



**OLNEY CENTRAL COLLEGE**  
**RADIOGRAPHY PROGRAM HANDBOOK**  
**2016-2018**

Some information in this publication may become outdated due to changes in Board of Trustees Policy, state law, and radiography program guidelines. In such instances current board policy, state law, and radiography program guidelines will prevail.

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## INTRODUCTION

Welcome to the Illinois Eastern Community Colleges – Olney Central College Radiography Program. It is important that you read the college catalog and this handbook, since you will be expected to adhere to the policies and guidelines found in these documents. The College reserves the right to change policies and guidelines as needed to facilitate program and student outcomes. Should changes occur, you will be informed as you progress through the program.

The Olney Central College Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182. JRCERT Standards can be viewed at <http://www.jrcert.org>.

Students who successfully complete the Olney Central College Radiography Program and who are in compliance with the American Registry of Radiologic Technologists (ARRT) Standards of Ethics are eligible to sit for the ARRT Primary Certification Examination.

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

It is our desire to help you meet your educational goals. It is our commitment that you receive quality education while enrolled in the radiography program.

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*Theresa Marcotte MSN, RN  
Associate Dean of Nursing and Allied Health*

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*Carol Kocher, MS, R.T. (R) (M)  
Radiography Program Director*

## ***Preface***

*These guidelines have been prepared to assist Olney Central College Radiography students in successfully completing the Associate in Applied Science Degree in Radiologic Technology. Thorough understanding of the curriculum, policies, and standards within the program are essential. The following guidelines are subject to renewal and revision by the Radiologic Technology faculty and approval of the Associate Dean of Nursing and Allied Health.*

## **SECTION I PROGRAM OF LEARNING**

- **Program Mission Statement**
- **Program Goals**
- **Student Learning Outcomes**
- **Radiography Curriculum**

## **RADIOGRAPHY PROGRAM MISSION STATEMENT**

The mission of Illinois Eastern Community Colleges-Olney Central College Radiography Program is to provide quality radiography education and to graduate competent entry-level radiographers to serve the community.

### **PROGRAM GOALS**

The mission is accomplished through these program goals:

1. Students will be clinically competent.
2. Students will communicate effectively.
3. Students will use critical thinking and problem solving skills.
4. Students will evaluate the importance of professional growth and development.

### **STUDENT LEARNING OUTCOMES**

1. Students will demonstrate positioning skills.
2. Students will select appropriate technical factors.
3. Students will demonstrate radiation protection.
4. Students will demonstrate adequate knowledge of radiographic procedures (positioning criteria, anatomy, selection of technical factors)
5. Students will demonstrate written and oral communication skills.
6. Students will evaluate radiographic images for appropriate technical factors and positioning.
7. Students will adapt positioning for trauma patients.
8. Students will demonstrate understanding of the importance of participation in professional radiology organizations.
9. Students will demonstrate understanding of the necessity and importance of continuing education.
10. Students will demonstrate awareness of cost effective health care delivery.

**ILLINOIS EASTERN COMMUNITY COLLEGES – OLNEY CENTRAL COLLEGE  
RADIOGRAPHY CURRICULUM**

<u>COURSE #</u>	<u>COURSE</u>	<u>LECTURE CREDIT CONTACT</u>	<u>LAB CONTACT HRS</u>	<u>TOTAL CR HOURS</u>
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**PRE-PROGRAM REQUIREMENTS**

HEA 2299	Independent Study in Allied Health	1	0	1	<b>1</b>
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**LEVEL I**

**SUMMER**

<u>COURSE #</u>	<u>COURSE</u>	<u>LECTURE CREDIT CONTACT</u>	<u>LAB CONTACT HRS</u>	<u>TOTAL CR HOURS</u>
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RAD 1201	Introduction to Radiography	2	2	3	
RAD 1207	Introduction to Radiographic Processing	1	2	2	
RAD 1208	Radiology Patient Care	2	2	3	
RAD 1211	Radiography Orientation	0.5	0	0.5	
MTH 1201	Technical Mathematics	2	0	2	<b>10.5</b>

**FALL**

HEA 1225	Intro Medical Terminology	3	0	3	
LSC 2111	Human Anatomy and Physiology I	3	2	4	
RAD 1204	Radiographic Procedures I	3	2	4	
RAD 1206	Applied Clinical Radiology I	0	14	2	
RAD 1209	Radiologic Science	2	2	3	<b>16</b>

**SPRING**

LSC 2112	Human Anatomy and Physiology II	3	2	4	
RAD 1222	Principles of Radiographic Exposure	2	2	3	
RAD 1223	Quality Improvement	2	0	2	
RAD 1224	Radiographic Procedures II	3	2	4	
RAD 1226	Applied Clinical Radiology II	0	14	2	<b>15</b>



## **SECTION II**

### **ETHICAL AND LEGAL RESPONSIBILITIES**

- **ARRT Standards of Ethics**
- **ARRT Ethics Review Committee**
- **Student Conduct**
- **IECC Academic Integrity Policy**

## **ARRT STANDARDS OF ETHICS**

The ARRT Standards of Ethics developed and jointly adopted by the American Registry of Radiologic Technologists and the American Society of Radiologic Technologists (ASRT) is made up of two parts, the Code of Ethics and the Rules of Ethics. The first part, the Code of Ethics, serves as a guide by which Registered Technologists and Radiography Students evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team. The Code of Ethics is intended to assist Registered Technologists and Radiography Students in maintaining a high level of ethical conduct. The Code of Ethics is aspirational.

The Rules of Ethics form the second part of the Standards of Ethics. They are mandatory standards of minimally acceptable professional conduct for all Registered Technologists and Radiography Students. These Rules of Ethics are intended to promote the protection, safety, and comfort of patients. The Rules of Ethics are enforceable. Registered Technologists or Radiography Students found in violation of any of the Rules of Ethics or who permit a violation with respect to them are subject to sanctions as described by the ARRT. The ARRT Standards of ethics can be viewed at <https://www.arrt.org/pdfs/Governing-Documents/Standards-of-Ethics.pdf>

## **ARRT ETHICS REVIEW COMMITTEE**

Any conviction, felony or misdemeanor must be investigated by the ARRT Ethics Committee. An OCC Radiography Program student should write to the ARRT Registry Ethics Review Committee regarding any conviction. At that time, the ARRT will require information about the student, the conviction, and how the student's conduct has been since the conviction.

The Olney Central College Radiography Training Program does not guarantee a student will be eligible to sit for the Registry if they have a felony or misdemeanor conviction. Graduation from the Olney Central College Radiography Program does not constitute eligibility to sit for the Registry.

The ARRT Ethics Committee is group of individuals that will make the decision about student eligibility to take the Registry. Olney Central College or the ARRT Registry office does not make that decision. It is only the ARRT Ethics Committee that will make the final decision.

If the student has had any arrests and convictions since the conviction, these may not be favorable circumstances as the case is presented to the ARRT.

It is strongly recommended that a student admitted in the program who has a previous conviction should be a model student during the training period. The more favorable recommendations the student is able to submit to the ARRT Ethics Committee, the better the chances are of meeting the approval of the committee so the student will be able to sit for the Registry.

Students who have had a felony or misdemeanor conviction should also be advised that although the ARRT Ethics Committee may make a render a favorable decision to allow the graduate to sit for the ARRT Primary Certification Examination, OCC Radiography Program Affiliate hospitals may not allow him or her to complete a clinical rotation at that site. Such a decision may impact the student's ability to compete program requirements in order to graduate.

## STUDENT CONDUCT

The process of becoming an effective member of the health care professions involves attaining competency in knowledge, skills and behavior. Radiologic Technology students are evaluated by testing and oral and written assignments, through skills performance and observation and interaction in class and clinical settings. A shared process of student self-assessment and faculty assessment is utilized. Input from peers, other faculty, clinical instructors and other agency staff is also considered. Underlying all evaluation is the assumption the student practices the core values of Olney Central College. These core values, truth/honor, fairness, compassion, respect/self-respect and responsibility are also inherent to the practice of Radiologic Technology.

**Truth** includes doing one's own work. Students are expected to do homework, tests and other assignments unassisted unless the instructor provides other directions. No credit will be given for material that is not the student's own work. Any student who displays dishonest behavior will be brought before program officials for review and may be dismissed from the program.

**Honor** means integrity in one's beliefs and actions. Honor involves congruence between what one says and what one does and consistency in behaviors. The student is expected to adhere to policies of the college, the program and clinical agencies. As the student develops in the practice of radiologic technology, adherence to the ethics and standards of the practitioner is required.

**Fairness** involves weighing situations and interactions and responding reasonably. It also means the student will be courteous and civil in expressing opinions and agreeing or disagreeing with others.

**Compassion** means demonstrating an understanding of the difficulties of others. It also includes recognizing decisions involve looking at the context of a situation. The student is expected to realize balancing different needs requires flexibility to allow for suitable adjustments.

**Respect/Self-respect** involves valuing self and is demonstrated by conduct, appearance and interaction with others. The student is expected to interact with peers, faculty, other campus personnel and all agency persons with respect. Respect also involves not talking when others are speaking, listening to others, responding non-judgmentally to the views of others and demonstrating tolerance. Appropriate verbal and non-verbal communication is required. The student is expected to meet the standards of the radiologic technology program and clinical agencies in dress and appearance.

**Responsibility** involves choosing responses and accepting consequences of choices. A student automatically assumes certain responsibilities when enrolling in radiologic technology courses. The student will be on time, take exams on scheduled days, maintain alertness, make full use of class/clinical time, avoid excessive conversation during class and maintain composure when discussing exam results and other forms of evaluation. The student also assumes responsibility for accurate self-assessment of competency. When competencies/proficiencies are performed and signed, the student and clinical instructor have evaluated the student's performance as meeting the criteria. The student assumes responsibility for monitoring his/her progress in courses through review of grades and feedback on assignments. The student is expected to confer with instructors and alter behaviors as recommended.

Students will be given feedback, formally and informally, related to conduct. If concerns are identified, the instructor(s) and student will meet to develop a plan for change. If conduct issues continue to be a concern, the situation will be reviewed with program officials. Such review may result in the student being dismissed from the program.

## **IECC ACADEMIC INTEGRITY POLICY**

Illinois Eastern Community Colleges is committed to Academic Integrity and believes in responsibility, honor/truth, fairness, respect/self-respect, and compassion free from fraud and deception. This implies that students are expected to be responsible for their own work and that faculty and academic support services staff members will take reasonable precaution to prevent the opportunity for academic dishonesty.

### **Violations**

The District recognizes the following general categories of violations of academic integrity, with representative examples of each. Academic integrity is violated whenever a student:

- A. Uses or obtains unauthorized assistance in any academic work.
  - Copying from another student's exam.
  - Using notes, books, electronic devices or other aids of any kind during an exam when prohibited.
  - Stealing an exam or possessing a stolen copy of an exam.
- B. Gives fraudulent assistance to another student.
  - Completing graded academic activity or taking an exam for someone else.
  - Giving answers to or sharing answers with another student before, during or after an exam or other graded academic activity.
  - Sharing answers during an exam by using a system of signals.
- C. Knowingly represents the work of others as his/her own, or represents previously completed academic work as current.
  - Submitting a paper or other academic work for credit which includes words, ideas, data or creative work of others without acknowledging the source.
  - Using another author's words without enclosing them in quotation marks, without paraphrasing them or without citing the source.
  - Submitting the same paper or academic assignment to another class without the permission of the instructor.
- D. Fabricates data in support of an academic assignment.
  - Falsifying bibliographic entries.
  - Submitting any academic assignment which contains falsified or fabricated data or results.
  - Inappropriately or unethically uses technological means to gain academic advantage.
  - Inappropriately or unethically acquiring material via the Internet or by any other means.
  - Using any electronic or hidden devices for communication during an exam.

Each instructor and academic support service area is authorized to establish specific guidelines consistent with this policy.

### **Consequences for Violations of Academic Integrity**

The following is a non-inclusive summary of consequences that may result from a student who violates this policy.

- A failing grade for the assignment in question.
- A failing grade for the course.
- An immediate suspension from the class for one or more class sessions.
- Administrative withdrawal from the course in question.

- Administrative withdrawal from the student's major or related majors as determined by the Dean.
- Suspension or academic dismissal from IECC.

**Appeals**

The student has a right to appeal the decision of the instructor or the Dean.

## **SECTION III**

### **PROGRAM REQUIREMENTS AND COSTS**

- **Required Technology**
- **CPR Requirements**
- **Liability Insurance**
- **Physical Examination, Drug Screen, and Immunizations**
- **Health Insurance**
- **Program Costs**
  - **Program Cost Sheet**
  - **Program Enrichment Fund**
  - **Course Review Fee**
- **Financial Indebtedness**

## **REQUIRED TECHNOLOGY**

1. Faculty/student information will be communicated through the College Entrata system.
2. Students must set up an Entrata e-mail account with the College.
3. Many student learning resources may be accessed online.
4. Internet access is required for faculty/student communication and to access these resources.
5. Students who do not have access to the internet through a personal computer may utilize computers in the College library during regularly scheduled library hours.

