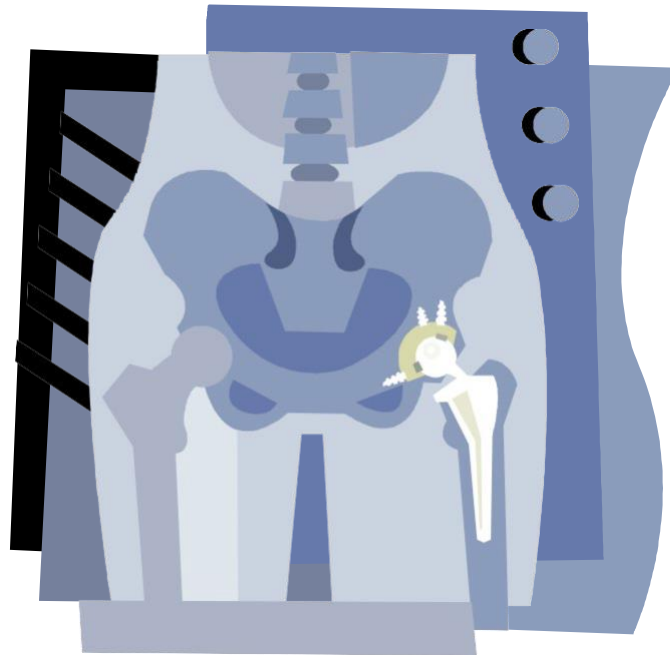


SALT LAKE



COMMUNITY COLLEGE

RADIOLOGIC TECHNOLOGY PROGRAM
Student Handbook
2020



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 August 2020)

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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.

SALT LAKE COMMUNITY COLLEGE STUDENT LEARNING OUTCOMES

1. Acquire substantive knowledge
2. Communicate effectively
3. Develop quantitative literacies
4. Think critically & creatively
5. Become a community engaged learner
6. Work in 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 Sciences. 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. 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:

http://catalog.slcc.edu/preview_program.php?catoid=12&poid=4456&hl=radiologic+technology&returnto=search

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://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.htm>
- 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 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):

- | | |
|------------------|--------------------|
| • Field Trips | • Classrooms |
| • Student Clubs | • Athletics |
| • Transportation | • 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, 801-957-4776, STC 276 A (Redwood)

Employees or Community members-

Title IX & Discrimination Manager, 801-957-5027, AAB 211G (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

“Students with medical, psychological, learning or other disabilities desiring accommodations or services under Section 504 of the Rehabilitation Act or the ADA, must contact the Disability Resource Center (DRC). The DRC determines eligibility for and authorizes the provisions of these accommodations and services for the college.”

Please contact the DRC at:

The Student Center, Suite 244

Taylorville Redwood Campus

4600 So. Redwood Rd., 84123

Phone: (801) 957-4659

TTY: (801) 957-4646

Fax: (801) 957-4947

Email: drc@slcc.edu

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 prelude 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 Dr Brenda Lyman.

Step 3: Clinical Placement

Students spend significant time at their respective clinical site 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 clinical site Code of Ethics. Students who are found to have displayed the 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 Dr Brenda Lyman 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 regulation 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 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 clinical.

If a student requests an exemption to any immunization, the student will need to complete an exemption form and submit to the Associate Dean (for reasons that are religious or personal) or submit 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 individual 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 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 C252.08.

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 of College regulations occur. Individual students who plan, sponsor, or direct such functions also may be subject to sanction.

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 over payment (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 withdrawal (in good standing). The student will be provided admission preference into the next year's cohort beginning with courses not completed.
 - a. Example--if withdrawn 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. 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.

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

ESSENTIAL FUNCTIONS

The Salt Lake Community College Associate of Science/Associate of Applied Science 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/AS 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/AS, 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 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 potential 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. Demonstrate the ability to lift 50 pounds of weight.

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 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 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.

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, psycho-social 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 skills and experience necessary for effective and harmonious relationships in diverse academic and working environments.

