



CT/ MRI Student Handbook

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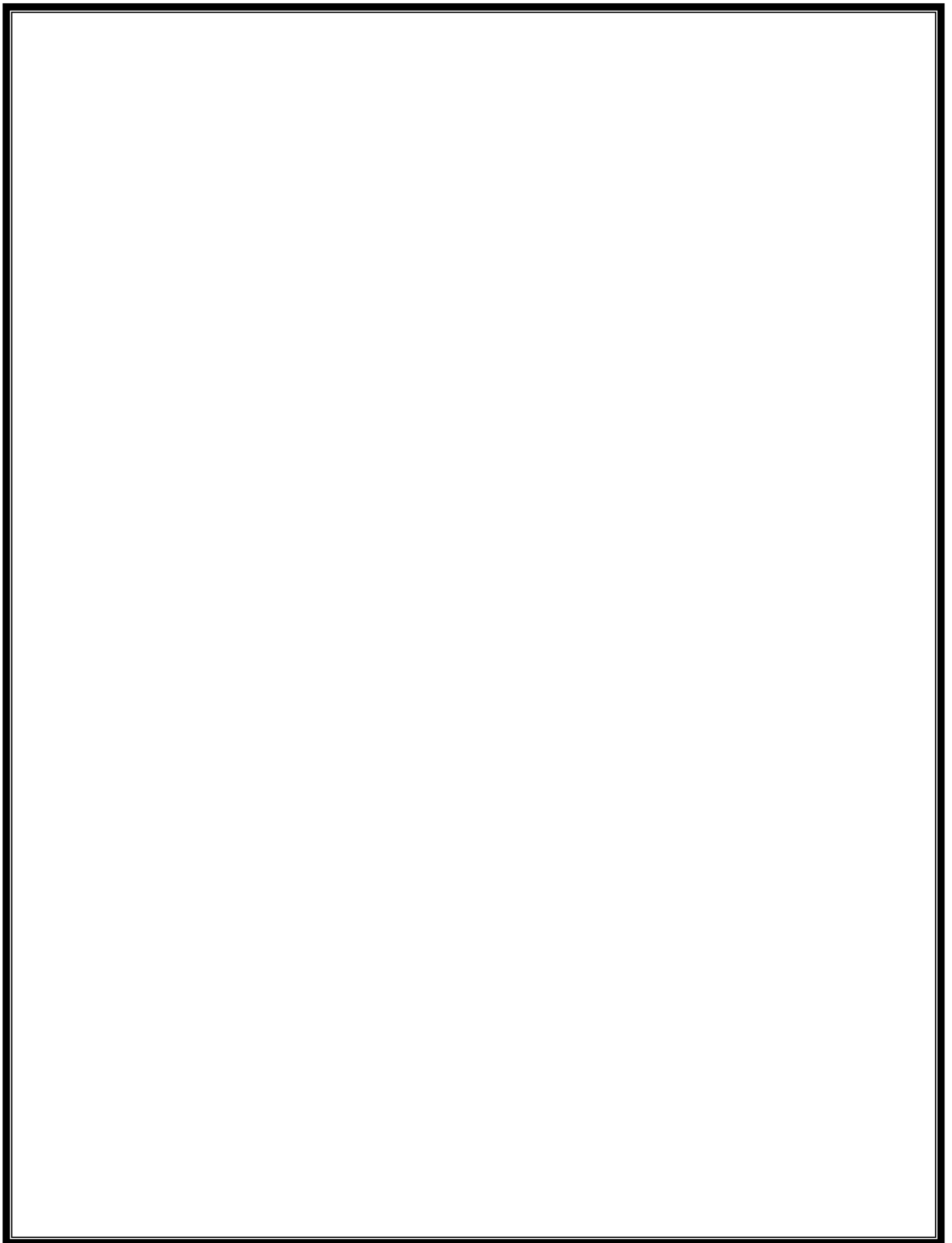
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1.1 Welcome

Section I: General Information

Welcome to the CT/MRI Program at Randolph Community College. You are entering an exciting time in your life. This will be a time of learning, a time of personal growth and a time of perseverance. You won't believe how fast the time will fly and soon, you will be ready to join the ranks as a Computed Technologist. Enjoy the journey!

Anna Phillips MS RT(R) (CT).....Radiography Department Head
Stacy Porritt RT(R) (CT)Radiography Instructor
Megan Young RT (R)(CT)(MR)..... Radiography Instructor

This manual is intended to be a guide and reference for students throughout their educational experience in the RCC CT/MRI Program. Please utilize this handbook as well as the Randolph Community College Catalog, which can be found online at [RCC Catalog](#) for more information and reinforcement of policies, regulations, and student services and information. CT students are expected to abide by all policies outlined in the abovestated handbooks. Failure to do so may result in disciplinary action and/or dismissal from the CT/MRI Program.

Students should read the information contained here and review it often. Any questions you may have about the contents or other clinically related questions should be directed to your Clinical Instructor, the Clinical Coordinator or the Department Head. **It should be noted that all policies contained in this manual are at the discretion of program officials, and each issue will be handled on a case-by-case basis.**

The impressions made on hospital and clinical staff members will follow the students after graduation as they seek employment. The students' reputation will precede them and may be a help or hindrance in securing a job.

1.2 College and Program Officials

College President:Dr. Shah Ardalan
Vice President for Instructional Services:..... Suzanne Rohrbaugh
Dean of Curriculum ProgramsMelinda Eudy
Associate Dean, Health Sciences Tina Dixon

1.3 Program Description

The Computed Tomography and Magnetic Resonance Imaging Technology curriculum prepares the individual to use specialized equipment to visualize cross-sectional anatomical structures and aid physicians in the demonstration of pathologies and disease processes. Individuals entering this curriculum must be registered or registry-eligible radiologic technologist, radiation therapist, or nuclear medicine technologist. Course work prepares the technologist to provide patient care and perform studies utilizing imaging equipment, professional communication, and quality assurance in scheduled and emergency procedures.

through academic and clinical studies. Graduates may be eligible to sit for the American Registry of Radiologic Technologist Advanced-Level testing in Computed Tomography and/or Magnetic Resonance Imaging examinations. They may find employment in facilities which perform these imaging procedures. Students wanting to enroll in the CT certificate program at Randolph Community College must hold a current ARRT and/or NMTCB certification and registration and be in good standing or be enrolled in a JRCERT accredited program in their final semester. Students wanting to enroll in the MRI certificate program must hold a current ARRT, NMTCB, and/or ARDMS certification and registration and be in good standing.

1.4 Mission Statements

RCC Mission Statement:

To provide educational and training opportunities that make a positive change in the lives of students and the community.