## **CPR REQUIREMENTS**

All students must provide proof of current CPR certification. American Heart Association – Healthcare Provider Course or the equivalent is required.

A copy of the CPR certification card will be placed in the student’s file prior to enrolling in Applied Clinical I (RAD 1206). It is the STUDENT’S responsibility to maintain certification for the ENTIRE time he/she is a radiography student. Every student is required to complete a review of professional rescuer CPR skills and knowledge annually.

## **LIABILITY INSURANCE**

Each student must carry the Professional-Personal Liability Insurance Policy provided by IECC. The fees for this policy are paid at the beginning of the fall term each year. Students who enter spring semester will pay the same fee.

## **PHYSICAL EXAMINATION, DRUG SCREEN, IMMUNIZATIONS**

Before beginning the program, students must submit a completed physical exam form (completed by a physician of their choice) 10-panel urine drug screen and an immunization record. Protective immunizations, such as an annual flu vaccine, and TB testing are updated annually and/or as needed and the results maintained in the student file. Students are required to comply with any additional agency requirements.. Cost of all vaccines and testing is at the student’s own expense. Students refusing the flu vaccine are required to sign a Flu Vaccine Declination form stating that they understand that refusal of the vaccine may impact their ability to complete a clinical rotation at certain sites and therefore, may impact their ability to complete program clinical requirements.

Information from the physical and immunization record shall be made available to the clinical agency upon request of the agency. Changes in health status, surgery, illness or injury should be reported to the Program Director. Students should retain multiple copies of their immunization and physical examination records. **It is the student’s responsibility to provide requested documentation to his/her assigned clinical facility.**

## **HEALTH INSURANCE**

It is recommended that all students carry their own personal health insurance. Each student is responsible for his/her own health care costs including physician, diagnostic and treatment costs related to incidents occurring during clinical rotations.

**PROGRAM COSTS - D327 ASSOCIATE IN APPLIED SCIENCE DEGREE IN RADIOGRAPHY  
IN-DISTRICT STUDENTS 2016-2017  
All Costs Are Approximate and Subject to Change**

**PROGRAM COST – FIRST YEAR**

**Level I Summer Semester**

*Tuition @ \$140.00 per semester hour (Radiography Variable Rate)	1,190.00
RAD 1201 - 3 semester hours - \$420.00	
RAD 1207 - 2 semester hours - \$280.00	
RAD 1208 - 3 semester hours - \$420.00	
RAD 1211 - 0.5 semester hours - \$70.00	
*Tuition @ \$83.00 per semester hour	166.00
Technical Mathematics - 2 semester hours - \$166.00	
Technology Fee (\$5 per semester hour)	52.50
Maintenance Fee (\$10 per semester hour)	105.00
Student Support Fee (\$10 per semester hour)	105.00
Course Review Fee	30.00
Course Lab Fee	30.00
Program Enrichment Fee	60.00
Facilities Usage Fee	5.00
Radiography Program Handbook	10.00
Textbooks for Radiography	713.00
Support Course Textbooks	95.00
Liability Insurance	15.00
ID Badge	5.00
Health Physical Exam and Immunizations	300.00
TB Test	20.00
CPR certification (card must be purchased at student expense)	3.00
Background Check	65.00
Drug Screening	60.00
	<b>\$ 3,029.50</b>

**Level I Fall Semester**

*Tuition @ \$140.00 per semester hour	1,260.00
RAD 1204 - 4 semester hours - \$560.00	
RAD 1206 - 2 semester hours - \$280.00	
RAD 1209 - 3 semester hours - \$420.00	
*Tuition @ \$83.00 per semester hour	581.00
Human Anatomy & Physiology I - 4 semester hours - \$332.00	
Intro to Medical Terminology - 3 semester hours - \$249.00	
Student Support Fee (\$10 per semester hour)	160.00
Maintenance Fee (\$10 per semester hour)	160.00
Technology Fee (\$5 per semester hour)	80.00
Course Review Fee	30.00
Course Lab Fee	20.00
Clinical Fee	20.00
Science Lab Fee	10.00
Program Enrichment Fee	60.00
Facilities Usage Fee	5.00
Clinical Attire (2 uniforms, 1 lab jacket, 1 pair shoes, watch with second hand)	250.00
Flu Shot	30.00
Transportation to clinical education	costs variable
Textbooks for Radiography	250.00
Clinical Forms Packet	45.00
Support Course Textbooks	367.00
	<b>\$ 3,328.00</b>

**Level I Spring Semester**

*Tuition @ \$140.00 per semester hour	1,540.00
RAD 1222 - 3 semester hours - \$420.00	
RAD 1223 - 2 semester hours - \$280.00	
RAD 1224 - 4 semester hours - \$560.00	
RAD 1226 - 2 semester hours - \$280.00	
*Tuition @ \$83.00 per semester hour	332.00
Human Anatomy & Physiology II - 4 semester hours - \$332.00	
Technology Fee (\$5 per semester hour)	75.00
Maintenance Fee (\$10 per semester hour)	150.00
Student Support Fee (\$10 per semester hour)	150.00
Course Review Fee	30.00
Course Lab Fee	20.00
Clinical Fee	20.00
Program Enrichment Fee	60.00
Science Lab Fee	10.00
Facilities Usage Fee	5.00
Transportation to clinical education	costs variable
Textbooks for Radiography	185.00
Support Course Textbooks	15.00
	<b>\$ 2,592.00</b>

**Total Cost for 1st Year   \$   8,949.50**

**PROGRAM COST - SECOND YEAR****Level II Summer Semester**

*Tuition @ \$140.00 per semester hour	560.00
RAD 1227 - 2 semester hours - \$280.00	
RAD 1236 - 2 semester hours - \$280.00	
*Tuition @ \$83.00 per semester hour	249.00
Composition I or Fundamentals of Effective Speaking - 3 semester hours - \$249.00	
Technology Fee (\$5 semester hour)	35.00
Maintenance Fee (\$10 per semester hour)	
Student Support Fee (\$10 per semester hour)	70.00
Course Review Fee	30.00
Course Lab Fee	20.00
Clinical Fee	20.00
Program Enrichment Fee	60.00
Facilities Usage Fee	5.00
Transportation to clinical education	costs variable
Radiography Program Handbook	10.00
Support Course Textbooks	135.00
ID Badge	5.00
TB Test	10.00
CPR Certification (card must be purchased at student expense)	3.00
Clinical Attire for summer semester (3 uniforms + 1 lab jacket)	140.00
	<b>\$ 1,352.00</b>

**Level II Fall Semester**

*Tuition @ \$140.00 per semester hour	1,680.00
RAD 1221 - 3 semester hours - \$420.00	
RAD 1228 - 3 semester hours - \$420.00	
RAD 1246 - 3 semester hours - \$420.00	
RAD 2201 - 3 semester hours - \$420.00	
Technology Fee (\$5 per semester hour)	60.00
Maintenance Fee (\$10 per semester hour)	
Student Support Fee (\$10 per semester hour)	120.00
Course Review Fee	30.00
Course Lab Fee	30.00
Clinical Fee	20.00
Program Enrichment Fee	60.00
Facilities Usage Fee	5.00
Flu Shot	(Cost Variable) 30.00
Transportation to clinical education	costs variable
Textbooks for Radiography	195.00
Liability Insurance	15.00
	<b>\$ 2,245.00</b>

**Level II Spring Semester**

*Tuition @ \$140.00 per semester hour	1,120.00
RAD 1256 - 3 semester hours - \$420.00	
RAD 2203 - 3 semester hours - \$420.00	
RAD 2204 - 1 semester hour - \$140.00	
RAD 2205 - 1 semester hour - \$140.00	
*Tuition \$83.00 per semester hour	249.00
General Psychology I - 3 semester hours - \$249.00	
Technology Fee (\$5 per semester hour)	55.00
Maintenance Fee (\$10 per semester hour)	110.00
Student Support Fee (\$10 per semester hour)	110.00
Course Review Fee	30.00
Course Lab Fee	30.00
Clinical Fee	20.00
Program Enrichment Fee	60.00
Facilities Usage Fee	5.00
Transportation to clinical education	costs variable
Textbooks for Radiography	160.00
Support Course Textbooks	185.00
HESI Exit Exam Fee	51.00
ISSRT Annual Conference - food & transportation (registration & room covered by Enrichment Fund)	costs variable
Graduation Fee	30.00
Application for ARRT Registry Exam	200.00
	<b>\$ 2,415.00</b>

**Total Cost for 2nd Year   \$   6,012.00**

**Total Cost for Radiography Program   \$   14,961.50**

\*See college catalog for out-of-district resident tuition fees.  
 Students are required to furnish their own transportation to clinical.  
 Students are responsible for their own health insurance costs.

## **PROGRAM ENRICHMENT FUND**

One facet of educational experience is professional development. Radiologic Technology is a rapidly growing and changing area in health care. Professional development promotes the advancement of knowledge in radiation and imaging specialties, encourages high standards and enhances the quality of patient care. Ensuring adequate monetary resources to provide basic experiences for the foundation of this educational component is the purpose of the Program Enrichment Fund.

Program Enrichment fees are paid by the student each semester. This fee is billed to the student at registration and is not refundable.

The Program Enrichment Fee defrays expenses for the following activities:

1. Student membership in the Illinois State Society of Radiologic Technologists (ISSRT). Membership includes reduced rates for ISSRT sponsored meetings and a publication of the ISSRT newsletter (Illini Tech).
2. Attendance at the Illinois State Society of Radiologic Technologists (ISSRT) Annual meeting during the second Spring semester of the program. This promotes understanding of the functions of a state professional group, including business and continuing education sessions, and promotes ideas for a Scientific Exhibit or Paper. The Enrichment Fund will pay for the meeting registration and hotel room. Each student is required to attend all meetings at the convention, including business meetings.
3. Registration fees for the Association of Collegiate Educators in Radiologic Technology (ACERT) Annual Conference. This assists students in understanding the functions of a national professional group and provides opportunity to participate in continuing education sessions, Student Challenge and registry preparation sessions.
4. Participation in professional development activities deemed appropriate by Radiography staff and Associate Dean of Nursing and Allied Health.

## **COURSE REVIEW FEE**

Students are assessed a course review fee each semester to defray the cost of the Registry Review Seminar held during the student's final semester of the program.

## **FINANCIAL INDEBTEDNESS**

Students who are in any way financially indebted to Olney Central College and/or who failed to account for hospital or program property placed in their possession will:

1. Be denied an official transcript of grades until satisfactory settlement has been made.
2. Be suspended from official graduation **AND** ARRT Registry eligibility, until account is settled.

## **SECTION IV GENERAL INFORMATION**

- **Organizational Structure**
- **Contact Information**
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- **Student Rights/College Policies**
- **Non-Sexual Harassment Policy**
- **Campus Emergency Plan**

## **ORGANIZATIONAL STRUCTURE**

Based on the Student Complaint Policy, students are expected to address formal complaints to persons according to the organizational structure in the order listed. Please see the IECC catalog to determine specific steps and timeline requirements required to initiate this policy.