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, TTY: (801) 957-4646, Fax: (801) 957-4947 or by email: drc@slcc.edu. Students with disabilities should 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 unfair imposition of penalties and sanctions. The Code outlines the specific rights which 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 maybe any questions or concerns. For more information, download and review the information packet and/or consult the frequently-asked questions.

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 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 on the basis of 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 clinical competency requirements
- Completion of the required amount of clinical hours
- Be a student in good standing

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 found on page 24.

TEST/QUIZ POLICY

Tests must 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 does not call or email prior to the test start time, the student must take the test with 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)

SOCIAL MEDIA POLICY

The use of social media in the Radiology Program is highly discouraged due to sensitive material and confidentiality issues.

Students are not authorized to represent the College on any social media outlet. Student organizations should 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.

Absolutely no electronic devices shall be used during classroom/clinical for personal use.

Absolutely 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. Student will be warned of infraction 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. 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 (i.e. suspension) 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 anyway 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).
- 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.

READMISSION POLICY

Students who do not complete 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 reapply after 2 years from their dismissal date 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).
- Students who fail the Drug Test
- Dismissal from 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 twice, may not reapply.

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 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 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 (5) 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 and behavioral advisement 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-year period 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 which will assist you in directing your concerns to the appropriate faculty.

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

- **David Neil** – 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.
- **Matt Harris & Rebecca Lowell** - Clinical Coordinators:
Clinical Education; to include schedules, hourly requirements, clinical competency progress, concerns regarding clinical education sites, theoretical questions.

**SLCC RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT ADVISORY FORM**

DATE: _____

STUDENT NAME: _____

ACADEMIC ADVISEMENT: Faculty will list the student's courses and grades. Advise and discuss with the student their current standing in the course and program. Allow student to express their accomplishments or concerns. Document student achievements, any deficiencies or concerns and provide supportive assistance to promote achievement in resolving or improving current standing.

BEHAVIORAL ADVISEMENT: Faculty will review with the student the High Ethical Standards and Professional Conduct & Professionalism Policy and their student responsibility to adhere to these standards in school and in the clinical setting. Document student achievements, any deficiencies or concerns and provide supportive assistance to promote achievement in resolving or improving current standing.

FOLLOW-UP:

STUDENT SIGNATURE: _____

ADVISING FACULTY NAME: _____

PROGRAM ATTENDANCE POLICY

Attendance:

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.

Students who have absences in excess of 20% of total attendance time in any course will be dismissed from the program.

If students are not in class for the entire length of the class (leave early) as determined by the instructor, it will be considered an absence.

Tardiness:

A tardy is when a student arrives after the class is scheduled to begin, this includes clinical. After 3 tardies, the student will receive a written warning. A 2 point deduction off the final grade will result upon the fourth and every tardy thereafter.

Example: Student receives 95 points, an "A" final grade. 4 tardies were recorded for the semester. A 2-point deduction for the 4th tardy results in a 2-point deduction in final grade, taking the 95 points to 93 points, resulting in an "A-" final grade.

ILLNESS 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 to 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 a 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.

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 or 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 situation, 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 and fill out an Evacuation Information Form

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 Scott Jones at 801-957-4963 or scott.jones@slcc.edu.

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 standards and will not be allowed to exceed 25% of clinical time on non-traditional hours.
- 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

Students need to be aware that it is their responsibility to assure the security and confidentiality of their clinical book. It is recommended that the student lock their clinical book up at the clinical site. If a locked area is not available, the student should secure it in their backpack and take it home after clinical.

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 the 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 here 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 is 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 is 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.

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
- Students 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 acceptable at the clinical site and need removing or covering. Due to patient sensitivities, colognes and perfumes should be kept to a minimum. Long fingernails are discouraged and become problematic with patient care. 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. 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.

The position of student technologist is not an easy one. 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 course are that you are engaged and present during 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, 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.

IMPORTANT CLINICAL TIME ISSUES

Typically, the day clinical hours are from 8:00am to 4:30pm with ½ hour lunch; Monday – Friday. However, some clinical sites have rotating shifts that start as early as 6:00am and some that go into the evening hours. There are also weekend rotations. You may be asked to participate in some of these rotations to give you a complete appraisal of the duties and responsibilities of a radiologic technologist. The SLCC Clinical Coordinator and hospital CI will set up and monitor these schedule changes.