RCC Vision Statement:

To be the premier educational resource for helping the people of Randolph County achieve their career goals and personal dreams.

RCC Radiography Program Mission Statement:

To provide quality education and training to students enrolled in the Radiography program at Randolph Community College, providing the skills necessary to be technically competent, ethical, and compassionate imaging professionals.

Updated: 6/3/2019

1.5 Program Competencies

Upon successful completion of the Computed Tomography Certificate program, the student will:

1. Manipulate CT equipment, and any accessory equipment, to produce diagnostic images at the lowest possible dose to the patient.
2. Carry out all aspects of standard scanning protocols independently to provide the information necessary to assist the physician in diagnosis, keeping the highest standard for patient care in mind.
3. Identify pertinent anatomy and pathology on images in various planes to appropriate scan protocols and to evaluate for image quality.

Upon successful completion of the MRI Certificate program, the student will:

1. Manipulate MRI equipment to select appropriate technical parameters to achieve optimum imaging.
2. Employ appropriate MR safety protocols.
3. Identify pertinent anatomy and pathology on images in various planes to appropriate scan protocols and to evaluate for image quality.

1.6 Faculty Responsibilities and Duties

The Radiography Department Head is a full-time faculty member who is responsible for the leadership and day-to-day operations of the Radiography Program to attain the goal of providing quality educational experiences for students. The Department Head for Radiography provides quality learning experiences, facilitates the learning process, advises and recruits students, seeks professional development opportunities, contributes to the development of curriculum courses/programs, interacts with community/industry members, and is responsible for equipment maintenance and inventory, facilities safety and security, textbook adoptions, new faculty selection and training, dosimetry tracking, program marketing, and analyzing the overall success of the Radiography Program. The Department Head reports to the Division Chair for Health Sciences and Cosmetic Arts, who reports to the Dean of Curriculum Programs, who reports to the Vice President for Instructional Services, who reports to the President of the College.

The CT/MRI Adjunct Clinical/Didactic Instructors are part-time faculty members who serve to provide a quality clinical experience to the student. They assist the Clinical Coordinator in maintaining clinical relationships, in the recruitment of new clinical sites, and with coordinating the clinical education experience for the Radiography Program. Some of these faculty members may provide classroom instruction in addition to clinical education. They are responsible for instructing, evaluating, counseling, and documenting student performance. Adjunct Clinical faculty report to the Clinical Coordinator, then the Department Head, while Adjunct Didactic faculty report directly to the Department Head for Radiography.

In addition to program personnel, the clinical sites are equipped with clinical preceptors who are uncompensated and volunteer their expertise to enhance the clinical education experience for the student. The preceptors are employed by the clinical site and are the “go to” radiographer when a compensated clinical instructor is not onsite. This individual will ensure the student is in the correct location during clinical, provide site specific orientation, provide direct and indirect supervision, and provide clinical feedback through competency check off and daily verbal or written evaluation.

1.7 Admissions

Admission to Randolph Community College is open door; however, admission to the CT/MRI program is competitive. For information on admissions, please contact the Department Head for Radiography.

You may also visit the CT/MRI website at www.randolph.edu or refer to the current RCC catalog.

1.8 Equal Opportunity

Randolph Community College offers equal employment and educational opportunities to all employees and students, without regard to race, color, religion, creed, national origin, political affiliation, gender, age, disability, medical condition, veteran status, and all other categories protected by federal, state, and local anti-discrimination laws. All inquiries and questions about Randolph Community College’s compliance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and/or the College’s Equal Opportunity Policy may be addressed to Equal Opportunity Officer and Title IX Coordinator, RCC, 629 Industrial Park Avenue, Asheboro, NC 27205.

1.9 Disabilities

If you have a disability that may affect your academic performance and are seeking accommodations, it is your responsibility to inform Student Services Counselor, Tammy Cheek, as soon as possible. She is

located in the Student Success Center (phone: 336-633-0246; e-mail: twcheek@randolph.edu). It is important to apply for accommodations early enough to provide time for consideration and processing.

1.10 Technical Standards

Each student must exhibit the abilities and meet the expectations listed below. Please note this is not an exhaustive list. Meeting these technical standards does not guarantee the student will successfully complete this program, nor does it guarantee eligibility for licensure or certification, the ability to pass a licensure or certification exam, or gain employment in this field.

Physical Requirements:

- Prior to acceptance into the Radiography program, students are required to submit a completed and signed NC Community College Medical Form documenting immunizations and medical history which show proof of physical and mental health to perform the duties of a radiologic technologist.
- Possess the visual acuity to effectively operate equipment and otherwise function in various degrees of ambient lighting and in various sizes of print.
- Possess adequate depth perception to transport/move patients.
- Must be able to stand, sit, or walk up to 10 hours per day with minimal break times.
- Must be physically able to lift, carry, push and manipulate heavy equipment, which is often above the radiographer's head/shoulder level.
- Must be physically able to push, pull, or otherwise transfer patients weighing several hundred pounds.
- Must be physically able to transport patients via wheelchairs or stretchers.
- Possess gross and fine motor skills sufficient to provide safe patient care and operate equipment.
- Must be able to bend and squat.
- Must possess auditory ability sufficient to monitor and assess health needs without visual contact
- Must be able to hear and visually monitor equipment to report any abnormal sounds or irregularities.
- Must possess sufficient visual ability for the observation, assessment, and implementation of patient care and imaging procedures.
- Must be able to monitor and evaluate patient vital signs including respiration rate, temperature, blood pressure, and pulse rate.
- Must be able to visually analyze images for brightness/contrast levels, distortion, and evidence of blurring.
- Ability to accurately prepare and administer contrast media and other medications as directed.
- The radiography student may be exposed to radiation, communicable diseases and/or body fluids, toxic substances, medicinal preparations, and latex. Students shall use appropriate precautions at all times.

Analytical and Comprehension:

- Apply the principles of aseptic and sterile techniques, infection control, contrast administration, and proper body mechanics.
- Possess the ability to tell when something is wrong or is likely to go wrong. Recognize there is a problem and seek assistance.
- Use critical thinking skills necessary to assess patients, appropriately respond to patient

needs, adapt procedures to patient ability, and to solve problems.

- Quickly and accurately, comprehend and follow verbal instructions in English.
- Quickly and accurately, read, comprehend and follow written instructions in English.
- Evaluate and analyze image quality and exam completeness.
- The ability to imagine how something will look after it is moved around or rearranged.
- Be able to use short and long-term memory.
- Perform mathematical calculations to accurately select technical factors, administer contrast media and other medications and assess patient data.
- Understand and correctly follow verbal instructions given face-to-face, over the phone, or from a distance, including those given in a setting where personnel are wearing surgical masks.