### **Radiographic Campus Classes**

1. Faculty member most directly involved with the concern.
2. Program Director
3. Associate Dean of Nursing and Allied Health
4. President, Olney Central College
5. CEO, IECC District 529
6. Board of Trustees, IECC District 529

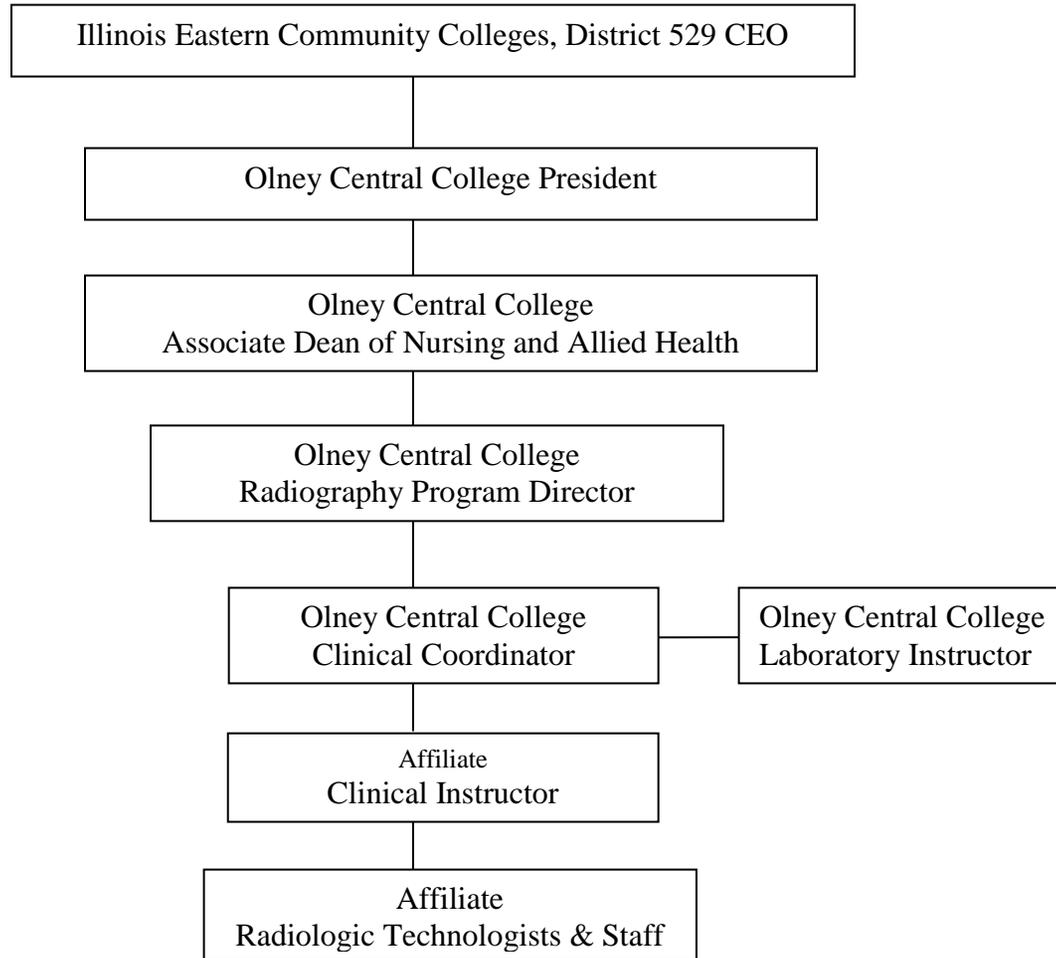
### **Radiographic Clinical Experiences**

1. Radiologic Technologist or Staff member most directly involved with the concern
2. Clinical Instructor
3. Clinical Coordinator
4. Program Director

If not resolved, follow structure as noted above.

# OLNEY CENTRAL COLLEGE RADIOGRAPHY PROGRAM

## ORGANIZATIONAL STRUCTURE



## **CONTACT INFORMATION**

Olney Central College  
305 N. West Street  
Olney, IL 62450  
618-395-7777  
618-395-5299

Radiography Program Director  
Carol Kocher, M.S., R.T. (R) (M)  
618-395-7777, extension 2139  
[kocher@iecc.edu](mailto:kocher@iecc.edu)

Radiography Clinical Coordinator  
Lisa Rauch, M.A.Ed., R.T. (R) (M)  
618-395-7777, extension 2243  
[rauchl@iecc.edu](mailto:rauchl@iecc.edu)

Radiography Part-Time Faculty  
Brittany Ochs, B.A. R.T. (R)  
618-395-7777, extension 2116  
[ochsb@iecc.edu](mailto:ochsb@iecc.edu)

## **TECHNOLOGY POLICY**

Use of all electronic devices i.e. cell phones, laptop computers, book readers, media players, etc. in the clinical setting is prohibited. Cell phones, book readers, media players, etc. should be turned off and put away during class or clinical education. Laptop use in the classroom is permitted only with permission of the instructor. If such technology use is observed the student will be dismissed from class/clinical and not allowed to return to that class for the day. Clinical or class time missed will be considered an absence day. The student will not be allowed to complete any graded work in progress and will earn a zero.

## **SOCIAL NETWORKING**

Social networking is not permitted during classes, lab, and clinical education (see Technology Policy).

Information about a patient in any context is a possible HIPAA violation. Discussing any clinical information on a social network site is a potential HIPAA violation.

Some employers screen the social networking practices of potential employees. As the job market has become more competitive, some human resource departments have adopted the practice of reviewing a candidate's social media profile(s) when considering that individual for employment. Inappropriate comments and/or photos may adversely affect an individual's ability to secure employment. Be advised that social media is not as private and secure as perceived.

If a social networking issue should arise during enrollment in the program, the consequence could be recommendation for dismissal from the Radiography program.

## **CHANGE OF PERSONAL DATA**

It is the student's responsibility to report a change in name, address and/or telephone number immediately to the Program Director and Student Services. This is necessary to ensure timely communications from the Radiography Program and College.

## **CONFIDENTIALITY OF INFORMATION**

Olney Central College Radiography Program recognizes the importance of confidentiality of student records and information and is in compliance with the Family Education Rights and Privacy Act. Information regarding the student is not released without written consent of the student, except as required by law.

## **CONTINUING PROGRAM EVALUATION**

With the assistance of the OCC Radiography Program Advisory Committee, the continued development and review of the Radiography Program will be accomplished for overall program improvement by the following methods:

1. Student evaluations of instructional methods, agencies, courses
2. Olney Central College Radiography Department Meetings
3. IECC Students First meetings
4. Advisory Committee suggestions
5. Employer surveys
6. 6 month graduate surveys
7. ARRT Registry results

## **COPY OF TRANSCRIPTS**

The student may request a transcript of his/her college courses at any time. Requests must be made in writing and submitted to the Office of Student Records or an unofficial record can be accessed through ENTRATA.

## **EDUCATIONAL GUARANTEE**

Information regarding technical degree/certificate educational guarantee and transfer degree educational guarantee is found in the Student Conduct and Rights Section of the College catalog

## **NON-DISCRIMINATION**

The Olney Central College Radiography Program, as a program of Illinois Eastern Community Colleges (IECC), complies with the non-discriminatory policies of IECC. Illinois Eastern Community Colleges does not discriminate on the basis of race, color, religion, gender, age, disability, national origin, or veteran status. Illinois Eastern Community Colleges adheres to the Federal Regulations of the Americans with Disabilities Act of 1990 and offer appropriate services or activities with reasonable accommodations to any qualified disabled individual upon request.

## **STUDENT COMPLAINT POLICY**

The Radiography Program of Olney Central College recognizes the need to resolve valid appeals to complaints in a fair, impartial and timely manner and thus establishes a procedure to review and/or resolve causes of dissatisfaction in an orderly and systematic manner. The Student Complaint Policy is found in the Olney Central College Catalog and on the IECC website: [www.iecc.edu](http://www.iecc.edu). Any complaints and/or allegations relating to non-compliance with the JRCERT STANDARDS should follow the same complaint policy.

## **COMPLAINTS OR CONCERNS RELATED TO APPLIED CLINICAL EDUCATION**

Any complaints or concerns from the student must be submitted in writing to the Clinical Coordinator in order to receive further consideration. All written concerns or complaints will be reviewed by the Clinical Coordinator and forwarded to the Program Director.

## **PROFESSIONAL DEVELOPMENT**

The Olney Central College Radiography Program believes in providing opportunities for professional development of the student. Each student is a student member of the Illinois Society of Radiologic Technology through the Enrichment Fund, and students are encouraged to become a student member of the American Society of Radiologic Technology (ASRT). Students are offered the opportunity to attend the ACERT Annual Conference and the ISSRT Annual Conference during their second year in the program.

For more information please visit:

### **Illinois State Society of Radiologic Technologists**

The ISSRT, an affiliate of the American Society of Radiologic Technologists (ASRT), is the organization dedicated to the Radiologic Science professional, reflecting the concerns and spirit of thousands of Illinois technologists and students

<http://members.issrt.org/>

### **American Society of Radiologic Technologists**

The American Society of Radiologic Technologists is a professional association for the medical imaging and radiation therapy communities that provides education, advocacy and research.

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

### **Association of Collegiate Educators in Radiologic Technology**

ACERT is the Association of Collegiate Educators in Radiologic Technology, Inc, a non-profit educational organization dedicated to improving the quality of education at the collegiate level in radiologic technology.

<http://www.acert.org/>

## **RADIOGRAPHY CONFERENCES/EVENTS**

Students in attendance at any educational conference are **required** to attend **all** meetings at the conference, including business meetings. Cell phone use during educational sessions, and/or business sessions is NOT permitted.

**Any student who does not attend all educational sessions, presentations and business sessions may be required to make up seven hours of clinical time for each hour of meeting absence. Students using cell phones during education sessions and/or business sessions will result in the student making up seven hours of clinical time for each infraction.**

All college and program policies are in effect during the entire college sponsored trip. IECC policy prohibits the possession, use, and sale of alcoholic beverages or illegal drugs by anyone while participating in college activities/events. IECC policy will be strictly adhered to. Failure to follow IECC policies and/or program regulations and expectations may result in disciplinary action including potential dismissal from the Radiography program.

**Students may be asked to pay a deposit prior to registration for the event and/or purchase of airfare. Any student who registered to attend the meeting and does not attend, depending on the circumstances for electing not to attend, may have to reimburse the Enrichment Fund or the Radiography Club account for the balance of any nonrefundable fees already incurred.**

**Students must be in good academic standing at the date conference registration and/or travel arrangements are made. Any student who is not in good academic standing at the time conference registration and/or travel arrangements are made, but who achieves good standing prior to departure to the conference may still attend, however the student will be responsible for paying any difference in registration, travel or lodging costs. Students should also be aware that he/she may not be able to obtain seating on the same flights as the rest of the group and may experience delays in arrival or departure times.**

## **REQUIRED CAPABILITIES**

Students enrolled in the Olney Central College Radiographic Technology Program must possess the physical and psychological capabilities required to meet the classroom and clinical objectives of the curriculum (refer to IECC Catalog). Curriculum objectives require students to have cognitive, psychomotor, and affective abilities that ensure safe and competent performance of radiologic procedures and related responsibilities. It is IECC policy to provide reasonable accommodations to students with disabilities. If the student would like to request academic support services, he/she needs to contact the Program Director or the Learning Skills Center.

## **PREGNANCY POLICY**

Based on Federal Registry 10CFR Part 20 Section 340 that went into effect January 1, 1994, it is up to the student to **voluntarily** declare pregnancy. The declaration of pregnancy must be in writing. The student also has the right to rescind the declaration of pregnancy at any time thereafter once the declaration of pregnancy has been made. The rescinded declaration must also be in writing.

Due to the danger from radiation exposure to an unborn fetus, especially in the first three months, a student who is or becomes pregnant at any time during the 24 months of training is encouraged to advise the Program Director of that fact at the earliest possible pregnancy test.

If the student informs the program director of a pregnancy, the student will be asked to declare in writing that she is pregnant and state an estimate of the date of conception. Then a radiation dosimeter can be obtained for the fetus and an estimate of fetal radiation dose calculated.

The student who voluntarily discloses a pregnancy will be offered the following options:

1. Voluntarily leaving the Program.
2. Remaining in her position and completing the Radiography Program.
3. Altering her clinical rotations during the pregnancy while retaining her position in the program.

Upon declaration of pregnancy, the student meets with the Program Director to review radiation safety practices and fetal exposure limits. The program will make every effort to assist the student to complete course objectives while maintaining fetal safety. In altering the student's clinical rotation, it may be difficult for the student to meet the vital clinical objectives and educational rotations the program requires within the 24 month period; an extension is possible. As with any student, all objectives and rotations must be completed prior to graduation from the Radiography Program.

Information regarding a student leaving due to pregnancy will be held in the strictest confidence.

A plan for fetal safety cannot be made if a pregnancy is not made known to program officials.

## **STUDENT RECORDS**

In compliance with the Family Education Rights and Privacy Act the following records are securely maintained while the student is enrolled in the program:

1. Application records
2. Health records and immunizations
3. Background check
4. Attendance records
5. Classroom and clinical evaluations
6. Clinical rotation schedule
7. Counseling records

The following records are permanently maintained:

1. Transcripts

The following records are maintained for a period of eight years:

1. Health records immunizations
2. Background check
3. Cumulative radiation monitoring report
4. Policy forms (signed statements of understanding)
5. List of Competencies

Student records are confidential. Individual student records are available for review by the student at his/her written request to the Program Director. Following receipt of the written request, the Program Director will schedule a records review session with the student.

### **STUDENT RIGHTS/COLLEGE POLICIES**

Information regarding the following policies is found in the Student's Right to Know and Student Conduct section of the college catalog in print copy or on web site: [www.iecc.edu](http://www.iecc.edu)

- Student Complaint Policy
- Sexual Harassment Policy
- Privacy of Student Information
- Student Safety Policy
- Substance Abuse Policy

Detailed information is provided in the Appendices of the College Catalog.

### **NON-SEXUAL HARASSMENT POLICY**

It is the policy of the OCC Radiography Program that non-sexual harassment behaviors by or against any individual will not be tolerated. Non-sexual harassment includes any comment, action, or type of behavior that is threatening, insulting, intimidating or discriminatory and upsets the clinical or college environment.

