digital imaging equipment and accessory devices.
13. Demonstrate proper patient positioning as well as proper utilization of imaging equipment when performing radiographic examinations and procedures.
14. Modify standard positioning procedures to accommodate patient condition, size and other variables.
15. Assist radiologist / technologist with fluoroscopic and minor special procedures.
16. Demonstrate knowledge of sterile surgical techniques when assisting with minor special procedures and in the operating room suite.
17. Process digital / electronic images.
18. Determine exposure factors needed to obtain diagnostic images with minimal patient radiation exposure.
19. Adjust exposure factors for various patient conditions and equipment as well as when using contrast medium, all while maintaining radiographic quality.

20. Practice appropriate radiation protection measures for patients, self and others.
21. Evaluate images for overall quality, appropriate positioning, adequate exposure factors and medicolegal aspects.
22. Evaluate the performance of radiographic systems, understanding safe limits of equipment operation and report malfunctions to proper authority.
23. Demonstrate knowledge of quality assurance testing of equipment.
24. Exercise independent judgment and decision making in the technical performance of radiographic procedures.
25. Properly safeguard confidential patient information to include patient identity and protected health information as outlined in Federal HIPAA guidelines.

### **ONLINE COURSES**

The Rad Tech Program curriculum offers a combination of hybrid courses and traditional on-campus courses. **Hybrid** courses include a combination of online and campus-based activities and are sometimes referred to as “online reduced-seat time” courses.

Students are required to use the internet either at home or on campus to meet the requirements of blended courses (see Computer Requirements). Century College utilizes the Desire2Learn (D2L) learning management system for its blended courses. New and updated course information is distributed throughout the semester using the D2L online format. The student is responsible to check for any communication on D2L. Failure to do so will neither exempt nor excuse the student from being knowledgeable of the posted information.

### **PERSONNEL AND PHONE NUMBERS**

#### ***Director***

Eric Nelsen, M.A., R.T.(R) 651-779-3334

#### ***Faculty***

Jim Russ, M.A., R.T.(R)(M) 651-779-3306

Laura Kindelberger, B.S., R.T.(R) 651-779-3350

Lou Krohn, M.A., R.T (R)(CT) Adjunct

#### ***Clinical Facilitators / Advisory Committee Members***

**United Medical Specialists – 651-241-2614**

Rebekah Hubert, R.T.(R)

**St. Paul Children’s Hospital – 651-220-6147**

Jenny Charmoli, R.T.(R)

**Fairview Sport and Orthopedics – 763-852-6446**

Kacie Widorski, R.T.(R)

**Summit Orthopedics Eagan- 651-968-5234**

Kerrie Price Seaver, R.T.(R)



**Gillette Children's Specialty Hospital – 651-229-3187**

Luke Duffney, R.T. (R)

**HealthEast Clinic – 651-232-6816**

Martin Crep, R.T. (R)

**St. John's Hospital – 651-232-7670**

Scott Peterson, R.T. (R)

Andrew Horesji, R.T.(R)

**Stillwater Medical Group- 651-439-1234**

Vicki Maas, R.T. (R)

**HealthPartners Specialty Clinics**

General X-ray 401 Bldg. – 651-254-8225

Jen O'Neal, R.T.(R)

Neuroscience Center 295 Bldg. – 651-492-6274

Bruce Sheets. R.T.(R)

**Lakeview Memorial Hospital – 651-430-7193**

Mary Cardarelli, R.T.(R)

**Mercy Hospital – 763-236-7573**

Sara Jewell, R.T. (R)

Mikaela Utecht, R.T. (R)

**Regions Hospital – 651-254-5642**

Mehari Bieza, R.T. (R)

Christina Fleischer, R.T.(R)

Dave Hawkins, R.T.(R)

Dave Maquire, R.T.(R)

Ross Running, R.T.(R)

Beau Zangs, R.T. (R)

**Summit Orthopedics- Plymouth 651-986-5201**

Samantha Duddeck, R.T., (R)

**Summit Orthopedics Vadnais – 651-968-5397**

Callie Durose, R.T.(R)

**Summit Orthopedics Wdb – 651-968-5875**

Emily Phung, R.T.(R)

Tamika Nestrud, R.T.(R)

**Twin Cities Orthopedics Wyoming – 651-275-2732**

Heather Berg, R.T.(R)

Julie Christianson, R.T.(R)

Katie Fredricks, R.T.(R)

**Unity Hospital – 763-236-4175**

Alicia Lovgren, R.T.(R)

Annette Schiel, R.T. (R)

**United Hospital – 651-241-8048**

Nicole Braun, R.T. (R)

Lisa Hageman, R.T. (R)

Doua Xiong, R.T. (R)

**Woodwinds Health Campus – 651-232-0184**

Olivia Dunlap, R.T. (R)

Bob Shannon, R.T. (R)

## REFUNDS

Students are liable for tuition and fees associated with any registered course unless they drop or withdraw from the registered course at the Records Office or online. The last date to withdraw each semester is published on the College calendar. Refund amounts are pro-rated with dates on the academic calendar and are listed in the current College Catalog. Refunds are based on the first day of the session, not the first day of the class.

## SCHOLARSHIPS

The Century College Foundation awards numerous scholarships each year to deserving students. The Radiologic Technology Program faculty encourages students to investigate the different scholarship opportunities available through the Foundation. Only one scholarship will be awarded to a student. In cases where a student is in the top ranking position for more than one scholarship, the scholarship with the highest dollar award will be awarded. To access complete scholarship information and application forms, go to [www.century.edu](http://www.century.edu). Click on Foundation & Alumni; then on Scholarships in the left menu.

Specific to the Century College Radiologic Technology Program is the **Jared M. Durant Radiologic Technology Memorial Scholarship**. The scholarship honors the memory of Jared Durant who was a Radiologic Technology student at the time of his passing. The \$1,000 scholarship is prorated between fall and spring semesters.

Criteria for applying for this scholarship are:

- Applicant is a first-year Radiologic Technology student at Century College at the time of application;
- Applicant is enrolled for a minimum of 6 credits during each semester the award is received;
- Applicant maintains a cumulative GPA of 3.0 or higher at Century College
- Applicant submits a personal letter explaining the need for scholarship help and outlining goals for the future;
- Applicant submits at least one written letter of recommendation from a community member OR clinical facilitator OR professional radiologic technologist demonstrating that the student shows responsibility, compassion, and professionalism. **Rad Tech Program faculty are ineligible to submit a letter of recommendation to the selection committee for this scholarship.**

Students applying for Century College Foundation and/or external scholarships that require a faculty letter of recommendation must submit a written request at least two weeks prior to the application deadline.

## **Program Policies**

### ACADEMIC HONESTY

The primary academic mission of Century College is the exploration and dissemination of knowledge. Academic honesty and integrity are integral to the academic process. Academic dishonesty—cheating, plagiarism, and collusion—are serious offenses which undermine the education process and the learning experience for the entire college community.

It is expected that Century College students will understand and adhere to the concept of academic integrity and to the standards of conduct prescribed by the college's Policy on Academic Honesty. It is expected that

students will assume responsibility for their work and that materials submitted in fulfillment of course, program, and college academic requirements represent students' own efforts.

A faculty member who has evidence that students are guilty of cheating or plagiarism will initiate the appropriate disciplinary action. The faculty member may assess a penalty such as a warning, reduction of a passing grade for the course, or a grade of *F* for the course. Refer to individual course syllabi for specific policies.

The Student Conduct and Academic Honesty Policy is available in the Counseling Center, West Campus, on the Century College website or from the Dean of Students, room 1485, West Campus 651-773-1780.

## **APPEAL PROCESS**

The Century College Radiologic Technology Program has a clearly established course of rules and guidelines that is to be followed in the event a student disagrees with or takes exception to a curriculum-course grade, a disciplinary action rendered against him/her, and/or any decision or action that results in his/her suspension from the Program or ineligibility to continue in the Program. The student has the right to appeal and can do so in accordance with the following due process:

1. Submit a completed Student Appeal Form (**see D2L Clinical Radiography courses**) to the Rad Tech Program Director **within three (3) working days** of the decision or incident.
2. Attend a meeting with the Rad Tech Program faculty within **ten (10) working days** after the student's Appeal Form is received to discuss what has occurred. A decision will be made by the Rad Tech faculty to rescind or alter the decision or action in question or to deny the student's appeal. The student will be informed of the decision before the meeting concludes.
3. In the event that the appeal is denied and the decision or action in question results in the student exiting the Program, the student may be eligible to request reinstatement in the Program. See **Reinstatement Policy** in the Student Handbook.
4. If the student is dissatisfied with the outcome of the Program appeal, the student has the opportunity to carry the appeal forward to the supervising Academic Dean. The student is responsible to contact the supervising Dean's office to schedule the appeal and inquire about any needed documentation / information. In addition, a **Student Concern Form** (**see D2L Clinical Radiography courses**) must be completed and submitted to the Dean at the time of appeal.
5. If the student is dissatisfied with the outcome of the Appeal Process at this point, he/she may initiate a formal Grievance Process. See the current Century College Catalog for complete grievance policy.
6. If the student's appeal effort with the Dean is successful, the following steps will be initiated:
  - a. The student will meet with the Program faculty to determine the conditions under which the student will be allowed to continue in the Program if applicable.
  - b. The Rad Tech faculty will develop a plan outlining the conditions under which the student will be allowed to continue, if applicable.

- c. The student will sign and date the plan.

## ATTENDANCE

A good attendance record for both the classroom and clinical settings is considered an important part of overall performance. A review of the attendance record will be included in the semester evaluations of the student's performance.

Attendance at all radiographic lectures is **strongly recommended**. If a student is unable to attend a class, he/she is responsible for obtaining missed lecture notes, assignments and/or other relevant information. It is suggested that the student check with the appropriate classroom instructor immediately upon return to class and/or clinical to determine what content may have been missed. Attendance may be included as part of the course grade. Refer to each individual course syllabus for specific information regarding attendance.

If a student is too ill to attend clinical, it is suggested that he/she refrain from attending lecture sessions. It is the student's responsibility to contact the specific course instructor in the event he/she will be missing class and/or to make special arrangements. Refer to the relevant course syllabus for specific instructions.

Faculty telephone numbers and e-mail addresses are as follows:

Eric Nelsen	651-779-3334	eric.nelsen@century.edu
Jim Russ	651-779-3306	jim.russ@century.edu
Laura Kindelberger	651-779-3350	laura.kindelberger@century.edu

## CELL PHONES AND ELECTRONIC DEVICES

Cell phones and/or electronic devices may only be used to "Clock In and Clock Out" of clinical rotation assignments and must have the GPS function enabled on the device. Cell phones and electronic devices are to be turned off during clinical rotation, classroom lectures, quizzes, and examinations.

## COMMUNICABLE DISEASES/ EXPOSURE TO BLOOD-BORNE PATHOGENS

- 1. Blood-borne Pathogen Exposure:** All students engaged in the clinical portion of the Radiologic Technology program will abide by the written policy regarding exposure to blood-borne pathogens as established by each clinical site. The students are provided with a review of such standards during the orientation to clinical as well as during the RADT 1020 Fundamentals of Radiography course.
- 2. Universal Precautions:** Universal precautions and procedure standards have been established at each clinical site and each student will review these during their orientation visit. A video addressing the standards is also viewed by students as part of the RADT 1020 Fundamentals of Radiography course. Students are requested to sign a form acknowledging their awareness and understanding of the video. The Centers for Disease Control Guidelines for Isolation Precautions in hospitals are also reviewed in RADT 1020 Fundamentals of Radiography.
- 3. Hepatitis B:** It is highly recommended that all students obtain the three dose Hepatitis B vaccine series and provide documentation. This vaccine is not provided by Century College and students are financially

responsible for the series. Students choosing not to obtain the Hepatitis B vaccine will be required to sign a declination waiver as part of the health history form. Please be aware that some clinical sites may require the Hepatitis B vaccination. In that case, students will be required to complete the vaccination process.

4. **Post-exposure evaluation and follow-up:** If a student is exposed to a blood-borne pathogen, the student is financially responsible for post-exposure evaluation and follow-up. Program faculty must be made aware of the exposure incident. The student's ability to continue his/her clinical experience will be based on the recommendation of the student's physician. All information is confidential and will not be released unless mandated by law.
5. **Identifying potential workplace hazards to students:** The student will be made aware of potential workplace hazards. This information will be discussed in the clinical orientation meetings and RADT 1020 Fundamentals of Radiography.
6. **Personal protective equipment:** Protective equipment such as gloves, isolation gowns, face shields or masks, eye protection, mouthpieces, resuscitation bags, pocket masks or other ventilation devices is available for the students use at the clinical sites.
7. **Communicable diseases:** Any student having a communicable disease must make their clinical coordinator aware of the disease so appropriate steps may be taken. All information provided to the program faculty is confidential.
8. **Influenza Vaccine:** The student is required to have an annual influenza vaccine and provide proof of vaccination to their Clinical Coordinator.

### **CONCURRENT ENROLLMENT**

Concurrent enrollment in all required Rad Tech program courses is required for every student. **Students are not allowed to withdraw from one Program course and remain enrolled in another.** If a student fails, withdraws or is dismissed from the Program, he/she must simultaneously withdraw from all Rad Tech courses.

### **CPR CERTIFICATION**

Current certification in CPR through the American Heart Association (Course Level C) or the Red Cross (Basic Life Support for the Professional Rescuer) is mandatory for all students **prior** to starting clinical rotations. Courses which are designed for health care personal include instruction on adult /child and two person CPR. Century EMS 1010 **does** meet this requirement. Other sources for meeting the CPR requirement include: The America Red Cross, The American Heart Association, community education classes and hospital-based classes or courses that meet the CPR for Healthcare provider requirement. Student CPR certification needs to consistently be in good standing through September 1<sup>st</sup> of a student's graduating year. Students are required to maintain current two-year CPR certification throughout the duration of the Rad Tech program.

### **COPYRIGHT DISCLAIMER**

PowerPoint lecture slides are incorporated into any Desire2Learn (D2L) course content at the discretion of the instructor and are accessible on any computer with an internet connection and a current version of Microsoft PowerPoint installed on the computer. **The student is forbidden to print, copy, or reproduce the lecture slide(s) in any form due to enforceable copyright laws.** If it comes to the attention of the instructor(s) that

any student in the course is printing, copying or reproducing the lecture slides from Desire2Learn, all lecture slides will be removed from the site for the remainder of the semester. Use of any electronic software and/or electronic devices such as digital cameras, and camera or watch phones to record graphics and text data stored in PowerPoint slides and word documents to include quizzes and examinations is strictly prohibited. **Students who violate the copyright policy will be suspended and subject to sanctions that include dismissal from the Program.**

### **CRIMINAL BACKGROUND CHECK**

Minnesota state law requires that a criminal background check be done on all health care providers. Students are required to fill out an online background study administered by the State of Minnesota, Department of Human Service, Division of Licensing. The student will be required to be fingerprinted at a Department of Human Services approved location prior to the completion of the background study. The record-search will extend beyond the state of Minnesota to a national scale and will be continually updated.