Emotional and Behavioral Skills:

- Expected to be honest and exhibit a high level of integrity in all situations.
- Expected to adhere to the ARRT/ASRT Code of Ethics and Rules of Ethics.
- Expected to be on time and dressed appropriately.
- Expected to work in groups and individually.
- Expected to conduct him/herself in an adult manner.
- Maintain mental alertness.
- Possess emotional stability sufficient to respond appropriately to constructive criticism, emergency and stressful situations.
- Job requires preferring to work with others rather than alone and being personally connected with others on the job.
- Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.

Communication Skills:

- Must have adequate hearing and speech to communicate orally with patients and other members of the health care team in face-to-face and telephone situations.
- Must have adequate hearing and speech to effectively question patients and relay that information as needed
- Must be able to hear all of the following, including but not limited to: patient monitor stethoscopes or any other patient monitoring device, overhead systems, the imaging equipment and pressure injector
- Must be able to write legibly and be able to type sufficiently in order to record patient history, lab values, reports and document in medical records to carry out essential functions.
- Must be able to read at a level sufficient to accurately read and understand medical records, physician orders, procedure manuals, technique charts, electronic data, and textbooks to carry out essential functions.
- In English, clearly explain procedures to the patient in terms the patient can understand. Utilize interpretations services when patients do not speak English.

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1.11 Program Costs

Tuition and Activity Fees

Students should refer to the college catalog for up-to-date tuition and fees information or contact the RCC Business Office. Students are also required to pay for a registry review program. Students are required to pay for the national certification exam when they apply.

Students are required to purchase textbooks and other course materials. The prices will vary by semester so you will need to check with the campus store for a complete listing. You may view their website: [Campus Store](#). Students are required to wear an RCC student ID badge that identifies them as a CT and/or MRI student. See the Clinical section for further details. Fees are associated with this process.

Physical Exam and Immunizations

Students are required to complete immunizations, a physical exam, and background check and drug screen, at their expense. Students are required to have an up-to-date healthcare provider CPR certification through the American Heart Association. CPR certification and immunizations must be maintained at the expense of the student for the duration of the program, or students will not be permitted to attend clinical. Students will forfeit their seat in the program if these requirements are not met. Please contact the Department Head for Radiography for more information. Fees are associated with this process.

Criminal Background Checks and Drug Screening

Randolph Community College does not require, administer, or view drug screening or criminal background checks. However, due to clinical facility requirements, all students will complete the CBC/DS during the admissions process. Results of the CBC/DS and all immunizations will be sent to the student's clinical site. Some clinical sites may require the student to complete an additional background check and or drug screen.

Any student who is denied entry into a clinical site due to the background check, drug screen, and/or immunizations will be dismissed from the program. Students who are suspected of using any narcotic drug, alcoholic beverage or any other controlled substance (as controlled substance is defined by the N. C. General Statutes) may be required to complete an additional drug screen at their own expense. Any drug or alcohol use during class, lab, or clinical will result in immediate dismissal.

Student Accident Insurance

Students are covered by accidental insurance, which is paid as part of tuition.

Professional Liability Insurance

All students in the Allied Health programs are required to carry malpractice insurance through the group policy offered at the College. Fees are associated and paid with the student's tuition.

1.12 Financial Aid/Refunds

For information regarding financial aid and refunds, please contact the Financial Aid office at 336-633-0223 or visiting [RCC Financial Aid](#) and [RCC Catalog](#)

1.13 Grade Scale

Please refer to the RCC College Catalog and your course syllabus for the course grading scale. All CT/MRI students must earn a “B” or higher in their CT/MRI courses to continue to progress in the program.

Grade Reports

Grade reports are issued to students each semester, provided their credentials and financial obligations to the College are in order. Official grade reports will be posted to each student account by the college. No grades may be given over the phone or by fax.

1.14 Graduation Requirements

1. Students must complete all required courses within their curriculum as published in the RCC Catalog at the time of their initial enrollment.
2. Radiography students must earn a "B" or greater in all courses required for the program.
3. The student must meet all financial obligations to the college.
4. Student must meet and follow graduation requirements as outlined in the RCC Catalog and on the college’s website: [Graduation Requirements](#)

1.15 ARRT Certification Examination

To be eligible to apply for the ARRT certification in Computed Tomography/MRI, the student must:

- Have ARRT credentials in an appropriate supporting discipline or have NMCTB (supports CT and MRI) or ARDMS (supports MR only)
- Maintain ARRT’s ethics requirements
- Maintain the policies, procedures, and regulations established by RCC, the CT/MRI program, and your designated clinical site.
- complete all structured course work with a grade of “B” or higher
- perform and document a specific number of various clinical procedures as required by the ARRT
 - students will be required to document these procedures on the ARRT’s website
 - Due to variations in procedure volume at clinical sites, the program is not responsible for students who fail to obtain the required number of procedures. Student who needs additional procedures must meet with the Department Head for Radiography

1.16 Points of Contact

Inquiries for specific information about the College should be addressed to the following people or departments at RCC. The mailing address is Randolph Community College, 629 Industrial Park Avenue, Asheboro NC 27205. The main phone number is 336-633-0200. Visit RCC’s website using the following link [RCC Website](#).

Radiography/CT Faculty

Anna Phillips, Department Head for Radiography; 336-633-0209; anphillips@randolph.edu

Associate Dean for Health Sciences

Tina Dixon; 336-633-0270; tsdixon@randolph.edu

Health Sciences Administrative Assistant

Angela Bare; 336-633-0264; arbare@randolph.edu

Records, Registration & Admissions

Hillary Pritchard - Director of Admissions, Records and Registration (Registrar), Registration and Graduation Information; 336-633-0122; hdpritchard@randolph.edu

Deanna Schrader - Assistant Director of Admissions, Records and Registration– Requests for Transcripts, Grades; 336-633-0213; dlschrader@randolph.edu

Tina Shaw, Records Specialist– Requests for Records; 336-633-0205; tvshaw@randolph.edu

Financial Aid & Veterans Affairs

Joey Trogdon- Director of Financial Aid & Veterans Affairs– Scholarships, Work-Study Jobs, Grants, Loans, VA Benefits, Child-Care Grant; 336-625-5614; jbtrogdon@randolph.edu

Tiffany Ingram - Assistant Director of Financial Aid and Veterans Affairs; 336-633-0162; taingram@randolph.edu

Student Success Center

G. Chad Williams –Vice President for Student Services; 336-633-0049; gcwilliams@randolph.edu

Rebekah Kingston - Director of Student Success Counseling– Request for Accommodations/ Tutoring; 336-633-0376; rbkingston@randolph.edu