Non-sexual harassment can include, but is not limited to the following:

- Verbal abuse regarding a person, a person's family, age, religion, race and/or ethnicity
- Verbal or physical conduct of a threatening, intimidating, or humiliating nature
- Sabotaging or undermining an individual or group's work performance or education experience
- Inappropriate physical contact, such as pushing, shoving, kicking, assault, or the threat of such conduct
- Inappropriate electronic communication, i.e. , use of electronic mail, text messaging, voice mail, pagers, website, online chat rooms or videos in a threatening, intimidating, or humiliating manner
- Bullying

Students who feel that they have been the target of non-sexual harassment should report such incidents to program officials in writing. No individual will be disciplined or retaliated against for making a good faith complaint regarding non-sexual harassment. If non-sexual harassment behavior is found to have occurred, prompt action will be taken and the IECC Student Conduct Policy and/or the IECC Violence Prevention Plan will be followed.

This policy does not cover sexual harassment. Individuals who feel that they have been sexually harassed should follow the IECC Sexual Harassment Policy found in the IECC College Catalog.

### **CAMPUS EMERGENCY PLAN**

If an emergency should arise while on campus, students and staff should follow the OCC Campus Emergency Plan. The Emergency Plan can be found on the OCC Home Page at [www.iecc.edu/occ](http://www.iecc.edu/occ).

**SECTION V**  
**SERVICES AVAILABLE TO THE STUDENT**

- **Academic Guidance and Student Counseling**
- **Career Placement**
- **Financial Aid and Scholarships**
- **Anderson Library**
- **Learning Skills Center (LSC)**

## ACADEMIC GUIDANCE AND STUDENT COUNSELING

The Program Director and Clinical Coordinator of the Radiography Program are available to provide academic guidance to students. Students are also encouraged to utilize the resources provided by the OCC Student Services. For problems of a personal nature, students are encouraged to talk to the Program Director who will assist with referrals to appropriate community agencies.

## CAREER PLACEMENT

The Program Director and the Olney Central College Career Services Coordinator will assist graduates in obtaining positions for which they are qualified.

## FINANCIAL AID AND SCHOLARSHIPS

Applications for financial aid and scholarships may be obtained from Student Services Offices.

## ANDERSON LIBRARY

IECC libraries offer 24/7 services to students, wherever they are working on assignments. IECC is part of the Consortium of Academic and Research Libraries (CARLI) of over 85 libraries who share 36+ million materials via a five-day delivery service at no cost to patrons. Each library has a web page with direct links to:

- **I-Share online catalog of online books, videos, DVDs, CDs and audiocassettes**
- **Online subscription services** that connect students to authoritative reference resources, online magazine and journal articles, newspapers, images, and e-books on campus and via remote access
- **Citation resources**
- **Tutorials** about how to create a library account, search for books, DVDs, and more in the Vu-Find online catalog, borrow books via interlibrary loan, and access journal articles
- **Library radiology resources** on the library website with links to reviewed websites, information about how to find information for projects, create charts from data, and create Quality Management articles
- **Copyright information** on library web page to help students comply with legal requirements in using information

The print collection is complemented with a variety of electronic resources with remote access available, including

- CINAHL Plus with Full Text (620 full text journals, Evidence-Based Care Sheets, Quick Reference Charts, Continuing Education Units and Search Strategies)
- Scientific Medical Arts Imagebase (13,000+ images, illustrations and animations)
- Springer eBooks Medical Collection (33,000 books and open source journals published 2005-present)
- AccessScience online database with a Medicine module
- CRED*O*reference (29 medical reference books online)

- EBSCOhost Health Source: Nursing/Academic Edition (550 full-text journals and the Lexi-PAL Drug Guide) and several other EBSCOhost databases relevant to allied health areas.

Computer labs are available in the college library with 34 desktop PC's loaded with subject-relevant software programs and other needed productivity programs. Wireless service is available in the libraries also, allowing students to connect to the Internet using their own laptops. OCC has assistive technology workstations with devices and software available to help students with a variety of learning or physical challenges.

### **LEARNING SKILLS CENTER (LSC)**

The mission of the Learning Skills Center at Olney Central College, is to be of academic assistance to all students at OCC. The LSC works with students through tutoring services and developmental courses. Students with specific learning needs are encouraged to seek assistance as soon as possible, before or after registering for courses. Accommodations, for all who qualify under ADA, will be facilitated through the Learning Skills Center.

## **SECTION VI**

### **GRADING, EVALUATION AND ATTENDANCE**

- **Evaluation of Student Performance**
- **Term Requirements**
- **Grading Scale**
- **Examinations/Quizzes**
- **Written Assignments**
- **Late Assignments**
- **Evaluation of the Student in Clinical Education**
- **Attendance Policies**
  - **Class/Didactic Attendance**
  - **Applied Clinical Scheduling and Attendance**

## EVALUATION OF STUDENT PERFORMANCE

A grade is awarded at the conclusion of each radiography course. However, evaluation of student performance exists on a continuum from program entry to program exit. Student evaluations are shared and reviewed by program faculty. This process allows faculty to provide appropriate experiences and guidance to assist each student in meeting the educational outcomes of the program.

A grade of “C” or higher must be earned in all radiography and general education courses in the radiography curriculum.

**A grade of “D” or “F” is not acceptable in the Radiography Program and will result in dismissal from the program.**

## TERM REQUIREMENTS

To maintain a minimum grade of “C” in a classroom/didactic or clinical course, the student must complete the course with a score of 75% or above.

## GRADING SCALE

92-100	A	Excellent
83-91	B	Above Average
75-82	C	Satisfactory
70-74	D	Unsatisfactory
0-69	F	Unacceptable

## EXAMINATIONS/QUIZZES

1. Attendance at scheduled exams and quizzes is required.
2. **Quizzes cannot be made up and a grade of zero will be earned.**
3. If an **exam** is missed, the student must **make up** that test **within three (3) days** of the test date or a grade of zero will be earned for that test. Make-up exams may not be scheduled during a student’s clinical or regular class time. A make-up test must be scheduled with the instructor and the **Learning Resource Center (Library)**. If an exam is missed and no prior contact with the instructor has been made, a grade of zero will be earned for that test.
4. Patterns of absence will be evaluated.
5. If a scheduled exam is missed, the instructor may provide an alternate test and/or an alternate test format.
6. Exam results will be available no sooner than the next scheduled class day.
7. Exam reviews will be conducted after all students have been tested. Questions related to particular test items should be submitted, in writing, to the instructor at the time of the review. Instructors will consider the student questions on test items and will provide feedback to the student. Following the review, no further consideration of test questions will be allowed. If an exam review is missed, the student must review the exam with the instructor within three days following the return of the exam. The student is responsible for contacting the instructor to schedule a time for the review. A review of the final exam will not be offered.

## WRITTEN ASSIGNMENTS

Students are required to complete written assignments. Except for in-class assignments or other exceptions specified by the instructor, the following guidelines will be used for written assignments:

1. Assignments must be submitted by the due date.
2. All assignments must be typewritten, using correct grammar, spelling, sentence structure and APA format.
3. Text must be typed, double spaced, in size 12 font, Times New Roman, with 1" right and left margins and 1" top and bottom margins.
4. Title page (first page) should have heading spaced down 6 double spaces.
5. Student's name and date should be included on title page below the heading.
6. Course name and number, semester, and instructor name should follow the student data on the title page.
7. Pages should be numbered.
8. References may not be more than five years old unless instructor permission has been granted.
9. Papers are to be printed single-side only.

## LATE ASSIGNMENTS

One late assignment is allowed, per course. Students must submit the late assignment **NO LATER** than three business days past the due date. Assignments turned in after three business days will receive a grade of zero. Subsequent late assignments will receive a grade of zero.

## EVALUATION OF THE STUDENT IN CLINICAL EDUCATION

1. The primary goal of student assessment and evaluation is to provide feedback to the student.
2. The Evaluation is designed to rate each Student Radiographer in terms of those professional attributes considered important in becoming a Radiologic Technologist.
3. Included with this is a final grade determination.
4. The Clinical Instructor will conduct Midterm and Final Evaluations for each student each semester. Midterm Evaluations are completed to inform the student of his or her strengths and weaknesses and to provide the student with the opportunity to improve his or her performance prior to the Final Evaluation.
5. The Midterm Evaluation is not used in the calculation of the student's final grade for the course.
6. The Final Evaluation score is used in calculating the student's final grade for the course.
7. The Clinical Instructor completes the evaluation form using input from department staff members who have had direct contact with the student. Then the Clinical Instructor will use a scoring sheet provided by the OCC Radiography Program to calculate a percentage score based on the values of each chosen selection.
8. The Clinical Instructor will review the completed evaluation with the student and counsel the student in private identifying his or her strengths and weaknesses, and the student must sign the completed Evaluation form.
9. The completed form is returned by the Clinical Instructor to the Clinical Coordinator where it becomes a part of the student's records.
10. Student Evaluations may be used for future comparison of student performance in Applied Clinical Education when questions or concerns arise.

11. It is very important that the completed Evaluations be returned to the Clinical Coordinator by the designated due date. If completed evaluation forms are not received by the Clinical Coordinator, the student's final grade cannot be calculated and the student will receive an incomplete grade for the course until appropriate documentation is received.

### **Class/Didactic Attendance**

1. Regular class attendance is required if a student is to receive maximum benefits from the course. Attendance is mandatory.
2. The student is expected to be on time for class and to be ready to participate in the learning process.
3. Class will begin at the appointed time; appropriate breaks will be given during class scheduled to last longer than 50 minutes. Class breaks will be 10 minutes unless otherwise specified.
4. The classroom door will be closed at the start of class or when class resumes and students arriving late must wait until the next break before entering the classroom. Students exiting the classroom prior to a scheduled break will not be permitted to reenter until the next break.
5. Students may be absent from class twice per semester without penalty. Being tardy or leaving early will count as an absence. **Upon the occurrence of the third absence, the student's course grade will be lowered by 5%. Each subsequent absence will result in an additional 5% grade reduction.** If the reduction in the student's course grade results in a grade of "D" or less, the student will be dismissed from the program. Exceptions of this rule will be made only under extreme circumstances and with appropriate supportive documentation supplied by the student to the course instructor and Program Director. Routine illness does not qualify as an extenuating circumstance.
6. After the 5<sup>th</sup> class absence, the student will be required to meet with the Program Director and Clinical Coordinator to discuss the student's ability to meet program/course expectations.
7. If absent, the student is responsible for acquiring and meeting the learning objectives/activities of material presented.
8. The instructor will permit students to make up work missed due to participation in activities approved or sponsored by the college.
9. Students are required to call to report an unexpected absence from a required campus attendance day at least one hour prior to the start of the class or lab. If the instructor for the course cannot be reached, a message **MUST** be left on office voice mail.
10. **Under no circumstances may one student be responsible for reporting the absence of another student. The student must make the contact.**

### **Applied Clinical Scheduling and Attendance**

1. Clinical schedules cannot and will not be adjusted to meet the work or personal schedule of the student.
2. Attendance in Clinical Education is mandatory.
3. The standard clinical day extends from 8:00 a.m. to 4:00 p.m. facility time. However, some facilities require a shift rotation.
4. Students are not permitted to deviate from the standard clinical day schedule. Exceptions will only be made when the Clinical Agency has a set rotation schedule in which students must rotate or when the student is enrolled in a required daytime course that interferes with the regular scheduled clinical hours. In such cases, students are required to provide program officials with copies of his/her clinical schedule.
5. The scheduled clinical day must not extend beyond 7:00 p.m. facility time.

6. Students are not permitted to attend Applied Clinical Education on days that the college is closed or when OCC students from another clinical level are scheduled
7. Only those experiences planned by the Program, within affiliating agencies, are considered “clinical hours.” Any hours the radiography student works as a paid employee at a clinical site in such positions as transporter, clerical support, etc. are not considered clinical hours.
8. The maximum amount of time a student can schedule clinical hours in a 24 hour time period is 10 hours.
9. The student may leave the clinical area only with approval of the Clinical Instructor. The Clinical Instructor must always know where to contact the student.
10. Although it is not guaranteed each day, a 15-minute break is allowed for every 4 hours the student is scheduled in clinical. A 30-minute lunch break is allowed. Students are not allowed to leave agency premises during the clinical day.
11. The student is not allowed to receive/accept personal calls or visits from friends or family except in the event of an emergency. Students are not authorized to use computers in affiliate agencies except for tasks associated with completion of radiographic procedures or clinical learning objectives as approved by the Clinical Instructor.
12. The student is expected to arrive on time and attend all scheduled hours. Deviation from the established schedule for clinical education is not permitted without prior approval of the Program Director and Clinical Coordinator.
13. If an absence is necessary, the student must contact the clinical site, the Program Clinical Coordinator, and the Site Visitor. The Program Clinical Coordinator and Site Visitor should be contacted on the College phone at the designated extension(s). Phone contact must be made; email or text messages are not acceptable. **Failure to call in an absence by 7:00 a.m. facility time, regardless of scheduled clinical start time, may result in the reduction of the student’s clinical grade by 5%.** Exceptions to this rule will be made only under extreme circumstances and with appropriate information supplied by the student.
14. **Under no circumstances may one student be responsible for reporting the absence of another student. The student must make the contact.**
15. Students may be absent from clinical twice per semester without penalty. Being tardy or leaving early will count as an absence. **Upon the occurrence of the third absence, the student’s course grade will be lowered by 5%. Each subsequent absence will result in an additional 5% grade reduction.** If the reduction in the student’s course grade results in a grade of “D” or less, the student may be dismissed from the program. Exceptions of this rule will be made only under extreme circumstances and with appropriate supportive documentation supplied by the student to the course instructor and Program Director. Routine illness does not qualify as an extenuating circumstance.
16. After the 5<sup>th</sup> clinical absence, the student will be required to meet with the Program Director and Clinical Coordinator to discuss the student’s ability to meet program/course expectations.

