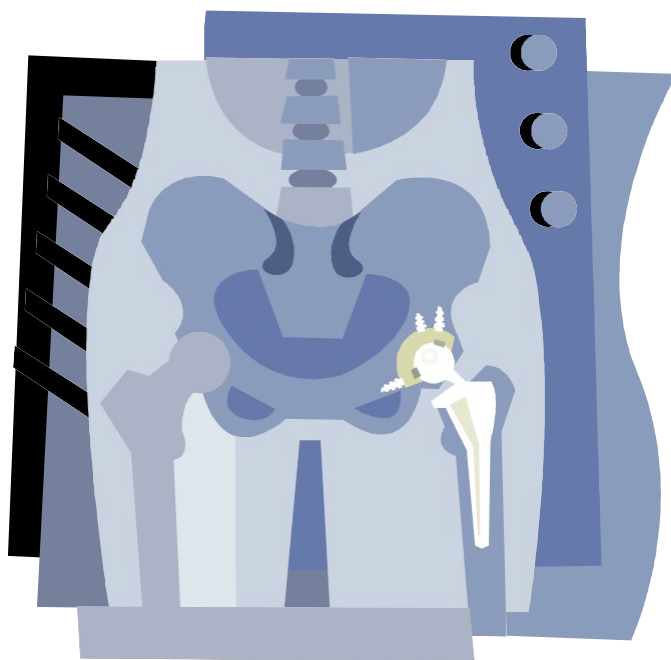




RADIOLOGIC TECHNOLOGY PROGRAM

Student Handbook

2026



ACCREDITATION

The Salt Lake Community College (SLCC) Radiologic Technology Program
is accredited through:
The Joint Review Committee on Education in Radiologic Technology (JRCERT)
20 N. Wacker Drive, Suite 2850 Chicago, IL 60606-3182
www.jrcert.org Email: mail@jrcert.org Re: Program 0408

(Last updated January 2026)
The Program Handbook and Course Syllabi are the Property of the Salt Lake Community College,
School of Health Sciences, Radiological Technology Program.

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INTRODUCTION

All students admitted into the Salt Lake Community College Radiologic Technology (RT) Program are **expected** to be knowledgeable of the policies and procedures of the program and various Clinical Education Centers.

This manual is a summary of the more pertinent policies governing a student while participating in the program. **YOU ARE EXPECTED TO READ THE POLICIES CONTAINED HEREIN AND REFER TO THEM THROUGHOUT THE PROGRAM.**

Violation of any of the stated policies will be handled on an individual basis to ensure just and proper procedures. Appeals may be made following the Due Process Procedure contained in the SLCC Code of Student Rights and Responsibilities.

SALT LAKE COMMUNITY COLLEGE VISION

Salt Lake Community College will be a model for inclusive and transformative education, strengthening the communities we serve through the success of our students.

SALT LAKE COMMUNITY COLLEGE MISSION

Salt Lake Community College is your community college. We engage and support students in educational pathways leading to successful transfer and meaningful employment.

SALT LAKE COMMUNITY COLLEGE VALUES

Collaboration

We believe we're better when we work together.

Community

We partner with our community in the transformative, public good of educating students.

Inclusivity

We seek to cultivate an environment of respect and empathy, advanced by diverse cultures and perspectives.

Learning

We learn as a college by building outstanding educational experiences for students and by supporting faculty and staff in their professional development.

Innovation

We value fresh thinking and encourage the energy of new ideas and initiatives.

Integrity
We do the right things for the right reasons.

Trust
We build trust by working together in good faith and goodwill to fulfill the college's mission.

SALT LAKE COMMUNITY COLLEGE STUDENT LEARNING OUTCOME

1. Acquire substantive knowledge
2. Communicate effectively
3. Develop quantitative literacies
4. Think critically & creatively
5. Become a community engaged learner
6. Work in a professional & constructive manner
7. Develop computer & information literacy
8. Develop lifelong wellness

RADIOLOGIC TECHNOLOGY PROGRAM MISSION

The Radiologic Technology Program is an integral part of the School of Health Professions. The program strengthens the community by being a model of inclusive and transformative education in radiologic sciences. We engage and support students in innovative educational opportunities leading to meaningful employment. The program offers a curriculum that results in clinical competence, high-quality patient care, critical thinking, communication skills, personal growth, and professionalism. Faculty foster positive clinical affiliations that promote lifelong learning throughout the student's professional career.

RADIOLOGIC TECHNOLOGY PROGRAM GOALS AND STUDENT LEARNING OUTCOMES

1. Students will be clinically competent
 - Students will utilize proper radiation protection practices
 - Students will produce diagnostic quality radiographs
2. Students will demonstrate effective communication skills
 - Students will effectively summarize procedures to patients
 - Students will successfully communicate with clinical staff
3. Students will exhibit critical thinking
 - Students will analyze radiographic image quality
 - Students will modify exams for unique situations
4. Students will model professionalism
 - Students will exhibit integrity and confidentiality
 - Students will model commendable professionalism

ADMISSION TO THE PROGRAM

The SLCC Radiologic Technology Program admission process is non-discriminatory with respect to any legally protected status such as race, color, religion, gender, age, disability, national origin, and any other protected class. Students attending the SLCC Radiologic Technology Program are only admitted on a full-time basis. No part-time students are accepted. The SLCC Radiologic Technology Program does not accept transfer students from other Radiologic Technology Programs including military-based programs. Students wishing to enter will have to

go through the admission process.

For admission to the SLCC Radiologic Technology Program: <http://www.slcc.edu/radtech/admissions.aspx>

The Radiologic Technology Program website:
www.slcc.edu/radtech/index.aspx

Radiologic Technology Catalog website:
Program of Study: Radiologic Technology: AAS (CTE) - Salt Lake Community College - Acalog ACMS™ (slcc.edu)

For information on:

- Resident & Non-resident Tuition and Fees
<http://www.slcc.edu/student/financial/tuition-fees.aspx>
- Appeals/Refund Policies
<http://www.slcc.edu/registrar/registration-appeals.aspx>
- Financial Aid
<http://www.slcc.edu/financialaid/index.aspx>
- Graduation Requirements
<http://www.slcc.edu/graduation/process.aspx>
- Criteria for Transfer Credit
<http://www.slcc.edu/transcriptevaluation/transferring-guidelines.aspx>
- Family Educational Rights and Privacy Act (FERPA)
<https://studentprivacy.ed.gov/ferpa>
- Americans with Disabilities Act (ADA)
<https://www.ada.gov/>

20 U.S.C.A. Section 1681 (a): TITLE IX

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any education program or activity receiving federal funds."

Examples of violations (but not limited to):

- Sexual advances, requests for sexual favors, and sexually motivated physical conduct
- Overt or subtle pressure for sexual activity
- Sexually offensive verbalization including remarks, "teasing", slurs, and innuendo
- Repeated inappropriate jokes or comments about sex or gender-specific traits
- Conduct that is demeaning or derisive and occurs substantially because of one's gender
- Sexual assault
- Sexual Violence
- Gender-based disparate treatment

Violations can occur in any college environment, such as (but not limited to):

Ø	Field Trips	Ø	Classrooms
Ø	Student Clubs	Ø	Athletics
Ø	Transportation	Ø	On-Campus Events

If you have questions or concerns regarding your rights or responsibilities, or if you would like to file a Title IX complaint please contact:

Students:

- Dean of Students, 801-957-5027, STC 276 N (Redwood)

Employees or Community members-

- Title IX & Discrimination Manager, 801-957-4561, AAB 201H (Redwood)

Online Reporting Form - <http://www.slcc.edu/title-ix/complaint.aspx>

Salt Lake Community College has a strong prohibition against RETALIATION! The college does not tolerate acts of retaliation against anyone for engaging in filing a complaint or participating in an investigation.

AGE REQUIREMENT

Clinical sites require student radiographers to be a minimum of 18 years of age in order to perform radiographs on their patients. Therefore, our program will not accept students under the age of 18.

ADA/DISABILITY RESOURCES INFORMATION

If a student becomes pregnant while in the SLCC Radiologic Technology Program, the following options are available as per JRCERT requirements:

- The pregnant student may submit a written declaration of pregnancy. After doing so, the student will receive a fetal dosimeter to monitor radiation dose to the fetus while the student is attending clinicals.
- The written declaration of pregnancy is voluntary, and the student may submit a written notice to withdraw the declaration of pregnancy at any time.
- A student who becomes pregnant also has the option to continue in the SLCC Radiologic Technology Program without any modification.

The SLCC Rad Tech Program will work with the DRC accommodation specialist, who is under the direction of the Title IX coordinator, to assist, discuss, and resolve any specific circumstances.

SLCC values inclusive learning environments and strives to make all aspects of the College accessible to our students. If you have a disability and believe you need accommodations to improve access to learning materials or the learning environment, please contact the Disability Resource Center:

Phone: 801-957-4659

Email: ads@slcc.edu Website: <https://www.slcc.edu/ads/index.aspx>

Although pregnancy is not a disability, our DRC advisors are trained to assist with pregnancy related accommodations in addition to disability related accommodations. We strongly recommend any student who is pregnant or becomes pregnant while in the program notify the DRC. This will allow preventative measures to be taken, safety process in place to protect the student and the unborn child and allow for accommodations.

Due to risk of fetal exposure to radiation and chemicals while in the program it is strongly recommended that all pregnant students work closely with the DRC.

CRIMINAL BACKGROUND CHECK

This information was provided to you at the time you received your conditional acceptance letter to the program. This is just a reminder regarding information that may have appeared on your criminal background check: You assume the risk if your criminal background check is not clear. If you do not pass the background check, you may not be able to complete clinical assignments that are a part of the program, resulting in dismissal from the program.

Step 1: Criminal Offenses

It is strongly recommended that if you know of any incidences that may affect you related to the past, that you take measures to have criminal offenses (felonies and or misdemeanors) expunged from your record if possible.

Step 2: Determining Eligibility for Certification or Licensure

When determining eligibility for certification or licensure, the applicant must be of good moral character. Students with any violation of the standards, either past or present, must be reviewed in order to determine if the inappropriate activity is indicative of the character of the applicant. A conviction of a felony or a misdemeanor may be considered a violation of some Standards of Ethics. The ARRT establishes a guideline for this criterion in the Standard of Ethics: <https://www.arrt.org/pdfs/Governing-Documents/Standards-of-Ethics.pdf>

A violation must be cleared before a student can be assigned to take the ARRT examination. The ARRT encourages early review so that there is no delay at the time of graduation.

An individual who has been involved in a criminal proceeding or who has been charged with or convicted of a crime or entered a plea in abeyance will file a pre-application with the ARRT in order to obtain a ruling on the impact of the situation on their eligibility for certification and registration. A charge or conviction of, a plea of guilty to, or a plea of nolo contendere (no contest) to an offense which is classified as a misdemeanor or felony constitutes a conviction for ARRT purposes.

If the student record reveals criminal convictions, the student is required to apply for pre-application review through The American Registry of Radiologic Technologists (ARRT), which would identify any violation of the Code of Ethics or equivalent that could preclude the student from qualifying for the certification exam.

https://www.arrt.org/docs/default-source/ethics/ethics-review-preapplication.pdf?sfvrsn=74a101fc_44

The ARRT pre-application results are to be submitted to the Health Professions Division Associate Dean.