Tammy Cheek- Student Services Counselor and Disability Services Coordinator, Sexual discrimination, Disability Accommodations - 336-633-0246; twcheek@randolph.edu

Instructional Programs

Suzanne Rohrbaugh -Vice President for Instructional Services – Information on Coordination of Educational Programs, Collaborative Agreements, Educational Partnerships; Information on Credit Courses of Study, Correspondence Regarding Curriculum; 336-633-0218; syrohrbaugh@randolph.edu

Melinda A. Eudy - Dean of Curriculum Programs; 336-633-0297; maeudy@randolph.edu

Library Services

Jenny Thomas - Director of Library Services – General Library Services, LRC Student Computer Lab; 336-633-0272; jstthomas@randolph.edu

Business Matters

Catherine Biby – Director of Financial Services; 336-625-5607; cebiby@randolph.edu

Distance Education

Michael Dunn- Director of Distance Education; 336-318-7820; msdunn@randolph.edu

Section II: General Policies

2.1 Student Dismissal from Radiography Program

Dismissal from the Program can occur for several reasons. A student who scores a final course grade below a “B” in a CT course cannot remain in the program. A student who violates the Student Code of Conduct, The ARRT Code of Ethics or Rules of Ethics, reaches 5 violation points by violating policies contained in the CT Student Handbook, policies in the Radiation Safety Manual, or by violations obtained at clinical, or is dishonest academically in any way, can be dismissed from the Program. This is not an exhaustive list of dismissible violations. Each case will be handled on a case-by-case basis.

Students are expected to know and follow all guidelines outlined in the Student Handbook, as well as the regulations in the RCC Catalog. More specific information regarding clinical policies is discussed in individual site orientations, and students are expected to know and follow the clinical sites rules and regulations. A student may also withdraw for personal or medical reasons. Students who wish to withdraw from the program must meet with the Department Head for Radiography to fill out the appropriate paperwork.

2.2 Readmission to the Program

Students who are unsuccessful due to academic reasons or who withdraw for personal reasons from the Program can apply for readmission for the following year. Students are granted one opportunity for readmission. Students who are dismissed from the program due to a behavioral issue will not be permitted to reapply. Students who are successful in the program will be required to repeat the program from the beginning. The student must follow the guidelines for admission and continue to maintain a 2.5 GPA. The student must complete the steps listed below to be considered for readmission:

- Meet with Department Head for Radiography
- apply for readmission
- must have maintained a 2.5 GPA
- create a plan of action
- It is the student’s responsibility to initiate the re-admission process with the Department Head for Radiography.
- The student will be required to re-complete the background check and drug screen
- All immunizations and CPR requirements must be up to date

The student must follow the steps outlined above, as well as meet the admissions requirements for the program.

Updated 12/10/19

2.3 Transfer Students

The program does not accept transfer students.

2.4 Academic Integrity

According to the Academic integrity policy as stated in the College Catalog, violations to the Academic Integrity Policy include, but are not limited to:

Cheating

- The taking or acquiring possession of any academic material from another without permission
- Receiving or giving help during tests, quizzes, or other assignments (in or out of class if prohibited by the instructor)
- Copying or attempting to copy another person's test, quiz, or other assignment
- Allowing another to copy one's test, quiz, or other assignment
- Unauthorized use of materials or electronic devices during a test
- The intentional communication with another student on specific questions of a quiz/test/exam prior to that student taking said quiz/test/exam
- Taking a quiz/test for another student
- Paying another person to write or edit a term paper
- Submission of a term paper or assignment in more than one class unless approved in advance by the instructor

Plagiarism – the use of another's original words or ideas as though they were your own

- Turning in another's work as one's own
- Copying a phrase, sentence, or passage from another person or source (Internet, print media, etc.) without proper citation
- Failing to put a quotation in quotation marks
- Giving incorrect information about the source of a quotation
- Copying so many words or ideas from a source that it makes up the majority of one's work, whether one gives credit or not
- Downloading or buying a term paper from the Internet and submitting it as one's own work

*Please note that the list of examples above is not exhaustive. There may be other instances of cheating and/or plagiarism that would violate this policy. Also refer to the RCC catalog and course syllabus for more information.

All assignments, tests, quizzes, reports, projects, etc. are to be completed individually unless otherwise specified by the course instructor. Reports of suspected academic dishonesty and/or violations of the academic integrity policy will be investigated by the program. The student may be suspended or placed on probation during the investigation. If evidence supports the fact that a violation has occurred, that student will be subjected to a minimum of violation points, and possible immediate dismissal from the program without a verbal or written warning for a first offence. Students who come forward to disclose information in regard to academic dishonesty and/or violations of the academic integrity policy may not be subjected to the same disciplinary action as others involved. This will be at the discretion of the Department Head.

Students dismissed from the program due to such behavior are not eligible for readmission to the program.

2.5 Professional Conduct

The CT/MRI program at Randolph Community College is committed to producing imaging professionals who will provide the highest quality of care to their patients. While you are a student in this program, you will be expected to conduct yourself in a **professional manner at all times**. You represent the RCC CT/MRI Program on the school campus, in the Radiology Department on clinical site property, and in any other situation where you might be identified as an RCC student. You will be accountable for your own behavior no matter how others may behave. You will abide by the American Registry of Radiologic Technologist's (ARRT's) Code of Ethics and Rules of Ethics.

You are to treat all individuals with respect. You must understand that you are a student, and while you may be an adult, you must follow instructions without questioning the decision of the Technologist or Instructor. If you have any concerns, you are to follow the program's grievance policy. This policy is not only for a grievance issue but provides the student with an avenue to address any type of concern.

You will be an integral part of the healthcare community. The function of the Radiology Department is to provide the patient with diagnostic and/or interventional services and excellent care. To do this, everyone working in the department, including students, must keep in mind that everything that is said or done within the department can impact patient care.

In spite of these expectations, some students may not always act in a professional manner while in any situation where you might be identified as an RCC student. Unprofessional behavior will be addressed immediately. Infractions can range from minor to severe and carry appropriate disciplinary consequences. **Major infractions may result in immediate dismissal from the CT/MRI Program.**

2.6 Disciplinary Plan of Action

The course of disciplinary action usually follows as outlined, but depending on the gravity of the infraction, the student may be suspended from the program temporarily until a decision is made as to the outcome of the incident. **The RAD student handbook, RCC college catalog, your course syllabi, clinical orientation packets, the program's clinical orientation, and the program's new student orientation serve as your official verbal warning.**

1. WARNING

The student is given a formal written warning regarding behavior as a first step and the action needed to correct behavior is explained to the student. The instructor documents the warning on the Student Coaching Report form or in Trajecsys via the Documentation of Student – Instructor Discussion form. The instructor will notify and submit the Student Coaching Report or the Documentation of Student – Instructor Discussion form to the Clinical Coordinator and/or Department Head immediately. Depending on the situation, violation points may or may not be charged. In some cases, adjunct instructors may not be aware of repeated offences, therefore the Clinical Coordinator or Department Head may elevate a warning to a written reprimand.