The State of Minnesota, Department of Human Service, Division of Licensing, determines if the individual may provide direct patient contact services. Failure to receive a clear background check prohibits the student from continued enrollment in the Rad Tech program. Prospective employers may also do a national background check prior to employment.

Records of felonies and/or gross misdemeanors as well as associated sentences including probation, jail time, parole, or suspended sentence are reviewed as part of the background check. **Certain offenses will prohibit the student from writing the American Registry of Radiologic Technologists (ARRT) certification examination.** The student is responsible to contact the ARRT to determine any eligibility in question.

Write or call:

The American Registry of Radiologic Technologists®

1255 Northland Drive

St. Paul, Minnesota 55120-1155 USA

Phone (651) 687-0048

[www.arrt.org](http://www.arrt.org)

### **DRUG and ALCOHOL FREE CAMPUS POLICY**

The standards of conduct at Century College clearly prohibit the possession, use or distribution of drugs and alcohol by students and staff on the campus premises or in conjunction with any college-sponsored activity or event whether on or off-campus. The *Compliance and Campus Security Report* lists health risks associated with abuse of alcohol and drugs and contains specific information on the state and federal laws regarding drugs and alcohol on a college campus. The campus publication is available in the College's Information/Counseling Center - room 2410 West Campus, in brochure displays at the main entrances of the east and west campus buildings, at new-student registration, online at [www.century.edu](http://www.century.edu). It is also available in alternate format upon request from the Access Center: 651-779-3353 (voice) or 651-773-1715 (TTY).

Appropriate referrals to counseling and health agencies will be made to individuals as needed. The College will impose sanctions on students who violate this policy. Disciplinary action may include; but is not limited to, the following:

- Completion of an education program
- Completion of community service hours
- Referral to law enforcement agencies for prosecution of felony, gross misdemeanor or misdemeanor charges
- Referral to the Counseling Center or other appropriate department
- Suspension or separation from the College
- Expulsion from the College

### **EXTENDED ABSENCE**

Each written request for an extended absence will be considered on an individual basis. The Rad Tech faculty will meet as a group to evaluate and recommend a plan for individuals requesting an extended absence. This may require an authorization to return to clinical form to be completed.

### **FUNERAL LEAVE**

Students are to promptly notify the Clinical Coordinator of the death of a family member or friend. He/she will be given time off for a period appropriate to the circumstances. Clinical make-up time will be at the discretion of the Clinical Coordinator and Program Director.

### **GRADE APPEAL PROCESS**

1. If a student has a concern, talk with the instructor/s that assigned the grade. The student is responsible for arranging a meeting with the instructor to discuss the nature of the concern and seek a resolution. Instructors are responsible for meeting with the student within two (2) days of the course completion, discussing the concern, and responding appropriately.

For an appeal of a course grade to be considered, it must be based on **one or more** of the following grounds AND on the allegation that the ground or grounds cited influenced the grade assignment to the student's detriment:

- Mathematical or clerical error
- Arbitrariness, possibly including discrimination based on race, gender, age, disability, religion, sexual orientation, or national origin of the student
- Personal malice

NOTE: The Academic Dean will generally address the student's concern only after he/she has first discussed the issue with the instructor.

1. If the student is unable to resolve the concern through discussion with the instructor, the student is to complete a Student Complaint Form, and submit it to the Dean of Allied Health. The Dean, upon determining that the appropriate steps were followed, will address the concern. The Dean will generally contact the student within ten (10) working days of your concern being filed.
2. If the student is unable to resolve the appeal through discussion with the Dean, he/she may choose to file a grievance and must follow the College's formal student complaint and grievance process. The complete policy can be found in Policy 3.8.1 on the College's web site.

## GRIEVANCE/ COMPLAINT POLICY

The Radiologic Technology Program strives to provide a learning environment that is conducive to students' academic and personal success. The Program is committed to providing educational opportunities within a positive and safe environment.

The Program values student feedback regarding its positive learning environment and recognizes that from time to time, students may have a concern that needs to be addressed. The Program takes all student concerns seriously and is committed to helping students address a concern. If a student has a concern, it needs to be substantial and verified. No retaliation of any kind will be taken against a student for participation in a complaint or grievance. Complaint/concern and grievance procedures are protected under data privacy rights. To address the initial complaint or concern, use the following information to help navigate through the process for handling student concerns.

### **Student Complaint Process – Unfair Treatment by Program Faculty**

Students may file an informal complaint concerning alleged improper, unfair, or arbitrary treatment. Students can make an oral claim or fill out a Student Concern form as the informal means to have decisions and/or actions reconsidered. The College's Concern form is available by typing Policy 3.8.1 in the search box on the College's home page.

The following 3 steps constitute the informal complaint/concern process:

1. To the employee being grieved.
2. To the appropriate supervisor to whom that employee reports if different from the dean in step 3.
3. To the appropriate dean.

Students that are dissatisfied with the outcome or resolution of the complaint or concern may follow the formal grievance process below. The formal grievance process can only be used after the informal process has been exhausted and the complaint or concern constitutes a grievance.

### **Student Grievance Process**

To initiate a grievance or formal written claim, students are to fill out the Grievance form available by typing Policy 3.8.1 in the search box on the College's home page. Students may carry an official grievance through the following three (3) steps, if necessary, for resolution:

1. To the appropriate College Vice-President.
2. To the College President. This step is the final step in the appeal process, however, if the violation involves a Minnesota State Board policy, students may carry the grievance to the 6<sup>th</sup> step.
3. To the Minnesota State Chancellor. The decision of the Chancellor is final and binding.

A student must start the complaint or concern process within **twenty (20) working days** of the incident. Working days exclude Saturdays, Sundays, holidays, and breaks in the academic calendar. If the complaint or grievance is not mutually resolved, the student has **ten (10) working days** to present the complaint/concern or grievance at the next step. If not presented in ten working days, the last response stands. The employee, supervisor, dean, vice-president, and president will generally respond to the student within ten working days.



Find more information by typing Policy 3.8.1 in the search box on the College's home page.

## **HARASSMENT and DISCRIMINATION**

Century College will not tolerate harassment, discrimination or sexual violence toward its students, faculty or staff. In all its forms, harassment, discrimination, and sexual assault, violate fundamental rights and the law, and are causes for disciplinary action to include dismissal or expulsion. In order to be most effectively investigated, complaints regarding harassment, discrimination or sexual violence should be reported to Student Services as soon as possible after the incident(s). The Minnesota State System has established policies and procedures to handle such incidents in a timely manner. The Associate Dean of Students is **Katie Svoboda, Room 1487, West Campus, 3300 Century Avenue North, White Bear Lake, MN 55110, 651-779-3315, [katie.svoboda@century.edu](mailto:katie.svoboda@century.edu)**.

Any deliberate or unintentional violation of this policy will be cause for appropriate disciplinary action. Harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee, and other relationships with persons having business at or visiting the educational or working environment. Said policy also applies to student and faculty relationships with patients and/or hospital staff during clinical assignments. The complete Minnesota State policy is available on-line at <https://www.minnstate.edu/board/policy/1b01.html>. The College's policy on harassment and discrimination can be found in the College catalog as well as in the *Compliance and Campus Security Report*.

The College's *Compliance and Campus Security Report* contains definitions and examples of harassment and discrimination, the Crime Victim's Bill of Rights, Victim's assistance services, and instructions on how to file a complaint. The campus publication is available in the College's Information/Counseling Center on West Campus, in brochure displays at the main entrances of the east and west campus buildings, at new-student registration, online at [www.century.edu](http://www.century.edu), and by calling 651-779-3929. It is also available in alternate format upon request from the Access Center: 651-779-3353 (voice) or 651-773-1715 (TTY).

## **HEALTH INSURANCE**

Each student will provide documentation of his/her own health insurance prior to the beginning of clinical each year. Record of coverage must be indicated on the Century Pre-entrance Physical/Immunization Record form. The College Counseling service provides information on insurance plans offered by Portico Healthnet.

If a student is injured while participating in clinical radiography courses, treatment will be at the discretion of the student. The student must submit a signed and dated written description of the incident to the Rad Tech faculty. If the student seeks medical attention/treatment he/she must provide written documentation from their medical provider regarding any physical restrictions. Billing for treatment and/or services rendered will be directed to the student or his/her insurance carrier.

It's the student's responsibility to ensure that their insurance carrier will cover testing for communicable diseases (i.e. Hepatitis, HIV, etc.) and treatment of injuries acquired during clinical hours. Continued evaluation of communicable diseases contracted by the student is also the sole financial responsibility of the student. **Neither the clinical sites nor Century College is financially responsible for any injuries sustained while the student is attending Clinical courses.**

## **INCOMPLETE/ IN PROGRESS GRADE**

Students that are unable to meet course requirements based on formal documentation are required to complete a request form for a grade of Incomplete before the end of the semester. The request form can be found on the clinical D2L webpage. If the requirements for completing the course are not met, the grade of “I” or “IP” automatically becomes a grade of “F” at the end of the next semester.

## **JURY DUTY**

Students are strongly encouraged to submit a letter requesting a postponement when called for jury duty. Make-up time for any missed class/clinical assignments will be evaluated on an individual basis.

## **MILITARY LEAVE**

Accommodations will be made for students who are required to fulfill military service responsibilities while enrolled in the Rad Tech program. It is the student’s responsibility to provide written documentation of known Reserve service dates. Arrangements must be made with the Rad Tech Faculty to make-up missed clinical time, assignments and/or examinations. Accommodations will be made for students called to Active Duty.

## **PATERNITY LEAVE**

Requests for paternity leave are to be submitted in writing to the Rad Tech faculty prior to the birth of the child. The length of approved leave-time and clinical make-up time will be considered on an individual basis.

## **PATIENT CONFIDENTIALITY**

Hospitals and Clinics are required by law and medical ethics to protect the privacy of patients. The **Health Insurance Portability and Accountability Act (HIPAA)** became Federal legislation in 1996 and protects a patient’s right to privacy of their protected health information. Protected health insurance information is any information that may identify a patient. It includes their medical record and demographic information. All hospital and patient records are confidential in nature and are considered private. Sources of patient information include hard copy written information, electronic information and information conveyed in conversation.

Included in the interest to protect confidential information is the expectation that all physicians/residents and staff of any hospital or clinic have a duty to ensure that all patient information is handled appropriately. All patient information seen and heard at the hospitals and clinics is to be kept confidential.

Examples of confidential information include, but are not limited to:

1. Patient name and address.
2. Patient demographic information, clinical history, test results, billing data, and appointment schedules.

Students are instructed on the Federal HIPAA Guidelines in RADT 1020 – Fundamentals of Radiography. All students are taught the basic concept of patient privacy and confidentiality. Assessment of student knowledge and policy understanding is conducted through an examination specifically written for health care workers and administered as part of RADT 1020.

In addition to instruction on Federal HIPAA compliance guidelines and regulations, students are instructed on the Rad Tech Program policies relating to patient confidentiality. Students are required to adhere to the following Program policies on patient privacy and confidentiality:

1. Any confidential patient information received by a student while fulfilling clinical assignments at any facility is NOT to be communicated during or after the scheduled clinical assignment.
2. All patient information is to be kept confidential, except when asked to share relevant information with those who “need to know” in order to perform their professional duties.
3. Discussions of confidential information must be conducted in a location where the information will not be overheard by others, including staff, other patients, and visitors.
4. Any breach of confidentiality or failure to safeguard confidential information will result in disciplinary measures to include possible dismissal from the Rad Tech Program.
5. Breach of confidentiality includes accessing patient information stored in hospital and clinic databases for reasons other than delivery of patient care.

Written acknowledgement of understanding the Program’s privacy policy as well acknowledgement of understanding of Federal HIPAA guidelines is required of all students and kept on file.

### **PRE-CLINICAL HEALTH ASSESSMENT**

After admission to the Radiologic Technology Program and prior to the start of the Program, the student must have a physical exam. A Health Examination form is included in the Clinical Documentation booklet that is distributed during new student orientation and must be completed by a qualified healthcare provider. The student is to have the physical exam done by his/her own physician. Documentation of Rubella, Chicken Pox, MMR vaccinations or titers that verify immunity are required along with a current TB test to include either a Mantoux or Quantiferion Gold test. Students are also required to provide documentation of current Influenza vaccination during each Fall semester. Second-year students are required to have a TB test to include either a Mantoux or Quantiferion Gold test prior to the start of Fall semester.

### **PREGNANCY**

The National Council on Radiation Protection and Measurements recommended in NCRP Report #54 that occupational exposure to radiation be kept at low as reasonably achievable and in no case should it exceed 500 mRem or 5.0 mSv during the period of pregnancy.

Students admitted to the Program are first introduced to radiation protection practices during the mandatory orientation session that takes place prior to first semester enrollment. The Program’s pregnancy policy is reviewed with students in its entirety during the session and students are required to sign and date the policy indicating that they have read, understand, and agree to comply with the content of the policies (**see D2L Clinical Radiography courses**). ALARA principles and guidelines that minimize radiation exposure to patients, selves, and others are also introduced and discussed during the orientation session.

During the first semester of the radiography program, all students are instructed in basic radiation protection procedures. Female students are instructed on the availability and location of the United States Nuclear

Regulatory Commission Guide 8.13 on possible biological risks to the fetus and embryo. A copy of the guide is available to all students enrolled in the Century College Radiologic Technology Program.

Any female student who suspects or has confirmed she is pregnant has the option of whether or not to inform the Program Director. Confidential disclosure of pregnancy is strongly encouraged during the first trimester so appropriate precautionary procedures can be taken to protect the mother and fetus. If the student chooses to disclose her pregnancy, she must do so **in writing** to the Program Director. In the absence of a voluntary written disclosure, the student cannot be considered pregnant. The student has the right to rescind the disclosure at any time during the pregnancy and must do so in writing.

The pregnant student will be counseled by the Program Director and/or Radiation Safety Officer regarding methods to reduce exposure from ionizing radiation. If the student chooses to continue Rad Tech course work during her pregnancy, immediate efforts shall be instituted to keep the student's radiation exposure below 0.05 rem or 0.5 mSv per month and below 0.5 rem or 5.0 mSv during the gestation period. A second (fetal) dosimeter will be obtained and worn on the abdomen.