Step 3: Clinical Placement

Students spend significant time at their respective clinical sites with patients, performing numerous procedures. If the students' Criminal Background Check record reveals criminal convictions, patients might be put at risk. Clearances identify any criminal behaviors, as well as bring to light behaviors that violate the clinical site Code of Ethics. Students who are found to have displayed negative behaviors might be ineligible for clinical placement. The clinical placement agencies make the final determination about accepting students for clinical placement. Inability to be placed at a clinical site, results in dismissal from the program, since the student will not be able to complete clinical assignments, which are a part of the program. If an issue arises, you may be asked to withdraw from the program, and it may be after the tuition refund deadline has passed.

Step 4: Consultation

The Health Professions Division Associate Dean will set up an appointment with the student to discuss/consult the criminal background findings and pre-application results.

IMMUNIZATION/CERTIFICATION COMPLIANCE

Students are required to be updated on all immunization requirements in COMPLIO. All COMPLIO requirements must be current prior to the start of the semester. Any yearly vaccine or certification that will expire or result in a non-compliant status during the semester must be renewed prior to the beginning of the semester.

Due to contracts and regulations with some of our clinical partners, there may be additional tests or screens that students will be required to complete in a timely manner to be placed at that facility per our contract agreement with the facility. Students will be notified of additional requirements as part of the placement process. If you choose not to complete these additional tests, placement at another facility cannot be guaranteed.

Curriculums in Health Sciences include practical clinical/fieldwork experiences for students. Most clinical/fieldwork experiences are arranged off-site of campus and require contractual agreements with facilities such as outpatient clinics, hospitals, long-term care facilities, funeral homes, etc. Contracts (verbal and written) are mutual agreements between parties. One mutual agreement is that all students must be compliant with immunization and certification requirements before being placed.

Cardiopulmonary Resuscitation (CPR) Certification must be good for 2 years and not expire before the student graduates. The only accepted CPR certification is the American Heart Association Basic Life Support (BLS) Provider.

All clinical sites require all students to be current in CPR & immunizations.

It is the student's responsibility to keep all immunizations current. Students not current with immunizations and documented in Complio, will not attend clinicals.

If a student requests an exemption to any immunization, the student will need to complete an exemption form and submit it to the Associate Dean (for reasons that are religious or personal) or submit it to the Admissions Coordinator (for reasons that are medical). If the student's clinical site denies or does not accept an exemption, the student will be denied a clinical site and therefore removed from the program.

Student Responsibility

1. Upload all immunization and certification paperwork to the correct file or location in Complio.
2. Complete required immunizations and certifications by due dates set by the Program.

Academic Clinical/Fieldwork Coordinator Responsibility

1. Notify the student who is out of compliance in Complio.
2. Mentor the student to become compliant with immunizations/certifications.
3. Contact sites requesting acceptance of a student for the clinical/fieldwork if the student is working towards immunization compliance—such as with the Hepatitis B vaccination series.
4. Refer the student to the Division if any additional paperwork is required.
5. Assure no student is placed at a clinical/fieldwork site until full compliance can be determined on the Division spreadsheet or cleared through the Division.

Possible Reasons for Noncompliance

1. Paperwork has not been uploaded or uploaded into the wrong area.
2. Overdue dates for annual immunizations/certifications.
3. Not completing paperwork with the Division office.

What to Do if Showing Noncompliant in Complio

1. Contact your academic clinical coordinator immediately.
2. Non-compliance may trigger a consequence as set by each program. Students unable to complete clinical/fieldwork experiences cannot progress in the curricular sequence. Lateness in completing responsibilities for immunizations/certifications (as listed above) may trigger loss of a clinical/fieldwork site resulting in student dismissal from the Program for lacking expected professional behavior.

DRUG SCREEN POLICY AND STUDENT RESPONSIBILITY

The Salt Lake Community College Health Sciences Programs conform to the common health profession requirement for drug screening. Placement at clinical sites is contingent upon the presentation of a negative drug screen. This Program supports and enforces a zero (0) tolerance drug policy.

With suspicion of drug intake, use, or abuse; as identified by performance problems or displayed behavior (a reasonable cause basis); faculty will take immediate action. Two or more faculty/administrators will collaborate on the need for a student to have an additional drug screen. A student will be responsible to pay the cost of this additional drug screen. In the case of intoxication, a student will be held at their location until transportation can be arranged to transport the student to the designated drug screen site.

A student taking prescription medication must provide the lab a copy of the physician's script or a prescription label prior to the screening. A student taking prescription medication may be contacted by the testing facility's physician for verification and confirmation of the prescribed substance.

A student who refuses a drug screen within 24 hours, or whose test results are positive for controlled substances, will be dropped from the program unless documentation justifying the positive result is provided by the testing facility to the College's Risk Department or Division

Office.

If a student receives a negative dilute report, the student is responsible for the cost of additional testing. A second drug screen must occur within one week of the first.

If a student receives a second negative dilute or failed screen, the student will be dropped from the Program.

A negative dilute (also referred to as specific gravity) drug screen may occur by adding a substance to the urine or drinking large amounts of liquid. This may occur unintentionally or intentionally. As a student, eat a good meal two (2) to four (4) hours before taking the drug screen and limit the intake of fluid. If the student gets two (2) diluted drug screen test results, the student will be dropped from the Program.

Responsibility for Professional Behavior

While serving in a capacity representing the College as a student, professional behaviors are expected. A student has the responsibility to refrain from manufacturing and/or distributing, dispensing, possessing, and using or being under the influence on College campuses, clinical placements, and other sites (including but not limited to conference attendance, meetings, study groups, etc.). Students who violate this will be subject to Program discipline, including program dismissal.

Student must take the responsibility that personal actions, such as those listed above, affect others within their presence. Please refer to the College's "Drug-Free Workplace" policy. https://www.slcc.edu/policies/policies/people_and_workplace_culture/4.4.020.aspx

Medical Card

The Radiologic Technology Program adheres to SLCC's zero-tolerance drug policy. If a student with a valid medical card receives conditional admission and tests positive during the drug screening, their application will be flagged. The student must upload documentation of their medical card to Complio and maintain its validity throughout the program. Before the program begins, the student is required to meet with the Associate Dean of Health Professions to acknowledge and sign the zero-tolerance drug policy. This process ensures compliance with Utah state law regarding medical cards and federal regulations enforcing zero-tolerance policies on campus and in clinical settings.

ALCOHOL POLICY AND STUDENT RESPONSIBILITY

The Salt Lake Community College policy C3S2.01 prohibits:

- 1) Public intoxication, use, or possession of alcoholic beverages on College property.
- 2) Providing or possessing alcohol contrary to law.

Student organizations that serve or permit possession of alcoholic beverages at student organization functions, on or off-campus, may be disciplined if violations of alcoholic beverage laws or College regulations occur. Individual students who plan, sponsor, or direct such functions also may be subject to sanction.

<https://www.slcc.edu/chc/docs/atod-campus-regulations.pdf>

Responsibility for Professional Behavior

With suspicion of student alcohol intake, use, or abuse; as identified by performance problems or displayed behavior (a reasonable cause basis); faculty will take immediate action. A student will be held at their location until transportation can be arranged to transport the student. A

student will be immediately dismissed from the Program if having had or expected to have client contact while under the influence, especially when occurring at clinicals or during clinics. Program dismissal may also occur with intoxication or possession, while in contact with fellow students, faculty, and other stakeholders of the Program or College when serving in the capacity or identifying oneself as a College student.

MILITARY LEAVE

Military Leave/Deployment Student Responsibility

A student called up for active duty or active service (not including the 2-week required annual training) in a branch of the United States Armed Forces (Army, Navy, Air Force, Marines, Coast Guard, National Guard or Reserve) in 'times of national emergency' and who requests a Military Activation Drop must:

Provide the College a completed "Military Activation Drop Form" found online at www.slcc.edu/veterans along with their call-up orders as soon as possible after receiving military orders. The notice need not include a statement of an intention to return to the College. If military necessity renders it impossible to provide advanced notice, initiate a Military Activation Drop by providing notice at the first reasonable opportunity, in writing, personally signed, and with a copy of the military orders attached, to Salt Lake Community College Veteran's Services Office, STC 059, P.O. Box 30808, 4600 South Redwood Road, Salt Lake City, UT 84130; or by FAX to (801) 957-4987 or by email to: veterans@slcc.edu. The "Military Activation Drop Form" and call-up orders may also be provided by a designated family member should mobilization be immediate.

NOTICE: If using educational benefits, the VA will determine if there is an overpayment (Housing /BAH – Book Stipend) due to military call-up.

Military Leave Program Standing

1. Students will receive an excused absence from each class for a two (2) week annual training. Students must work with faculty to coordinate due dates for make-up assignments/exams to be completed no later than two (2) weeks of return. Preference is to turn in assignments and complete exams prior to the absence, if possible. A required military annual training will not affect a student's standing in the program.
2. Students absent over two (2) weeks and up to a year will receive a program deferment (in good standing). The student will be provided admission preference into the next year's cohort beginning with courses not completed.
 - a. For example--if deferred in the 4th semester of the program, student tuition will be returned (according to federal law) for that semester. Educational VA benefits will restart for a repeat of that 4th semester the following year.
 - b. For example--if returning before the 4th semester of the program, students may (and are advised to) audit courses previously taken again to be current with the material. Contact the SLCC Vet Services for tuition waiver opportunities for auditing.
3. Students deployed over one (1) and up to two (2) years will be given admission preference into the next year's cohort but must begin with first-semester courses. Contact the SLCC Vet Services for tuition waiver opportunities.
4. Students deployed over two (2) years will need to reapply to the program.

Undocumented Students

The Salt Lake Community College Radiologic Technology program welcomes undocumented students to apply for admission. However, there are some important limitations. Utah State law

prohibits undocumented individuals from obtaining the State of Utah Radiologic Technologist license. This means that an undocumented person who completes the SLCC Radiologic Technology program and passes the national American Registry of Radiologic Technologist (ARRT) exam, cannot work as a radiologic technologist in Utah. This person would need to find a state that allows undocumented persons to work as radiologic technologists.

Another potential limitation for undocumented people, is that most of the SLCC Radiologic Technologist program clinical sites do not accept undocumented students. This means that if an undocumented student is accepted to the SLCC Radiologic Technology program, but their assigned clinical sites do not accept undocumented students, then the student cannot continue in the radiologic technology program

JURY DUTY

Jury Duty Program Standing

1. Students will receive an excused absence from each class for a two (2) week period of jury duty. Students must work with faculty to coordinate due dates for make-up assignments/exams to be completed no later than two (2) weeks of return. Preference is to turn in assignments and complete exams prior to the absence, if possible. Required jury duty will not affect a student's standing in the program.
2. Students with jury duty for two (2) weeks and up to a year will receive a program withdrawal (in good standing). The student will be provided admission preference into the next year's cohort beginning with courses not completed.
 - a. Students may (and are advised to) audit courses previously taken again to be current with the material.
3. Students with jury duty for one (1) and up to two (2) years will be given admission preference into the next year's cohort but must begin with first-semester courses.

Students with jury duty over two (2) years will need to reapply to the program.

ESSENTIAL FUNCTIONS

The Salt Lake Community College Associate of Applied Science in Radiologic Technology signifies that the holder of that degree/equivalency has been educated to competently practice the profession in all healthcare settings and to apply for the ARRT certification examination. The education of a healthcare professional requires integration of knowledge, acquisition of skills, and development of judgment through patient care experiences in preparation for making appropriate decisions required in radiology. The practice of the profession emphasizes collaboration among allied health care professionals and the patient.

The curriculum leading to the AAS in Radiologic Technology from this school requires students to engage in diverse, complex, and specific experiences essential to the acquisition of radiographs and implementation of essential healthcare practitioner skills and functions. Students must be able to complete these essential functions with or without a 504 or ADA accommodation.