2. WRITTEN REPRIMAND

The student receives a written reprimand and is given violation points as a result of repeated violations of program and or RCC policies. The student will meet with the Department Head and/or the Clinical

Coordinator letter to discuss and track the offense. If the offense is repeated, the result is dismissal from the Program.

- A. The instructor/preceptor must document the incident and both the student, and the instructor/preceptor will sign. The signature of the student signifies that the student has seen the written document.
- B. In some cases, the student may be asked to leave class, lab, or clinical setting and must report to the Department Head before returning to class, lab, or clinical. **If the student refuses, security will be called to remove the student. This will result in immediate dismissal.**
- C. The instructor/preceptor will notify the Department Head immediately. A Student Coaching Report or the Documentation of Student – Instructor Discussion form will be submitted.
- D. The Department Head will investigate the situation. During this time, the student may not be allowed to attend class, lab, or clinical. This will be at the discretion of the Department Head.
- E. An appointment will be scheduled with the Department Head to **occur** within three business days of the incident. If the student fails to attend the meeting, the program will automatically dismiss the student.
- F. Within 7 calendar days of meeting with the Department Head, an action plan and timeline for corrective action and length of probation (if applicable) will be established and shared with the student. The student must not violate any policies, or dismissal may result
- G. In severe cases, the Associate Dean of Health Sciences will be notified of incident and its outcome.
- H. The student may appeal this decision using the Student Grievance Policy as outlined below.
- I. Other action may be taken, ad lib, as directed by any member of RCC's Presidents Cabinet.

2.7 Student Grievance Policy

Students will be supervised, observed, critiqued, and guided in the classroom by RCC Faculty and/or clinical preceptors each semester. A student who has a grievance of any kind should see the following individuals in the given order. The student must discuss his/her grievance with the individual beginning with Level 1. If the result of the discussion is not satisfactory, then the student can proceed to the next level. If the grievance occurs at the clinical site, and the grievance reaches Level 2, the student should contact the Clinical Coordinator. The student must initiate the grievance process within 3 days of the incident.

Level 1: Instructor, supervisor, or preceptor
Level 2: Department Head
Level 3: Associate Dean of Health Sciences

*Beyond Level 3, please refer to the Grievance Policy in the RCC Catalog.

Each conflict will be assessed on an individual basis and individual situation with each student and/or appropriate staff or faculty member. It should be noted that program faculty take a holistic approach to student learning and may enlist the assistance of other faculty when deemed appropriate.

If the grievance pertains to a charge of sexual harassment, then the student may go directly to the Vice President for Student Services rather than to the offending person.

Documentation must occur at all levels, from student to level where resolution occurred. This is to be filed in

the Department Head's office. Please refer to the [RCC Catalog](#) and [RCC](#) for additional information. The Program will make every effort to come to a resolution within 7 days of the student's initiation of the grievance process. This period may be exceeded if more information is needed. If the grievance goes beyond Level 3 then the period will be as listed in the RCC catalog.

Updated 06/25/18

2.8 Disciplinary Infractions

The program has adopted the policy of assigning violation points to disciplinary infractions. Violation points are scaled from 1-5, 1 being assigned to very minor infractions and 5 the most severe. Violation points are cumulative throughout the program and can be assigned for violation of any RCC Program policy (class and clinical). On average, 3 points are assigned for each violation, however, all situations will be investigated, and violation points will be assigned based on information gathered from the investigation, the level of the student, and the severity of the violation.

Some behaviors/violations are considered severe and will result in the student being charged with 5 points on the first offense. Student's reaching 5 points will be immediately dismissed from the RCC CT/MRI program.

Students who receive 3 or more violation points will be required to create a plan of action detailing how they plan on preventing accumulating additional violation points. They must submit their plan of action and request a meeting with the Department Head 1 week from the date they received their last reprimand. If the student continues to obtain violation points, they will be required to repeat the process. Failure to submit the plan of action and/or meet with the Department Head will result in immediate dismissal from the program.

The list of actions below outline behaviors which will begin the disciplinary process. ***Note: that every situation cannot be anticipated or listed, therefore, other actions not listed here may also begin the disciplinary process.*** Students should also refer to the Clinical section of this handbook, the RCC Catalog, and each respective class syllabus for specific policies.

Examples of severe violations that will warrant an automatic assignment of 5 violation points (resulting in immediate dismissal from the program) are as follows:

1. Any violation of the ARRT Standards of Ethics.
2. Violence or threat of violence to oneself or others
3. Violation of RCC weapon policy
4. Unsafe clinical practice
5. Deliberate damaging or mishandling of equipment in classroom, lab, or clinical setting
6. Use, purchase, distribution, or possession of alcohol and/or controlled substance prior to or during any function where you are identified as an RCC student.
7. Theft of any item or receipt of stolen items from the hospital, employees of the hospital, fellow students, visitors, or employees of Randolph Community College
8. Lying or falsifying documentation including times, patients, records, or any other written or oral information
9. Defiant or non-cooperative behavior with clinical or college affiliates. For example, refusing to follow instructions, refusing to do an examination, exhibiting behavior that obstructs the learning environment, and other behaviors as defined by the Clinical Coordinator or Department Head.
10. Sleeping at the clinical site.