It is recommended that the student wear a wrap-around apron during fluoroscopic procedures. Under no circumstances will the pregnant student hold or assist in holding patients or image receptors while radiographic exposures are made.

Pregnant students have the following three options to complete the Program:

- 1) The student may elect to withdraw from the program and apply to re-enter at the point in the program curriculum where the drop occurred. The Program Director will assist the student in revising the course work plan. Placement of the student at the time of return will be determined by the student's past performance, level of competency, and rotations missed.
- 2) The student may elect to continue with the Program curriculum up to the time of delivery with no modifications given to clinical schedules. After delivery, the student can return to clinical only with written consent of the student's physician. In order to ensure the student completes all Program course requirements to include academic and clinical course objectives as well as clinical competencies, the student needs to contact course instructors to make arrangements for making up all instructional hours missed due to delivery and convalescence.
- 3) The student may elect to continue in the Program with modifications. The student requiring special considerations is to contact the Century College Access Center which will determine and coordinate appropriate services.

Failure of a student to notify the Program Director immediately upon detection of the pregnancy will delay implementing special radiation protection measures. The importance of strict radiation protection during pregnancy cannot be overemphasized.

The college radiography program will counsel students but has no responsibility for the decisions made by students regarding educational choices if they become pregnant while enrolled in the Rad Tech program.

## **PROFESSIONAL DEVELOPMENT**

The faculty of the Century College Radiologic Technology Program supports the ARRT's Code of Ethics #10 which states: "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."

Each student in the Radiologic Technology Program is strongly encouraged to become actively involved in the various local, state and national Radiologic Technology professional organizations. Several of these organizations offer a student membership fee and plan educational activities especially designed for student radiographers. Information relating to such activities can be found on the Minnesota Society of Radiologic Technologists (MSRT) website at [www.mnsrt.com](http://www.mnsrt.com) as well as the American Society of Radiologic Technologists (ASRT) website at [www.asrt.org](http://www.asrt.org).

Each year, the Minnesota Society of Radiologic Technologists (MSRT) sponsors a Student Bowl contest for radiography students enrolled in accredited Minnesota programs. In the event that the Century College Radiologic Technology Program participates, all Century College Rad Tech students are encouraged to attend as a professional development activity. A student who chooses not to attend the event will be required to complete assigned clinical hours. A student who fails to attend either the Student Bowl or scheduled clinical assignment will receive a Non-Compliance Report.

## **PROFESSIONAL LIABILITY INSURANCE**

A major focus of any medical professional must be patient safety. Rad Tech students are responsible for their own actions, commission and/or omission. Professional Liability Insurance is incorporated into the enrollment costs of the Rad Tech Program and is paid annually by the student.

## **READMISSION**

***Policy for First-Year Student (1<sup>st</sup> semester):*** In the event that a 1<sup>st</sup> year student withdraws from the Rad Tech program or fails any course in the Rad Tech curriculum during the **1<sup>st</sup> semester** of enrollment, he/she is ineligible to continue in the Program. He/she has the option to reapply for admission to the program the next academic year following the normal admission process. The student **MUST** meet all current program admission requirements.

**If the student has met all current admission requirements and is readmitted to the program, he/she will be required to repeat all first-year Rad Tech curriculum courses regardless of previous grades. If a student receives a second curriculum-course grade below a C, withdraws, or is dismissed from the Rad Tech Program a second time, the student becomes ineligible to re-apply to the Radiologic Technology Program.**

## **REGISTRATION**

Students enrolled in the Rad Tech Program are required to register for all Program courses prior to the start of a semester or session such that their name appears on a current class list. Attendance will not count for any course for which the student's name does not appear on the class list and each occurrence will be regarded as a course absence. **See individual course syllabus for attendance policy.**

Students are liable for tuition / fees for any registered courses. Students must cancel / drop their registration at the Records Office, on-line, or by phone if at any point during the semester, he/she no longer plans on attending registered courses.

## **RETURN TO PROGRAM**

***Policy for First-Year Student (1<sup>st</sup> semester):*** 1<sup>st</sup>-year students that exit the Program for any reason during the 1<sup>st</sup> semester of enrollment are ineligible to request reinstatement in the Program. The Program's Readmission policy is to be followed if the student is interested in pursuing the Rad Tech discipline.

***Policy for First-Year Student (2<sup>nd</sup> and 3<sup>rd</sup> semesters):*** In the event that a 1<sup>st</sup>-year student exits the program during the 2<sup>nd</sup> and 3<sup>rd</sup> semester of enrollment for any reason to include withdrawal from the Rad Tech Program or failure of a Rad Tech curriculum course, he/she may be considered for return to the program.

In order to be considered for a return to the program, the following criteria must be met:

1. The student has not previously requested to return.
2. All current program admission requirements are met prior to returning. Requirements include but are not limited to: current 2-year CPR certification, health insurance, criminal background check, and a cumulative GPA of 2.5.
3. The **Request to Return form (see D2L Clinical Radiography courses)** is completed and submitted to the Program Director **one semester prior to returning**.

**After the student has requested to return to the program, the following process will occur:**

3. The Rad Tech faculty will convene a meeting to consider the student's written request.
4. The Rad Tech faculty will consider issues such as patient safety, student integrity, student knowledge, clinical competence, and communication skills when making recommendations. Prior clinical evaluations and the student academic record will be reviewed.
5. The student will be notified by the Program Director regarding their status to return.
6. The faculty reserve the right to require a student to reapply to the Program following the normal admission process and complete the entire curriculum course sequence.

Meeting the criteria does not guarantee a return. Returning is a privilege, not a right.

If at any time during the course of study in the Rad Tech Program, the student withdraws a second time for any reason or receives a second curriculum-course grade below a C, he/she becomes ineligible to apply for admission to the program.

***Policy for Second-Year Students:*** In the event that a 2<sup>nd</sup>-year student exits the program for any reason to include withdrawal from the Rad Tech Program or failure of a Rad Tech curriculum course, he/she may be considered for reinstatement in the program.

In order to be considered for a return to the program, the following criteria must be met:

7. The student has not previously requested to return.
8. All current program admission requirements are met prior to returning. Requirements include but are not limited to: current 2-year CPR certification, health insurance, criminal background check, and a cumulative GPA of 2.5.
9. The **Request to Return form** (see **D2L Clinical Radiography courses**) is completed and submitted to the Program Director **one semester prior to returning**.

**After the student has requested to return to the program, the following *process* will occur:**

10. The Rad Tech faculty will convene a meeting to consider the student's written request.
11. The Rad Tech faculty will consider issues such as patient safety, student integrity, student knowledge, clinical competence, and communication skills when making recommendations. Prior clinical evaluations and the student academic record will be reviewed.
12. The student will be notified by the Program Director regarding their status to return.
13. The faculty reserve the right to require a student to reapply to the Program following the normal admission process and complete the entire curriculum course sequence.

Returning to the program is dependent on student space availability. Meeting the criteria does not guarantee a return. Returning is a privilege, not a right.

### **WITHDRAWAL FROM THE RADIOLOGIC TECHNOLOGY PROGRAM**

Students are expected to withdraw from a course as soon as possible after their last active participation. Students who withdraw from courses will have the grade of W recorded on their transcripts. Students may withdraw (without instructor's approval) by the official College withdrawal date. A student who does not process a withdrawal (W) will receive the grade assigned by the instructor. **Students must withdraw from all Program courses simultaneously. Students are not allowed to withdraw from one Program course and remain enrolled in another.** (See Concurrent Enrollment). For information on refunds for total withdrawal from the Rad Tech program, consult the current Century College Catalog.

## Clinical Policies

### INTRODUCTION

The purpose of clinical education in the Rad Tech Program is to provide opportunities for the student to apply theoretical principles of radiographic positioning, patient care, radiation safety practices, and radiographic exposure factors to practical experience. Students will have the status of learners and will not replace members of the affiliated clinical staff.

An online quiz on the content of the Rad Tech Student Handbook is given prior to the start of RadT 1781 – Clinical Radiography I and contains questions related to clinical radiography practices and policies. Each student is required to complete the quiz and pass with a score of 100% prior to starting clinical rotations. Multiple attempts to pass the quiz are provided to the student.

**Clinical site assignments will be made by the Rad Tech faculty.** In general, students will spend the first year at one of the major clinical affiliates. Students will rotate to additional clinical sites during their second year to provide comparable opportunities to learn different imaging equipment, radiographic routines, and special imaging modalities. Students are assigned to clinical rotation areas for a period of one to four weeks. If the assigned clinical area is not doing radiographic procedures, the student will assist in other clinical areas. In the event that a student leaves the assigned clinical area, he/she must notify the room technologist or clinical facilitator that he/she is going to another area. Students should receive a 15-minute break for every four-hour segment of clinical time. When breaks are taken is up to the discretion/direction of the student's supervising technologist. Students will receive a 30-minute lunch break on clinical days over 6 hours in length.

The importance of well utilized clinical time cannot be stressed enough. It is expected that any "low volume" time will be used for discussing procedures and cases with a technologist, practicing simulated procedures, or completing image analysis with the Clinical Coordinator.

It is the student's responsibility to assist the radiographer with maintaining a clean well-supplied work environment. This includes the x-ray room, image processing area, central areas and hallways. The student may also be requested to assist with the clerical functions and/or transporting patients.

All clinical affiliates of the Radiologic Technology Program are **non-smoking** facilities / campuses. Whistling, loud behavior, and gum chewing in the clinical area are regarded as inappropriate and are not permitted. Students are to adhere to clinical site rules and guidelines regarding food and beverages in the clinical area.

Use of departmental telephones for personal calls **must** be kept to a minimum. Department phones are for emergency use and hospital business. Personal calls should be made only during break times. A Non-Compliance Report will be filed for students who abuse the use of the telephone for personal business.

### ABSENCE POLICY

The intent of the Program policies is to promote professionalism and instill behaviors that are expected of an entry-level graduate. Attendance is considered an important aspect of workplace behavior and is mandatory for all clinical assignments.



Students are required to “Clock In / Clock Out” using Trajecsys at the beginning and end of each clinical day. If using a cell phone or electronic device to log in or out, the GPS must be enabled on the device. If for any reason a student fails to Clock In or Clock Out, the Clinical Coordinator is to be notified and a time exception completed in the online system. Three (3) time exceptions will result in a five-point deduction from the clinical requirement portion of the grade. Five (5) or more failures to Clock In /Out in one semester are considered excessive and will result in a Non-Compliance Report.

Students are expected to be in their assigned areas at the assigned start time, not at their lockers, or changing. Students will be considered tardy, requiring make-up time and filing of a Non-Compliance report if this policy is abused.

When absent, the student must call the hospital’s **Radiology department** on the morning of the absence **PRIOR** to the start of the scheduled rotation assignment. The student must either call or e-mail the Clinical Coordinator **PRIOR** to the scheduled rotation assignment. The student is to call on each day of the absence regardless of clinical assignment i.e. PM or weekend rotation. Failure to notify the Clinical Coordinator **and** the Clinical site prior to the start of the scheduled rotation assignment and when absent will result in a Non-Compliance report. (See Non-Compliance Report) Faculty telephone numbers are as follows:

Eric Nelsen	651-779-3334	eric.nelsen@century.edu
Jim Russ	651-779-3306	jim.russ@century.edu
Laura Kindelberger	651-779-3350	laura.kindelberger@century.edu

Students are not to leave clinical assignments early unless they have pre-arranged the time off with the Clinical Coordinator or in the event of a personal emergency. In the event a student must leave clinical for any emergency, he/she must inform the site supervisor and/or Clinical Facilitator and notify the Clinical Coordinator. Make-up time is required for the missed clinical hours and must be pre-approved by the Clinical Coordinator.

Students are not allowed to leave clinical early in the event that they do not receive an afternoon break. If the department is so busy in the a.m. that a morning break is not possible, the student may, if approved by the supervising technologist, take a 45-minute lunch break. It is the student’s responsibility to inform his/her supervising technologist that they have not had a break and should use good judgment regarding department needs when doing so.

Two (2) occurrences of absence(s) per semester are considered excessive, unless extenuating circumstances exist, and will result in a verbal warning. An occurrence is considered to be any number of absences resulting from the same cause, e.g. illness or injury. A third occurrence will result in a Non-Compliance Report (See Non-Compliance Report). **Five (5) points will be deducted from the student’s overall clinical grade for the 3<sup>rd</sup> occurrence. Ten (10) points will be deducted from the student’s overall clinical grade for the 4<sup>th</sup> occurrence and a second Non-Compliance Report will be issued.** Issuance of a second Non-Compliance Report will result in the student’s immediate suspension from the Clinical Radiography course. For each day that a student is absent from clinical, 5 points will be deducted from the Clinical Requirement portion of the Clinical grade. If the absences are due to extenuating circumstances such as long term illness/injury or family circumstances, the faculty will meet with the student to determine the appropriate grade reduction and clinical make-up time schedule.

If the student has perfect attendance (0 absences) for a semester, an incentive of a day off from clinical will be granted the following semester at the discretion of the Clinical Coordinator. Request for an Incentive day must be made in writing to the Clinical Coordinator. Incentive days must be pre-approved by the Clinical Coordinator. Students are also permitted to use an incentive day to cover for a single absence due to illness or injury as long as it has not have been used previously. Should the student not have any additional absences during the semester they will be considered to have earned an incentive day for the following semester. Incentive days cannot be accumulated.

**Incentive days cannot be taken during a specially arranged clinical rotations such as, but not limited to, St. Paul Children’s, CT rotations, PM and/or weekend assignments.**

If a student has two or more tardy reports, he/she will lose his/her earned incentive day for the following semester. Earned incentive time will not be allocated in incremental segments and is not to be divided over multiple days or time periods.

### **Evening/Weekend Absences**

If a student is absent on a scheduled evening shift, he/she will be required to make-up the clinical time on a Friday or Saturday evening shift during the semester. All make-up time is to be arranged with the Clinical Coordinator.

A student failing to fulfill a scheduled weekend rotation shift will be required to make-up the clinical time during the semester in which the absence occurred on a Saturday or Sunday.

### **CLINICAL COMPETENCIES**

The Century College Radiologic Technology Program is a competency-based program. Students are required to demonstrate competence in the performance of a variety of radiographic exams, totaling 56 over the course of the 2-year program. The majority of exams are performed in the clinical setting and require the student to show evidence of technical knowledge and proficiency.

The student is to have practical experience under the direct supervision of a technologist as well as didactic instruction in the examination prior to performing a competency exam. Once the student has successfully demonstrated competency, he/she may perform that radiographic procedure with limited supervision. If the student opts out of doing the examination at a later date, a Non-Performance report will be filed and the competency will be withdrawn.