Unique combinations of cognitive, affective, psychomotor, physical, and social abilities are required to satisfactorily perform these functions. These functions are not only essential to the successful completion of the requirements of the AAS but are necessary to ensure the health and safety of patients, fellow students, faculty, and other healthcare providers.

In addition to the standards of behavior and academic conduct set forth in the Salt Lake Community College's Code of Student Rights and Responsibilities, students must also demonstrate the following abilities:

Motor Skills and Physical Qualifications

Students should have sufficient motor function so that they are able to execute movements required to provide general care and treatment to patients in all healthcare settings. The essential functions noted below have been identified as required components of the practice of a radiologic technologist and students must be capable of performing these essential functions in order to successfully complete the SLCC Radiology Program. The student's ability to achieve competency level performance in all radiologic procedures includes but is not limited to:

- a) Perform basic life support, including CPR, and function in an emergency situation.
- b) Demonstrate ability to safely transfer dependent patients from a hospital bed, wheelchair, or gurney to the radiology examination table using minimum, moderate, and maximum assistance techniques.
- c) Demonstrate ability to manipulate dials/keys/buttons in order to accurately set exposure techniques for radiology procedures.
- d) Perform cleaning protocol procedures for sterile technique with all radiology equipment.
- e) Exhibit good body mechanics in the process of all patient interventions.
- f) Demonstrate ability to set up interventional equipment; suction, oxygen, and crash carts within the time restraints of the treatment requirements to provide safe and effective interventions to critical patients.
- g) Ability to apply universal precautions, including mask, gown, gloves, and goggles, when indicated for patients with potentially contagious diseases or as required for reverse-isolation.
- h) Demonstrate the ability to push and manipulate heavy portable radiology equipment throughout the hospital such as portable x-ray machines and portable c-arms in the operating room.
- i) Safely perform in an environment that requires frequent and prolonged period of standing and exposure, work in dimly lit areas, and with flashing lights and abrupt audio stimuli.
- j) Demonstrate the ability to safely lift 50 pounds of weight using the following method:

Step 1:

Stand with feet apart.

Step 2:

Keep your back straight and keep the 50 lb object close to your body.

Step 3:

Use your mobility muscles (arms & legs) to lift the 50 lb object from the floor to the x-ray table while bending and straightening your knees.

Sensory/Observation Capabilities

A student must be able to acquire information presented through demonstrations and experiences in curriculum content. The student must be able to observe a patient accurately, at a distance, and close at hand, including non-verbal communications when performing an assessment or intervention or performance of radiographic examinations. The student must be capable of perceiving life-threatening signs of changing patient conditions as manifested

through physical examination. A student must be able to demonstrate visual acuity for observation of patients, preparation, and administration of medications, and evaluation of radiographic images and demonstrate hearing acuity for verbal communication from patients and healthcare team, including the ability to assess health needs through monitoring devices such as stethoscopes.

Communication Proficiency

The student must communicate effectively and sensitively with other students, faculty, staff, patients, family, and other professionals. The student must express his or her ideas and feelings clearly and demonstrate a willingness and ability to give and receive feedback. A student must be able to: convey or exchange information at a level allowing the development of a health history; identify problems presented; explain alternative solutions, and give directions during and after radiographic exams. The student must be able to communicate the English language effectively in oral and written forms. The student must be able to process and communicate information on the patient's status with accuracy and in a timely manner to members of the healthcare team which will require the student to make a correct judgment in seeking supervision and consultation in a timely manner.

Transportation

The student must be able to have safe and reliable transportation to clinical sites. These sites may be located throughout Salt Lake, Summit, Davis and/or Utah counties. As healthcare is a profession that requires services 24 hours per day clinical placements may also occur during off hours such as night and swing shifts. Students must have reliable transportation for clinical placements within the times they are scheduled.

Giving Instruction

Students must be able to correctly give the following instructions:

- a. Invite a person into the room and ask them to sit on the chair.
- b. Introduce yourself to a person.
- c. Ask a person to get up on an examination table.
- d. Instruct a person to lay down on their back.
- e. Instruct a person to turn on their right side.
- f. Instruct a person to roll over, face down.
- g. Instruct a person to get off of the table.
- h. Instruct a person to hold still.
- i. Instruct a person to hold their breath at various phases of respiration.

Cognitive

A student must be able to measure, calculate, reason, analyze, integrate and synthesize in context radiographic technique adjustments. The student must be able to quickly read and comprehend extensive written material. He or she must also be able to evaluate and apply information and engage in critical thinking in the classroom and clinical setting.

Behavioral/Emotional

A student must possess the emotional health required for the full utilization of his or her intellectual abilities, the exercise of good judgment, and the prompt completion of all responsibilities attendant to the diagnosis and care of patients and families. In addition, the student must be able to maintain mature, sensitive, and effective relationships with patients, students, faculty, staff, and other professionals under all circumstances including highly stressful

situations. The student must have the emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or unpredictable ways.

[For example, Emergency Room, NICU, SICU, and Operating Room, dealing with dying clients, fast-paced clinical situations, psychosocial responses of clients with disabilities, responding to emergencies, heavy academic schedule, and so forth.]

The student must be able to effectively communicate empathy for the situations and circumstances of others. The student must know that his or her values, attitudes, beliefs, emotions, and experiences affect his or her perceptions and relationships with others. The student must be able and willing to examine and change his or her behavior when it interferes with productive individual or team relationships. The student must possess the skills and experience necessary for effective and harmonious relationships in diverse academic and working environments.

Accommodations

If you need information concerning disability services available at Salt Lake Community College, please contact the: ADA/Disability Resource Center, Salt Lake Community College at the Student Center, Suite 244, Taylorsville Redwood Campus, 4600 So. Redwood Rd., 84123. Phone: (801) 957-4659, Fax: (801) 957-4947 or by email: ads@slcc.edu. Students with disabilities are required to meet all expected course standards, assignments, and attendance requirements.

Faculty will respect the legal rights of the student to confidentiality and shall not discuss any accommodations, limitations, or medical or disability-related information with anyone other than the DRC or the ADA Coordinator.

HIGH ETHICAL STANDARDS

Students will adhere to high ethical standards in relation to the classroom setting with students and faculty and in relation to the clinical setting with students, clinical instructors, radiologic technologists, radiologists, patients, and all other healthcare teams. Students are expected to read and adhere to the "Code of Student Rights and Responsibilities." http://www.slcc.edu/policies/policies/student_affairs/8.1.050.aspx

The program adheres to the policies of prescribed conduct as listed in the Salt Lake Community College Code of Student Rights and Responsibilities. The Code of Student Rights and Responsibilities governs the behavior of our student body and is for student use. The purpose of a published Code of Conduct is to state the specific authority and responsibility of the College in maintaining social disciplines outlined in the process for a legitimate grievance, and establish the proper procedures to be followed to ensure due process, which protects accused students from the unfair imposition of penalties and sanctions. The Code outlines the specific rights that students are guaranteed and the student's responsibilities. It also specifically outlines the procedures for hearing cases of student misconduct, grievances, and academic dishonesty issues.

Students are also expected to read and adhere to the "ARRT Standards of Ethics", both the Code of Ethics (a set of aspirational guidelines) and the Rules of Ethics (mandatory and enforceable standards). These standards will be used as guidelines of ethical behavior during the program.

<https://www.arrt.org/pdfs/Governing-Documents/Standards-of-Ethics.pdf>

Ethics concerns? Students who are considering enrolling in the SLCC Radiologic Program or who are more than six months in advance of graduation awaiting the ARRT exam may want to take advantage of the Ethics Review Pre-Application process in order to determine their ethics eligibility if there may be any questions or concerns. For more information, download and review the information packet and/or consult the frequently asked questions.

<https://www.arrt.org/pages/earn-arrt-credentials/initial-requirements/ethics/ethics-review-preapplication>

Professional Conduct and Professionalism

Students must possess the ability to reason morally and practice healthcare in an ethical manner. Students must be willing to learn and abide by professional standards of practice. The student must possess attributes that include compassion, empathy, unselfishness, integrity, honesty, responsibility, and tolerance. Students must be able to engage in patient care delivery in all settings and be able to deliver care to all patient populations including but not limited to the elderly, children, adolescents, adults, developmentally disabled persons, medically compromised patients, and vulnerable adults.

A person who may post, write, or speak ill-will concerning the College, program, faculty, staff, or fellow students displays a lack of professionalism or unprofessional behavior. A component of professionalism, as defined by the Division of Health Professions, includes a student's ability to offer objective dialogue and not a subjective emotional opinion in conversations regarding topics concerning persons, classes, and educational programs. Professional dialogue may include facts, but should not convey emotions about course-related topics and persons. Having a stable temperament is a component of professional behavior.

ACADEMIC PERFORMANCE REQUIREMENTS

Students are admitted to the program based on their perceived ability to successfully complete both didactic and clinical education. Students must complete each course with a C grade or better or they will be dismissed from the program. Following is the grade scale used within the program:

95 – 100	A	75 – 77	C
90 – 94	A-	71 – 74	C-
87 – 89	B+	67 – 70	D+
83 – 86	B	64 – 66	D
80 – 82	B-	Below 64	E
78 – 79	C+		

SATISFACTORY PROGRESS

A student must maintain satisfactory progress in order to remain in the program. Satisfactory progress would include the following:

- Passing all radiology courses with a "C" or better grade
- Completion of all clinical competency requirements

- Completion of the required amount of clinical hours
- Be a student in good standing, meaning the student has abided by the behavioral standards of this handbook

DISMISSAL FROM THE PROGRAM DUE TO GRADES

In the event a student receives a C- grade (74%) or lower in a course, the student will be dismissed from the program. If the student feels there are extraordinary circumstances related to the grade, he or she may file a grievance by following the Academic Grievance Policy.

TEST/QUIZ POLICY

Tests are required to be taken on the day assigned at the designated time. In the event the student will miss an exam, they must call or email the instructor prior to the designated test start time. Phone messages are acceptable. If the student fails to call or email prior to the test start time, the student will be allowed to take the test, but will receive an automatic 50% deduction. All quizzes, tests, assignments, and worksheets are to be made up by or on the 1st class day the student returns. It is the student's responsibility to initiate making up tests, quizzes, assignments, and worksheets. If they fail to do so, they will receive a zero grade.

STUDENT FEES

Students will be assessed each semester the following fees in the Radiologic Technology Program:

- Dosimeter Badge
- SLCC X-ray Lab (supplies and fees)
- Trajecsyst
- ASRT Student Membership

SOCIAL MEDIA POLICY

The Radiology program recommends caution with the use of social media by students due to the sensitive material and confidentiality issues related to the coursework.

Students are not authorized to represent the College on any social media outlet. Student organizations may use SLCC branding within sites that are monitored by the institution. If a SLCC approved student organization would like to pursue this they will work with the Health Sciences Social Media Manager to set up social media pages and or groups that have the SLCC name or branding as part of it. Administrative rights - at a minimum - should be given to the student organization advisor and Social Media Manager. Others may request it. No student that has graduated should have administrative rights to the site.

Do not post anything on social media that would be a violation of the ethical rules for the program of study. This might include class comments. Class comments should be posted to the appropriate Canvas Course. Canvas is the course delivery system and either encompasses the whole course or is an extension of the course. Students are not to talk about tests or test content, clinical situations, patients, fellow students, faculty, RTs & CIs.

Please keep comments professional and appropriate. Students are subject to disciplinary action based on information posted on social networking sites if found to be a violation.

No electronic devices shall be used during classroom/clinical for personal use. No cell phone

pictures of any kind are to be taken in a clinical setting.