11. Performing radiographs, or any use of ionizing radiation, without direct or indirect supervision.
12. Repeating radiographs without permission and direct supervision from a supervising technologist, preceptor, or clinical instructor
13. Performing venipuncture and/or administration of contrast media without direct supervision.
14. Administration of medication outside of the facilities definition of the image professional's scope of practice.
15. Use of the radiography lab to take radiographs of any kind without direct supervision of an RCC employed registered radiologic technologist.
16. Any violation of the Radiography Program's Radiation Safety Plan
17. Any violation of OSHA or HIPAA regulations
18. Conviction of criminal or civil law
19. Engaging in behavior which may result in the clinical site requesting removal of the student from the clinical rotation.
20. Any type of unprofessional behavior
21. Violation of RCCs sexual harassment policy
22. Violations of civility (e.g., rude, disrespectful, lewd, indecent, or offensive conduct or apparel)
23. Mental, physical, psychological, cyber or verbal abuse.
24. Any violations of RCC's student conduct and zero tolerance policy.
25. Obtaining multiple violations of any RCC and/or Radiography program violation

Some violations are considered less severe and may only warrant the student a warning. Students may receive 0-3 violation points for the first infraction (on average 3 points are assigned). However, if that student continues to violate policies, regardless of if the violations are different, they will be subject to additional violation points and dismissal. Examples of less severe violations are as follows:

1. Habitual tardiness
2. Habitual absences
3. Lack of initiative or reported laziness.
4. No dosimeter in lab or at clinical
5. Violation of clinical dress policy
6. Smoking in non-designated areas at RCC or the clinical site
7. Poor personal hygiene
8. Chewing gum in front of a patient
9. Failure to notify RCC of absence or tardy in a timely manner.
10. Failure to make proper notifications of clinical absence or tardy.
11. Leaving clinical early without prior approval
12. Use of any personal electronic device in clinical.
13. Violation of any policy and/or regulation outlined in the Randolph Community College Catalog
14. Failure to use radiation shielding devices for patient, self, or others when warranted by safe practices.
15. Negligence of care including leaving patient unattended or unescorted to and from radiographic room
16. Not properly filling out, and/or not submitting repeat log on time

Definition of Safe Clinical Practice: Also refer to the radiation safety section

1. Practicing within the guidelines of the Radiography and CT/MRI Program policies and objectives at Randolph Community College.
2. Practicing within the American Registry of Radiologic Technologist standards.

3. Practicing within the ethical standards of the American Society of Radiologic Technologists.
4. Practicing within the scope of practice under the auspices of the ARRT and ASRT.
5. Practicing within the standards of the Joint Review Committee on Education in Radiologic Technology.
6. Practicing within the direction and supervision of the Radiologist on site at clinical affiliates.
7. Practicing within the direction and supervision of the registered Radiologic Technologist assigned as clinical instructor or preceptor or staff technologist.
8. Using appropriate shielding, imaging technique or other means of radiation exposure reduction commonly named ALARA at all times.
9. Giving excellent care to every patient without regard to race, creed, sex, color, religion, and physical or mental limitations.
10. RCC CT/MRI students may not remove a patient from the following:
 - a. Cervical collars
 - b. Monitoring devices
 - c. Traction
 - d. Bandages or splints
 - e. May not unhook IV fluids/medications
11. RCC CT/MRI students may not give medication or treatment to patients with the exception of contrast agents and only with direct supervision and approval of a technologist or physician. Food and/or liquids may be given with consent of the attending physician.
12. RCC CT/MRI students may not inject IV contrast without direct supervision of a registered technologist that works for the clinical site.
13. Critically ill patients should take priority and should never be left alone. Note any changes in patient and report it immediately.
14. RCC CT/MRI students should never keep valuables for a patient. Valuables should be given to a family member or given to nursing personnel to be locked up. Note the name of the person in possession of valuables in case it is needed later.
15. Dentures should be placed in the proper container, not wrapped in paper towels, tissues or washcloths. (Always check for dentures, glasses, clothing, and other personal belongings when escorting the patient from the exam room.)
16. Never be afraid to ask for help. (If you suspect something is wrong, it probably is, get help.)
17. Never be afraid to ask a radiologist to check a patient.
18. Never get between an upset or belligerent patient and the exit.
19. Excuse yourself from the room if you feel threatened or uneasy. Ask a technologist to come in the room with you.
20. Students are required to wear corrective lenses or glasses if indicated on their medical form. Students are required to wear any and all types of devices required by their physician that the program may feel is necessary to protect the patient.

2.9 American Registry of Radiologic Technologists Standards of Ethics

The Radiography Program of Randolph Community College also abides by the ARRT “Standards of Ethics” and provides these to program students in preparation for student certification with the ARRT upon graduation. Students are expected to adhere to these standards throughout the enrollment of the program and in professional practice after graduation. Any questions as to professional or personal behaviors required to be certified by the ARRT or to maintain certification should be directed to the ARRT at the address, telephone

number, or Web site at the end of the ARRT document included here: [ARRT Standards of Ethics](#)

2.10 Dismissal from Clinical Rotation

Each affiliating hospital has the right to dismiss from that facility any student believed to be clinically unsafe, or for conduct failing to meet minimum standards established by the hospital or the College. The following policy has been adopted: Any student dismissed from or found clinically unsafe in any clinical course will have his or her case referred to the Department Head of Radiography for appropriate action. The student will not be assigned to another clinical site unless the Department Head deems it appropriate.

****In the event that a clinical site refuses to allow you to attend clinical either due to drug screen/background check results, behavior issues, or any other valid reason, you will receive a grade of 'F' for the clinical course and be dismissed from the CT/MRI Program. In these cases, the clinical coordinator and/or program director will investigate the problem and provide in writing to the student the final decision.**

2.11 Dress Code for Classroom and Clinical

CLASSROOM and LAB:

Students are expected to dress appropriately for class, lab, and clinical, including having proper hygiene. If you are dressed inappropriately, the faculty will let you know. Appropriate clothing is defined as wearing clothing that covers the body and is loose fitting enough to be an active participant in lab. Clothing is not to have vulgar or offensive language or pictures. Smart watches are not permitted in the clinical, classroom, or lab setting.

When uniforms are required, they are to be worn directly to class, lab or clinical and then back home.

Students will receive only one warning. The next violation will result in dismissal from class with a deduction of 5 points on the course final grade.

CLINICAL:

Uniforms:

The students will be required to wear the following uniform and are expected to be in full uniform, including markers, name badge etc. upon arrival. Students will not be allowed to return to their car. It is recommended that students purchase enough uniforms that a clean uniform is available for each clinical day.

- Photo ID Badge/Radiation Dose Monitor:** All students are required to wear both the RCC photo ID badge and the radiation dose monitor at all times while in the clinical setting. Radiation dose monitors should be worn at the collar level. Photo ID badges must be worn so they are easily visible and turned so that the student's name and photo are seen.
- Ink pen and paperwork:** All students are required to have an ink pen (blue or black ink) and required clinical paperwork as part of their clinical uniform. Failure to have other supplies necessary for clinical will result in a warning, then a written reprimand with violation points.
- Cosmetics:** Use cosmetics sparingly. **DO NOT** wear perfume, body sprays, aftershave, or extreme makeup. Any lotions you use must be scent free. Many clinical sites have lotion that is approved for

that site and should be used if needed while you are there.