**The final decision to dismiss a student based upon absences will rest with the Associate Dean of Nursing and Allied Health.**

## **SECTION VII CLINICAL EDUCATION**

- **Applied Clinical Education Course Description**
- **Applied Clinical Scheduling**
- **Integration of Clinical & Didactic Education**
- **Clinical Affiliates**
- **Role of the Student Radiographer**
- **Safety Guidelines for Clinical Education**
- **Student Conduct in Clinical Affiliate**
- **Dress Code Policy**
- **Radiation Safety and Radiation Exposure Badge**
- **Radiographic Identification Marker Policy**
- **Guidelines for the Supervising Radiologic Technologist**
- **Role of the Radiologic Technologist**
- **Role of the Clinical Instructor**
- **Clinical Supervision of the Student Radiographer**
- **Observe, Assist, and Perform Solo**
- **Clinical Progress Agreement**
- **Student Record of Clinical Progress**
- **Semester Log**
- **Clinical Journal**
- **Clinical Log of Hours**

- **Student Exam Log**
- **Semester Performance Objectives**
- **Mandatory and Elective Performance Objectives**
- **Clinical Competency Evaluation**
- **Clinical Proficiency Evaluation**
- **Image Evaluation/Quizzes**
- **Specialty Area Rotation**
- **Standard Precautions**
- **Bloodborne Pathogen Exposure**
- **Latex Allergy Guidelines**
- **Psychiatric or Psychological Examination Guidelines**
- **Substance Abuse Policy**
- **Procedures for Substance Abuse at Clinical Sites**
- **Accident/Incident**

## **APPLIED CLINICAL EDUCATION COURSE DESCRIPTION**

A sequence of five Applied Clinical Education sessions provides the student with practical learning opportunities and experiences in the medical radiography environment. The student is required to participate on all scheduled course dates. There are important goals and specific objectives that are required to be completed. All activities of the student are accomplished in conjunction with the Clinical Instructor, Staff Radiographers, Radiologists, and Ancillary Department Staff. The student is responsible for maintaining clinical records throughout the duration of the Radiography Program.

## **APPLIED CLINICAL SCHEDULING**

Clinical assignments are arranged by the Program Director and Clinical Coordinator for the student each semester. Clinical assignments are made based on each student's progression and learning needs in order to assist students to meet course and program requirements. Assignments are made to maximize clinical site opportunities and experiences in a variety of clinical settings. Students may be assigned to any of the clinical affiliates in order to accomplish this goal. Driving is an expectation. The student is responsible for his/her own transportation to assigned clinical sites. Some clinical facilities require students to work a shift rotation, deviating from the standard 8:00 a.m. to 4:00 p.m. schedule. All shift times are listed as facility times.

## **INTEGRATION OF CLINICAL & DIDACTIC EDUCATION**

The curriculum of Olney Central College Radiologic Technology Program was developed to facilitate the student's understanding and comprehension of the material taught in each of the courses so that the student is able to progress on to a higher level of difficult material. In the first year of training, students are given a solid foundation of knowledge on which to build and develop their skills as competent Student Radiographers. Then in the second year of training the students progress on to the more difficult aspects of the curriculum to develop their skills as a competent Radiologic Technologist.

## CLINICAL AFFILIATES

Clay County Hospital  
911 Stacy Burk Drive  
Flora, IL 62839  
618-662-2131  
(Approximately 22 miles from OCC)

Sarah Bush Health Center  
1000 Health Center Drive  
Mattoon, IL 61938  
217-258-2525  
(Approximately 62 miles from OCC)

Crawford Memorial Hospital  
1000 North Allen Street  
Robinson, IL 62454  
618-544-3131  
(Approximately 38 miles from OCC)

St. Anthony's Memorial Hospital  
503 North Maple  
Effingham, IL 62401  
217-342-2121  
(Approximately 44 miles from OCC)

Daviess Community Hospital  
1314 East Walnut Street  
Washington, IN 47501  
812-254-2760  
(Approximately 55 miles from OCC)

St. Mary's Medical Center  
3700 Washington Avenue  
Evansville, IN 47750  
812-485-4000  
(Approximately 80 miles from OCC)

Fairfield Memorial Hospital  
303 North West Eleventh Street  
Fairfield, IL 62837  
618-842-2611  
(Approximately 37 miles from OCC)

Sullivan County Community Hospital  
2200 N. Section Street  
Sullivan, IN 47882  
812-268-4311  
(Approximately 65 miles from OCC)

Gibson General Hospital  
1808 Sherman Drive  
Princeton, IN 47670  
812-385-3401  
(Approximately 50 miles from OCC)

Union Hospital  
1606 North 7<sup>th</sup> Street  
Terre Haute, IN 47804  
812-238-7000  
(Approximately 85 miles from OCC)

Lawrence County Memorial Hospital  
2200 West State Street  
Lawrenceville, IL 62439  
618-943-1000  
(Approximately 22 miles from OCC)

Wabash General Hospital  
1418 College Drive  
Mt. Carmel, IL 62863  
618-262-8621  
(Approximately 37 miles from OCC)

Richland Memorial Hospital  
800 East Locust Street  
Olney, IL 62450  
618-395-2131  
(Approximately 1 mile from OCC)

## **ROLE OF THE STUDENT RADIOGRAPHER**

1. Attend clinical as assigned to demonstrate responsibility and dependability.
2. Participate in all clinical activities while working to complete required course objectives.
3. Know when patient procedures have been announced and accept the responsibility to actively participate in completing all procedures for the assigned room or rotation.
4. Be aware of personal appearance and adhere to the dress code policy of the Radiography Program or the policy of the clinical site if it is more strict.
5. Comply with the policies of the Radiography Program.
6. Comply with the policies and procedures of the clinical site.
7. Cooperate with clinical site personnel to establish a good working relationship.
8. Review and evaluate the protocols for procedures performed in the radiography department.
9. Use clinical radiography equipment and materials in a responsible manner adhering to radiation protection guidelines.
10. Observe radiology department personnel to increase knowledge and gain skills of the operation procedures of the department.
11. Read Radiologic Technology professional literature to increase awareness of the profession.
12. Accept responsibility for personal performance and progress.
13. Regularly consult with radiography department personnel and the Clinical Instructor to become aware of personal strengths and weaknesses then use the information to improve performance.
14. Participate in the evaluation of clinical progress and utilize the information provided to improve performance.
15. Consult with the Clinical Instructor when clinical questions or concerns arise.
16. When concerns cannot be resolved with the Clinical Instructor, report them to the Clinical Coordinator in writing to receive further consideration.

## **SAFETY GUIDELINES FOR CLINICAL EDUCATION**

Olney Central College promotes a safe learning environment for students in the radiography program. The following guidelines have been established to protect the student, their patients, coworkers, and others during Applied Clinical courses:

1. Students are not permitted to perform any competency prior to completion of the lecture and lab demonstration of basic skills by the students in the Radiographic Procedures course.
2. The student may not perform any procedure without appropriate supervision from a registered radiologic technologist at the clinical site. (Please refer to Direct Supervision, Indirect Supervision, and Repeat Policies for further information)
3. Students are not permitted to approve images for submission to the Radiologist. All images must be approved by the supervising radiologic technologist.
4. Student repeat projections are only made under the direct supervision of the registered Radiologic Technologist at the clinical site.
5. Students are never permitted to hold patients during a radiographic exposure.
6. Students may not be in the imaging room during the exposure. The only exception is during a fluoroscopic exam or mobile radiographic procedures.
7. Students may not perform any examination outside of the main radiography department without direct supervision. This includes the emergency department, operating rooms, portables, etc.
8. If a student examination requires more than one repeat on a projection, the registered Radiologic Technologist must intervene to complete the procedure.
9. The student is responsible for protecting the patient, himself/herself and all others in the immediate area from exposure to excessive radiation.

10. Students are not permitted to perform venipuncture.
11. The student is not permitted to inject contrast into the patient for any radiographic procedure.
12. It is the responsibility of the student as well as the supervising radiologic technologist, to ensure student compliance with clinical policies.

### **STUDENT CONDUCT IN CLINICAL AFFILIATE**

1. The student practices the core values of the College and the Radiography Program (See Student Conduct).
2. The student does not discuss patients, radiography staff or other agency personnel with other persons outside the clinical site or classroom.
3. The student does not discuss the condition or diagnosis of a patient with the patient, relatives or friends. Questions regarding the condition of the patient are to be referred to staff technologists or radiologists.
4. The student keeps all patient information confidential and does not discuss patient information outside the radiography area or the classroom and never where information may be overheard by other persons.
5. The student never takes responsibility for making or interpreting any radiologic diagnosis.
6. The student maintains the dignity of the patient at all times, through respectful behavior and providing for patient's privacy.
7. The student adheres to radiation protection guidelines when completing radiographic procedures to assure the safety of all individuals.
8. The student maintains professional demeanor in all situations.
9. The student communicates with respect and consideration of others.
10. The student utilizes time at the clinical site efficiently to meet learning objectives and clinical competencies.
11. The student utilizes resources safely, correctly and in a cost-efficient manner.
12. The student takes direction from the Clinical Instructor while assuming responsibility for own learning.

### **DRESS CODE POLICY**

Students are expected to comply with affiliate institution regulations if stricter than the program guidelines. Failure of students to comply with the Dress Code will result in the student being sent home from clinical education; clinical time missed for such an occurrence is considered an absence day. Repeated violations of the Dress Code will result in further disciplinary action.

#### **Uniforms**

Students are required to wear uniforms as designated by the Radiography Program while attending Applied Clinical Education. The student must purchase two uniforms for level I clinical education and three uniforms for level II clinical education. Approved clinical apparel consists of navy blue scrub pants and tops and a white lab jacket. Uniforms must be purchased by the student during the first semester (these may be purchased from the Olney Central College Bookstore). Patches for the lab jacket and uniform tops are available for purchase from the Olney Central College Bookstore. Patches should be attached to the left sleeve of the uniform top and lab jacket. Any other colored attire is not acceptable. Uniforms must always be clean and pressed. **Students are not to wear clinical uniforms outside of the clinical site except during travel to or from the clinical agency. Uniforms are not to be worn to campus classes or while running personal errands outside of clinical education.**

### **Shoes**

Students are required to wear white leather shoes. Sandals, canvas shoes, or shoes that would permit exposure of the feet to blood/body fluids are not acceptable. Shoes and shoelaces are to be kept polished and cleaned, respectively. Shoes must be approved by program officials.

### **Jewelry**

One stud earring in each earlobe may be worn. Any other body piercing must not be visible at any time. A watch and a plain band ring may be worn. Rings that have raised settings are not allowed because of the risk to patients and risk of loss and damage; this is also an infection control issue.

### **Cosmetics**

Make-up should be applied sparingly. Nail polish, nail wraps, artificial nails or sculpted nails are not permitted. All products (including deodorant, lotions and hair products) should be unscented.

### **Tattoos**

No visible tattoos.

### **Hair**

Hair must be kept clean, neat, contained, and away from face and off the collar; long hair should be tied back or put up. Males choosing to have a moustache and/or beard must keep them trimmed and groomed.

### **Identification**

Each student is required to purchase a photo ID badge at his/her own expense. The photo ID must be visible at all times when in the clinical affiliates. Students are not permitted to attend clinical education without a program photo ID. If lost, the student must inform the Program Director immediately and pay the cost to purchase a new photo ID. Selected clinical affiliates require students to wear identification badges provided by the agency. In these instances, students are required to wear both identification badges. Students reporting to clinical education without appropriate identification will be sent home and will be counted as absent.