DISCIPLINARY PROCEDURE POLICY

The radiology program follows the SLCC "Code of Student Rights and Responsibilities". Under program policies, disciplinary actions and terminations are expected to be handled in a manner to achieve the least adverse effects for the student and program. In general, disciplinary sanctions will occur in the following order:

1. The student will be warned of infractions through discussion and a written document will be created by the program faculty. The student will be allowed to respond to those allegations in writing. The faculty will then create a written contract which states the required expectations to correct the problem and the penalties if not resolved.
2. Failure to meet expectations will result in the penalty as stated on the written contract.
3. Repeated infractions are terms for dismissal even if they are unrelated.

STUDENT DISCIPLINARY PROBLEMS

According to the "Code of Student Rights and Responsibilities", any violation of the following standards may be considered "student misconduct." The Standards include assault and battery; computer offenses; children, relatives or guests on campus, in classrooms and in labs; disorderly conduct; disregard for college authority; firearms, explosives, weapons; fraud, gambling; inappropriate dress; littering; malicious treatment and/or hazing; misuse of alcohol or drugs; sexual assault; smoking; solicitation; tampering with emergency equipment/false reporting; unauthorized activity; unauthorized entry or use; vandalism or theft; and violation of probation.

In addition to the "Code of Student Rights and Responsibilities," the radiology program has additional standards that may result in sanctions which demonstrate the student's inability or unwillingness to meet his or her student responsibilities, sanctions will result for any of the following reasons (but are not limited to these reasons):

1. Negligence
2. Unsatisfactory progress
3. Excessive or unauthorized absence
4. Misuse or misappropriation of college, program, or clinic property
5. Interference with the work of others
6. Dismissal from a clinical education setting
7. Falsification of any type of program documentation
8. Academic dishonesty; cheating, changing an answer on a test, in any way, providing another student answers, or enabling another student to be dishonest
9. Students not adhering to high ethical standards or displaying non-professional conduct

DISMISSAL FROM THE PROGRAM

Dismissal from the Radiology Program may occur at any time for failure to adhere to Program Policies. Reasons for dismissal include, but are not limited to, infractions involving the following Policies and Procedures found in the Student Handbook:

- Policies and Procedures of assigned Clinical Site
- ARRT Standards of Ethics
- SLCC Code of Student Rights and Responsibilities
- Students who fail the Criminal Background Check (Must meet with the Associate Dean to

continue in the program). Students may be refused readmission to the program depending upon the nature and the severity of the violation(s).

- Academic dishonesty; cheating, changing an answer on a test, providing another student answers, or enabling another student to be dishonest
- Students who fail the Drug Test
- Dismissal from a clinical site
- Failure to pass a radiology course with a "C" or better grade
- Students who have absences in excess of 20% of total attendance time in any course

Clinical site affiliations are extremely important for the success of the program. If a student is dismissed from the clinical site, they are automatically dismissed from the program. See SLCC School of Health Sciences Dismissal Form below:



**SALT LAKE COMMUNITY COLLEGE
SCHOOL OF HEALTH SCIENCES
PROGRAM DISMISSAL FORM**

Student Name: _____

Student ID: _____

Program: _____

Semester/Year: _____

Reason for dismissal:

Steps leading to dismissal:

Program student handbook reference:

Conditions of Program Dismissal:

1. Dropping or withdrawal of a course after being selectively admitted to a program without an approved program withdrawal, deferment, or leave of absence will constitute student dismissal from a program.
2. The Program, Division, and School has determined student dismissal from the program is required.
3. Student may appeal the dismissal. Refer to SLCC and student handbook process.
4. No assignments/exams due on the day of dismissal forward will be graded. The cumulative semester grade will include both graded and ungraded assignments/exams for the full semester.
5. Depending on the date of the dismissal, student may be responsible for tuition and fees for the current semester based on SLCC process. Dismissal does not release student from any financial obligations to the SLCC.
6. Dismissal is immediate, upon close of the dismissal meeting. Student is directed to immediately leave the building. An escort may be provided.

By signing below, student acknowledges conditions of dismissal and attendance at a dismissal meeting. Student signature does not constitute agreement with the dismissal decision. SLCC employees acknowledge attendance at dismissal meeting.

Student | Date: _____

Faculty | Date: _____

Associate Dean or Dean | Date: _____

READMISSION POLICY

Students who **withdraw** from the Radiologic Technology Program, for any reason, must reapply. Students being readmitted will compete with all other applicants requesting entrance into the program. It is the student's responsibility to ensure that all prerequisites and admission requirements are current.

If the student has been dismissed from the program, they may not reapply to the program. Dismissal from the Radiology Program may occur at any time for failure to adhere to Program Policies. Reasons for dismissal include, but are not limited to, infractions involving the following:

- Policies and Procedures found in the Student Handbook
- Policies and Procedures of assigned Clinical Site
- ARRT Standards of Ethics
- SLCC Code of Student Rights and Responsibilities
- Students who fail the Criminal Background Check (Must meet with the Associate Dean to continue in the program). Students may be refused readmission to the program depending upon the nature and the severity of the violation(s).
- Students who fail the Drug Test
- Dismissal from the clinical site
- Students who have absences in excess of 20% of total attendance time in any course
- Failure to pass a radiology course with a "C" or better grade

Students who have been dismissed from the program, may not reapply without following the below grievance process. See SLCC School of Health Sciences Withdrawal Form below:



**SALT LAKE COMMUNITY COLLEGE
SCHOOL OF HEALTH SCIENCES
PROGRAM WITHDRAWAL FORM**

Student Name: _____ **Student ID:** _____

Program: _____

Date of Withdrawal: _____ **Semester:** _____

Course(s) to be Withdrawn: _____

Reason for Request: (Check all that apply)

- | | |
|---|--|
| ☐ Reason not provided | ☐ No longer interested in the program |
| ☐ Working too many hours | ☐ Pregnancy |
| ☐ Financial problems | ☐ Personal reasons |
| ☐ Academic load too heavy | ☐ Illness of self or family member |
| ☐ No longer interested in the profession | ☐ O t h e r : |
- _____

Conditions of program withdrawal:

1. Student withdraws from the program on own volition.
2. Withdrawal requires program/division approval; without approval, student will be granted a program dismissal.
3. Program withdrawal may require course withdrawal or course drop if requested within a semester.
4. If a program withdrawal is requested within a semester, course withdrawal can only be honored if a student is passing at the time of the withdrawal request.
5. No grade will be given for courses registered for during the withdrawal semester.
6. Depending on the date of the withdrawal, student may be responsible for tuition and fees for the current semester based on SLCC process. Withdrawal does not release student from any financial obligations to the SLCC. The student must follow College protocol for a withdrawal or drop.
7. Once this program withdrawal form is signed, student may not return to the program other than by reapplying through the Health Sciences admissions process.

By signing below, I acknowledge I understand the consequences of withdrawal on my grades, eligibility to reapply, my date of graduation, and my eligibility for a tuition refund (if any).

Student | Date: _____

Program Coordinator | Date: _____

Associate Dean or Dean | Date: _____

ACADEMIC GRIEVANCE POLICY

In accordance with the Salt Lake Community College Student Code of Conduct, http://www.slcc.edu/policies/policies/student_affairs/8.1.050.aspx, the grievance policy for students with reference to academics can be found in Section III. Students are encouraged to seek resolution with the instructor(s) whenever possible.

It is the goal of the School of Health Sciences to be forthright and consistent with specific academic policies throughout divisions and programs. This policy singularly addresses academic issues and the general principles for disciplinary actions as noted in the Student Code of Conduct Section III. It should be noted it is up to the faculty's discretion to provide a warning (verbal or written), suspension, or dismissal based upon program policy and severity of the issue at hand. It is realized in some health sciences programs a failing grade, as stated in the syllabus and/or policy manual, may result in program dismissal.

STEP ONE: A student has the right, as per college policy, to grieve a grade, warning (verbal or written), suspension, or dismissal received within a program of study. A student, as per policy, must make an appointment to meet with the instructor of the class. A meeting, for anything other than a final grade, should be made within ten (10) days of the incident. Final grade disputes require a meeting within 30 days of the student receiving the grade. Every effort should be made to find a resolution and provide evidence from both parties with respect to the grade issued.

STEP TWO: If a resolution cannot be made, the student must request in writing five (5) business days from the date of meeting with the faculty, a committee review of the grievance to the Associate Dean of the specific division. The grievance will be reviewed by a committee consisting of three (3) to five (5) faculty outside the program in which the student is enrolled. This will include the following members, the Associate Dean and two to four faculty members outside the discipline. The Associate Dean will serve as committee chair. One faculty and the program coordinator of the program involved in the grievance can attend the procedure, as can the student with one representative. Each of these parties will only be allowed to present evidence to the committee and not vote on the issue in question. Legal representation is allowed by either party. The proceedings will be recorded for accuracy. Upon completion of the proceedings, the committee ONLY will vote on the issue(s) noted in the student's grievance. A formal letter will be provided by the committee chair within ten (10) business days of the end of the proceeding with the committee's decision regarding the issue.

STEP THREE: If the student is not satisfied with the outcome, they may appeal to the Academic Dean of the School of Health Sciences. This must be done in writing within five days of receiving the formal letter from the grievance committee chair. The Dean will review the appeal, all evidence, and render a decision to the student within ten (10) days of receiving the formal letter from the student. The decision of the Dean of the School of Health Sciences is final and cannot be appealed.

COUNSELING OR ASSISTANCE

The SLCC Radiologic Technology Program will provide timely academic, behavioral, and clinical advisement to students enrolled in the program. Students will be assigned a faculty advisor at the beginning of their first fall semester in the program. Academic sessions will be scheduled to promote student achievement using the (Student Advisory Form).

Clinical advisement will be completed by the Clinical Instructor and by the appropriate SLCC Clinical Coordinator.

The students and instructors within the Radiologic Technology Program will interact with each other in the classroom for over 1,200 hours in the two years and approximately 1,500 hours within the clinical education sites. During this time, we will all develop a very close professional and personal relationship.

Program faculty have an "open door" assistance policy. Students are encouraged to approach faculty to discuss any problems, concerns, or student successes.

The following is a list that will assist you in directing your concerns to the appropriate faculty.

For specific issues, see the specific faculty as listed below:

- **Bri Smith - Department Coordinator:**

Academic standing, concerns about other students or the program, administrative concerns, course transfers, graduation, concerns about ARRT eligibility and JRCERT accreditation issues, or any other concerns of a program nature.

- **Afton Swenson and Grace Mickelson - Clinical Coordinators:**

Clinical Education; to include schedules, hourly requirements, clinical competency progress, concerns regarding clinical education sites, theoretical questions.

PROGRAM ENGAGEMENT AND PROFESSIONALISM POLICY

Active engagement and professional conduct are required in this program and are reflected in the Professionalism grade. Students are expected to arrive prepared, participate appropriately, and conduct themselves in a manner consistent with a professional academic environment.

Expectations:

- Come to class having completed assigned readings or preparatory work
- Participate in discussions, activities, and group work when asked
- Remain attentive and engaged throughout class
- Refrain from using phones or electronic devices for non-course purposes
- Stay awake and avoid behaviors that indicate disengagement
- Maintain professional personal presentation, including attire and hygiene appropriate for a college classroom or professional setting

PROGRAM ATTENDANCE POLICY

Attendance in class and clinical is extremely important. You are forming work habits and a reputation that will follow you into the professional environment. You are expected to be present for all courses and participate in planned activities. The student will inform an instructor by phone or e-mail of their absence. It is the responsibility of the student to obtain notes, handouts, or assignments given on any missed day. Vacations are to be limited to the college

breaks.