Evening program clinical shifts are generally 2:00pm to 10:30pm with ½ hour lunch; Monday – Friday and are designed to be a little more flexible. Evening schedules are established by the SLCC Clinical Coordinator. Evening hours cannot go past 12:00 midnight. Evening students must attend 1-day clinical shift per week to receive fluoroscopy training.

The SLCC Clinical Coordinator will establish all clinical schedules and rotations. Only the SLCC Clinical Coordinator can make any changes in schedules or rotations.

Students may not “skip lunch” in order to leave clinic early.

Any clinical shift worked that exceeds 4 hours must include a half-hour lunch.

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

Combined class and clinical obligations must not exceed 40 hours a week.

Students may get ahead 24 hours in clinic each semester. The “banking” of those hours is intended to be used for “emergent situations” and should not be used for completing clinical early. Once the semester ends, those hours do not carry over to subsequent semesters.

Weekend rotations are not required or allowed. The only exception to this is when a student needs to make-up time, which requires the approval of the SLCC Clinical Coordinator.

A student cannot receive clinical hours for time worked (paid time) as a Radiologic Practical Technician (RPT), nor can they pass off competency exams while they are a paid employee. Alterations in clinical schedules for students employed require the approval of the SLCC Clinical Coordinator.

Students must arrive on time for clinical shifts. Continued tardiness will result in disciplinary actions between the student and the SLCC Clinical Coordinator.

If a student must miss clinical, they must notify the Clinical Instructor 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 SLCC 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 SLCC Clinical Coordinator.

Students may not work any of the designated SLCC holidays since faculty and staff need to be available. 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 free time and should not be scheduled during clinic time.

Students who become sick should stay home until s/he is symptom-free to avoid the spread of possible infection. Students may also return to 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 clinic until they are released with no restrictions, there will not be allowances for light duty.

One sick day is allowed in clinic in each of the Fall and Spring Semesters, but not during the Summer.

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

The SLCC Clinical Coordinator must approve all make-up time.

Students are responsible to communicate any clinical schedule change request to the SLCC Clinical Coordinator. This would include things such as medical appointments, family obligations, etc. This does not include calling in sick, unless it has been 3 days.

During the break of the last 2 semesters, 2nd year students in good standing will be allowed to participate in clinical hours, allowing them to complete clinic early. They cannot attend more than 10 hours a day, 40 hours a week and no more than a total of 80 hours. The student must sign a form indicating they want to do this and provide the schedule they wish to attend, (which must be approved by the CI). Students that do attend between semesters cannot receive the additional 24 hours allotted for emergencies during the semester.

CLINICAL ATTENDANCE DOCUMENTATION

Students are required to purchase a Clinical Education Manual which includes an attendance form. Students are responsible for keeping track of their attendance on a daily basis for the entire semester. Students are to accurately document their clinical time by writing in the hours for each day or by clock punching. Clock punching records are to be stapled to the completed attendance document. The clinical manual, with completed attendance documentation, must be signed off by the Clinical Instructor and turned in at the end of the semester. When reporting time in the clinic book, it should be calculated to

the exact time spent in clinic. Giving 10 to 15 minutes extra time when students don't report exactly on the hour is not acceptable. For example, if a student comes in at 8:07 in the morning and stays until 4:30, they get 7 hours and 53 minutes of time.

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. Practice:

Along with coverage of the procedures units, the student will be given a practice sheet. This practice sheet will include all positions taught in class for that unit. The student must actually perform each position listed on the sheet on a fellow student in a mock setting. Practices may be done with any technologist, who will sign the sheet, confirming that you have practiced each position.

Practice sheets should be completed prior to the in-class procedures test so that if the student has questions about any positions, they will be cleared up by having hands-on experience under the supervision of a technologist.

Grading of Practice:

Each semester practice sheets will be given a percentage of the 100 points possible for the clinical grade. The points may vary from semester to semester as different units are covered. The points will be published with the clinical assignments for each semester.