**Agency policy and faculty discretion will always prevail over this written dress code.**

## **RADIATION SAFETY AND RADIATION EXPOSURE BADGE**

1. The student must follow proper radiation protection and safety practices at all times with patients, peers, clinical staff, and others.
2. **Students are not permitted to hold patients or the image receptor during radiographic exposures.**
3. Each student is provided with a radiation exposure badge (film badge). A new radiation badge is issued each month when the prior badge is turned in.
4. Each student must wear the radiation exposure badge on the collar of the uniform, outside of the lead apron, when working with radiation during clinical rotations and when performing lab assignments.  
**The student cannot perform any radiographic or fluoroscopic procedure or be in a radiation area without wearing the exposure film badge at the collar level outside the lead apron. Students who report to clinical without their exposure badge are to be sent home.**
5. The student is responsible for exchanging the radiation exposure badge each month. If the student does not turn in the exposure badge by the end of each month:
  - a. The student's final semester clinical grade is lowered by 10% for each month late.
  - b. The student will be counseled and a plan of remediation will be provided.

- c. The student may be dismissed from the program, if the student is late three (3) times during the course of the program in turning in the exposure badge.
- 6. The student is responsible for requesting a replacement badge, if needed, at any time during the program. The student is responsible for the cost of a replacement exposure badge. Students are not permitted to return to clinical education until a replacement badge has been received.
- 7. Individual student radiation exposure badge readings are available for viewing by contacting the Program Director.
- 8. National Council on Radiation Protection and Measurements (NCRP) report #116 has established maximum annual dose limits for all adult radiation workers at 5,000 millirem or 50 millisieverts. In order to comply with the ALARA (As Low As Reasonably Achievable) Concept, the program recommends that the maximum annual dose for students enrolled in Clinical Education, be limited to 500 millirem (5 mSv), with a monthly dose limit not to exceed 50 millirem (0.5 mSv)
- 9. If the monthly report indicates an excessive radiation exposure of more than 50 millirem (0.5 mSv), the following actions will be taken:
  - a. The Radiation Safety Officer (Program Director) will talk with the student to determine the potential cause of the excessive reading.
  - b. If there are no identifiable reasons for the excessive reading, a letter will be written by the Program Director to the radiation monitoring service to remove the excessive reading from the student's lifetime dose.
  - c. If it is determined that the dosimeter was tampered with or intentionally exposed, the student may face disciplinary action up to and including dismissal from the program.

### **RADIOGRAPHIC IDENTIFICATION MARKER POLICY**

1. Each student will be provided with a set of radiographic identification markers with his/her initials.
2. Each student must use his/her personal identification markers when performing radiographic examinations and/or competencies or proficiencies.
3. If the student loses his/her identification markers, the student must notify program officials immediately.
  - a. The student must pay for the cost of a replacement set.
  - b. In the interim, the student will check out a set of markers bearing the initials "OCC".
4. All radiographic examinations performed by the student as a competency/proficiency must have the student's initials or "OCC" imbedded in the emulsion or visible within the field of view on the finished image.
5. Any competency/proficiency that does not have student initials or "OCC" imbedded in the emulsion or visible within the field of view will be rejected, and the student must attempt competency testing at a later time. Exceptions to this policy are granted ONLY in the case of surgery competencies/proficiencies or pediatric competencies/proficiencies involving use of a pigg-o-stat immobilization device or in the case of PACS post-processing with signed documentation of the technologist supervising the competency testing.

### **GUIDELINES FOR THE SUPERVISING RADIOLOGIC TECHNOLOGIST**

Applied Clinical Education must be completed in an environment that is conducive to the student's learning. The amount of learning that takes place in the clinical affiliate depends, to a large degree, upon the quality of the interaction between the student and technologists. Therefore technologists are a vital contribution to the education of students in the Radiography Program. **Students are to be supervised by ARRT registered technologists only.** Limited License technologists or graduate students whose registry

results are pending are not qualified to supervise students, perform competency testing or sign off on objectives.

The following guidelines are to be used by the technologist in the clinical setting to create a solid foundation for guiding students to reach the desired level of competency based on the goals and objectives of the Olney Central College Radiography Program.

### **ROLE OF THE RADIOLOGIC TECHNOLOGIST**

1. Serve as an expert in your profession by being a competent resource person capable of handling complex decision making processes.
2. Serve as a formal authority by stating goals and setting standards of excellence.
3. Serve as a socializing agent by introducing the student radiographer to the profession. Remember that your attitudes, actions, and discussions of issues and values in the profession may have an impact on the future of the student and the profession.
4. Serve as a role model who has a powerful and effective teaching method to convey the importance of qualities and abilities appropriate to the radiography profession.
5. Serve as a facilitator, who listens, questions, encourages, motivates, and constructively evaluates the student and his or her performance.
6. Serve as a facilitator, who is able to adjust, adapt, respond, and communicate with the student.
7. Serve as a person who displays human qualities and can identify with the student's plight in completion program goals and objectives. Remember what it was like for you as a student!
8. Serve as a professional who exhibits a positive attitude and behavior concerning your chosen career.
9. Encourage the student to take the initiative in completing examinations by ensuring that he or she is well informed of the expectations of the radiography department.
10. Communicate effectively with the student radiographer.
11. Share your knowledge of acquired skills through verbal guidance and demonstration.
12. Provide positive feedback to student when his or her performance is commendable.
13. Provide constructive criticism to the student when his or her performance demands improvement. Remember to complete this task in an appropriate manner so that students can receive full benefit from the information.
14. Provide feedback to the clinical instructor regarding student performance for completion of student assessments and evaluations.
15. When concerns arise with student performance, inform the clinical instructor.
16. Create a learning atmosphere by providing opportunities for the student to ask questions then assist him or her in finding the appropriate answer.
17. Formulate an understanding of clinical requirements and assist the student radiographer in completing clinical documentation.
18. Registered radiologic technologists at the clinical site may request additional proficiency exams from the student at any time the student's competency to perform an exam is questioned.
19. Demonstrate an understanding of direct supervision and indirect supervision of students performing radiographic procedures.

### **ROLE OF THE CLINICAL INSTRUCTOR**

1. Comply with the Role of the Radiologic Technologist requirements as well as the following.
2. Understand the program mission, goals, and student learning outcomes.
3. Abides by program policies and procedures.
4. Appoint a designee to assume Clinical Instructor responsibilities when not available.

5. Serve as a liaison between the OCC Radiography Program and the clinical site.
6. Demonstrate, supervise, and assist the student radiographer in all technical aspects of radiography.
7. Evaluate all phases of student performance in the clinical environment and maintain records of the evaluation.
8. Provide individual training and instruction as needed
9. Conduct competency examinations as appropriate for each student.
10. Conduct simulated competency testing for students on the final day of Applied Clinical V as needed.
11. Monitor student performance and progress while identifying individual strengths and weaknesses then regularly provide feedback to the student with recommendations for appropriate clinical activity.
12. Report, consult, and advise Radiography Program officials of student performance.
13. Participate as a clinical representative in the Advisory Committee Meetings for the Radiography Program by attending scheduled meetings, evaluating existing program policies and procedures, and making suggestions for improvement of the Radiography Program.
14. Clinical Instructors are expected to attend the Advisory Committee Meetings as scheduled by the Radiography Program Director.
15. Provide input on clinical and didactic course content while promoting integration between the two.
16. Confer with the Clinical Coordinator or his/her designee during clinical site visits. Contact the Clinical Coordinator by phone or email when questions, concerns, or comments arise between visits.
17. Schedule and assign students to radiographic rooms to ensure a successful clinical experience.
18. Ensure that student radiographers and department staff comply with Radiography Program policies and procedures including the direct and indirect supervision policy.
19. Maintains competency in the professional discipline and instructional and evaluative techniques through continuing professional development.

## **CLINICAL SUPERVISION OF THE STUDENT RADIOGRAPHER**

### **Direct Supervision**

The Joint Review Committee on Education in Radiologic Technology requires that the student be **directly supervised** when performing exams until they have achieved competency on that exam. **Direct supervision** requires a registered radiographer to:

1. Review the request for the radiographic examination to determine the capability of the student to perform the examination with reasonable success.
2. Determine if the condition of the patient contraindicates performance of the examination by the student.
3. Be present in the room while the student performs the entire examination or procedure.
4. Check and approve the radiographs prior to the dismissal of the patient.
5. Be present in the room for any examinations that a student must repeat.

### **Indirect Supervision**

After the student has passed a Competency Evaluation on an examination or procedure and has had the examination checked-off the list of completed competency evaluations, then the student is permitted to perform that specific examination or procedure under indirect supervision. Indirect supervision requires the registered technologist to:

1. Be immediately available to assist the student regardless of the level of student achievement.
2. Review and approve all radiographs.
3. Be in the room with the student if repeat exposure is necessary.

### **Repeat Exposures**

Repeat exposures may only be made if the radiographer is present at the control panel with the student and has personally verified the appropriate modifications in technique and/or positioning have been made prior to the exposure.

### **OBSERVE, ASSIST, AND PERFORM SOLO**

1. The first step towards developing clinical competence for the radiographic procedures identified in this packet is to have an opportunity to observe the actual radiographic procedures.
2. Once observation has been initiated the student is encouraged to take an active role in assisting Radiologic Technologists in the completion of radiographic procedures, it is hoped that the student will progress towards taking greater responsibility for the entire completion of radiographic procedures without having to rely on assistance from supervising staff Radiologic Technologists.
3. A solo performance is achieved when the student takes full charge and responsibility for carrying out all aspects of a radiographic procedure for the production of maximally acceptable diagnostic radiographs.
4. The performance is considered solo when the student receives the patient, positions the patient, establishes technique, produces radiographs with virtually no repeated radiographic exposures, and sees the patient out of the department, indicating completion of the radiographic procedure.

### **CLINICAL PROGRESS AGREEMENT**

1. In order to assure that a student is making steady progress, the Clinical Coordinator or designee will make regular site visits to the student's clinical site and meet with each student to assess the individual's clinical progress.
2. The Clinical Coordinator/Site Visitor documents the number of completed Semester Performance Objectives, Mandatory and Elective Performance Objectives, Clinical Competencies, Clinical Proficiencies, Image Evaluations, Quizzes, Specialty Area Rotations, and Clinical Hours.
3. The Clinical Coordinator evaluates the student's Clinical Journal for completion.
4. The Clinical Coordinator evaluates the student's appearance based on dress code, radiation monitor, and identification requirements.
5. The Clinical Coordinator and the student will agree upon a goal for the number to be completed by the time of the next site visit.
6. The Clinical Coordinator retains the signed agreement form in the student's clinical file and the student is strongly encouraged to retain a copy for his/her own reference

### **STUDENT RECORD OF CLINICAL PROGRESS**

1. A Student Record sheet is included in the Clinical Forms Packet.
2. The Student Record sheet identifies the required competencies for graduation from the Radiography Program. It includes space for a record of completed competencies, proficiencies, and specialty area rotations.
3. The Student Record Sheet is maintained in the student's current clinical file by the Clinical Coordinator, but the student is also strongly encouraged to keep a personal record of all completed competencies, proficiencies, and specialty area rotations so that any discrepancies can be recognized and corrected at the earliest date.

## SEMESTER LOG

1. The Semester Log is designed to provide a record of student performance for each semester.
2. There are no requirements for this form however it is strongly suggested that the student use it to record his/her performance each semester.

## CLINICAL JOURNAL

1. The student is required to keep a personal journal in each Applied Clinical course.
2. The student is required to write a paragraph about his/her educational experiences for each day in Applied Clinical.
3. The student will be required to produce his/her completed journal at each Clinical Site Visit which will be assessed for completion by the Site Visitor.
4. If a student is not in attendance on a regularly scheduled clinical day, the student must document the reason in the clinical journal.
5. Computer submissions are not allowed unless the student has a completed journal at the time of the site visit regardless of whether the visit is announced or unannounced.
6. **Failure to produce a completed clinical journal during the clinical site visit whether announced or unannounced will constitute a 5% reduction in the student's clinical grade for each incidence.**

## CLINICAL LOG OF HOURS

1. Each student has a clinical log sheet that must be completed each day at the clinical site.
2. The student **MUST** get the log sheet initialed immediately upon arrival to and departure from the clinical site. All log entries and initials must be made in ink by a registered technologist.
3. Any excess time beyond the scheduled clinical hours should be noted and initialed by a registered technologist on the clinical log sheet. Excess time is not applied toward clinical hours.
4. It is **NOT** considered excess time if circumstances do not allow the student to have a break or the opportunity to recoup that time during the clinical experience.
5. If a student is not in attendance on a regularly scheduled clinical day, the student must document the reason on the clinical log.
6. Any falsification of the clinical log may result in IMMEDIATE dismissal from the program.