Expectations:

- Students are expected to attend all scheduled class meetings and arrive on time.
- Three (3) tardies equal one (1) absence.
- Any tardies beyond the first three will result in a 1% deduction from the Professionalism grade per additional tardy.
- Students who do not remain for the entire class period will be counted as absent.

Excessive Absences:

Students who are absent for more than 20% of class meetings in a semester will be placed on program probation for the remainder of the semester, in accordance with program expectations.

Attendance records will be maintained, and consequences will be applied consistently.

ILLNESS/SURGERY POLICY

To avoid the spread of possible infection to others, students who become sick should not attend class/clinical until they are symptom-free (particularly fever-free).

As concern during the cold and flu season, it is important to understand the potential impact on others. Students should follow these simple steps to decrease the transmission of germs and increase their chances of staying healthy by:

1. Getting the required flu shot. The clinical sites require students to obtain this during the flu season.
2. Covering your nose and mouth with a tissue or your arm when you cough or sneeze. Students in class who feel like they are coming down with cold or flu-like symptoms will be required to wear a surgical mask and sit away from other students.
3. Washing your hands often and using the sanitizer hand wipe lotions located in the classroom.
4. Wiping down tables in the classroom with sanitizing wipes is highly recommended during the cold and flu season to avoid the spread of germs.

Students who become sick should stay home until they are symptom-free to avoid the spread of possible infection. Students may also return to their clinical site if a note from a physician clears them to do so. If a student is injured or has surgery, they will not be able to return to their clinical site until they are released with no restrictions, there will not be allowances for light duty.

STUDENT INJURY INSURANCE

Anytime a student is involved in an incident while working at a clinical site resulting in injury or exposure to bloodborne pathogens, they are covered by the SLCC Worker's Compensation.

Student injuries in the SLCC Jordan Campus radiology labs are not covered by Worker's Compensation and students will use their own health insurance for coverage of injuries sustained.

STUDENT LIABILITY INSURANCE

Salt Lake Community College maintains occurrence-type general and professional liability

insurance with insurance carriers of self-insurance programs approved by the hospital clinical sites and covering the acts and omissions of program students.

HEALTH INSURANCE

Students are expected to carry their own health insurance as neither the program nor the clinical education settings will provide coverage for them. The College does not have a health insurance program for students. The Health and Wellness Center has information for some health insurance carriers. The student does have access to the College's Student Health Services, with a nurse practitioner on staff at the South City, Redwood, and Jordan Campuses.

EMERGENCY SITUATIONS

In case of an emergency, elevators should not be used as emergency exits. All class members should exit through the nearest doors on the west side of the building, and then proceed toward the round-about on the northeast side of the building. We will then verify that all students are accounted for and unharmed. Please inform your instructor if you require assistance or accommodation during an evacuation. The instructor will identify several students in the class that are willing to provide assistance. If you have a disability, please notify your instructor who will prepare and ensure evacuation measures.

The SLCC Department of Public Safety is using an app called the Crisis Manager to inform students and staff about Emergency Procedures. The app allows SLCC to instantly update these procedures. To download this app go to the App Store or Google Play Store, type **SchoolDude CrisisManager** in the search box, and click "Get" or "Install. For questions regarding the Emergency Procedures or downloading the app to your device, please contact SLCC Emergency Management at (801) 957-4963.

EMPLOYMENT POLICY

A student's personal employment schedule shall not interfere with school class and clinical schedules. It is recommended that work be limited to 15-20 hours per week.

Acceptation:

Radiologic Practical Technician (RPT) employment during the SLCC radiology program.

During their educational training, students may take the Radiologic Practical Technician (RPT) exam and become licensed as an RPT. The decision to take the RPT examination is up to the student and is not required by the program.

Successful completion of this exam allows the student to work as an RPT. A state license must be obtained after the student passes the RPT examination in order to work in Utah.

Because the Program's goal is to help students gain meaningful employment, the Program will allow a change in clinical schedules when a student is employed as an RPT.

The following guidelines will apply:

- The schedule must be established by Program Clinical Coordinators.
- Scheduling will adhere to JRCERT clinical hour standards.
- Clinical Coordinators will ensure the clinical hours scheduled will be educationally valid, that there is proper supervision, that students do not take the place of paid staff, and

- that there is sufficient staffing.
- When an RPT is on the clock, paid working hours will not be used for student clinical hours, and exams performed will not be used for student comps.

This opportunity is not available at the Veteran's Affairs Medical Center (VA Hospital) because this government facility does not hire RPT's.

STUDENT DEMONSTRATION IN LAB

Students need to be aware of activities inherent in the program that involves the use of students for demonstration such as exams and procedures practiced and simulated during lab and class.

It is a very positive learning activity for the students to be involved in that heightens their educational experience demonstrating and practicing radiologic procedures. Students that feel they are unable to participate for any reason can speak to the instructor prior to the demonstration and there will be no retaliation.

CLINICAL EDUCATION

The clinical experience is crucial to the development of a confident and competent Radiologic Technologist. It is in the clinical environment that the student is given the opportunity to demonstrate clinical competency and assimilate further skills and knowledge. Do not forget that the student represents Salt Lake Community College's Radiologic Technology program in the medical community!

One of the most important aspects of the program is the clinical experience. It is where the student applies what has been taught in the classroom and becomes accustomed to medical procedures while developing lifelong professional habits.

If the student is motivated and assertive, the student will progress at a much greater pace. Much of the student's participation will be dependent upon how the student strives to learn and master the clinical skills.

Clinical experiences are an educational process that requires responsibility. In order to complete training, student interaction and performance are essential.

COMMENTS ON CONDUCT

From the first day, the student starts class and walks into the clinical site, new opinions and impressions are being formed of the student that could decide the student's future as a potential Radiologic Technologist. If the student has a complaint or problem about the clinical site, it is to be brought to the attention of the Clinical Instructor (CI) first, then the faculty Clinical Coordinator so that it can be resolved. Criticism aggravates anxious feelings and is not conducive to learning.

It is important to remember that as a student, you may not always recognize the reason for a certain direction from a supervising radiologic technologist. However, it is expected that a student will follow the directions of an immediate supervisor or staff technologist first and inquire as to the reason after the fact. This discussion is not to occur in front of the patient. Failure to abide by these requirements concerning responsible behavior can result in disciplinary action.

Students should have a courteous, pleasant, and positive relationship with patients, physicians, technologists, fellow students, and school faculty at all times.

Comments about fellow students should be directed to the college faculty in a confidential manner. Critical and degrading talk about fellow students will not be tolerated.

Groups gathering either in the halls or in other patient care areas for any form of conversation should be avoided. Obnoxious behavior and boisterous or strong language are not acceptable. While attending the clinical sites, the student may utilize the technologist's lounge for breaks and lunches. However, during the course of the day, if there are slow times, it would be to the student's best advantage to remain in the assigned area. Missing examinations because the student is not in the assigned area is unacceptable.

During downtime in the course of a day, it is at the clinical facility's discretion if a student is allowed to spend free time studying or completing homework. However, it is never acceptable for a student to disengage from clinical activities because they are working on coursework. If students are not completing school work during downtime, it is expected that the student finds a way to be helpful and productive at their clinical site.

The clinical site maintains the right to dismiss a student from their hospital/clinic-based upon: (but are not limited to the following injunctions)

- The clinical sites standards violation
- Student Code of Conduct violation
- Students professional conduct violation
- Student ethical conduct violation
- Criminal background violation
- Positive drug screen violation

If a student is dismissed from a clinical site, dismissal from the program will occur immediately.

DRESS CODE/PERSONAL HYGIENE

The clinical sites have the expectation that the student will appear and behave in a professional manner. Students are required to purchase clinical scrubs according to the requirements of the SLCC Radiologic Program. No open-toed shoes are allowed.

Hairstyles and colors, as well as body piercings and tattoos, may not be accepted at the clinical site and need removing or covering. Due to patient sensitivities, colognes and perfumes should be kept to a minimum. Long or artificial fingernails are discouraged because they become problematic with patient care and infection control. The student needs to understand that they will be a guest at all the clinical sites. Please make every effort to appear and behave professionally.

Students will maintain good personal hygiene in all school activities; including class, lab, clinical, and other school related functions. Please realize that the clinical site has the right to dismiss the student from clinical if the student does not meet their standards for dress and personal hygiene.

PATIENT CONFIDENTIALITY

As part of the student educational and professional duties in radiologic technology, the student will have access to information about the patient that is considered confidential. Every attempt needs to be made to strictly adhere to clinical site policies which will ensure that this information remains confidential. Additionally, students will be educated regarding HIPAA requirements on how to maintain patient confidentiality.

CLINICAL ASSIGNMENTS

Once students have been accepted into the SLCC Radiology Technology Program a master rotation schedule is established that will assign students to their clinical placement for the duration of the program. Once the clinical assignments have been made, the student must adhere to the rotation without deviation. To provide equality to all students, personal requests will not be considered.

All clinical rotations provide meaningful educational opportunities. The maximum number of students assigned is supported by sufficient human and physical resources and must not exceed the JRCERT standard.

Due to the broad disbursement of clinical sites that extend from Summit, Utah, and Davis Counties, students are required to be able to travel to their assigned clinical site for the duration of the program.

Due to contracts and regulations with some of our clinical partners, there may be additional tests or screens that you will be required to complete in a timely manner to be placed at that facility per our contract agreement with the particular facility. You will be notified of these as a part of the placement process. If you choose not to complete these additional tests, you will be unable to complete the clinical placement and be dismissed from the program.

CLINICAL INSTRUCTORS

While attending the affiliated clinical sites, the on-site Clinical Instructor (CI) will be your immediate supervisor and liaison. This person will act as your resource person for that clinical site. They will oversee you in positioning practice, simulation testing, and competency evaluation.

During clinical education, when assigned to work with a technologist, you are expected to work under that technologist's direction. Any unresolved problems should be brought to the attention of the appropriate Clinical Instructor. If you feel the problem is unresolved, contact the faculty Clinical Coordinator.

WIRELESS DEVICES IN CLINIC

The advent of technology use as an instructional tool has caused both opportunities and distractions. The expectations for this program are that you are engaged and present during the clinical time, which means that you will be free from technological distractions.

There are some rules that must be followed:

1. Cell phones, iPods/Pads, smart watches, pages, High-Resolution DVR Spy pens with webcam, microphones, recorders, or any other wireless devices (excluding ADA authorized devices) that may distract from the clinical experience are to be silenced before entering the facility.
2. Wireless devices may not be out and/or visualized in any patient care area, this includes

exam rooms, patient rooms, and hallways, or any area your facility restricts cell phone usage. If you use your cell phone inappropriately, your grade will be dropped a letter grade i.e. A to A-. If there continues to be violations, disciplinary action will follow and can lead to dismissal from the program.

3. You may not record or publish information from the clinical site, even if the patient information has been removed. This is a HIPAA Violation and will result in dismissal from the program.
4. Clinical sites may request a student to be dismissed from their facility due to inappropriate usage of wireless devices. In the event of this, the student would not be able to complete their clinical education and would therefore be dismissed from the program.

IMPORTANT CLINICAL TIME ISSUES

Clinical shifts for the day program are generally 8 to 4:30 Monday through Friday on assigned clinical days. This includes **½ hour lunch**. The hours may be altered to accommodate different assignments, such as morning portables, which can start as early as 4:00 am. All clinical shifts should be 8 ½ hours in length with an accompanying ½ hour lunch. At least one of the sites you rotate through may require occasional weekend and evening rotations.