The Rad Tech Program has identified the mandatory and elective competencies that all students must complete. Competency status can be removed if a student fails to successfully perform an examination in which competency has been achieved. A Non-Performance Report will be filed and suspension will be considered. Students that meet only the minimum competency requirement can earn a grade no higher than a ‘C’ for the course. **Failure to meet the minimum semester clinical competency requirement will result in failure of the Clinical Radiography course.**

The following is a summary of the minimum number of semester clinical competency requirements:

Clinical Radiography I	1 <sup>st</sup> Spring Semester	6
Clinical Radiography II	1 <sup>st</sup> Summer Sessions	13
Clinical Radiography III	2nd Fall Semester	15

Clinical Radiography IV	2nd Spring Semester	14
Clinical Radiography V	2nd Summer Sessions	<u>6</u>
<b>Total Competencies</b>		<b>54</b>

The Student Clinical Competency Report includes the complete list of (54) competencies required by the program (see **D2L Clinical Radiography courses**).

Students are also required to perform the following ARRT patient care competencies / clinical assessments starting in the following semesters:

	Semester Due
Vital Signs / Patient Transfer Competency / RADT 1020	Fall (1 <sup>st</sup> Year)
Venipuncture	Fall (1 <sup>st</sup> Year)
Oxygen Administration Competency / in Trajecsyst	Spring (1 <sup>st</sup> Year)
Clinical Exam Simulation Record / in D2L	Spring (1 <sup>st</sup> Year)
Sterile Aseptic Technique Competency / in Trajecsyst	4 Total Semesters
Patient Care & Communication Evaluation / in Trajecsyst	Summer (1 <sup>st</sup> Year)

A calendar of dates is included in each didactic / clinical course syllabus identifying the date that each of the above competencies/assessments is due. **Five points will be deducted from the overall clinical grade for each assignment not completed by the due date. Failure to complete the Patient Care competencies and clinical assignments will result in the student’s dismissal from the RADT program.**

### Competency Scoring

A competency score is comprised of two parts: the score determined by the technologist that evaluated the student’s performance on the exam and the score determined by the faculty that evaluated the student’s analysis of the images. A score of 90% or higher is required to pass the technologist portion of the competency in order to advance to the analysis portion. If the student is unsuccessful demonstrating competence on the first attempt, a score of 95% or higher on the technologist portion is required on any subsequent attempt.

The image analysis portion of the clinical grade is conducted with the Clinical Coordinator. Students are required to present the radiographic images to the Coordinator for review of radiographic anatomy, positioning of the part/body system, exposure factors, and pathology. Students are responsible to review the relevant radiographic content and be prepared to discuss the analysis criteria **prior** to presenting the images to the Coordinator. A score of 80% or higher is needed to pass the image analysis portion of the grade. If a student fails to achieve the minimum score of 80%, the entire competency is to be repeated to include the patient exam. Students are allowed to review the images at the clinical site only if their assigned area is NOT busy and permission has been given by the supervising technologist.

**Competencies performed during clinical Monday-Thursday are to be reviewed the following week when the Clinical Coordinator is on site. Students scheduled for weekend rotations will have a one-week bye.**

Students who are not prepared when presenting competencies or fail to demonstrate appropriate knowledge levels of radiographic anatomy, positioning and/or image quality will be required to repeat the presentation the next Image Analysis session. **If a student fails any two (2) competencies performed under Technologist supervision, he/she will receive a Non-Performance Report and ten (10) points will be deducted for the student’s overall clinical grade.** Failure of a third competency performed under Technologist supervision will

result in an additional Non-Performance report being filed and twenty (20) points deducted from the total clinical grade.

Evaluation criteria used to assess student knowledge of each required competency is available in Trajecsys, the online record-keeping system used by the program. Students can access the criteria by logging in to Trajecsys, selecting the “Type” drop down arrow, and clicking on faculty only image review; major study – skill.

**All competencies must be shown to the Clinical Coordinator prior to rotating to another clinical site. The competency will not be counted toward the semester total until a passing grade is earned through image analysis or completion of a D2L quiz.** However, if for a unique reason, the competencies are not presented prior to transferring, the student is responsible for making arrangements with the Clinical Coordinator for completion of the analysis portion of the competency. The delinquent review of competencies must occur within the first two weeks following the transfer. Failure to do so will require the competency (ies) to be repeated at the alternate clinical site. No clinical or class time will be allocated for the purpose of reviewing images at the previous clinical site.

In lieu of the Image Analysis conducted with the Clinical Coordinator, students are to complete an online quiz for the following competency exams:

- Barium Enema
- Esophogram/UGI
- Facial Bones/Orbits/Sinuses/Skull
- Portable Extremity
- Specialized Fluoro: HSG, ERCP, Lumbar Puncture/Myelogram, Arthrogram/Joint Injection (ERCP may only be performed once as a specialized fluoro competency)
- Trauma Lower Extremity
- Trauma Upper Extremity
- VCUG
- SBFT

Students will be provided a one-week period to complete the quiz. Failure to complete the quiz within the one-week timeframe will result in a grade of zero (0). The score(s) earned on the quiz(zes) are included in the calculation of the image analysis portion of the clinical grade.

The quizzes range from 20-50 questions, depending on the content, and must be completed in a predetermined amount of time. A score of 80% is required to pass each quiz, with the VCUG exam being an exception, requiring an 85% to pass. In the event the student does not earn a passing grade on an online competency quiz, the entire competency is to be repeated, meaning that both the patient exam *and* the competency quiz are to be repeated in the same semester until a passing score is achieved on the quiz. If/when a quiz attempt is repeated in the same semester, the score of the repeat quiz and the score of the original attempt will be averaged. **The competency will not be counted toward the semester total until a passing grade is earned on the quiz.**

The Clinical Coordinator will provide access to the related quiz when the competency evaluation has been completed by the technologist in Trajecsys. The Coordinator will email the student with dates and times the quiz is available. Once the quiz is completed, the student is required to notify the Clinical Coordinator.

**Reverification Competencies:** The ARRT recommends that educational programs include a mechanism of continuing competency evaluation to assure students maintain proficiency during the course of the program. Reverification of competency begins Spring Semester of the 2<sup>nd</sup> year and is to be completed by the end of the Summer semester. Three (3) repeat competencies are to be completed during Spring Semester and the remaining three (3) are to be completed during the Summer semester. Students can choose from among the following **required 6 repeat competencies:**

- a. **Flat and upright abdomen or decubitus abdomen**
- b. **General fluoro exam i.e. UGI/ESOPH, BE, SBFT or ACBE**
- c. **Hip (must include x-table)**
- d. **L-spine or C-spine**
- e. **Portable CXR**
- f. **Shoulder – either trauma or routine**

The reverification competencies require completion of an online quiz in lieu of the Image Analysis with the faculty. A minimum score of 80% is required to pass each quiz. In the event the student does not earn a passing grade on the retest competency quiz, the entire competency has to be repeated, meaning that both the patient exam *and* the competency quiz are to be repeated in the same semester until a passing score is achieved on the quiz. Students will be allowed one week to complete the quiz. Failure to complete the quiz within that timeframe will result in the student receiving a “0” for that Image Analysis grade.

The scores earned on the retest quizzes are included in the calculation of the image analysis portion of the clinical grade. If/when a retest quiz attempt is repeated in the same semester, the score of the repeat quiz and the score of the original attempt will be averaged. **The retest competency will not be counted toward the semester total until a passing grade is earned on the quiz.**

**If a student fails an online competency quiz, or fails to take it by the due date, which will result in a failing grade of zero, that failing grade will be used to calculate the overall grade. However, if the student passes the failed competency on a subsequent attempt, all graded attempts will be averaged and the averaged grade will be used in the overall grade calculation.**

### **CLINICAL MAKE-UP TIME**

**The student must provide the Clinical Coordinator a written schedule prior to completing any make-up time.** Clinical absences will be made up only after approval of the Clinical Coordinator. Make-up days approved for finals week must be made-up after the student has completed all final examinations. Make up time cannot be completed on calendar days when the College is not in session.

Failure to complete arranged make-up time on the scheduled date(s) will result in the student receiving a Non-Compliance Report. Three make-up days can be completed during the semester in which the absence(s) occurred.

Absences in excess of three days require that the student request a grade of In Progress for the Clinical course. Make-up time is to be arranged with the Clinical Coordinator. Absences that result in a grade of Incomplete require that make-up time roll forward into the subsequent semester(s) and may delay the student’s graduation until all make-up time is completed. Once the make-up time has been completed, a grade change will be

submitted to the Records Office. If the make-up requirements are not met, the grade of Incomplete (I) automatically becomes a failing grade (F).

If the student misses two or more consecutive clinical days due to illness, he/she may be required, at the discretion of the Clinical Coordinator, to obtain written certification of good health from a licensed physician prior to returning to the clinical area. Extenuating circumstances surrounding a student illness will be given consideration by the Program faculty. **Authorization to Return to Clinical Form (see D2L Clinical Radiography courses).**

### **CLINICAL COORDINATOR RESPONSIBILITIES TO STUDENTS**

The role of the Clinical Coordinator is to prepare and implement the clinical educational plan of the Radiologic Technology Program. The Clinical Coordinator supervises the technical instruction of students by observing student performance at the clinical site and conferring with technologists on individual student needs. The Clinical Coordinator, along with the staff technologists, evaluates the student's performance during clinical rotations. The Clinical Coordinator will assist the student in meeting rotation and performance competency objectives. Any decisions regarding changes in student rotation assignments must be discussed with the Clinical Coordinator. In the event that the Clinical Coordinator is absent from the clinical site, the Clinical Facilitator(s), Radiology manager or floor supervisor(s) is (are) responsible for decisions made concerning the students. Any disciplinary action taken against a student is the sole responsibility of the Clinical Coordinator and Program Director.

### **CLINICAL FACILITATOR RESPONSIBILITIES**

Radiology departments affiliated with the Century College Radiologic Technology Program designate registered technologist(s) to assume the role of Clinical Facilitator when a College faculty member cannot be present at the Clinical site. Students are responsible to the Clinical Facilitator in the absence of the faculty member. The Clinical Facilitator is knowledgeable of the Rad Tech Program goals, outcomes, clinical objectives, and clinical evaluation systems. He/she provides students with appropriate and adequate clinical supervision. The Facilitator assists, when necessary, with assigning students to radiographic examination rooms and rotations, is available to students for questions and answers, and completes student evaluations. The Facilitator serves as a liaison between Program officials and the Clinical site staff. He/she regularly meets with Program faculty to discuss clinical concerns.

### **DIRECT / INDIRECT SUPERVISION**

In accordance with the Joint Review Committee on Education in Radiologic Technology Standards for an accredited educational program in Radiologic Sciences, the policies for *direct* and *indirect* supervision of students in the clinical setting are as follows:

#### **Direct Supervision**

Direct supervision is defined as student supervision by a qualified radiographer who:

- ❖ Reviews the request for patient examination in relation to the student's achievement.
- ❖ Evaluates the condition of the patient in relation to the student's knowledge.
- ❖ Is present during the conduct of the procedure.
- ❖ Reviews and approves the procedure and/or image.

Direct supervision of students is utilized when:

- ❖ Competency has not yet been achieved by the student for the procedure or exam being performed.
- ❖ Portable or bedside radiography procedures are being performed by a student.
- ❖ Unsatisfactory radiographic images are being repeated by a student.

### **Indirect Supervision**

Indirect supervision is defined as that supervision provided by a qualified radiographer who:

- ❖ Is immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. Such availability applies to **all** areas where ionizing radiation equipment is in use.
- ❖ Reviews and approves the procedure and/or image(s).

Indirect supervision of students is utilized only after students successfully complete clinical competency testing on the procedure or exam being performed. All radiographic images must be checked by a qualified radiographer before being processed for interpretation regardless of the level of student achievement. Students are not to assume the responsibility or the place of qualified staff.

### **Repeat Radiographic Images**

All radiographic images are to be checked and evaluated by a qualified radiographer for image quality before being processed for interpretation. The radiographer will discuss unsatisfactory images with the student and identify corrective measures that will result in a diagnostic image. **All unsatisfactory radiographic images repeated by the student must be performed under the direct supervision of a qualified radiographer regardless of the level of student achievement.**

### **DRESS CODE**

A professional image is important. The clinical dress code is as follows:

- ✓ A clean, wrinkle free, professional uniform. Grey scrub tops bearing the Century College logo and black uniform pants are the required Rad Tech Program uniform. No sweaters, turtlenecks, colored or logo T-shirts. Plain black or gray long- or short-sleeved T-shirts with no graphics or text are allowed under the Century Scrub top. The student may wear a clean and wrinkle-free white lab coat/jacket for warmth. No other lab coats/warm-up jackets are acceptable. **Points will be deducted from the clinical requirement portion of the grade for documented violations.**
- ✓ White/Black occupational shoes such as Crocs® with a non-skid surface and a flat heel are acceptable. The shoes must be clean and in good repair. No open toe or canvas shoes. Leather athletic shoes must be plain white/black without colored stripes or designs.
- ✓ Plain black or white socks.
- ✓ Underwear must not be conspicuous.

- ✓ Hair should be clean and well-groomed. Medium to long hair, shoulder length or longer, must be neatly tied up away from the face. No large bows or ornaments. Hair should be a natural hair color. Extreme or loud hair colors are not permitted.
- ✓ Male students must shave or have neatly groomed beards, mustaches, and sideburns.
- ✓ Make-up should be moderate and appropriate for day-time employment.
- ✓ Perfume and cologne **must not** be worn due to patient sensitivity.
- ✓ Fingernails are to be clean, neat, and a length that will not jeopardize patient safety. Avoid bright nail polish.
- ✓ Students with tattoo art must follow hospital dress code policies.
- ✓ All students are expected to shower/bathe daily and wear deodorant.
- ✓ Official Century picture ID must be worn at all times. Immediate replacement of lost name picture ID is the student's responsibility. Student ID's can be replaced on West Campus. The student may be charged to replace the Student ID badge. Replacement must be made within one week of losing the badge.
- ✓ Wedding/engagement rings, simple rings, and small post earrings may be worn. Long dangling necklaces, bracelets and / or earrings may cause injury when dealing with some patients and are, therefore, not allowed.
- ✓ Students will be sent home at the discretion of the Clinical Coordinator or designated clinical supervisor if the dress code is not followed and arrangements for making up missed time will be made with the clinical coordinator. A Non-Compliance Report will be filed after two (2) infractions.