- **Nails:** Nails must be natural and cut to just cover the fingertips and must be kept clean. **NO** artificial nails or gels or nail polish are allowed for infection control reasons. Students who cannot correct this immediately will be sent home.
- **Jewelry:** A watch, wedding band, engagement ring, and medical alert bracelet are permitted. One pair of pierced earrings may be worn if they are small and confined to the earlobe. Gauges will be subject to clinical site approval. **NO** visible body piercing (other than ear) may be worn. Neckwear is to be inconspicuous and should be kept under the uniform. A simple watch is permitted, but Smart watches are not allowed in the clinical, classroom, or lab setting.
- RCC and the clinical sites are not responsible for jewelry that is lost, broken or damaged during lab or clinical sessions.
- **Eyewear/other medical devices:** Contact lenses are to be of an appropriate natural style and color. Eyeglasses are to be a simple style and are not to be shaded. Eyewear must be worn if indicated by the student's physician on their medical form. Students must wear any and all devices as indicated by their physician.
- **Body tattoos/Markings:** All body tattoos/markings must be covered with clothing, appropriate make-up and/or a skin tone Band-Aid.
- **Hair:** Hair must be clean, neatly groomed, appropriately styled and colored (no extreme hair colors). Long hair must be neatly pinned above the collar. Hair should not fall forward in your face when positioning a patient or providing patient care. Mustaches and beards must be clean, neatly trimmed.
- **Hygiene:** Daily bathing, use of deodorants and mouth care are a MUST. You should always be clean, neat and free of odor.
- **Gum Chewing:** Chewing gum is discouraged. Mints are a better option. Whatever you have in your mouth to reduce offensive breath should be kept inside your mouth and not noticeable.
- **Tobacco:** Tobacco of any kind is prohibited at all clinical sites. E-cigarettes are also not allowed. Do not carry cigarettes, lighters or other tobacco products in uniform pockets. If you smoke before arriving at your clinical site, be aware of the smell. The smell of cigarettes should not be noticeable on you or your belongings.
- **Electronic devices:** Cameras and tape recorders are prohibited. No electronic devices (laptops, radios, pagers, iPods, etc.) are allowed in the clinical setting. They cannot be carried in your pockets. Students are not permitted to wear a smart watch, or any other device with texting capability to clinical.
- **Cell Phones:** Students are not allowed to carry cell phones in the clinical setting. Cell phones should be turned off and put away (not in your pocket). You may check your cell phone at lunch in the appropriate area. Smart watches are not permitted in the clinical, classroom, or lab setting.
- **Violation of this policy will lead to violation points, clinical probation followed by withdrawal from the program.**

***Students who fail to follow the dress code and other policies will be charged with the appropriate violation points.**

Students who do not comply with the dress code will be sent home from clinical and this will count as a clinical absence.

Students are expected to have all materials needed for the clinical day upon arrival. Students are not allowed to return to their car during clinical. Students are responsible for having and maintaining forms and competency information and having that information readily available at the clinical site. Students are not permitted to print at clinical or use any resource of the clinical settings.

2.12 Electronic Device Usage Policy

As published in the RCC Catalog, students are requested not to use phones in faculty or administrative offices. The RCC Catalog also states that **incoming calls for students will not be honored except in the case of an emergency**. This policy applies to both campus and clinical agencies used for student learning experiences. Electronic devices such as pagers, cell phones, and Smart watches are disruptive to class. Students who text or use such devices in class will be asked to leave. Prior to lecture, lab, and testing, all cell phones must be turned off and put away in the designated container in the classroom. Calculators on cell phones are not permitted during testing.

CT/MRI students are generally off campus in an area healthcare agency one to three days per week depending upon the semester. At the beginning of each semester, students should give family members, significant others, schools, daycare centers, etc. their schedule (dates, days, and hours), including the phone number of the healthcare agency. Students should inform these persons of any schedule modifications for the semester. Students should also clearly communicate to these persons the policy that incoming calls for students will not be honored except in the case of an emergency. Most hospitals prohibit the use of cellular telephones except in designated areas of the agency. The student may use the cell phone on breaks or lunchtime in these areas. A good option for emergencies is to have calls made to Angie Bare, administrative assistant who can locate the student and deliver a message. Her number is 336.633.0264. If you are unable to reach Ms. Bare at that number, you can also call the RCC switchboard at 336-633-0200.

No photographs should be taken at the clinical facility unless permission has been granted by the Radiology Manager and/or Department Head. Photographs may not include any patient information of any form and should not have information that would identify the clinical site. Student taking photographs without granted permission will be subject to the disciplinary process. Photographs taken by RCC employees or submitted to the Clinical Coordinator and/or Department Head may be posted for marketing purposes.

Computers at the clinical sites are for official use only. Students are allowed to use them to access Trajecsys and for completing patient documentation when allowed by the clinical site. Clinical site computers and printers are not to be used for printing copies of clinical paperwork. That should be done either at RCC or at home prior to arrival at the clinical setting.

Additionally, students are not permitted to use any personal electronic device in the clinical setting.

2.13 Social Networking/Electronic Communications Policy

All students and faculty are to practice professional behaviors of confidentiality as well as to follow legal and ethical standards of conduct as stated in the RCC CT/MRI Student Handbook, ARRT Code of Ethics, and the RCC College Catalog. No reference is to be made about clinical sites, patients, clinical staff or Randolph Community College employees or students at any time on any social networking site. Failure to abide by this policy will result in disciplinary action, which may include dismissal from the Radiography program. Any student not wishing to have their photograph used by RCC for marketing or on the program's Facebook page must notify the Clinical Coordinator and/or Department Head.

2.14 Class/ Clinical Attendance

Students are required to attend all class, lab, and clinical meeting times. Absences, or incidents of tardiness

and or/leaving early which exceed the student's allotment for the semester, may result in a grade reduction, violation points, probation, and possible dismissal from the Program. Students who are habitually absent, tardy, or leave class and/or clinical early will be subject to the disciplinary process. For additional information see the class syllabus, the clinical attendance policy, and the attendance policy explained in the RCC Catalog. The following guideline is in force for all imaging courses:

Students will be in their assigned clinical location 5 minutes prior to the start of their clinical rotation and will be in their seat ready for class or lab 5 minutes prior to the start time, or they will be considered late.

Students not attending class or clinical should notify instructors at least 30 minutes before the starting time of the class or clinical starting time. Students who are going to be tardy for class must inform the instructor. Students who need to leave early must receive permission from the instructor prior to the beginning of class/clinical/lab.

You are expected to attend each class session and each lab session. More than 1 absence will result in a point deduction for each occurrence. Three absences will be considered excessive and may result in a failing grade for the course. You are expected to contact the instructor via phone or email prior to class time if you are going to be absent or tardy. Failure to notify the instructor will result in a grade reduction regardless of if this is your first absence or tardy.