Evening program clinical shifts are designed to be more flexible and can start at either 2 or 3 pm, but they must also be 8 ½ hours in length and include a ½ hour lunch. **Evening hours cannot go past 12:00 a.m.** Evening students must attend **one-day clinical shift per week**.

During the first year, once a schedule is established, students must follow it. Continued alterations to the **established schedules** will result in disciplinary actions between the student and program faculty.

Any clinical shift worked that is **4 hours or longer** must include a ½ hour lunch.

Students may not **"skip lunch"** in order to leave clinical early.

Students cannot work in the clinic for more than **10 hours** a day.

We understand that unexpected life events happen i.e., surgery, pregnancy. In these situations, students may get ahead no more than **24 hours** in the clinic each semester. Once the semester ends, those hours do not carry over to subsequent semesters. Students **are not** to "bank" hours.

Any clinical hours completed between the end and start dates of semesters will not count towards the total required clinical hours for each semester.

Personal employment is **not to interfere** with clinical education.

A student cannot receive clinical hours for **time worked** (paid time) as a Limited Technologist (RPT), nor can they pass off competency while they are a paid employee.

Students are not allowed to receive any financial compensation while completing clinical hours.

Students must arrive on time for clinical shifts. Continued **tardiness** will result in disciplinary

actions between the student and program faculty. After a student is tardy 3 times, the CI should contact the program faculty and the program faculty will counsel with the student and 1% will be deducted from the professionalism grade for each additional tardy.

If a student must miss clinical, they **must notify the clinical instructor** of the department by **telephone** prior to the starting time of clinical. Failure to call in is considered an unexcused absence and WILL result in disciplinary action.

If **absences in clinical exceed 3 days** (does not need to be consecutive), the student must notify the clinical coordinator.

If a student knows ahead of time that they must miss clinical, the following will apply:

- If it is only **one day**, the clinical instructor may approve the absence.
- If time missed is **three days** or more, students must notify the clinical coordinator

Students may not work any of the designated SLCC **holidays**. This also includes **Veteran's Day**. It is expected that **personal vacations** will be taken on **semester breaks**.

All personal **appointments** are expected to be scheduled during personal time and should not be scheduled during clinic time.

Two sick days are allowed in the clinic in each of the Fall and Spring Semesters, but not during the Summer.

All **time being made up** must be **approved** by the Clinical Instructor and is limited to the availability of supervision and/or schedules of each clinical education setting. Due to the availability of supervision, there may be limitations to the times students may make up clinical time. Students must abide by the Clinical Instructor's decision.

If any clinical time is missed, it must be made up by the first day of finals in the appropriate semester. In cases where missed clinical time is due to injury or illness, the circumstances must be documented by a physician.

- Students who become **sick** should stay home until s/he is symptom-free to avoid the spread of possible infection. Students may return to the clinic if a note from a physician clears them to do so.
- If a student is injured or has surgery, they will not be able to return to the clinic until they are released from their doctor with a note stating they have no restrictions, there will not be allowances for light duty.

TRAJECSYS USAGE EXPECTATIONS FOR CLINICAL SITES

Trajecsyst is the required system for documenting all clinical activities. Students are responsible for accurate, timely, and compliant use of Trajecsyst throughout the semester. Students need to be aware that it is their responsibility to assure the security and confidentiality of their Trajecsyst accounts. Students are not to share their login credentials with other individuals for any reason.

Required Use

Students are required to use Trajecsyst for:

- Tracking and maintaining all **clinical hours**

- Completing all clinical **assignments**
- Completing evaluations and **competencies**

Failure to properly use Trajecsyst may result in loss of hours, grade penalties, or program consequences.

Time Clock Requirements

- Students must clock in and clock out every clinical day using Trajecsyst.
- Students must also clock out and back in for a 30-minute lunch break each day.
- If a student is at a clinical site for 4 hours or longer, a 30-minute lunch break is mandatory, in accordance with Utah labor laws.
- All time punches must be completed on a facility computer.
 - Time punches may **not** be completed on a personal mobile device
 - Time punches may **not** be completed from any location other than the clinical facility

Time Exemptions

- Students are allowed two (2) time exemptions per semester for the following issues:
- Forgetting to clock in or out (including lunch punches)
- Clocking in or out at the incorrect time
- Failure to properly take a required 30-minute lunch break (not taking a lunch when required or taking excessive lunch time)
- Using a personal mobile device for a time punch

Any time exemption beyond the initial two will result in a 1% deduction from the Professionalism grade per occurrence.

Students are expected to monitor their Trajecsyst records regularly to ensure accuracy and compliance.

CLINICAL COMPETENCY PROGRAM FORMAT

What is the Clinical Competency Program?

1. A requirement for graduation and eligibility to take the ARRT examination.
2. A system of stated goals and objectives for student performance.
3. The foundation of our clinical grading system.
4. Your best means of demonstrating to yourself and others that you have achieved entry-level skills.

The following is the format for clinical competency:

1. Classroom Coverage:

We will first lecture, discuss and demonstrate each of the procedure units in class, following which, there will be an in-class test. While the grade for classroom coverage applies to radiographic procedures, each unit will lay the groundwork for clinical assignments. Students must pass each specific unit test with a 75% (C grade or better) before proceeding through the clinical competency portion of the program.

2. Simulation Testing:

After achieving a passing grade of each unit's examination, the student must arrange for a simulation test of that unit with the Clinical Instructor or Clinical Coordinator.

Simulation testing involves the random selection of three of the unit examinations from a stack of prepared requests. The idea is that the student is prepared to perform all of the procedures from that unit, but will not know which exams will actually be assigned to perform. The student needs a "mock" patient and no x-ray exposure is made. Unlike practice which is a learning experience, simulation testing is a test. Communication between the student and the "patient" should be related to the testing of that unit.

Simulation testing should be timed, allowing five (5) minutes per view. If procedures are not completed in the given time frame, the student must repeat the simulation test at another time.

The student must obtain an overall score of 85% for the three exams to pass the unit. If the student fails the simulation test, they must begin the process again.

Grading of Simulation Tests:

Simulation tests are worth a percentage of the 100 points possible for clinic grade but will vary from semester to semester as we progress through the procedures units. The points will be published with the clinical competency assignments each semester.

Student may not graduate without passing all unit simulation tests.

3. Clinical Competency:

This is an on-going process in which the student performs an entire examination on an actual patient, under the supervision of the CI or an ARRT registered technologist who monitors your performance. The CI or technologist is expected to be present for the entire examination and will evaluate all facets of the procedure.

When an exam comes through that a student's wants to prove competent on, the process is as follows:

- a. The student notifies the CI or technologist that they are completing a competency before they begin the exam.
- b. The student will perform the exam with the CI or technologist present.
- c. The CI or technologist will fill out the competency form on Trajecsys.
- d. The CI will monitor all competencies.

On Trajecsys, students will find a Skill Summary Form which has a complete list of all exams required. Each exam is listed as either a mandatory or elective exam. Students must demonstrate competency in all mandatory procedures. All mandatory procedures must be done on actual patients, except when a mandatory procedure is rare at that clinical site, the clinical instructor permits a simulation, and the ARRT allows that procedure to be simulated. Only 8 of the mandatory competencies may be simulated throughout the duration of the program. Additionally, students must demonstrate competency in 15 of the total possible elective procedures. Each semester, competency assignments will be made. The assignments will emphasize the current procedures units but will also include past units as well. The student is expected to acquire the number of competencies required each semester.

It is the student's responsibility to ensure that all competency & elective requirements have been passed off.

Students must perform all requirements and achieve 100% on the exam evaluation to pass off an exam. If it is the first time a student is comping an exam, they are allowed one (1) repeat in total at the CI or technologist's discretion. If a student is recomping **no** repeats are allowed. Recomping means a student is comping an exam a second time that they have already received a 100% passing grade for previously. The purpose of a recomp is to achieve the amount of minimally required exam pass-offs per semester.

Grading of Competencies:

Each semester competency assignments will be awarded a percentage of the 100 points possible for the clinical grade. The points will vary from semester to semester, depending on class coverage of the material. Students must complete all assigned exams satisfactorily to earn points. If students fail to obtain the required competencies, points will be deducted from the overall percentage given to completion of competencies.

Note: students must look at their overall rotation schedule and ensure that they obtain assigned competencies in a timely manner. For example, if a student rotates to a hospital one semester, then to a clinic the next, they must be sure to complete exams that must be done in a hospital and avoid carrying over assignments to departments where they will be unable to pass off competency because the department does not do the exam. This may take extra communication with the Clinical Coordinator to ensure that all examinations are completed. The student is responsible to identify these situations and notify the Clinical Coordinator if the need arises.

Students may not graduate unless they have completed all required competencies.

4. Clinical Evaluations:

Two types of evaluations must be completed on each student each semester:

- a. Staff Evaluations - When students rotate through rooms or areas with staff technologists they will be evaluated on their progress during that rotation. There are separate first-year and second-year evaluations. Each semester one staff evaluation is required.
- b. Clinical Instructor Evaluations – At the end of each semester the CI will fill out Clinical Instructor Behavioral Evaluation on each student. Based on the evaluation results, the student and CI will discuss progress and develop a plan for future semester goals.

Grading of Evaluations:

A large percentage of the clinical grade each semester is based on scores from evaluations, particularly the evaluation from the clinical instructor. The program faculty highly value the clinical instructor's abilities and input. The student is encouraged to establish a good working relationship with the clinical instructor and seek input that will help them further develop their clinical abilities.

The weight of the evaluation changes as the semester progress and will be posted with each semester's assignments.

PROFESSIONALISM GRADE

At the instructor's discretion, the Professionalism grade may be reduced if class and clinical

expectations are not met. This includes, but is not limited to, lack of preparation, failure to participate, use of phones for non-class purposes, sleeping in class, or unprofessional personal presentation, as well as attendance and Trajecsyst deductions. The Professionalism grade will be worth a total of 10% of each semester's clinical grade.

Students are not required to speak in every class session; however, consistent attentiveness, professionalism, and appropriate participation are mandatory

ADDITIONAL INFORMATION

1. All clinical work is due the last Friday prior to finals at the end of each semester. It is the student's responsibility to have all simulations, assignments, competencies, and clinical hours completed accurately in Trajecsyst by the last Friday prior to the end of each semester.
2. All clinical activity is guided by a Supervision Policy.
3. It is the student's responsibility, with guidance from the Clinical Coordinator, to complete all clinical competencies. The clinical grade will reflect any missing work.

FAILURE TO MEET CLINICAL COMPETENCY REQUIREMENTS

Students must complete competency requirements each semester before they are allowed to move on to subsequent semesters and ultimately complete the program successfully. The following is a specific description of how this is monitored:

Procedures Unit Tests:

Students must pass each specific unit test with a 75% (C grade or better) before proceeding through the clinical competency portion of the program. In the event the student does not pass a procedures test, the student must review the unit material again and retake that test with a 75% (C grade or better). The score from the first test will be used for the course grade and will not be substituted with the retaken test score.

Students must retake the procedures test within one week. Students may not perform competencies on any units in which a passing grade has not been achieved on the procedures unit test.

Failure to pass the second procedures test will affect the student's ability to progress in clinical and will result in dismissal from the program.

Simulation Tests:

Students must finish all required unit simulation tests with an 85% or better before they perform procedures on any patients. In the event the student does not successfully complete the simulation test, the student must re-practice the entire unit and re-test until a satisfactory score is achieved. The re-practice is done with the clinical instructor and individualized instruction and a review is given in an attempt to help the student perform successfully.

Students will not be allowed to graduate without successfully completing all simulation tests.