Students may not graduate without completing all required practice sheets.

3. Simulation Testing:

After documenting that you have practiced the unit, the student must arrange for a simulation test of that unit with the Clinical Instructor. 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. As with the practice, 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, which includes returning to a lab setting and completing the practice sheet 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.

4. 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 a 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 in the clinical book.
- d. The CI will monitor all competencies.

The student will be given a sheet called the Master Exam Record 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 and the clinical instructor permits a simulation. Only 8 of the mandatory competencies may be simulated. 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 form to pass off an exam. Any exam that requires a repeated radiograph may NOT be used to pass off a competency.

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 the 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.

5. Clinical Evaluations:

There are two types of evaluations that 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's progress and will be posted with each semester's assignments.

ADDITIONAL INFORMATION

1. All clinical paperwork is due the last Friday prior to finals at the end of each semester. It is the student's responsibility to turn in all paperwork.
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 assignments.

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.

Practice Sheets:

Students must finish all required unit practice sheets each semester. In the event the student does not complete the practice sheet, the student will not receive points for completion. The student must complete the incomplete practice sheet the following semester.

Students will not be allowed to graduate without completing all practice sheets.

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 semester requirements 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 provision of quality patient care and radiation protection, unsatisfactory radiographs shall be repeated only in the direct presence of a qualified radiographer, regardless of level of competency.

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

That supervision provided by a qualified radiographer 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.

Regardless of level of competency, the following must always be performed under DIRECT SUPERVISION:

- All repeated radiographs
- Mobile and operating room procedures
- Any examination in which competency has not been passed off
- 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.

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 the 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 practice sheets
 - c. 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 a 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 level of competency to the technologists. Technologist 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.
9. Students shall not be used to substitute for regular staff.

SLCC Radiologic Technology Student MRI Screening Form

MRI is a strong magnet environment that can be hazardous. If you answer yes to any of the screening questions in section 1, let your CI know and do not enter any MR environment, including transporting patients or lifting help. If you answer yes to any questions in section 2, or have a question or concern regarding any object, implant or device, consult your CI or the MRI tech ***BEFORE*** you enter the MR environment or system. **The MR system is ALWAYS on, even when there is no patient in the room.**

Student's Name: _____

1. Do you have any kind of implant in your body?

- | | | |
|--|-----|----|
| • Pacemakers or pacemaker wires? | Yes | No |
| • Stimulators or stimulator wires? | Yes | No |
| • Pumps (any kind) or any implanted devices? | Yes | No |
| • Any type of shunts? | Yes | No |
| - If yes, is the shunt a programmable shunt? | Yes | No |
| - Do you know the name and make of the shunt? _____ | | |
| • Do you have any brain aneurysm clips? | Yes | No |
| • Do you have any other metal or foreign objects in your body?
Eye implants, prosthetic device, tissue expander, staples, BB, shrapnel? | Yes | No |
| - If yes, what type of implant & location? _____ | | |

2. The following are typical items found on MRI patient screening forms that we want you to be aware of:

- | | | |
|---|-----|----|
| • Hearing Aid (removed before entering MRI scan room) | Yes | No |
| • History of welding or metal worker (Metal fragments in the eye) | Yes | No |
| • Medication patch (Nicotine, Nitroglycerine, Fentanyl) | Yes | No |
| • Removable dental work | Yes | No |
| • Tattoos (Cosmetic, Body) | Yes | No |
| • Body Piercings | Yes | No |
| • ACTi coat Silver Wound dressing | Yes | No |
| • Hair pins or hair piece/wig | Yes | No |
| • Magnetic strip cards i.e. credit cards (when exposed to the magnetic field, they will no longer work) | | |
| • Empty all pockets- no cell phones, safety pins, nail clippers, knives, paperclips, money clips | | |
| • No jewelry or analog watches (they will stop working with too much exposure to the magnetic field) | | |

Radiography Student's signature _____

Date _____

Radiography Faculty's signature _____

Date _____

TRANSMITTED DISEASES POLICY

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 patient's blood and body fluids. This is referred to as "Standard Precautions". 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.