## **GENERAL POLICIES**

1. **Study materials in the clinical area are limited to departmental policy and supervising technologist discrepancy.** Students are expected to be an active participant in the examination process. Idle time should be used for practicing radiographic positioning and becoming familiar with the equipment in clinical rotations.
2. **Never congregate in another person's work area or in view of patients.** Congregating makes it very difficult for staff members to perform assigned work and appears unprofessional to patients.
3. **Keeping the department clean and efficient is a shared responsibility of students and staff.** Report any deterioration, breakages, and malfunction of equipment to the department supervisor. Stocking and restocking of supplies should be performed at the beginning and end of each day of the assigned clinical rotation. Failure to assist with radiographic-room stocking and cleaning will be considered a Non-Performance issue and a report will be filed.



4. **Whenever situations arise that a student is unable to handle, the student must seek advice from a technologist or supervisor before proceeding further.**
5. **Registered technologist(s) assigned to student's rotation will assist and direct students with procedures, positioning, exposure factors, etc.,** providing students with an excellent one-on-one learning experience. If students need guidance or assistance - **ASK**. If students wish to perform a particular exam - **ASK**. Take advantage of the opportunity to become proficient and learn to produce quality images. Do not be afraid to attempt exams. All personnel recognize that students are learning and no one expects them to be perfect the first time. It is not the staff radiographer's position to convince students to try an examination - he/she is there to guide and help. Be assertive, not aggressive. Take advantage of opportunities to learn.
6. **Always check identification bands on all patients.** Always establish patient identity by checking two identifiers after bringing the patient into the radiographic room, and when transporting a patient. The patient's right to privacy of their protected health information is to be protected at all times. A Non-Performance report will be filed for any occurrence of performing a radiologic examination on the wrong patient.
7. **Prior to performing any radiographic procedure, the student must review the patient's exam requisition form to establish accuracy of the anatomical part to be examined.** Medical legal considerations require the avoidance of unnecessary radiation exposure to patients. A Non-Performance report will be filed for any occurrence of performing a radiologic examination on the wrong anatomical part.
8. **The modesty of the patient must be respected at all times.** Patients should receive a hospital-provided gown, robe, and blanket to cover their body. Assistance should be offered if a patient is uncovered or exposed.
9. **Hospitals and clinics are required by law and medical ethics to protect the privacy of patients.** The **Health Insurance Portability and Accountability Act (HIPAA)** became Federal legislation in 1996 and protects a patient's right to privacy of their protected health information. Protected health information is any information that may identify a patient. It includes their medical record and demographic information. All hospital and patient records are confidential in nature and are considered private. Sources of patient information include hard copy written information, electronic information and spoken information. Students are required to adhere to the Program's policy on patient privacy and confidentiality. Breach of confidentiality includes accessing patient information stored in hospital computer databases for reasons other than delivery of patient care. Discussion of any confidential information is not allowed, except when asked to share relevant information with those who "need to know" in order to perform their professional duties.

Violations of the Rad Tech policy on patient confidentiality as well as violations of the Federal HIPAA policy will result in a Non-Compliance report and will result in a reduction in the overall course grade. Breach of confidentiality may subject the student to dismissal from the Program. See ***Patient Confidentiality*** for complete policy. Written acknowledgement of understanding of the Program's patient privacy and confidentiality policy as well as Federal HIPAA guidelines is required of all students and is kept on file.

## GRADES

The student's grade for all Clinical Radiography courses is determined using the following grading scale:

<b>A</b>	<b>90 - 100%</b>
<b>B</b>	<b>80 - 89%</b>
<b>C</b>	<b>70 - 79%</b>
<b>D</b>	<b>60 - 69%</b>
<b>F</b>	<b>59 – below</b>

The student must earn a grade of **C or higher** in all Rad Tech Program courses. **If the student fails to complete the requirements of any Clinical Radiography course, he/she will receive a failing grade for the course. If the student fails to achieve a grade of C or higher, the student becomes ineligible to continue in the Rad Tech Program.** The student has the option to appeal the grade and the right to due process as outlined in the Program's **Appeal Policy**.

Clinical grades are calculated by the Clinical Coordinator using criteria stated in the clinical course syllabus.

### **1. ROTATION EVALUATIONS - 20%**

Clinical Rotation Evaluations are designed to measure the student's clinical performance and track progress in each of the following clinical rotations in which the student is assigned: fluoroscopy, mobile radiography, general radiography, orthopedics, surgery, evening, and weekend. There are specific objectives for each of the above rotations which are included in the course syllabus.

Students can view the rotation evaluations in Trajecsys prior to completing the clinical rotation by logging on, clicking on **Reports** on the left side of the screen, select evaluation report, and the appropriate semester evaluation document. Clinical performance objectives and expected level of performance can be reviewed for each semester evaluation.

The evaluation form will be available to the technologist in Trajecsys. The evaluator should be the individual that the student works with the most during the rotation assignment. The student is responsible for making certain that the technologist is aware of any rotation evaluations that need completing. Students can e-mail the technologist through Trajecsys or follow the clinical site-specific procedure. The average score of all Rotation Objective Evaluations comprises 20% of the semester clinical grade.

If the student fails to demonstrate adequate progress / performance in Clinical Radiography courses, i.e. failure to score a minimum of 70 percent on two clinical rotation evaluations within the semester, a Non-Performance Report will be filed. **Ten (10) points will be deducted for this first offense. A second Non-Performance Report will be filed for an additional (third) failed rotation evaluation and Twenty (20) points will be deducted from the total clinical grade. Issuance of the 2<sup>nd</sup> Non-Performance Report will result in the student's immediate suspension from the Clinical Radiography course.**

### **2. COMPREHENSIVE EXAMINATIONS - 45%**

Comprehensive examinations are given to both 1<sup>st</sup>- and 2<sup>nd</sup>-year students every semester throughout the Program. The content of the examinations includes coursework previously covered in all Rad Tech

courses. The exams are conducted on campus on dates and times that may not reflect regularly scheduled class days and times. The student is responsible to make any needed adjustments to their school, work, and/or home schedules to accommodate taking the exams. Attendance is mandatory. **Students who fail to attend will receive a grade of zero (0).** Students are provided the opportunity to view questions answered incorrectly on the exams.

### Fall Semester

2 <sup>nd</sup> -Year Students	2 exams	100 questions per exam	70% required to pass
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### Spring Semester

1 <sup>st</sup> -Year Students	2 exams	100 questions per exam	70% required to pass
2 <sup>nd</sup> -Year Students	2 exams	100 questions per exam	70% required to pass

### Summer Semester

1 <sup>st</sup> -Year Students	1 exam	<b>200</b> questions per exam	<b>75% required to pass*</b>
2 <sup>nd</sup> -Year Students	1 exam	100 questions per exam	70% required to pass

The average score of the Semester Comprehensive Examinations comprises **45 percent of the clinical grade**. Failure to receive a passing grade of 70% on one or both of the comprehensive examinations will require that the student record the incorrect questions upon viewing Submission View of the Examination in writing and look up the correct answer. He/ she will be required to submit the documentation within 2 or 3 weeks of the Comprehensive Examination. Failure to do so will result in a 5 point deduction from the overall clinical grade total. Students that do not receive a score of 70% or higher on one or both Comprehensive Examinations will receive a maximum grade of a C in clinical radiography.

\*1<sup>st</sup>-year students have three (3) opportunities to pass the 200 question **12-month comprehensive exam** given during Summer. **Students must pass one (1) exam with a 75 percent or higher to continue in the Rad Tech Program.** If the student passes the first exam, no subsequent exams are required or allowed. If a 1<sup>st</sup>-year student fails the first exam, two additional opportunities will be given to pass an exam.

If more than one (1) exam is required, the scores from both / all exams will be combined and averaged. The score(s) will be used to calculate a portion of the final clinical grade for Rad Tech 1782 – Clinical Radiography II. **Failure to pass one (1) of the 12-month comprehensive exams given summer semester of the 1<sup>st</sup> year will result in the student receiving a failing grade (F) for Rad Tech 1782 – Clinical Radiography II regardless of other clinical grade components, leaving the student ineligible to continue in the Rad Tech Program. The student has the option to appeal the grade and the right to due process as outlined in the Program’s Appeal Process.**

### 3. IMAGE ANALYSIS - 30%

#### Competency Scoring

A competency score is comprised of two parts: the score determined by the technologist that evaluated the student's performance on the exam and the score determined by the faculty that evaluated the student's analysis of the images. A score of 90% or higher is required to pass the technologist portion of the competency in order to advance to the analysis portion. If the student is unsuccessful demonstrating competence on the first attempt, a score of 95% or higher on the technologist portion is required on any subsequent attempt.

The image analysis portion of the clinical grade is conducted with the Clinical Coordinator. Students are required to present the radiographic images to the Coordinator for review of radiographic anatomy, positioning of the part/body system, exposure factors, and pathology. Students are responsible to review the relevant radiographic content and be prepared to discuss the analysis criteria **prior** to presenting the images to the Coordinator. A score of 80% or higher is needed to pass the image analysis portion of the grade. If a student fails to achieve the minimum score of 80%, the entire competency is to be repeated to include the patient exam. Students are allowed to review the images at the clinical site only if their assigned area is NOT busy and permission has been given by the supervising technologist.

Students who are not prepared when presenting competencies or fail to demonstrate appropriate knowledge levels of radiographic anatomy, positioning and/or image quality will be required to repeat the presentation the next Image Analysis session. If a student fails a competency quiz with their clinical coordinator that failing grade will be used to calculate the overall grade. However, if the student passes the failed competency on a subsequent attempt, all graded attempts will be averaged and the averaged grade will be used in the overall grade calculation.

Evaluation criteria used to assess student knowledge of each required competency is available in Trajecsys, the online record-keeping system used by the program. Students can access the criteria by logging in to Trajecsys, selecting the "Type" drop down arrow, and clicking on faculty only image review; major study – skill.

Students will be provided a one-week period to complete the D2L competency quizzes. Failure to complete the quiz within the one-week timeframe will result in the student being required to repeat the competency, and a grade of zero. The score(s) earned on the quiz(zes) are included in the calculation of the image analysis portion of the clinical grade.

The quizzes range from 20-50 questions, depending on the content, and must be completed in a predetermined amount of time. A score of 80% is required to pass each quiz. In the event the student does not earn a passing grade on an online competency quiz, the entire competency is to be repeated, meaning that both the patient exam *and* the competency quiz are to be repeated until a passing score is achieved on the quiz. If/when a quiz attempt is repeated in the same semester, the score of the repeat quiz and the score of the original attempt will be averaged. **The competency will not be counted toward the semester total until a passing grade is earned on the quiz.**

#### 4. CLINICAL REQUIREMENT – 5%

##### ATTENDANCE/TARDY/DRESS CODE/MARKERS/DOSIMETER/TIME RECORD

All students are awarded 100 points constituting 5% of the clinical grade for having no infractions of the attendance, tardy, dress code, radiographic marker, dosimeter, and clock in/clock out policies. Five (5) points are deducted for each of the above policy violations that occur during a semester.

#### 5. NON-COMPLIANCE AND NON-PERFORMANCE REPORTS

Five to thirty (5 – 30) points will be deducted from the total clinical grade for Non-Compliance **and** Non-Performance reports a student receives during the semester. See Program policy on *Non-Compliance* and *Non-Performance* for complete information.

#### HOURS

The Century College Radiologic Technology Program limits the combined assigned clinical and academic hours to forty (40) hours or less per week. Course sequencing of the curriculum as outlined in the Master Plan of Education assures adherence to the limitation with Sunday being regarded as the first day of the week. In the event of a clinical absence requiring make-up time, the make-up hours are determined by the student and submitted to the Clinical Coordinator for approval. **Make-up time cannot be completed on calendar days when the College is not in session.**

Clinical experience comprises a large portion of the radiography program. Clinical hours are established based upon anticipated peak patient times as well as didactic class needs. Student clinical hours are based on **one credit** for every **3 hours** of clinical time performed. Radiologic Technology students begin their clinical experience during the Spring Semester of the first year.

The number of scheduled clinical hours throughout the course of the Radiologic Technology Program is as follows:

##### **FIRST YEAR:**

Clinical Radiography I	RadT 1781	Spring semester	18 hours/week
Clinical Radiography II	RadT 1782	Summer semester	27 hours/week

##### **SECOND YEAR:**

Clinical Radiography III	RadT 2783	Fall semester	24 hours/week
Clinical Radiography IV	RadT 2784	Spring semester	24 hours/week
Clinical Radiography V	RadT 2785	Summer semester	27 hours/week

Because the delivery of imaging services is a 24/7 enterprise, student learning experiences in clinical extend beyond the traditional assignments of 5:00 a.m. – 7:00 p.m. weekdays. Evening and weekend student clinical assignments are utilized in the Program and are limited in scope. Less than 25% of the student's total clinical clock hours are spent in evening and weekend assignments. The timing of such assignments is correlated with the didactic curriculum. Evening and weekend rotations begin to occur in the Program after the mid-point of the second semester of enrollment and only after sufficient coursework has been completed by the students such that they have acquired the knowledge to benefit from such assignments.

## Evening Assignments

Hours for evening clinical assignments are scheduled as follows (**No Exceptions**):

<b>Spring Semester 1<sup>st</sup> Year</b>	<b>Hours:</b>
Wednesday	2-11 PM
Friday	2-11 PM
<b>Summer Session 1<sup>st</sup> Year</b>	<b>Hours:</b>
Monday	2-11
Tuesday	2-11
Friday	2-11
<b>Fall Semester 2<sup>nd</sup> Year</b>	<b>Hours:</b>
Monday	3-11
Tuesday	3-11
Saturday	3-11
<b>Spring Semester 2<sup>nd</sup> Year</b>	<b>Hours:</b>
Monday	3-11
Thursday	3-11
Saturday	3-11
<b>Summer Session 2<sup>nd</sup> Year</b>	<b>Hours:</b>
Wednesday	2-11
Thursday	2-11
Saturday	2-11

**All absences occurring on scheduled PM hours must be made up on a Friday/Saturday PM shift with Clinical Coordinator approval.**

## Weekend Assignments

Beginning Spring Semester of the 1<sup>st</sup> year, students will be assigned a 7:30-5:00 Friday and Saturday shift in lieu of regular week-day clinical hours. Beginning in the Summer Session of the first year and continuing throughout the second year, students will be assigned to Friday, Saturday and Sunday shifts in lieu of week-day clinical hours. A copy of specific objectives related to weekend assignments is provided to students at the clinical sites. Friday, Saturday, Sunday weekend shifts are 7:30 – 4:00. During summer sessions weekend shifts will be Friday, Saturday, Sunday 7:30 – 4:30. **NO EXCEPTIONS.**

A student failing to fulfill a scheduled weekend rotation shift will be required to make-up the clinical time during the semester in which the absence occurred on a Saturday or Sunday with Clinical Coordinator approval. **Make-up time cannot be completed on calendar days when the College is not in session.**

Clinical schedules are distributed to students prior to the start of the next semester. No schedule changes will be considered under any circumstances once schedules have distributed.