## STUDENT EXAM LOG

1. The student is responsible for maintaining an exam log sheet every day of attendance in Applied Clinical Education.
2. The student must record all information as indicated on the form for each competency, proficiency, mandatory and elective objective, and image evaluation that he or she is involved in completing.
3. The Exam Log is a document which must be kept in the designated binder at the Clinical Site and is considered to be the property of the clinical agency. This log should never be removed from the facility. Removal of this document may constitute a violation of HIPAA and the student subject to disciplinary action.
4. The Exam Log will be reviewed by the site visitor during each clinical site visit.
5. Failure of the student to maintain a completed and accurate exam log may result in the loss of competencies, proficiencies, mandatory and elective objectives, and image evaluations.
6. Any competency, proficiency, mandatory and elective objective, and image evaluation that cannot be verified with this form will not be accepted by Program Officials.

## **SEMESTER PERFORMANCE OBJECTIVES**

1. Semester Performance Objectives are designed to provide the student with an understanding of how the radiology department functions and how specific aspects of the radiology department operate.
2. Students are required to complete Semester Performance Objectives in all Applied Clinical Education courses.

## **MANDATORY AND ELECTIVE PERFORMANCE OBJECTIVES**

1. The Mandatory and Elective Performance Objectives of the Applied Clinical Education courses are designed to provide the student with an understanding and appreciation of the diagnostic areas throughout the Radiology Department.
2. 100% of the Mandatory Objectives must be completed prior to graduation from the Radiography Program.
3. A minimum number of Elective Objectives must be completed prior to graduation from the Radiography Program. Specific requirements will be defined in course syllabi.

## **CLINICAL COMPETENCY EVALUATION**

1. Advancement towards becoming a Radiologic Technologist is achieved when the student is certified as competent to perform a radiographic procedure via a clinical competency evaluation.
2. Students are allowed to attempt competency in a clinical setting once they have completed the lab devoted to the specific procedure. If a student is absent from a lab, he/she is not permitted to attempt competency at the clinical site until the written and positioning examinations on that chapter have been completed.
3. Students should attempt at least one solo performance of a radiographic procedure prior to initiating a clinical competency evaluation from the Clinical Instructor or a registered Radiologic Technologist.
4. The nature of the clinical competency evaluation will pertain to specific clinical objectives for the production of diagnostic quality radiographs under authentic patient care situations.
5. The student must declare his/her intent to attempt competency on an exam *prior* to the start of the procedure. Any student who fails to declare intent to attempt competency prior to beginning the examination will be denied competency.
6. The successful completion of a Clinical Competency requires a minimum of 90% accuracy. Scores less than 90% are considered a failed competency.
7. If a student does not successfully complete a Clinical Competency, he or she must notify the Clinical Coordinator within two days of the incident so that a mutual time for remedial education can be arranged with the appropriate lab instructor to review the appropriate examination factors for the radiographic procedure.
8. Following remediation, the student will be allowed to reattempt the competency with a minimum evaluation score of 90%.
9. A copy of the failed Clinical Competency Evaluation form must be submitted to the Clinical Coordinator for inclusion in calculating the final average score.
10. Competency forms are color coded. If the student fails to turn in the proper form, a score of zero for that examination will be factored into the final scoring of Clinical Competency Evaluations.
11. In the last semester of enrollment, a maximum of 5 competency exams may be achieved through simulation. Simulations are only permitted on the final day of Applied Clinical V. Simulated competency testing is not permitted for surgery, pediatric, or contrast procedure cases.

## CLINICAL PROFICIENCY EVALUATION

1. The student's continued competency in performing radiographic procedures is evaluated through his/her performance of a proficiency evaluation. (Competency must be completed prior to a proficiency)
2. Students are required to complete a minimum number of proficiency evaluations during each of the five Applied Clinical courses.
3. The individual course syllabus will provide specific information.
4. The Proficiency Evaluations are completed based on the same criteria as a Competency Evaluation.
5. The successful completion of a Proficiency Evaluation requires a minimum of 90% accuracy. Scores less than 90% are considered a failed proficiency.
6. The Clinical Instructor or other registered radiologic technologists at the clinical site may request additional proficiency exams from the student at any time the student's competency to perform an exam is questioned.
7. In the case of student initiated proficiency testing, the student must declare his/her intent to attempt proficiency on an exam *prior* to the start of the procedure. Any student who fails to declare intent to attempt proficiency testing prior to beginning the examination will be denied the proficiency.
8. If a student does not successfully complete a Proficiency Evaluation, he or she will lose the competency documentation.
9. The failed Proficiency Evaluation form must be submitted to the Clinical Coordinator for inclusion in the proficiency scoring for the final grade. Time for remedial education must be arranged with the Clinical Instructor to review appropriate examination factors for the radiographic procedure.
10. All Proficiency Evaluation scores will be included when calculating the final average score for the semester.
11. Following remediation, the student will be allowed to reattempt competency with a minimum evaluation score of 90%. It will then be necessary for the student to complete an additional Proficiency Evaluation with a minimum evaluation score of 90%.

## IMAGE EVALUATIONS / QUIZZES

1. Image Evaluations are designed to provide the student with the understanding and appreciation of producing quality radiographic images.
2. Students are required to complete a minimum number of image evaluations during each of the five Applied Clinical courses. The individual course syllabus will provide specific information.
3. The successful completion of an Image Evaluation requires a minimum of 83% accuracy.
4. As each of the Image Evaluations is completed, the student will be required to complete a quiz based on any material that has been presented since the start of the program.
5. Image evaluations turned in later than the third clinical site visit will automatically result in a score of "0".

## **SPECIALTY AREA ROTATION**

1. Specialty Area Rotations are designed to provide the student with an understanding and appreciation of the various modalities in Radiology.
2. Students are required to complete a minimum of 24 hours in each of the Specialty Area Rotations.
3. The student must complete a minimum of one Specialty Area Rotation in each Applied Clinical course excluding Applied Clinical I.
4. Any additional Specialty Area Rotations completed in a semester can be carried over to meet the requirements of the following semesters. All documentation must be submitted during the semester during which the rotation was completed.
5. A Specialty Area rotation must be completed in its entirety during the semester in which it was begun; hours cannot be carried over to the next semester.
6. The student must be under the direct supervision of a Registered Technologist at all times while completing the rotations.
7. Students must complete the specialty area rotations as required and submit documentation of completion including the completed synthesis and analysis no later than two weeks prior to the last scheduled clinical day of the semester.
8. Electronic submissions will not be accepted by the instructor.
9. All documentation must be submitted together or it will be considered an incomplete submission and the student will receive a score of “0” if the incomplete submission extends beyond the due date.
10. Reports turned in late will automatically result in a score of “0” zero for that specialty area rotation.
11. Students are expected to choose rotations from the following areas:
  - a. Ultrasound
  - b. Nuclear Medicine
  - c. Computed Tomography
  - d. Radiation Therapy
  - e. Magnetic Resonance Imaging
  - f. Interventional Radiography
  - g. Bone Densitometry
  - h. Mammography (The clinical facility may have restrictions related to this rotation.)

## **STANDARD PRECAUTIONS**

1. All students are expected to utilize standard precautions in all contact with patients throughout the OCC Radiography Program.
2. Students are expected to follow the agency’s protocols for standard precautions and isolation precautions.

## **BLOODBORNE PATHOGEN EXPOSURE**

1. Students should immediately report to the Clinical Instructor and to the Program Director as quickly as is reasonable any exposure or suspected exposure to blood-borne pathogens.
2. Students are expected to follow the written protocol of the clinical site. The student will be responsible for physician, diagnostic, and treatment costs associated with bloodborne exposure incidents.
3. Students will be responsible for meeting the prescribed follow-up care of the clinical site. The student will be responsible for all costs of treatment or services.

## **LATEX ALLERGY GUIDELINES**

1. Latex allergy is a serious threat to health care workers as well as patients.
2. Allergic reactions to latex may be mild, such as skin disturbances, to severe reactions resulting in death.
3. Exposure to latex products may cause a hypersensitivity response either locally or systemically. A systemic reaction may occur even with trivial exposure to latex and may result in cardiopulmonary arrest within minutes.

The guidelines recommended by the Olney Central College Radiography Program are to address potential incidences of acquired latex sensitivity by students in the clinical experiences of the program.

### Procedure:

1. Students should become knowledgeable of latex allergy causes and potential signs and symptoms.
2. Students should seek medical care for EARLY diagnosis and treatment of hand dermatoses and symptoms suggestive of latex allergy.
3. Students should immediately report to the Clinical Instructor and Clinical Coordinator actual or suspected latex allergic responses.

## **PSYCHIATRIC OR PSYCHOLOGICAL EXAMINATION GUIDELINES**

1. Students who may for any reason appear to be unsafe in the clinical site or who may compromise patient safety may be required to submit to a psychiatric or psychological examination at any time at the student's expense.
2. Alcohol/drug screening is included as part of these guidelines.

## **SUBSTANCE ABUSE POLICY**

1. The Olney Central College Radiography Program adheres to the Illinois Eastern Community Colleges District 529 Substance Abuse Policy.
2. The Board of Trustees recognizes the importance of a college environment which is free of substance abuse. Programs of education, rehabilitation, and treatment are implemented to promote a substance-free college environment.
3. The college environment includes students, employees, and other persons participating in District 529-sponsored classes, programs, services, and other activities and events.
4. Substance abuse is defined as unauthorized possession, sale, transfer, purchase or use of alcohol, unlawful narcotics, hallucinogens, or abuse of drugs in any form.
5. Substance abuse within the college environment is prohibited.
6. Students and employees involved in substance abuse within the college environment are subject to disciplinary action.
7. Any illegal substance abuse will result in involvement of law enforcement officials.
8. Contractors to District 529 are expected to comply with the Drug-Free Workplace Act of 1988.

## **PROCEDURES FOR SUBSTANCE ABUSE AT CLINICAL SITES**

1. Any student who arrives at the clinical site and is suspected of drug and/or alcohol use will not be allowed to continue at the clinical experience.
2. The Clinical Instructor will ask the Department Manager, or staff person designated by the agency, to validate the student's behavior and/or odor of alcohol-like substance.
3. If these two individuals concur that the student may be under the influence of drugs or alcohol, the agency policy for drug screening will be implemented and an OCC Radiography Program Official will be notified immediately.
4. If the student is determined to be under the influence of inappropriate drugs or alcohol, the student will remain in the agency until the Program Official can arrange transportation home for the student or until the Program Official arrives at the site.
5. The Program Director will notify the Associate Dean of Nursing and Allied Health as soon as possible.
6. The student will receive no credit for the clinical experience.
7. Inappropriate drug use is the impaired ability to function safely in the clinical agency.
8. Prescribed medication may be used as long as judgment or coordination is not impaired.

The following actions will be taken for a student with suspected and/or confirmed drug/alcohol use:

1. The student will be required to have an evaluation by a substance abuse specialist and follow the recommended plan of care. This will be at the student's expense.

Each case will be reviewed by the Program Director, Clinical Coordinator, and Associate Dean of Nursing and Allied Health, who will make a decision regarding the student's continuation in the radiography program.

## **ACCIDENT/INCIDENT**

1. Any student involved in an accident/incident must report this to the Clinical Instructor and Program Director immediately.
2. The Clinical Instructor must report the accident/incident to the OCC Radiography faculty immediately.
3. An incident form must be completed and properly signed before the student leaves the clinical site per facility policy.
4. An IECC Incident Report form must be completed and submitted to OCC Administration within 24 hours of the incident and a copy of the form placed in the student's administrative folder. A copy must also be submitted to the office of the Associate Dean of Nursing and Allied Health.
5. The student must follow the policies and procedures of the clinical site in management of the accident/incident.
6. In the event of an accident/incident that occurs to the student, all physician, diagnostic, and treatment costs for services rendered will be paid by the student.

## **SECTION VIII**

### **PROGRAM PROGRESSION AND GRADUATION**

- **Background Check and Drug Testing**
- **Incidents and Incompetency in Education**
- **Incident/Improper Conduct Report**
- **Professional Behaviors**
- **Critical Areas of Concern**
- **Dismissal from Program**
- **Withdrawal/Exit from Program**
- **Standardized Computerized Exam: HESI**
- **Graduation**

## BACKGROUND CHECK AND DRUG TESTING

After acceptance into the Radiography Program, a background check is required. Students are required to comply with any additional agency requirements, such as a fingerprint background check. Cost of fingerprinting is at the student's own expense. Drug testing will also be required. An unsatisfactory background check or positive drug test may result in negation of admission or withdrawal from the program. A positive drug test at any time in the program may be grounds for immediate dismissal from the program. A change in student status during the program which results in a criminal conviction may be grounds for dismissal or administrative withdrawal from the program. **Students are required to report any incident which might result in a change in criminal history status to the Program Director within 5 days. Failure to report a change in status is grounds for immediate dismissal from the program.**

## INCIDENTS/IMPROPER CONDUCT

1. Incident/Improper Conduct Report – This form serves to document any disciplinary action that is taken with a student. This form is completed and signed by the instructor and the Program Director.
2. The form is reviewed and signed by the student.