In the student's clinical orientation and in 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.

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 personal 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 supervisor 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 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

For a Blood Borne Injury follow the protocol at the facility where you were injured; if the facility does not have a protocol go to:

University of Utah
Infectious Diseases
University Hospital
Clinic 1A
50 North Medical Drive
Salt Lake City, UT 84132
801-585-2031
M-F 8 AM – 5 PM, Call for an appointment.

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 (www.wcgroup.com/providers). Go to the Emergency Room only for threat of life or limb.

Contact Risk Management at SLCC

Report to Risk Management by the next business day.

Secretary:
Lynn Miller
801-957-4533
Email: lynn.miller@slcc.edu

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.

Contact the Clinical Coordinator at SLCC

Students must contact the clinical coordinator for the Radiologic Technology Program by the next business day. Contact Matt Harris, 801-957-6230 or Rebecca Lowell, 801-957-6199.

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 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," being 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.

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 technologist, they will be issued as 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 Coordinator 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.

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. 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 CI 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 Radiologic Technology Program High Dosimetry Exposure Report Counseling

Student Name: _____

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.

Exposure Period	Exposure Level			Clinical Education Center
	Deep	Eye	Shallow	

Student Input: This is a narrative of things such as areas the student has rotated, exams being done, and radiation safety practices being used, that could have contributed to high exposures.

Plan of Action: Based on the student input above, these are recommendations of corrective actions the student should implement.

The student was counseled to practice the cardinal principles of time, distance and shielding.

Faculty Signature

Date

Student Signature

Date

PREGNANCY POLICY

If a student becomes pregnant at any time during their participation in the program, the student is encouraged to inform, in writing, the Program Director of the pregnancy as soon as possible; however, notification by a student to program officials regarding pregnancy is voluntary. The potential radiation exposure to the fetus can be monitored to ensure that the occupational exposure to a declared pregnant woman does not exceed allowable limits.

The pregnant student may choose from one of the following options:

1. Continue in the program throughout the pregnancy. If the student so decides, she may continue in the program and will be expected to satisfactorily meet the same standards of clinical and classroom performance as are all other students enrolled in the program. A pregnant student wishing to remain in the program must sign the Declaration of Pregnancy Form releasing the school and any of its affiliated clinical agencies from ANY liability concerning her pregnancy or the unborn child.
2. If a student is unable to continue in the program because of the pregnancy, she must withdraw from the program. The student will then be required to reapply for admission into the program if she wishes to continue at any point in the future.

Students who declare pregnancy will be given information from the Nuclear Regulatory Commission Guide 8:13 regarding instructions concerning prenatal radiation exposure. <https://www.nrc.gov/docs/ML0037/ML003739505.pdf>

Students will be counseled about the hazards of radiation to the fetus. The SLCC Clinical Coordinator will monitor exposure reports to ensure that the fetus does not receive more than 0.5 mSv, or 0.05 rem monthly. The student will also be expected to follow all pregnancy-related policies and procedures outlined at clinical site assignments.

Pregnant students are not allowed to hold patients during exposures.

An additional fetal dosimeter will be ordered for the declared pregnant student that must be worn at waist level under lead aprons. The student will be required to pay an additional fee each month for the fetal dosimeter, which will be exchanged monthly.

The pregnant student is responsible for adhering to all recommended radiation safety practices and assumes responsibility for any radiation exposure.

Alterations in clinical assignments will not be made unless exposure reports are nearing the established limits. Students are encouraged to practice the cardinal principles of time, distance and shielding. If the monthly exposure exceeds allowable limits, the student may be transferred to activities that involve negligible or no radiation hazard to the developing fetus.

The student also has the option to withdraw their declaration of pregnancy. This optional withdrawal must be in writing.

DECLARATION OF PREGNANCY

In accordance with the Nuclear Regulatory Commission's Guide 8.13, I am voluntarily declaring that I am pregnant.

Name (printed) _____

Estimated date of conception _____/_____/_____

Please initial the following:

____ I have been given the Nuclear Regulatory Commission's Guide 8.13.

____ I understand the recommended radiation dose to my embryo/fetus during my entire pregnancy **should not exceed 0.5 rem (5mSv)**.