**If a student is aware of a pm or weekend that he/she will be unable to meet the clinical requirement, he/she must notify the appropriate Clinical Coordinator in writing prior to the Clinical schedules being distributed.** The student is responsible to inform any outside employer of their weekend responsibility to the Program and should not expect any changes or accommodations to be made in the Clinical schedule.

### **NON-COMPLIANCE REPORTS**

Students who fail to follow College and Program policies will receive a written Non-Compliance report (see **D2L Clinical Radiography courses**).

**Five points will be deducted from the student's clinical grade for the following:**

1. The student has had excessive tardiness as outlined by the Rad Tech Student Handbook. Unless extenuating circumstances exist, two (2) tardy days per semester are considered excessive and will result in a verbal warning. Three (3) tardy days will result in a Non-Compliance Report.
2. The student has excessive absences. Unless extenuating circumstances exist, two absences per semester are considered excessive and will result in verbal warning. Three (3) absent days will result in a Non-Compliance Report. Consecutive absences resulting from a single incident will count as a single absence.
3. The student dressed inappropriately and did not adhere to the Rad Tech dress code. Two violations within a semester will result in a Non-Compliance Report.
4. The student failed to report a lost dosimeter.
5. Student failed to complete required clinical site documentation as assigned by the clinical site by the assigned date. Examples of clinical site documentation include, but are not limited to: online orientation, flu shot verification, clinical site orientation requirements, and photo IDs.
6. Student failed to assist technologist with room maintenance and stocking supplies.
7. The student abused the use of department phones and/or personal cell phone during non-break clinical hours for personal business.
8. The student exceeded break / lunch period time frames.
9. The student consistently failed to have Century-issued Radiographic markers and/or failed to replace lost markers within two (2) days of losing them.
10. The student failed to follow Radiology Department /Hospital/Clinic policies and procedures that include but are not limited to smoking, food and beverage policies.
11. The student refused to perform radiographic examinations in which competency has been achieved to gain experience and proficiency.

**Depending on the severity of the offense, five – ten (5-10) points will be deducted from the student's clinical grade for any of the following:**

12. The student failed to attend clinical and failed to notify the clinical site AND/OR the Clinical Coordinator.
13. The student left the clinical area / site without permission of supervising technologist and/or Clinical Coordinator.
14. The student changed scheduled clinical hours to include make-up hours without prior Clinical Coordinator approval and/or notification.
15. The student demonstrated unprofessional behavior (disruptive, disrespectful, etc.) to Program faculty, clinical staff, patients, and/or fellow students.
16. The student directed inappropriate communication (verbal and/or non-verbal) to Program faculty, clinical staff, patients, and/or fellow students.
17. The student made derogatory remarks about patients, clinical sites, clinical staff and/or Rad Tech Program faculty.
18. The student used hospital, department equipment, and copy or fax machine and / or computer system for personal use.
19. The student engaged in inappropriate behavior (sleeping, watching TV, hobbies, electronic devices, personal reading material, etc.) as deemed by the Clinical Coordinator or clinical staff.
20. The student failed to follow the Rad Tech Program policies and procedures as outlined in the Student Handbook as well as those defined in the clinical course syllabus, memorandums, electronic communication and other related documents.
21. The student violated the Century College Academic Honesty / Student Conduct policy.
22. The student violated Federal HIPAA Compliance policies as well as the Rad Tech policy(ies) on patient confidentiality as outlined in the Rad Tech Student Handbook by disclosing information and/or deliberately seeking information contained within the patient's medical record for reasons other than delivery of patient care.
23. The student violated the program's Social Media Policy.
24. The student violated the Student Employment Policy to include:
  - a. Student cannot be scheduled as an employee in any industry while simultaneously being scheduled for clinical assignments.
  - b. Student cannot take off-premise call under any circumstances whether paid or volunteer while simultaneously scheduled for clinical assignments.



- c. Student cannot be paid or viewed as an employee by any organization in any industry while scheduled in a clinical area as a student.
- d. Student cannot perform Program Competencies while working as an employee.

**The student will be immediately suspended from the Clinical Radiography course for the following violations / actions / behaviors:**

- **A written request by the Radiology Administration to remove the student from the clinical site based upon documented incidents of Non-Compliance and/or Non-Performance behaviors**
- **Jeopardizing patient safety**
- **Breaching patient confidentiality**
- **Behaving unethically**

**\*Issuance of a second Non-Compliance Report or a combination of one (1) Non-Compliance Report and one (1) Non-Performance Report at any time during the duration of the Program will result in the student's immediate suspension from the Clinical Radiography course.**

In the event a student disagrees with or takes exception to any disciplinary action rendered against him/her or any action that results in his/her suspension from the Program, the student has the right to appeal. See the Program's **Appeal Process** in the Student Handbook. The student also has the right to due process as outlined in the Program's **Suspension / Dismissal policy**.

### **NON-PERFORMANCE REPORTS**

Students who fail to follow College and Program policies will receive a written Non-Performance report (see **D2L Clinical Radiography courses**). **A Non-Performance Report will be filed and ten (10) points will be deducted from the student's clinical grade for any of the following reasons:**

1. The student communicated inappropriately with patients, asking inappropriate, irrelevant information not pertaining to the patient's condition or examination to be performed, provided inaccurate information / instructions to the patient or family member.
2. The student mishandled medical or x-ray equipment, and fails to report equipment malfunction.
3. The student performed the wrong examination and/or irradiates the wrong patient under indirect supervision. **A Non-Performance Report will be issued and ten (10) points will be deducted from the student's clinical grade for the 1<sup>st</sup> occurrence.** A 2<sup>nd</sup> Non-Performance Report will be filed for the **2<sup>nd</sup> occurrence and twenty (20) points will be deducted from the student's clinical grade.** Issuance of the 2<sup>nd</sup> Non-Performance Report will result in the student's immediate suspension from the Clinical Radiography course.
4. The student failed to demonstrate consistent clinical progress by failing two or more performance competencies under the supervision of the Technologist within any one (1) semester.
5. The student failed to seek technologist assistance when repeating a radiographic image.

6. The student repeatedly mismarked radiographic images with incorrect right/left identification markers. The first occurrence will result in a verbal warning to the student. Two (2) documented incidents of mismarked radiographic images, meaning right anatomic structures labeled as left and vice versa, are considered excessive and will result in a Non-Performance Report.
7. The student receives multiple documented incidences in which a sterile field was broken or contaminated.
8. The student failed to successfully perform radiographic examinations in which competency has been achieved to include any of the following performance aspects: proper radiographic positioning; selection of appropriate exposure factors; medical legal issues etc.
9. The student receives multiple documented incidences of failing to take advantage of opportunities to observe/ assist/ perform radiographic procedures regardless of level of clinical competency achieved.
10. The student failed to demonstrate adequate progress / performance in Clinical Radiography courses (i.e. failure to score 70% on two clinical rotation evaluations, failure to pass two performance competencies with 90% or better). **A Non-Performance Report will be issued and ten (10) points will be deducted from the student's clinical grade for the first offense. A 2<sup>nd</sup> Non-Performance Report will be filed for an additional (third) failed rotation evaluation or (third) failed clinical competency and Twenty (20) points will be deducted from the clinical grade.** Issuance of the 2<sup>nd</sup> Non-Performance Report will result in the student's immediate suspension from the Clinical Radiography course.
11. The student receives documented evidence of consistently failed to shield patients and/or family members, ask female patients about LMP, notify other personnel when making an x-ray exposure and/or minimize radiation exposure to self.
12. The student failed to review the patient's requisition form prior to performing radiographic examination(s).

**The following offenses are considered very serious and result in the student's immediate suspension from the Clinical Radiography course: Twenty/Thirty (20-30) points will be deducted from the student's clinical grade, depending on the severity of the offense.**

13. The student exhibited unethical behavior and/or violates the ARRT Code of Ethics, i.e. accepts gratuity or tip from a patient or his/her family, use of profane language, violation of Harassment and Discrimination policy (see ARRT Code of Ethics).
14. The student receives documented incidences of jeopardizing the patient's physical or emotional safety by failing to properly assess the patient's condition and adapt the radiographic examination to the patient.
15. The student performed radiographic examinations without direct supervision prior to achieving competency, fails to distinguish and seek help in emergency situations.
16. The student receives documented incidences in which they hid his/her own and/or others' errors or failed to report them.

17. The student failed to recognize own limitations, competency level, and/or legal responsibilities. The student failed to report critical data regarding the patient. The student failed to demonstrate professional decision-making skills to include the ability to reason, interpret, and use discretion in performing radiographic examinations.
18. Student possessed and/or engaged in the use of drugs and/or alcohol or is/was under the influence of any controlled substance during clinical time. The student will be immediately suspended from the clinical course and the College Drug and Alcohol policy will be followed. (See Drugs and Alcohol Policy – College Catalog)
19. Student engaged in theft and/or vandalism of clinical site or College property.
20. Student engaged in immoral conduct during clinical rotation.

**The student will be immediately suspended from the Clinical Radiography course for the following violations / actions / behaviors:**

- **A request by the Radiology Administration to remove the student from the clinical site based upon documented incidents of Non-Compliance and/or Non-Performance behaviors**
- **Jeopardizing patient safety**
- **Breaching patient confidentiality**
- **Behaving unethically**

**\*Issuance of a second Non-Performance Report or a combination of one (1) Non-Compliance Report and one (1) Non-Performance Report at any time during the duration of the Program will result in the student's immediate suspension from the Clinical Radiography course.**

In the event a student disagrees with or takes exception to any disciplinary action rendered against him/her or any action that results in his/her suspension from the Program, the student has the right to appeal. See the Program's **Appeal Process** in the Student Handbook. The student also has the right to due process as outlined in the Program's **Suspension / Dismissal policy**.

## **ORIENTATION**

**A mandatory clinical orientation session is scheduled at the College to review the Trajecsys online evaluation system and clinical policies.** First year students beginning Clinical Radiography I - RADT1781 are required to attend this session prior to starting clinical. Failure to attend this session will be considered a clinical absence, and will result in loss of incentive day for Summer. Any missed clinical time will be made up during the semester.

All students are required to complete an **Orientation to Clinical Site** form (See **D2L Clinical Radiography course**) by a specified date. **Failure to submit the completed Orientation form by the assigned due date will result in a reduction of 5 points from the overall clinical grade.**

Whenever a 1<sup>st</sup>- or 2<sup>nd</sup>-year student rotates to a new major clinical site affiliate, he/she is required to complete the same orientation form adhering to the same guidelines.

Individual clinics sites may require additional training and/ or documentation that must be completed according to clinical affiliate policy.

### **PANDEMIC RELATED ABSENCES**

Any absences related to a pandemic illness will not be required to be made up, following CDC isolation and other related polices. This policy only applies to absences that fall under the CDC guidelines for isolating, and does not cover any absences that extends beyond the isolation timeline. Absences that occur beyond the CDC guideline for isolation will need to be made up following the Radiologic Technology program's established absence policy. Pandemic polices are subject to change, and will follow the latest CDC, College, and Hospital polices and guidance.

### **PORTABLE RADIOGRAPHY**

All portable, bedside, or mobile radiography procedures performed by students must be completed under the direct supervision of a qualified radiographer who:

- ❖ Reviews the request for patient examination in relation to the student's achievement.
- ❖ Evaluates the condition of the patient in relation to the student's knowledge.
- ❖ Is present during the conduct of the procedure.
- ❖ Reviews and approves the procedure and/or image(s).

Direct supervision is required during all portable radiography exams regardless of the level of student achievement.

### **PRE-CLINICAL REQUIREMENTS**

Prior to the start of RADT 1781, Clinical Radiography I, students are required to provide the following:

- ❖ CPR Certification for Health Care Provider
- ❖ Century College Student ID badge
- ❖ Certification of Health / Technical Standards Form
- ❖ Copy of Influenza vaccine documentation
- ❖ Completed Online Handbook Quiz
- ❖ Consent for Release of Information Form
- ❖ Criminal Background Check Verification
- ❖ Evidence of current Health Insurance
- ❖ Immunization records
- ❖ Radiographic marker # (Purchased in the bookstore)
- ❖ Signed Dosimeter Replacement Acknowledgement Form
- ❖ Signed Federal HIPAA Guidelines and Patient Confidentiality Form
- ❖ Signed Magnetic Resonance Imaging (MRI) Safety Screening Form
- ❖ Signed Pregnancy Policy Form
- ❖ Signed Radiation Safety Policy Form
- ❖ Signed Student Handbook Acknowledgement Form
- ❖ Signed Universal Precautions Form

All pre-clinical requirements **MUST** be met before the student will be allowed to start RADT 1781 - Clinical Radiography I in Spring Semester. A complete checklist of required clinical documents is provided during the orientation session prior to the start of the program.

## **RADIATION SAFETY**

The Rad Tech Program and its clinical affiliates operate under the ALARA (as low as reasonable achievable) radiation protection concept and guidelines. The ALARA principle protects patients, radiation workers, and others from excessive or unnecessary exposure to ionizing radiation.

### **❖ Student Radiation Monitoring**

To help insure that all student radiologic technologists are learning in a safe work environment, the amount of radiation received is monitored. **Students are not allowed to hold patients or image receptor during radiation exposures under any circumstances.** A dosimeter will be issued for each student. Students are required to pay for the radiation monitoring service and payment is included in the radiology course fees. Students are responsible for the safety and security of their badge. Each student must exercise care to prevent loss of or damage to radiation monitoring devices. In the event the dosimeter is lost or broken beyond use, students are to notify their Clinical Coordinator and follow the procedure below for securing a replacement. **Students are NOT ALLOWED to be in clinical until they have acquired a replacement dosimeter.** Any missed clinical time will be made up by the end of the semester at the discretion of the Clinical Coordinator.

Steps in securing a replacement dosimeter:

If the dosimeter is *lost*:

1. Notify the Clinical Coordinator and Program Director.
2. Go to the Century College Business Office and tell them you want to pay for “replacement dosimeter badge”. The replacement fee is \$30. Do not ask to pay for a Landauer badge or a radiation badge since the Business Office employees will have no idea what you’re talking about. Ask to pay for a “replacement dosimeter badge.”
3. Get a receipt.
4. Take the receipt to the Program Director OR scan the receipt and e-mail it to the Program Director.
5. The Coordinator will arrange to provide you with a replacement dosimeter.