Competency on Procedures:

Students must achieve 100% on all requirements on the competency form to pass off the exam. If they do not achieve 100%, they must perform the exam as many times as necessary to achieve 100%. Students must pass off competency on all required mandatory procedures

and the required percentage of elective procedures. Students who do not finish these requirements during the semester will fail the clinical course and will not be allowed to begin the subsequent clinical course, which may jeopardize the student's standing in the program.

Students will not be allowed to graduate without successfully completing all required competencies.

Evaluations:

It is recognized that the evaluation process may be subjective. In the event the student receives a failing grade on clinical evaluations, the student is counseled and all attempts are made to identify areas needed for improvement and encourage the student, with specific goal-setting, to improve performance.

Skill Level:

Using the "CI Behavioral Evaluation" as an on-going, goal-setting process, students are expected to acquire certain skill levels at specific points in time. In the event the student does not meet those expectations, that student will be counseled by the Clinical Instructor and Clinical Coordinator. A specific plan of improvement will be created and monitored until the skill level is achieved. This may require extra assignments and repeat of past activities in both class and clinic or made specific to the student and/or situation. Work will continue until the student successfully achieves the required skill levels.

UNFAIR CLINICAL EVALUATIONS

If a student feels they have been evaluated unfairly, they should bring it to the attention of the appropriate Clinical Instructor/or staff. In all cases, the student and staff are encouraged to discuss problems openly and honestly. If conflicts are unresolved, the evaluation will be given to the SLCC Clinical Coordinator who will discuss it with all involved parties. Decisions regarding the validity of an evaluation will be made by the SLCC Clinical Coordinators. The student always has the right and is encouraged to make appropriate comments on the evaluation.

CLINICAL SUPERVISION POLICY

The supervision policy has been developed in order to ensure quality clinical education by complying with the JRCERT Accreditation Standard: 4 "Health & Safety."

Until a student achieves and documents competency in any given procedure, all clinical assignments shall be carried out under the direct supervision of qualified radiographers. Direct supervision includes:

- A qualified radiographer reviews the procedure in relation to the student's achievement.
- A qualified radiographer evaluates the condition of the patient in relation to the student's knowledge.
- A qualified radiographer is physically present during the conduct of the procedure.
- A qualified radiographer reviews and approves the procedure and/or image.

In support of professional responsibility for the provision of quality patient care and radiation protection, unsatisfactory radiographs shall be repeated only in the direct presence of a qualified radiographer, regardless of the level of competency.

After demonstrating competency students may perform procedures with indirect supervision. This is defined as:

That supervision provided by a qualified radiographer is immediately available to assist students regardless of the level of student achievement.

Immediately available is interpreted as the presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use on patients.

Immediately available does not mean communication via telephone, pager, or other electronic means.

In order to provide the optimal learning environment for student radiographers and provide maximum radiation safety to patients, the following policies apply:

1. All students must work under direct supervision while completing their educational assignments within the clinical education setting until they have proven competency on each exam.
2. The requirements which must be followed sequentially are:
 - a. successful completion of procedures units
 - b. completion of a simulation test with an 85% or better
3. Once the student has completed requirements from #2, they may pass off competency for procedures that have been covered in class.
4. When students have documented competency in specific exams, they are eligible to perform those exams under indirect supervision.
5. Regardless of student level of competency, the following categories of examinations must ALWAYS BE PERFORMED UNDER DIRECT SUPERVISION:
 - a. all repeated radiographs
 - b. mobile and operating room procedures
 - c. any examination in which competency has not been passed off
 - d. students may never perform invasive components of procedures with the potential for risk to the patient, such as Venipuncture, catheter insertion, administration of medication, etc.
6. The Clinical Instructor will be responsible for monitoring student competency, keeping the forms current as students add competencies.
7. The Clinical Instructor will also be responsible for communicating the level of competency to the technologists. Technologists may refer to these forms to assess student competency.
8. The student has the right to request adequate assistance to complete an examination if they are uncomfortable with their ability in specific situations.

Students shall not be used to substitute for regular staff.

TRANSMITTED DISEASES POLICY

In the student's clinical orientation and RADS 1050 Patient Care, students are educated and trained regarding hazards, (fire, electrical, chemical) emergency preparedness, medical emergencies, infectious diseases, infection control, and standard precautions. The educational session will cover how diseases are transmitted, general principles of infection control, personnel protection, and standard precautions.

Students should always be aware of potential contamination from infectious agents in the health care environment. It is important that everyone be alert to prevent accidental exposure. Students should treat all patients as if they were a potential source of infection at all times. This approach includes precautions for contact with the patient's blood and body fluids. This is referred to as "Standard Precautions". The practice of these precautions will ensure protection against blood-borne and infectious agents. Students are taught these practices their first semester in RADS 1050 Patient Care.

The students are required to implement standard precautions when dealing with all patients and body substances and to use barrier techniques for all persons whether or not they have been diagnosed with an infectious disease.

All clinical sites will make available to student's protective equipment such as gloves, gowns, face shields, masks, eye protection, disposable mouthpieces, resuscitation bags, or other ventilation devices. The Clinical Instructors will be responsible for orientating students to the location of the protective equipment and will encourage its use. The students will have a review of this information during the second year.

Please see the following policy regarding blood borne pathogens: <https://www.slcc.edu/hs/docs/blood-borne.pdf>

INCIDENT REPORTS

It is the student's responsibility to notify the Clinical Instructor or other immediate supervisors any time a student is involved in an incident (any unusual or potentially liable activity involving a patient) at the clinical site. The Clinical Instructor will assist the student in completing the appropriate paperwork and reports. The completion of the SLCC incident form is essential for the provision of liability insurance for student technologists. Students must give a copy of the incident report to risk management.

STUDENT CLINICAL INCIDENT

Any time a student is involved in an incident while working in a clinical situation that results in injury or exposure to blood borne pathogens, they are covered by Workers Compensation insurance. Following are the procedures that must be followed in the case of a student clinical incident:

For Medical Care, go to Intermountain Healthcare WorkMed:

1685 W. 2200 S.
SLC, UT 84119
801-972-8850
M-F 7:30 AM – 5:30 PM

201 East 5900 South #100
Murray, UT 84107
801-288-4900
M-F 8 AM – 5 PM

During evening/night/weekend hours, students should wait until Intermountain WorkMed is open if possible; otherwise, go to a listed Worker's Compensation Preferred provider: <https://www.wcf.com/industrial-medical-clinics>

Go to the Emergency Room only for the threat of life or limb.

Students should fill out the Salt Lake Community College Incident Form found on SLCC's Risk Management website under "FORMS". The Incident Form can be filled out at the time of injury and sent via email or hand-delivered to the Administration Building Room 144H.

<https://www.slcc.edu/risk-management/index.aspx>

Contact the Clinical Coordinator at SLCC

Students must contact the clinical coordinator for the Radiologic Technology Program by the next business day. Contact Afton Swenson or Grace Mickelson, please see their contact information on page 4 of this document.

SLCC Faculty will Report to Risk Management at SLCC by the next business day.

Email: riskmanagement@slcc.edu

RADIATION PROTECTION POLICIES & RADIATION MONITORING SERVICE

ALARA:

The SLCC Radiologic Technology Program follows the basic philosophical principle of radiation protection concerning the use of ionizing radiation that emphasizes the need to maintain exposure to ionizing radiation at a level As Low As Reasonably Achievable (ALARA).

During the program, students will be taught details concerning radiation protection principles and instructed in the utilization of imaging equipment, accessories, optimal exposure factors, and proper patient positioning to minimize radiation exposure to patients, self, and other individuals involved in a radiologic procedure. Students are expected to understand and employ, such things as collimation, use of technical factors, time, distance, shielding, filtration, and grids.

Students must not hold the image receptor (IR) during any radiographic procedure. Students should not hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care.

Students are expected to wear lead aprons for all mobile, surgical & fluoroscopic procedures.

As students progress in the program, they must become increasingly proficient in the application of radiation safety practices.

The Radiologic Technology Program will ensure radiation safety in the energized SLCC laboratory. Student utilization of the energized SLCC lab will be under the direct supervision of a qualified licensed radiologic faculty who is readily available. If the qualified licensed radiologic faculty is not readily available, the radiation exposure mechanism will be disabled.

Issuing Dosimeters:

New students who use radiation sources must be issued a dosimeter. A "radiation user," is defined as any individual whose official duties or authorized activities include handling, operating, or working in the presence of any type of radiation source on a regular basis, must follow a procedure that provides monitoring of personal data to establish radiation exposure records.

A dosimetry service will be set up at the beginning of the program. A dosimeter will be ordered for each student and radiation exposure to the individual will be monitored on a quarterly basis.

Please note that the cost of this monitoring service is charged to the student through course fees.

The student is issued a dosimetry badge holder which they keep for the duration of their education. Badge inserts are removed from the holder and new inserts are issued. The old inserts are sent back to the monitoring service for processing and readings.

Persons issued dosimeters are required to wear them at all times while they are working with radiation sources. They must be worn on the individual's collar and if any protective lead aprons are worn, the film badge must be on the outside of such protective device. When not being worn, they must be kept in a location protected from radiation and heat. When students are working as a paid technologists, they will be issued a separate dosimeter from that facility. The student must wear the "job" dosimeter and not their student dosimeter during paid working hours. Never wear both badges at the same time.

Exchange Schedule:

When new inserts arrive from the monitoring company, approximately at the first of each quarter, students will be notified that the exchange will take place. Students will always be given two successive class days following their arrival to return the old insert. Any insert received after that time will be considered late and will require a penalty fee. If a badge is lost, the Clinical Coordinator will provide a form to the student to be taken to the cashier and a fee will be required to provide a new one.

MONITORING RADIATION READINGS

The SLCC Radiologic Technology Program will maintain and monitor student radiation exposure data.

Exposure reading reports are sent to the SLCC Clinical Coordinators on a quarterly basis. Students will be shown their personal exposure data confidentially following receipt of data. If the student has any questions concerning the exposure data, it will be explained by the faculty so that there is no misunderstanding of the exposure. Students will then initial by their name that they have been shown and understand their exposure data.

The school will assume responsibility for radiation exposure records. The radiation exposure

data will be kept in a locked secure area. Records will not be posted.

The faculty will be responsible for monitoring all readings from the inserts. Attempts will be made to ensure the radiation sources are within safe limits and that the students are using safe radiation practices.

Situations not meeting appropriate standards will be identified and corrected. The program has established a quarterly investigation level of 100 mrem. This level is far below the 5 rem allowed per year by the NRC and State of Utah Radiation Safety Division.

In the event that a student receives 100 mrem or more of radiation exposure in any given quarter, they will be advised and counseled regarding their radiation safety habits.

Attempts will be made to determine if they are using unsafe radiation practices by looking at the types of exams they are performing, areas they are rotating through and safety measures being utilized. Documentation of the counseling session, level of exposure, and clinical site will be completed. The frequency of patterns will be monitored by the program faculty and students and clinical education centers will be advised accordingly.

Faculty will correspond with the Clinical Preceptor of that site and investigate their responsible practices for assuring that radiation safety standards are met in their departments. It is expected that the CI at the clinical site will assist the student in achieving safe radiation practices and reduce exposure levels.