The completed original is placed in student's file. A signed copy of the form is given to the student upon request.

**Olney Central College Radiography Program  
Improper Conduct Report**

Student Name: \_\_\_\_\_ Semester: \_\_\_\_\_

Instructor/Program Official: \_\_\_\_\_

Course: \_\_\_\_\_

INCIDENT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

1. Supporting facts: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Plan of correction: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Consequences if corrections are not made: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

4. Student comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The above information was reviewed with me. I realize that disciplinary action will be at the discretion of program officials.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Student)

## PROFESSIONAL BEHAVIORS

The Olney Central College Radiography Program believes that professional behavior is an integral part of each student's radiography education. Radiography is an occupation that requires competent skilled professionals. The importance of student integrity, trustworthiness, and honesty are very serious concerns due to the implications to patient safety. The student's character must uphold the professionalism required for a Radiologic Technologist and be a positive reflection of the mission and values of Olney Central College and the Illinois Eastern Community Colleges District.

The OCC Radiography Program identifies unprofessional behavior as a Critical Area of Concern and therefore the student may be dismissed from the program if inappropriate behaviors are exhibited.

### Professional behaviors identified

Four professional behaviors are identified. These expectations apply to you equally in the classroom, laboratory and during your clinical rotations. Each is clarified with a list of supporting behaviors. This list is not intended to be all-inclusive.

1. Demonstrate dependability and punctuality
  - Attend all classes, labs, and clinical education as scheduled.
  - Arrive for class, lab, and clinical with sufficient time to be prepared to participate at the start.
  - Leave class, lab and clinical only at the stated time or when dismissed.
  - Follow program policy related to clinical absences.
  - Complete and turn in assignments by the due date as designated by the instructor.
  - Accept responsibility for actions or inactions and outcomes.
  - Work collaboratively as a team member with classmates to complete course requirements as assigned by the instructor.
  - Take full advantage of time available in labs by staying on task and involved.
  - Use time effectively.
  - Does not discuss, share, or remove information used to evaluate student academic performance (homework, quizzes, exams, projects, etc.).
  - Carry out academic and clinical responsibilities in a conscientious manner.
  
2. Work effectively and respectfully in the clinical setting.
  - Stay in assigned areas unless permission granted by clinical instructor.
  - Do not leave for lunch or break in the middle of an exam.
  - Accept assignments from clinical instructor or supervising technologist commensurate with capabilities.
  - Attend to the comfort and safety of all patients.
  - Continually maintain patient confidentiality.
  - Treats patients with dignity and respect.
  - Do not complete personal business in the clinical setting.
  - Demonstrate a positive attitude toward constructive criticism.
  - Develop a plan of action in response to the feedback given from the clinical personnel and the evaluation form.
  - Critique own performance and share that self-assessment.

- Maintain professional demeanor at all times.
  - Assures that personal cell phones are not used during clinical education.
  - Does not use clinical facility computers for personal use.
  - Respects cultural and religious differences of others.
  - Collaborates with other members of the healthcare team and treats them with respect.
3. Work effectively and respectfully with others demonstrating mature communication skills.
- Maintain respectful, appropriate interactions with fellow class members, instructors, supervisors, and staff. Refrain from complaining about fellow class members and faculty.
  - Avoid interrupting others.
  - Respond during interactions using appropriate verbal and nonverbal style.
  - Communicate in respectful manner.
  - Respect personal differences of others.
  - Share fully with lab or project partner in accomplishing assigned task.
  - Use correct grammar and expression in verbal communication.
  - Avoid use of offensive language.
  - Write legibly and complete assignments with acceptable quality.
  - Listen actively.
  - Consult with instructor when a student's behavior endangers another member of the class or in the event of an ethical breach of conduct
  - Communicate differences in opinion and good faith criticism respectfully in the appropriate forum
  - Tactfully asks constructive and relevant questions of college and clinical personnel to assist in achieving learning outcomes.
  - Refrain from gossip and rumors.
  - Refrain from unnecessary complaining. Valid complaints and grievances should be discussed with the appropriate instructor at the college or clinical site, and the appropriate chain of command should be followed.
  - Maintain a professional relationship with college and clinical site personnel at all times.
  - Maintain confidentiality in sensitive matters involving others in the college and clinical site.
  - Maintains composure.
  - Demonstrates compassion, truthfulness, fairness, and continuous regard for all.
  - Treat everyone with sensitivity to diversity in culture, age, gender, disability, social and economic status, sexual orientation, and other personal characteristics without discrimination, bias, or harassment.
  - Recognizes impact of verbal and non-verbal communication
  - Recognizes own barriers to effective communication.
  - Presents verbal or written communication with logical organization and sequencing.
4. Assume responsibility for personal and professional growth.
- Recognize problem or need.
  - Assumes responsibility for own actions/words with maturity.
  - Demonstrate a positive attitude toward constructive criticism and feedback.
  - Maintain an open line of communication with individual offering critique.
  - Develop a plan of action in response to feedback.
  - Assume responsibility for all learning.
  - Participate in class discussions, group activities, and projects.

- Use appropriate grammar and spelling on all assignments.
- Recognize your position as role model for the college and the radiology profession.
- Abide by college and clinical site policies and procedures.
- Display a positive attitude towards the program, clinical sites, and the college.
- Make every effort to exceed expectations.
- Make a commitment to life-long learning.
- Be mindful of the limits of one's knowledge and abilities and seek help from others when appropriate.
- Practices in accordance with the ARRT Rules of Ethics.
- Focuses on tasks at hand without dwelling on past mistakes or experiences.
- Welcomes and or seeks out new learning opportunities.
- Accepts that there may be more than one answer to a problem.
- Demonstrates ability to adapt to change.

### **CRITICAL AREAS OF CONCERN**

Critical areas of concern include any actions or inactions on the part of the student that increase the risk of or exposure to loss, harm, death, or injury of the patient. Critical concerns include, but are not limited to, the following:

1. Theft from patients, visitors, or agency employees, or the unauthorized removal of supplies, drugs or other property from the premises of the agency.
2. Alteration, falsification or destruction of any agency records.
3. Alteration, falsification or destruction of clinical records.
4. Refusal to accept clinical assignment.
5. Refusal to perform assignment or follow directions of the instructor or appropriate agency personnel.
6. Reporting to laboratory or performing at laboratory while under the influence of alcohol and/or controlled substances, drugs, or having possession of same on agency property.
7. Departure from the assigned department or unit, or the facility during scheduled laboratory hours without authorization.
8. Willful conduct which could endanger patients, visitors or others.
9. Making false, vicious, or malicious statements concerning the agency, its employees or its services.
10. Use of abusive, threatening, or profane language, or gestures on agency premises.
11. Willful, deliberate, violation of or disregard for the agency's safety and security, and its rules and policies.
12. Solicitation or acceptance of gifts or gratuities from patients, their significant others, patient families or vendors.
13. Neglect of duty or incompetence either in quantity or quality of work.
14. Breach of confidentiality of the patient, significant others, patient families, or of the agency and its employees. (HIPAA)
15. Evidence of disregard or disrespect of the rights of patients or others, or of the agency and its employees.
16. Neglect to uphold Academic Integrity.
17. Exhibiting unprofessional behavior.

Such actions or inactions will result in the student being immediately relieved of the clinical assignment, followed by a faculty review and possible dismissal from the radiography program.

Dismissal from the Radiographic Technology Program, whether culminating in receiving a failing grade or withdrawal, may prevent readmission.

Students being considered for dismissal will be notified in writing of the reasons for such action and will be required to meet with Program Director and Program Clinical Coordinator. The student has the right to appeal according to the College policy.

### **DISMISSAL FROM PROGRAM**

Any student in the Radiography Program may be dismissed from the Radiography program for the following reasons:

1. Refusal to accept clinical site assignment.
2. Failure to follow a remediation plan or other concerns with student progress during a remediation/probation period.
3. A course grade of “D” or “F” automatically results in dismissal from the program.
4. Three failures to turn in film badge at the end of a month. (See Radiation Safety and Radiation Exposure Badge Policy)
5. Violation of Critical Area(s) of Concern.
6. Dismissal from 2 clinical sites.

### **WITHDRAWAL/EXIT FROM PROGRAM**

If a student withdraws from a radiography course or decides to not continue in the program, the student will inform the Program Director in writing giving the following information:

1. Date of exit from training
2. Reasons for decision to leave

Student must follow college withdrawal policies and complete appropriate college forms. Students will meet with the Program Director and appropriate student services staff to complete the withdrawal procedure. Students who desire readmission to the program will be required to meet the same application requirements as other applicants. Students who have successfully completed some courses may be considered for advanced placement if space is available.

### **STANDARDIZED COMPUTERIZED EXAM: HESI**

Each Radiography student will be required to achieve a minimum passing score of 700 on the Health Education System, Inc. (HESI) computerized exit exam for radiography students or an equivalent standardized radiography exit exam which is approved by the Associate Dean of Nursing and Allied Health. Cost of the exam will be incurred by the student. The required score and the approved radiography exit exam will be specified in the applicable course syllabus for RAD 2204 offered in the last semester of the Radiography program. If the minimum score is not achieved, the student will be required to successfully complete remediation as assigned by faculty.

## **GRADUATION**

### **Requirements**

To successfully complete the Radiography Program, the student must:

1. Complete all clinical and didactic courses with a minimum of a satisfactory grade of “C” or better.
2. Complete all competency evaluations with a minimum score of 90% or better.
3. Complete all clinical education requirements.
4. Complete all required general education courses with a “C” or better.
5. Meet other College graduation requirements. See Radiography Program Advisor for more information.

Radiography Program students should read the graduation requirements addressed in the College catalog.

## **SECTION IX FORMS**

- **Authorization to Release Information Form**
- **Flu Declination Form**
- **Student Release Form**
- **Radiography Program Handbook Review Verification Form**

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT 529  
OLNEY CENTRAL COLLEGE RADIOGRAPHY PROGRAM**

**AUTHORIZATION TO RELEASE INFORMATION FORM**

I, \_\_\_\_\_, hereby authorize  
\_\_\_\_\_ to give appropriate  
information regarding my scholastic and clinical performance to prospective employers. I  
realize that the inquiry from such individual(s) might be over the telephone or by letter.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT 529  
OLNEY CENTRAL COLLEGE RADIOGRAPHY PROGRAM**

**FLU DECLINATION FORM**

I, \_\_\_\_\_, decline the seasonal flu vaccine. I understand that I will be required to follow the policy of the clinical site to which I am assigned. I also understand that declining the seasonal flu vaccine may impact my ability to complete a clinical rotation at certain sites and therefore, impact my ability to complete program clinical requirements.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Program Director  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT 529  
OLNEY CENTRAL COLLEGE RADIOGRAPHY PROGRAM**

**ILLINOIS EASTERN COMMUNITY COLLEGES  
STUDENT RELEASE FORM**

Through your association with Illinois Eastern Community Colleges; you are likely to participate in events that are recorded on behalf of the college. By submitting this release, you authorize Illinois Eastern Community Colleges and those acting on its behalf to copyright, publish and use audio, photographs, video and other recordings or representations of you for promotional and educational purposes. You release and discharge the Illinois Eastern Community Colleges Board of Trustees, its assigns and those acting on its behalf from any liability arising from such use.

Publications can include:

IECC Catalog

IECC Poster/Brochure

IECC Homepage; Intranet, or Internet link, including multi-media electronic presentations

IECC printed and electronic marketing materials

IECC Newspaper and Magazine Advertisements

IECC Television Advertisements

IECC Social Media pages

This form verifies that I do not have on file any restrictions prohibiting the release of student information.

Student Name (please print) \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Program Director \_\_\_\_\_

Date \_\_\_\_\_

**OLNEY CENTRAL COLLEGE RADIOGRAPHY PROGRAM**

**RADIOGRAPHY PROGRAM HANDBOOK REVIEW VERIFICATION FORM**

I have read the Radiography Program Handbook in its entirety. I acknowledge and understand all of the policies, rules, and regulations printed in the handbook and agree to abide by them.

Specifically, my initials below indicate that I acknowledge, understand, and agree to abide by the listed policies.

- ARRT Ethics Review Committee Policy
- IECC Academic Integrity Policy
- Pregnancy Policy
- Attendance Policies
- Applied Clinical Scheduling
- Radiation Safety and Radiation Exposure Badge Policy
- Radiographic Identification Marker Policy
- Clinical Supervision of the Student Radiographer Policy

I acknowledge and understand some information in this publication may become outdated due to changes in Board of Trustees Policy, state law, and radiography program guidelines. In such instances current board policy, state law, and radiography program guidelines will prevail. Changes in policy will be communicated to students by the Program Director.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

After this form has been signed and dated, it is placed in the student's file.