It is the responsibility of each student to wear the assigned dosimeter whenever he/she is in the clinical area. Failure to wear the dosimeter will result in five (5) points off the Clinical Requirement portion of the overall grade. The dosimeter is to be worn on the collar. **If wearing a lead apron, the student should wear the dosimeter outside of the apron on the collar.** The dosimeter must face forward to obtain an accurate radiation measurement. Students must exchange their dosimeter on a quarterly basis on the date established by Rad Tech faculty once students begin clinical rotations. Failure to have the dosimeter read during this time frame will result in 5 points being deducted from the Clinical Requirement portion of the Clinical Grade Report. A Non-Compliance Report will be filed for repeat infractions. When the student rotates to another clinical site, it is the student's responsibility to take his/her dosimeter. If the student fails to take the dosimeter when rotating to another clinical assignment, five (5) points will be deducted from the Clinical Requirement portion of the overall clinical grade.

Confidential disclosure of pregnancy is strongly encouraged during the first trimester, however not required. If the student chooses to disclose her pregnancy, she must do so **in writing** to the Program Director. The pregnant student will be counseled by the Program Director and/or Radiation Safety Officer regarding methods to reduce exposure from ionizing radiation as well as the options available to the student for completing the program. If the student chooses to continue Rad Tech course work during her pregnancy, immediate efforts shall be instituted to keep the student's radiation exposure during the gestation period well below .5 rem or 5.0 mSv. A second (fetal) dosimeter shall be obtained and worn on the abdomen. The student is responsible for contacting the Program Director for information on obtaining the fetal dosimeter. The complete pregnancy policy is contained in the Handbook under “Program Policies.”

Students employed as a radiation worker in any hospital/medical center/clinic are required to obtain a separate type of radiation monitoring device from the employer. It is critical that student radiation dose records are kept separate from employment records.

### ❖ Student Radiation Exposure Report

Students’ exposure to ionizing radiation is monitored through the use of a personal radiation monitor. Students are required to access to their exposure records on a quarterly basis by exchanging dosimeters on a quarterly basis and signing off on posted Landauer dose reports, verifying their awareness of quarterly and cumulative doses. Radiation exposure reports are reviewed by the radiation safety officer (RSO) on a quarterly basis for unusual exposure levels or developing trends. The Program uses the following Nuclear Regulatory Commission (NRC) annual dose limits:

- 1) Effective dose equivalent limit (whole body) – 5.0 rem or 50 mSv
- 2) Dose equivalent limit for lens of the eyes – 15 rem or 150 mSv
- 3) Dose equivalent limit for all other tissues and organs – 50 rem or 500 mSv

The Radiologic Technologist Program will provide cumulative dose reports to students upon Program completion.

### ❖ Student Dose Limit Protocol

Radiation exposure reports are reviewed by the radiation safety officer (RSO) on quarterly basis for unusual exposure levels or developing trends. The investigative level for radiation exposure of students is listed below. If a student’s reading reaches or exceeds the investigational level, the student is immediately informed of the increased exposure level and required to meet with the Program Director and/or RSO to determine the cause. The student will be required to complete a survey as part of the investigation. If no discernable cause can be conclusively decided, the program will consult with a radiation physicist to establish the next course of action. Carelessness in radiation protection practices will not be tolerated and repeated offenses subject the student to sanctions up to and including dismissal from the Program.

<b>Dose Limits</b>	<b>Whole Body</b>	<b>Lens of the Eye</b>
Regulatory Limit per quarter	1,250 mRem 12.5 mSv	3,750 mRem 37.5 mSv

ALARA Investigational Level per quarter	125 mRem 1.25 mSv	375 mRem 3.75 mSv
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### ❖ Student Safety Practices

At a minimum, state regulations regarding safe operation of radiation-generating equipment will be followed in all education settings. All laboratory sessions are conducted under the guidance of a qualified radiographer. Students enrolled in the Century College Rad Tech Program will adhere to proper radiation safety practices consistent with clinical site policies and the Scope of Practice in Radiologic Technology to include the following:

- Students are to stand behind the lead-lined control area of a radiographic room when making an exposure.
- All doors leading into a radiographic room from a public corridor are to be closed prior to making an exposure.
- When assisting with fluoroscopic procedures, students are to wear a lead apron and stand behind the Radiologist whenever possible when fluoroscopic spot exposures are being made.
- When performing portable or bedside radiographic examinations, students are to stand at least six (6) feet from the source of the ionizing radiation and wear a lead apron when the exposure is being made.
- Students are to refrain from holding patients under any and all circumstances.
- Students are to wear College-issued radiation dosimeter whenever fulfilling clinical assignments.

### ❖ Patient Safety Practices

Students enrolled in the Century College Rad Tech Program will adhere to proper radiation safety practices that protect the patient from excessive or unnecessary exposure to ionizing radiation to include the following:

- Students are to review the physician's order or requisition for the examination or procedure prior to performing the study.
- Students are to follow the necessary steps to obtain an informed consent from the patient prior to the start of the examination or procedure i.e. verify patient identity; explain the procedure or examination; obtain a patient history; and inquire about possible pregnancy.
- Students are to limit the radiation field to a size only large enough to include the anatomic area of interest. Field size is never to exceed image receptor size.
- Students are to shield patients when appropriate.
- Students are to select exposure factors that produce the minimum amount of radiation exposure needed to obtain a diagnostic image.
- Students are to perform portable or bedside radiography procedures under the direct supervision of a qualified radiographer regardless of the level of student achievement.
- All clinical assignments are carried out under the direct supervision of a qualified radiographer until the student has achieved competency.
- All clinical assignments are carried out under the indirect supervision of a qualified radiographer after the student has achieved competency.
- All unsatisfactory radiographic images repeated by the student are to be performed under the direct supervision of a qualified radiographer.

## **RADIOGRAPHIC MARKERS**

Radiographic identification markers are a legally binding form of information used for radiographic examinations. Prior to starting clinical radiography course work, each student will purchase one set of leaded right and left markers with an identification number on them. The ID number must be recorded with the Clinical Coordinator. The student is responsible for having his/her markers available each clinical day. If markers are lost, the student must notify the Clinical Coordinator, purchase a new set, and record the new number with the Clinical Coordinator. Failure to replace lost markers after notifying the Clinical Coordinator will result in receiving a Non-Compliance Report. (see **D2L Clinical Radiography courses**) No student may use another student's or technologist's markers. **Markers are to be purchased in the Century College Bookstore.** Replacement markers may be purchased through other vendors as long as they are plain blue and red, and match the same three digit number marker number that was initially purchased at the Bookstore. Replacement markers that do not match the initial three-digit number that was purchased from the Bookstore must be reported to the Clinical Coordinator.

Failure to consistently use lead markers will result in five (5) points being deducted from the Course Requirement portion of the Clinical grade (See Clinical Grade – Course Requirement). If the performance deficiency is not corrected, a Non-Performance report will be filed and ten (10) points will be deducted from the overall clinical grade.

## **REGISTRATION**

It is critically important that students register for Clinical Radiography courses prior to the start of a semester or session. Students enrolled in the Rad Tech Program are required to appropriately register for all Program courses prior to the start of a semester or session such that their name appears on a current class list. Student names must be on the class list at the beginning of the course in order to receive a grade. Attendance will not count for any course for which the student's name does not appear on the class list and will be regarded as a course absence.

**Students who fail to appropriately register for clinical courses will be required to make-up all missed clinical hours.** The non-registered clinical hours will be counted as a clinical absence, requiring make-up time according to the Program's absence policy. The student loses eligibility for an incentive day.

## **SITE EVALUATION**

Students are given the opportunity to complete Clinical Site Evaluations to provide faculty with information on students' clinical experience. The evaluation assures that instructional responsibilities at the clinical site are being met and promotes program effectiveness. The opportunity is provided to students in both the first and second years of enrollment. The Clinical Site Evaluation is located in Trajecsyst under **Evaluations**. Data gleaned from the evaluation is compiled and shared with appropriate clinical personnel.

## **SITE SELECTION**

All decisions regarding clinical assignments will be made by the Rad Tech Program faculty. A student may be transferred to another major clinical site if determined necessary by the faculty. All students will rotate to other major clinical site to enhance their clinical experience.



## **SOCIAL MEDIA**

Social media is a way for people to use technology for social interaction through the use of words, images, audio, and video. Examples of social media include but are not limited to Facebook, Twitter, LinkedIn, Tik Tok, YouTube, Snapchat, and/or blogs as well as media sites offered by television networks, newspapers, and magazines. Social media networking sites are, in fact, public forums. This means that information and photos posted to the site(s) can be viewed by others.

Students are personally liable for all communication and information published on line. Because social media and networking activities are public, students are to use their personal e-mail address when participating in such activity. Using your Century College e-mail address is not acceptable since it may imply that the student is acting on the College's or program's behalf. Students are to avoid publishing anything that appears to be endorsed by or have originated from the College.

Information published on social media networks that in any way relates to Century College must comply with the College's Code of Ethics, the College's Student Code of Conduct, and federal HIPAA regulations. Any statement made electronically which can cause actual or potential harm or injury to another or to the College will be grounds for dismissal.

Century College Radiologic Technology students are free to express themselves as private citizens on social media sites to the extent that their speech or posting:

- Does not violate confidentiality implicit in the role of being a Radiologic Technology student.
- Does not directly or indirectly reflect patient information, diagnoses, or any content related to patient care or clinical experiences.
- Does not impair working relationships among students and staff at any of the program's clinical affiliates.
- Does not ridicule, malign, disparage, or otherwise express bias against any race, religion, or protected class of individuals.
- Does not reflect behavior that would reasonably be considered reckless or irresponsible as students in the Century College Radiologic Technology program.
- Does not contain false information that harms the reputation of another person, group, or organization, known as defamation.
- Does not cause harm or injury to another or to the Century College Radiologic Technology program.
- Does not negatively affect the public perception of the Century College Radiologic Technology program.

The Century College Radiologic Technology program will not tolerate violations of the social networking policy. All reports of such behavior will be thoroughly investigated. If the investigation reveals an activity that is considered an infraction of the above policy, disciplinary action, ranging from a Non-Compliance Report to program dismissal, will be taken.

## **STUDENT CONFERENCES**

Conferences relating to unsatisfactory clinical performance will be held on an as needed basis between the student and Clinical Coordinator. The objective of such conferences is to provide feedback to the student regarding his/her performance in the Radiologic Technology Program and establish guidelines for needed

improvement. Students are encouraged to discuss questions, ideas, and problems at any time with the Clinical Coordinator and/or Director.

## **STUDENT EMPLOYMENT**

All students have the privilege to obtain any type of employment while enrolled in the Radiologic Technology Program. It is recommended that students accepting employment allocate adequate time for academic responsibilities. Any Century student employed in a Radiology or Non-Radiology position is subject to the following constraints:

- Cannot be scheduled as an employee in any industry while simultaneously being scheduled for clinical assignments.
- Cannot take off-premise call under any circumstances whether paid or volunteer while simultaneously scheduled for clinical assignments.
- Cannot be paid or viewed as an employee by any organization in any industry while scheduled in a clinical area as a student.
- Cannot perform Program competencies while working as an employee.
- Bears sole responsibility to avoid scheduling conflicts.
- Will be provided a dosimeter badge other than that provided by the College or Program if working in a Radiology Department as an intern. Dosimeter's issued by the college or Program are not to be worn during hours of employment.
- Will be required to sign a Century College "Consent for Release of Information" form (see **D2L Clinical Radiography courses**) prior to hire as a Radiology Intern if requested by a prospective employer.

A Student who fails to adhere to the student employment policy will receive a Non-Compliance Report (See Non- Compliance Report).

## **STUDENT RESPONSIBILITIES TO TECHNOLOGISTS**

In the clinical aspect of the program, the student is under the supervision of registered technologists. The student reports to an assigned technologist when leaving the rotation area for any reason. The student demonstrates respect for the technologist's professional knowledge, accepts his/her technical advice, and complies with directives and suggestions. The student should ask questions when appropriate, accept constructive feedback as a way of instruction, and admit when he/she does not know an answer. The student needs to develop a sense of responsibility to his/her fellow students as well as to the Radiology Department. Above all, the student should develop a sense of responsibility to patients and a commitment to health care through the field of Radiology Technology.

## SUSPENSION / DISMISSAL

All policies of the Century College Radiologic Technology Program are designed to facilitate learning, provide accurate record keeping, provide safe patient care and correspond with the operation of the clinical affiliates. For the appropriate functioning of the Radiologic Technology Program, as well as for compliance with accrediting agencies, all students must abide by these policies.

### *SUSPENSION*

Serious and/or repeated clinical policy violations require that Non-Compliance and/or Non-Performance reports be filed as applicable (**see D2L Clinical Radiography courses**) and the student suspended from the Rad Tech Program. Upon a thorough investigation of the incident(s) and review of the documentation by the Rad Tech faculty, reinstatement in or dismissal from the Rad Tech Program will be deliberated.

In the event a student disagrees with or takes exception to any disciplinary action rendered against him/her or any action that results in his/her suspension from the Program, the student has the right to appeal.

**DUE PROCESS:** The Century College Radiologic Technology Program has a clearly established course of rules and guidelines that is to be followed in the event a student is suspended from the Program. If the student wishes to be considered for reinstatement in the Rad Tech Program, the following criteria must be met:

1. The student has not previously requested reinstatement.
2. All current program admission requirements are met prior to reinstatement. Requirements include but are not limited to: current 2-year CPR certification, health insurance, criminal background check, and a cumulative GPA of 2.5.
3. The **Reinstatement Request form** (**see D2L Clinical Radiography courses**) is completed and submitted to the Program Director **within three (3) working days along with a typed account of the incident(s) that resulted in suspension**. If the student fails to submit this document within **three (3) working days**, he/she will automatically be dismissed from the Rad Tech Program. See **DISMISSAL** below.

**After the student has applied for reinstatement by completing and submitting the Reinstatement Request form, the following sequenced steps are to occur:**

1. A thorough investigation of any behavior-related incident(s) will be conducted by the Program faculty. Any and all documentation relating to the incident(s) will be reviewed by the Program faculty.
2. **A meeting will be held between the student and the Rad Tech Program faculty within ten (10) working days** after receiving the student's account of the incident(s) and the request to be reinstated to discuss continued enrollment, appropriate consequences for the behavior and/or dismissal from the Rad Tech Program. The Rad Tech faculty will consider issues such as patient safety, student integrity, student knowledge, clinical competence, and communication skills when making recommendations for reinstatement. Prior clinical evaluations and current student academic records will be reviewed. After review of student documentation and investigative outcomes, a decision will be reached regarding reinstatement in or dismissal from the Program. The student will be informed of the decision before the meeting concludes.