____ I understand that the NCRP recommends a monthly equivalent dose limit of **0.05 rem (0.5 mSv)** to the embryo/fetus.

____ I understand that I must take measures to limit the dose to my embryo/fetus.

____ I understand a fetal dosimeter will be ordered by the Clinical Coordinator, and it must be worn at waist height under any lead aprons. I agree to exchange the fetal dosimeter monthly. I understand I must pay for this dosimeter.

____ I understand that if my monthly dose is greater than **0.1 rem (1mSv)**, I may be transferred to activities that involve negligible or no radiation hazard to the developing embryo/fetus.

____ I understand that I am responsible for completing all of the program's required clinical assignments.

____ I understand that I am releasing the school and any of its affiliated clinical agencies from ANY liability concerning my pregnancy or my unborn child.

Student Signature

Date

Witness Signature

Date

SLCC RADIOLOGY LAB POLICIES & PROCEDURES

1. All radiology students attending the x-ray lab are required to wear their personal dosimeter when radiographic equipment is being energized. In the event a student forgets their personal dosimeter, they will be required to leave lab and attend their assigned clinical site for that day. When labs are utilized for positioning only (simulations), dosimeters are not required.
2. A registered radiologic faculty must be present in the lab when 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 Director of radiology. 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 radiology department.
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 Director of Radiology 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.
8. During the long school breaks, radiographic rooms 1 & 2 will be taken down at the breakers.

RECORD RETENTION

The Salt Lake Community College's record retention policies are based upon each individual 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 an 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 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 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: https://www.jrcert.org/sites/jrcert2/uploads/documents/2021_Standards/2021_Standards_Radiography_12172020.pdf

The Joint Review Committee on Education in Radiologic Technology (JRCERT) is dedicated to excellence in education and to 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.

SIGNATURE SHEET

I have read the Radiologic Technology Program Student Handbook and the Salt Lake Community College Code of Student Rights and Responsibilities. I understand my responsibility concerning the program and college and have had all my questions or concerns addressed completely about these policies. I am aware that my failure to abide by these guidelines will result in either probation or dismissal.

I have read and understand the Policy on Transmitted Diseases for prevention of transmitted and blood-borne diseases. I will attend the Fall Semester RADS 1050 Patient Care and my clinical site orientation where I will be educated and trained regarding hazards, (fire, electrical, chemical) emergency preparedness, medical emergencies, infectious diseases, infection control and standard precautions. I agree 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. I agree to report any incident and follow the procedure for treatment. I understand that I am expected to carry my own health insurance.

_____ (initial) I agree to hold in confidence the name of patients cared for, as well as the diagnosis, condition, treatments, or any other patient information learned in my educational experience.

_____ (initial) I have read and agree to abide by the High Ethical Standards and Professional Conduct & Professionalism 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 and understand the sanctions if found deficient.

_____ (initial) I have read and am cognizant of the Joint Review Committee on Education in Radiologic Technology (JRCERT) standards and have been adequately informed on contact information. I understand that I have the right to submit allegations against the Salt Lake Community College Radiology Program if there is reason to believe that the program has acted contrary to JRCERT accreditation standards or that conditions at the program appear to jeopardize the quality of instruction or the general welfare of its students. I am fully aware that I must first attempt to resolve the complaint directly with institution/program officials by following the grievance procedures provided by the institution/program. If the institution/program officials are unable to resolve my complaint or I believe that the concerns have not been properly addressed, I may submit allegations of non-compliance directly to the JRCERT.

_____ (initial) I understand and agree to all conditions requiring a criminal background check, alcohol & drug testing, and to keep current on immunizations and CPR.

_____ (initial) I give my permission for the Radiologic Technology Program to release information regarding my student progress for financial aid matters, accreditation review, affiliate rotations and references during my course of education.

_____ (initial) I authorize program faculty to release my contact information to the clinical education site (s) to which I am assigned.

Student Printed Name: _____

Student Signature: _____

Date: _____