SLCC RADIOLOGY LAB POLICIES & PROCEDURES

1. All radiology students attending the x-ray lab are required to wear their personal dosimeters when radiographic equipment is being energized. In the event a student forgets their personal dosimeter, they will be required to leave the lab, obtain their dosimeter, and attend their assigned clinical site for that day. The student will need to make up the lab. When labs are utilized for positioning only (simulations), dosimeters are not required.
2. A registered radiologic faculty must be present in the lab when the x-ray equipment is energized.
3. Exposures may be performed on x-ray phantoms only. Students will not be in the x-ray rooms during exposures.
4. During labs when using the Portables, OEC C-arm & Precision 500D Fluoroscopy all students will be required to wear lead aprons & thyroid collars and practice ALARA principles. The x-ray equipment will only be operated briefly during demonstrations.
5. Any radiographic equipment malfunctions will be directly reported to the Radiologic Technician Program Director. The equipment will be shut down and not utilized until the problem is resolved by authorized maintenance or through the approval of the Director of the Radiologic Technician Program.
6. The Definium 8000 Digital Room will require a QAP on the detectors after each use. All detector tests must pass after QAP's on the table and upright detectors. Any failed detectors will be reported to the Radiologic Technology Program Director and licensed

maintenance will be performed. The room will be inoperable until approved by the Director.

7. All radiographic equipment after use will be properly turned off and doors to the lab locked.

During the long school breaks, radiographic rooms 1 & 2 will be taken down at the breakers.

RECORD RETENTION

Salt Lake Community College's record retention policies are based upon each program following their accrediting institution's requirements. The Joint Review Committee on Education in Radiologic Technology (JRCERT) record retention requirements are:

1. Transcripts must be kept forever. Should the program close it must make some type of accommodation so that graduates can have access to their records.
2. Retain all financial aid information, specifically if the program holds responsibility for Title IV funding records. Again, if the program closes, accommodations must be made to transfer these records. If the program is not a hospital-based program, this is not a program requirement but rather institutional.
3. The program must maintain historical documentation of each grievance lodged against the program, the process followed, and the outcome of each. This documentation is reviewed by the site visit team.
4. Assessment is an ongoing process, it is recommended to maintain composite assessment data from one accreditation to the next, such as from a continuing accreditation award to the next accreditation award, potentially eight years. For example, if the program uses a competency form to measure an outcome on the plan, it is not necessary to maintain every competency form, keep only a copy of the form with the composite results for each question.

There are no current record retention requirements of the American Registry of Radiologic Technologists (ARRT). They do recommend that the students keep their Clinical Books and the Radiology Program's Clinical Competency Requirements Form (all mandatory and elective competencies) for a period of two years.

JRCERT STANDARDS COMPLIANCE

The SLCC radiologic technology program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The JRCERT has Standards that the program must be in compliance with in order to maintain proper accreditation.

As part of the Standards, the program must have a policy that ensures the resolution of complaints regarding allegations of non-compliance with JRCERT Standards and must maintain a record of such complaints and their resolution.

Following is the procedures for pursuing allegations of non-compliance:

1. Provide the Program Director with a written statement of the allegation of non-compliance. This must include a description of which JRCERT Standard is not being met

- and narration of the allegation.
2. The Program Director will meet with the student to discuss the allegation and a plan of resolution will be documented.
 3. The Program Director will be responsible for alerting involved parties of non-compliance with the plan for resolution.
 4. The Program Director will maintain a record of the complaint and resolution.
 5. In the event that the student does not feel the resolution is adequate, they may further discuss the allegation with the Associate Dean.

Standards for an Accredited Educational Program in Radiologic Sciences website:
<http://www.jrcert.org/>

The Joint Review Committee on Education in Radiologic Technology (JRCERT) is dedicated to excellence in education and the quality and safety of patient care through the accreditation of educational programs in the radiologic sciences.

The JRCERT is the only agency recognized by the United States Department of Education (USDE) and the Council on Higher Education Accreditation (CHEA) for the accreditation of traditional and distance delivery educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry. The JRCERT awards accreditation to programs demonstrating substantial compliance with these standards.

APPENDIX: FORMS

The forms in this appendix may be used during students' time in the program as needed. The Radiologic Technicial Program policies supersede the School of Health Science policies.

Form A: Program Deferment Form

Form B: Program Dismissal Form

Form D: Program Leave of Absence Form

Form E: Program Probation Form

Form F: Program Withdrawal Form

LINKS TO FORMS

[SLCC Radiologic Technology Student MRI Screening Form](#)

[SLCC Radiologic Technology Signature Sheet](#)

[SLCC Radiologic Technology Student Advisory Form](#)

[SLCC Radiologic Technology Declaration of Pregnancy Form](#)

[SLCC Radiologic Technology High Dosimetry Exposure Form](#)

FORM A: PROGRAM DEFERMENT FORM

School of Health Sciences
Program Deferral Form

Student name: _____ Student ID: _____

Program: _____ Deferment start date: _____

Deferment return date & semester/year: _____

Semester course(s) discontinued: _____

Reason for Deferment Request:

Conditions for a Deferment:

- Deferment is voluntary and must be initiated and requested by the student.
- Student is actively enrolled and participating in courses in the program.
- Student is "in good standing" with the program.
- Deferment will require a student complete the current semester enrolled with a grade assigned.
- Re-entry will occur in the next semester of the curricular sequence.
- Student must notify program three months prior to the re-entry start date for intent to return, in writing, email preferred.
- No extensions are granted for deferment.
- If the student does not notify the program with intent to re-enter or is unable to return within set period determined on this form, the student will be withdrawn from the program. A program withdrawal will require re-application for re-admission with re-entry starting at the first semester of the program.

By signing below, the student is requesting a deferment fully acknowledging and understanding the consequences with re-entry. College employees acknowledge receiving and reviewing the deferment request.

Student I Date: _____

Received by I Date: _____

Program Coordinator and Associate Dean will review deferment request within 10 business days of receipt.

Program Coordinator I

☐ Approved ☐ Denied

Date: _____

☐ Approved ☐ Denied

Associate Dean I Date: _____

Comments:

An appeal request of this decision may be made by the student to the Dean of Health Sciences.

FORM B: PROGRAM DISMISSAL FORM

School of Health Sciences
Program Dismissal Form

Student name: _____ Student ID: _____

Program: _____ Semester/Year: _____

Reason for dismissal:

Steps leading to dismissal:

Program student handbook reference:

Conditions of Program Dismissal:

- Dropping or withdrawal of a course after being selectively admitted to a program without an approved program withdrawal, deferment, or leave of absence will constitute student dismissal from a program.
- The Program, Division, and School has determined student dismissal from the program is required.
- Student may appeal the dismissal. Refer to SLCC and student handbook process.
- No grade will be given for courses registered for during the dismissal semester.
- Depending on the date of the dismissal, student may be responsible for tuition and fees for the current semester based on SLCC process. Dismissal does not release student from any financial obligations to the SLCC.
- Dismissal is immediate, upon close of the dismissal meeting. Student is directed to immediately leave the building. An escort may be provided.

By signing below, student acknowledges conditions of dismissal and attendance at a dismissal meeting. Student signature does not constitute agreement with the dismissal decision. SLCC employees acknowledge attendance at dismissal meeting.

Student | Date:

**Program Coordinator |
Date:**

Associate Dean | Date:

FORM C: PROGRAM LEAVE OF ABSENCE FORM

School of Health Sciences
Program Leave of Absence Form

Student name: _____ Student ID: _____

Program: _____ Leave of absence start date: _____

Leave of absence return date & semester/year: _____

Semester course(s) discontinued: _____

Reason for Request: (Check all that apply)

- | | |
|--|--|
| ☐ Military/Deployment | ☐ Pregnancy/Complication/Childbirth/Newborn |
| ☐ Illness/Injury | ☐ Faith-Based Mission ☐ Other: _____ |

Comments:

Conditions for a Leave of Absence

- Student has been selectively admitted and may be participating in courses.
- Circumstances prevent the student from successful completion of coursework which require the student to discontinue studies for a period.
- Student is "in good standing" with the program.
- No grade is earned for courses in a leave of absence semester.
- One leave of absence, per selective admission period and cohort, per student, may be considered.
- Depending on the date of the leave of absence, student may be responsible for tuition and fees for the current semester based on SLCC process. An approved leave of absence does not release student from any financial obligations to the SLCC. The student must decide whether to withdraw or drop from courses.
- A time frame agreed upon for return to the program.
- Student must notify program of intent to return three months prior to the re-entry start date; in writing, email preferred.
- If the student does not notify the program about intent to re-enter or is unable to return within set period determined on this form, the student must request an extension; in writing, email preferred, which will be attached to this form.
- The Program Coordinator and Associate Dean hold the prerogative to honor the request for an extension or not. A decision will be sent to the student within ten (10) business days of the request.
- If the student does not notify the program about re-entry within the time stated on this form, the student will be automatically withdrawn from the program. A withdrawal will require reapplication for readmissions starting again at the first semester of the program.

By signing below the student is requesting a leave of absence, fully acknowledging, and understanding the consequences on grades, tuition/fees owed, and re-entry. College employees acknowledge receiving and reviewing the leave of absence request.

Student I Date: _____

Received by I Date: _____

Program Coordinator and Associate Dean will review leave of absence request within 10 business days of receipt.

Program Coordinator I

☐ Approved ☐ Denied

Date: _____

☐ Approved ☐ Denied

Associate Dean I Date: _____

Rational for decision:

An appeal request of this decision may be made by the student to the Dean of Health Sciences.

EXTENSION REQUEST

Program Coordinator and Associate Dean will review the extension request (see attached) within 10 business days of receipt.

Program Coordinator I

☐ Approved ☐ Denied

Date: _____

☐ Approved ☐ Denied

Associate Dean I Date: _____

Rational for decision:

If denial is the outcome for the leave of absence request or extension request, an appeal request of the decision may be made by the student to the Dean of Health Sciences.

FORM D: PROGRAM PROBATION FORM

School of Health Sciences
Program Probation Form

Student name: _____ Student ID: _____
Program: _____ Semester/Year: _____
Date of Probation _____

Reason for probation:

Steps leading to probation:

Program student handbook reference:

Conditions of Probation:

By signing below student acknowledges conditions of probation and attendance at a probation meeting. Student signature does not constitute agreement with the probation decision. SLCC employees acknowledge attendance at probation meeting.

Student | Date:

**Program Coordinator |
Date:**

Associate Dean | Date:

FORM F: PROGRAM WITHDRAWAL FORM

School of Health Sciences
Program Withdrawal Form

Student name: _____ Student ID: _____
Program: _____ Date of Withdrawal: _____
Semester _____ Course(s) to be withdrawn: _____

Reason for Request: (Check all that apply)

- | | |
|---|--|
| ☐ Reason not provided | ☐ No longer interested in the program |
| ☐ Working too many hours | ☐ Pregnancy |
| ☐ Financial problems | ☐ Personal reasons |
| ☐ Academic load too heavy | ☐ Illness of self or family member |
| ☐ No longer interested in the profession | ☐ Other: _____ |

Conditions of program withdrawal:

- Student withdraws from the program on own volition.
- Withdrawal requires program/division approval; without approval, student will be granted a program dismissal.
- Program withdrawal may require course withdrawal or course drop if requested within a semester.
- If a program withdrawal is requested within a semester, course withdrawal can only be honored if a student is passing at the time of the withdrawal request.
- No grade will be given for courses registered for during the withdrawal semester.
- Depending on the date of the withdrawal, student may be responsible for tuition and fees for the current semester based on SLCC process. Withdrawal does not release student from any financial obligations to the SLCC. The student must follow College protocol for a withdrawal or drop.
- Once this program withdrawal form is signed, student may not return to the program other than by reapplying through the Health Sciences admissions process.

By signing below, I acknowledge I understand the consequences of withdrawal on my grades, eligibility to reapply, my date of graduation, and my eligibility for a tuition refund (if any).

Student I Date: _____

Program Coordinator I Date: _____

Associate Dean I Date: _____