3. If the student is dissatisfied with the Rad Tech faculty decision he/she can appeal the decision to the supervising Academic Dean. The student is responsible to contact the supervising Dean's office to schedule the appeal and inquire about any needed documentation / information. In addition, a **Student Concern Form (see D2L Clinical Radiography courses)** must be completed and submitted to the Dean at the time of appeal.
4. To initiate an appeal, complete a Student Complaint Form and submit it to the Dean of Allied Health. The Dean, upon determining that the appropriate steps were followed, will attempt to address the concern. The Dean will generally contact the student within ten (10) working days of your concern being filed. If the student is unable to resolve the appeal through discussion with the Dean, he/she may choose to file a grievance and must follow the College's formal student complaint and grievance process. The complete policy can be found on the College's web site by typing Policy 3.8.0.1 in the search box on the home page.
5. If the student is allowed to continue in the Program, the following steps are initiated:
  - a. The student develops a **Student Corrective Action Plan** to include: a description of the incident that resulted in the student's suspension, reasons the behavior occurred, and corrective action that will be taken by the student to avoid additional infractions and/or Rad Tech policy violations.
  - b. The student submits the Student Corrective Action Plan mentioned above to the Rad Tech faculty for approval within three (3) working days of being notified of the decision.
  - c. All missed clinical time due to the student's suspension must be completed at the beginning of the Semester following the student's graduation.
  - d. Failure to adhere to the content of the Student Corrective Action Plan(s) will result in the student's dismissal from the Program. The student's eligibility for readmission or reinstatement to the Rad Tech Program is forfeited.

Reinstatement is dependent on student space availability. Meeting the criteria does not guarantee reinstatement. **The College and the Rad Tech Program do not guarantee reinstatement.** Reinstatement is a privilege, not a right. The student will be immediately dismissed from the Radiologic Technology Program if the terms of the Corrective Action Plan are not met by a designated date and/or a student fails a Program course. Students who are reinstated are allowed to re-enter/continue in the program only one (1) time.

When completing the application form to take the ARRT certification examination, students are required to respond to the following statements: "Have you ever been suspended, dismissed or expelled from an educational program that you attended in order to meet ARRT certification requirements? If you answer yes, provide all necessary documentation relevant to the matter, along with a detailed explanation of the events that occurred."

### ***DISMISSAL***

**DUE PROCESS:** The Century College Radiologic Technology Program has a clearly established course of rules and guidelines that is to be followed in the event a student is dismissed from the Program. No student can be dismissed from the Rad Tech Program without first being suspended and given due process with regard to the suspension.

If the student's effort to be reinstated in the Rad Tech Program has been unsuccessful and the Rad Tech faculty decide in favor of dismissal, the student will receive an official letter of dismissal from the Program Director. A copy will be kept in the student's permanent Rad Tech Program file. The student has the right to appeal the faculty decision and can do so by following the College's formal student compliant and grievance process. The complete policy can be found on the College's web site by typing Policy 3.8.0.1 in the search box on the home page.

**A student that has been officially dismissed from the Rad Tech Program for reasons to include but not limited to the following is ineligible for reinstatement in or return to the Program at any subsequent point in time:**

- **A written request by the Radiology Administration to remove the student from the clinical site based upon documented incidents of Non-Compliance and/or Non-Performance behaviors.**
- **Jeopardizing patient safety.**
- **Breach of patient confidentiality.**
- **Unethical behavior.**

For complete review of Program policies/requirements see individual course syllabi, 2019 Rad Tech Student Handbook, and the Century College Student Conduct and Academic Policy.

## **SYLLABUS**

Each semester the student will receive a clinical syllabus outlining course prerequisites, course objectives, descriptions of the clinical rotations and course evaluation. New and updated information regarding clinical courses will be distributed throughout the semester on Desire2Learn (D2L), the online instructional system. The student is responsible to check the D2L website for updated information. Failure to do so will neither exempt nor excuse the student from knowledge of the posted information.

## **TARDY**

Unless extenuating circumstances exist, two (2) tardy days per semester are considered excessive and will result in a verbal warning and forfeiting an incentive day. Three (3) tardy days will result in a Non-Compliance Report. Each tardy incident results in a five (5) point reduction in the Clinical Requirement section of the grade. **Five (5) points will be deducted from the overall clinical grade for the 1<sup>st</sup> Non-Compliance Report.**

If the student is late, they must contact the appropriate Radiology department and the Clinical Coordinator must be notified by telephone or email upon arrival. All clinical time lost due to tardiness will be made up during the week's rotation. It is the student's responsibility to inform the Clinical Coordinator when make-up time will be made up. Failure to make-up tardy time or contact the Clinical Coordinator regarding required make-up time will result in a Non-Compliance Report.

Students will be granted a **five-minute grace period** before being considered "tardy". However, if a student is more than 5 minutes late, the total time to be made up will include the 5-minute "grace period." Weather/road conditions will be taken into consideration when determining tardy days.

## **TIME RECORD POLICY**

Students are required to “Clock In / Clock Out” using Trajecsys at the beginning and end of each clinical day. If using a cell phone or electronic device to log in or out, the GPS must be enabled on the device. If for any reason a student fails to Clock In or Clock Out, the Clinical Coordinator is to be notified and a will put in a time exception. Three (3) time exceptions will result in a five-point deduction from the clinical requirement portion of the grade.

Falsification of time records will result in the involved parties’ immediate suspension from the Rad Tech Program.

## **TECHNOLOGIST RESPONSIBILITIES TO STUDENTS**

When working with students in the clinical aspect of the Radiologic Technology Program, the technologist acts as a supervisor and allows the students to perform the examinations whenever possible. The technologist will check radiographic images for correct identification, including markers. He/she should discuss possible clinical indications for the examinations, explain the positioning of the patient, evaluate the radiographic images for anatomical structures demonstrated, and interpret technical quality and any needed factor adjustment. The technologist will provide ‘direct’ and ‘indirect’ supervision to students according to the policy defined in this handbook (see Student Supervision).

The technologist should ask questions of the students, be able to answer questions, offer constructive feedback, and instill confidence in the students. The technologist should demonstrate and provide good patient care as well as serve as a positive role model for students.

## **UNPROFESSIONAL BEHAVIOR**

Students are expected to act in a professional manner consistent with the ARRT Code of Ethic, Rules of Ethics, and Scope of Practice for a Radiologic Technologist. ARRT Standards of Ethics are available at <https://www.arrt.org/docs/default-source/Governing-Documents/arrt-standards-of-ethics.pdf?sfvrsn=12> Faculty members who have evidence of students exhibiting unprofessional behavior will initiate disciplinary action. The faculty member may assess a penalty to include any or all of the following:

- File a Non-Compliance/Non Performance report
- Suspend the student and follow due process according to this document

The student’s first resource detailing consequences of student actions is the course syllabus and the clinical grade report for clinical radiography courses. Refer to the RADT Student Handbook 2019 for detailed consequences under Non-Compliance / Non-Performance.

**Examples** of unprofessional behavior include but are not limited to:

- ✓ Possessing drugs and/or alcohol, or engaging in their use while performing clinical rotation.
- ✓ Sleeping during clinical rotation.
- ✓ Engaging in theft of any article from the clinical affiliate.
- ✓ Engaging in immoral conduct during clinical rotation.
- ✓ Habitual or excessive tardiness and/or absenteeism from clinical rotation.

- ✓ Failure to follow Radiology department / hospital / clinic policies and procedures, including smoking, food and beverages in designated areas.
- ✓ Loitering in areas of the Radiology department other than the staff lounge at times not assigned to clinical rotations.
- ✓ Refusing to accept assignments by the Clinical Coordinator / department supervisor commensurate with student's capabilities, or to take directions from any individual so designated by the Clinical Coordinator.
- ✓ Repeated failure to clock in or out
- ✓ Loitering in staff lounge when not on break / lunch.
- ✓ Acceptance of any type of gratuity or "tip" from a patient or patient's family.
- ✓ Breaching of patient confidential information.
- ✓ Discussing inappropriate subject matters.
- ✓ Watching TV in patient lounge areas or main lobby TV areas.
- ✓ Using the clinical affiliate's computer system to access the Internet or E-mail system. These computers are not to be used by students to complete homework assignments.
- ✓ Using portable electronic games.

## **UNSAFE BEHAVIOR**

Any act of unsafe behavior requires a conscientious review of the circumstances by the Rad Tech student and faculty. Students who demonstrate unsafe behavior(s) to self and/or the patient in Clinical Radiography will be immediately suspended from the Clinical Radiography course and a Non-Performance Report will be filed. Dismissal will be considered as part of the due process provided to students enrolled in the Rad Tech Program. Examples of unsafe behavior include but are not limited to:

1. Threatens the physical safety of the patient.  
**Example:** Neglects use of side rails or restraints.  
**Example:** Carries or conceals a weapon.
2. Threatens the psychological safety of the patient.  
**Example:** Criticizes/condemns patient's beliefs or values.
3. Provides inadequate and/or inaccurate patient care.  
**Example:** Fails to observe and/or report critical data.  
**Example:** Makes repeated faulty judgments in patient care situations.
4. Assumes inappropriate responsibility in caring for and examining patients.  
**Example:** Performs radiographic examinations without direct supervision prior to achieving competency.  
**Example:** Fails to distinguish and seek help in emergency situations.
5. Fails to accept moral and legal responsibility for his/her own actions, therefore violating professional integrity.  
**Example:** Hides own/others errors or fails to report them.  
**Example:** Inappropriately shares confidential patient information.
6. Fails to minimize radiation exposure to patients, self and others.  
**Example:** Consistently fails to shield patients and ask female patients about LMP.

**Example:** Fails to notify other personnel when making a mobile x-ray exposure and/or fails to use protective shielding for self.

### **VARIANCE / INCIDENT REPORTING**

An occurrence is an incident or variance in events inconsistent with the desired care of a patient. All occurrences/incidents that take place while a student is on clinical assignments that result in patient, hospital personnel, or personal injury and/or damage to equipment must be reported immediately to the Clinical Coordinator and/or Radiology supervisor. A hospital occurrence/incident report is to be filed with the Radiologic Technology Program and hospital officials. Students are responsible to comply with all safety procedures and Risk Management policies at assigned clinical sites. Incidents will be reviewed and any needed action will be determined by the program faculty.



## CODE OF ETHICS AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS

**PREAMBLE:** The *Standards of Ethics* of the American Registry of Radiologic Technologists shall apply solely to persons holding certificates from ARRT who either hold current registrations by ARRT or formerly held registrations by ARRT (collectively, “Registered Technologists”), and to persons applying for examination and certification by ARRT in order to become Registered Technologists (“Candidates”). The *Standards of Ethics* are intended to be consistent with the Mission Statement of ARRT, and to promote goals set forth in the Mission Statement.

The Code of Ethics forms the first part of the *Standard of Ethics*. The Code of Ethics shall serve as a guide by which Registered Technologists and Candidates may evaluate their professional conduct as it relates to patients, health care consumers, employers, colleagues and other members of the health care team. The Code of Ethics is intended to assist Registered Technologists 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 Registered Technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The Registered Technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The Registered Technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.
4. The Registered Technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The Registered Technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The Registered Technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession. ARRT® STANDARDS OF ETHICS ARRT © September 2022 Standards of Ethics Page 2 of 10
7. The Registered Technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.
8. The Registered Technologist practices ethical conduct appropriate to the profession and protects the patient’s right to quality radiologic technology care.
9. The Registered Technologist respects confidences entrusted in the course of professional practice, respects the patient’s right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.

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

11. The Registered Technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

## **THE PATIENT'S BILL OF RIGHTS**

1. The patient has the right to considerate and respectful care.
2. The patient has the right to obtain from his physician complete current information concerning his diagnosis, treatment, and prognosis in terms the patient can be reasonably expected to understand. When it is not medically advisable to give such information to the patient, the information should be made available to an appropriate person in his behalf. He has the right to know, by name, the physician responsible for his care.
3. The patient has the right to receive from his physician information necessary to give informed consent prior to the start of any procedure and/or treatment. Except in emergencies, such information for informed consent should include, but not necessarily be limited to, the specific procedure and/or treatment, the medically significant risks involved, and the probable duration of incapacitation. Where medically significant alternatives for care or treatment exist, or when the patient requests information concerning medical alternatives, the patient has the right to such information. The patient also has the right to know the name of the person responsible for the procedures and/or treatment.
4. The patient has the right to refuse treatment to the extent permitted by law and to be informed of the medical consequences of his action.
5. The patient has the right to every consideration of his privacy concerning his own medical care program. Case discussion, consultation, examination, and treatment are confidential and should be conducted discreetly. Those not directly involved in his care must have the permission of the patient to be present.
6. The patient has the right to expect that all communications and records pertaining to his care should be treated as confidential.
7. The patient has the right to expect that within its capacity, a hospital must make reasonable response to the request of a patient for services. The hospital must provide evaluation, service, and/or referral as indicated by the urgency of the case. When medically permissible, a patient may be transferred to another facility only after he has received complete information and explanation concerning the needs for and alternatives for such a transfer. The institution to which the patient is to be transferred must have accepted the patient for transfer.
8. The patient has the right to obtain information as to any relationship of his hospital to other health care and educational institutions insofar as his care is concerned. The patient has the right to obtain information as to the existence of any professional relationships among individuals, by name, who are treating him.
9. The patient has the right to be advised if the hospital proposes to engage in or perform human experimentation affecting his care or treatment. The patient has the right to refuse to participate in such research projects.
10. The patient has the right to expect reasonable continuity of care. He has the right to know in advance what appointment time and physicians are available and where. The patient has the right to expect that the hospital will provide a mechanism whereby he is informed by his physician or a delegate of the physician of the patient's continuing health care requirements following discharge.

11. The patient has the right to examine and receive an explanation of his bill, regardless of source of payment.
12. The patient has the right to know what hospital rules and regulations apply to his conduct as a patient.

## **The Joint Review Committee on Education in Radiologic Technology Standards for an Accredited Educational Program in Radiologic Sciences**

The Joint Review Committee on Education in Radiologic Technology (JRCERT) promotes excellence in education and enhances quality and safety of patient care through the accreditation of educational programs. JRCERT is the only agency recognized by the United States Department of Education to accredit educational programs in radiography and radiation therapy.

Programs accredited by the JRCERT must demonstrate that they are in substantial compliance with the relevant JRCERT accreditation standards. Standards for an Accredited Educational Program in Radiologic Sciences are as follows:

### **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.