More than one incidence of tardiness or leaving class, lab, and/or clinical early will result in a grade reduction for each occurrence from your **final grade**. Any appointments must be made outside of class time. It is not acceptable to miss class for any reason other than emergencies. Students are not permitted to leave class early. This is to the discretion of the instructor.

Please refer to the course syllabus for additional information on attendance.

It is the students' responsibility when they miss class or lab to obtain any class notes, worksheets, etc. from a fellow student. It is the student's responsibility to contact the instructor to schedule a missed exam to be completed within one week. The instructor is not responsible for getting any missed work to you or for rescheduling a missed exam.

2.15 Late Assignment/Make-Up Exams

Students are expected to submit all assignments on time and take all exams on the day they are scheduled. If a student is absent on the due date of an assignment or scheduled exam, he/she is expected to submit the completed assignment or take a make-up exam on the first day he/she returns to class, lab, or clinical unless other arrangements are approved by the instructor. **It is the students' responsibility to contact the instructor to reschedule the exam.** However, a make-up examination is a privilege and some instructors do not allow make-up testing or late work submission. Check the class syllabus.

The faculty member teaching the class may set their own policy regarding make-up exams.

2.16 Protocol Variations

While it is the intent and objective of the CT/MRI Program to be as consistent as possible, there may be differences between how a procedure is described in a textbook versus how it is performed at individual clinical sites. Sometimes procedures/protocols are performed differently in different regions or for different types of doctors. The intent of the textbook and classroom lecture will be to teach national standards and prepare the student for the ARRT registry. Lecture tests will focus on national standards and textbook

information. Refer to the course syllabus and instructor for more information in regard to grading.

2.17 Test Review Policy

Tests may be returned to the students for review after all tests have been administered and all tests have been graded. **The instructor has two weeks to grade and return tests.** If the student is absent, it is the student's responsibility to contact the instructor to obtain the test for review. The student should not remove the test from the classroom or lab but may review the test until the end of the class period. An instructor may allow the student to return the test at a later date, but this will be announced. The student should discuss questions privately with the instructor. If a disagreement exists between the student and the instructor, the student should bring to the instructor a textbook supporting the student's answer. The instructor has the final decision as to the correct or best answer to the question.

The faculty member teaching the class may set their own test review policy. See the class syllabus.

2.18 Policy for Student/Clinical Staff/ Faculty Relationships

While it is beyond the authority of the College to regulate "off-duty" relationships between students, staff and/or faculty, it is nevertheless the responsibility of students to use the greatest discretion when these relationships occur.

Student and faculty relationships must be strictly professional in nature for the duration of the program. Students and faculty are not to engage in social activities/networking until the student is no longer enrolled in the program. The relationship between students and staff/faculty members should be maintained as strictly professional in nature. Students who are involved in a relationship with a staff member other than on a professional basis should be fully aware of the impact of these relations on self and others. Should any conflict of interest occur between the personal relationship of a student and a staff member such that the student performance and evaluation is jeopardized, the Radiography Director and Clinical Coordinator should be notified to determine the course of action necessary. Staff members are also responsible for respecting these same professional standards.

2.19 Policy for Student/Patient Relationships

To maintain patient confidentiality, and to avoid potential conflicts of interest of a personal or professional nature, the following policy has been adopted.

Students are required to notify their clinical supervisor if they are acquainted in any way with a patient or client in the clinical affiliation. The clinical supervisor will determine if it is appropriate for the student to provide care or to interview the patient/client. The student must maintain HIPAA at all times.

Personal relationships that are initiated or that develop from professional contact with patients/clients who may be compromised by a physical or psychiatric disability are unprofessional and prohibited.

Failure to maintain a professional attitude with respect to personal involvement with patients will result in dismissal from the Radiography Program.

2.20 Appointment Policy

All appointments (doctor or personal) should be made on scheduled days off or after school hours. Appointments should not interfere with didactic or clinical instruction. If the appointment is unavoidable from interfering with class, lab, and/or clinical instruction, the student must contact the department head prior to the appointment. The department head will decide if the absence is excusable. Students will be held to the college and program attendance policies.

2.21 Bereavement Leave

A student may utilize up to three days (maximum) leave of absence without prejudice or loss of clinic time for the death of a member of that student's family. For the purposes of administering this policy, the family shall be defined as:

Wife, husband, partner, significant other, children, mother-in-law, father-in-law, mother, father, grandmother, grandfather, grandchildren, brothers, sisters, and legal guardian.

To utilize this allowance, the student must notify the Department Head. Forms are submitted upon return. Permission may be given for other family members, but time must be made up.

Bereavement forms are available in the "FORMS" section.

2.22 Jury Duty

Students who are called for Jury Duty will be excused from class or clinical to fulfill their civic duty. The Department Head should be notified as soon as possible, and the student must provide the appropriate documentation.

2.23 Inclement and Severe Weather

In the event of unscheduled closings or delays, the College will adhere to the following policies:

Day and Evening Classes

Classes will be canceled by the president in collaboration with the director of safety and emergency preparedness. Students are asked to check the following avenues to find out about closings or changes in schedules:

1. Call 336-633-0200 (RCC's Main Campus), 336-862-7980 (Archdale), or 336-633-4165 (ESTC) for voicemail message.
2. Visit [RCC](#) for message.
3. Sign up for an automatic text or e-mail alerts at [RCC Alerts](#)
4. View one of the following TV stations:

WFMY-TV (CBS), Greensboro, NC, or visit [WFMY CBS](#)

WXII-TV (NBC), Winston-Salem, NC, or visit [WXII 12](#)

WGHP-TV (FOX 8), High Point, NC, or visit [Fox 8](#)

Announcements will be made by 6 a.m. and 4 p.m. for the day and evening classes respectively. (Note: The information will be available for day closings on voicemail at 336-633-0200 and [RCC](#) by 6:30 a.m. if possible. Announcements may be made in one of the following ways:

1. **Randolph Community College is closed.**
2. **Randolph Community College is closed for day and/or evening classes.**
3. **Randolph Community College: will open at ___ OR is operating on an __ hour delay.**

Note: This option allows for a delayed opening. In the case of a delayed opening, normal class schedules are not altered. Students should report to the class that would normally be in session at the time of opening. (Example: If you have an 8–11 a.m. class and the College opens at 10 a.m., your class will meet from 10–11 a.m.). Individuals, especially those commuting from other counties or remote locations, should exercise personal judgment concerning road conditions regardless of College announcement. If a closing decision is made while students, faculty, and staff ARE ON CAMPUS, information will be shared through “urgent” e-mail and direct contact, and, if appropriate, made available on voicemail, the RCC Web site and on designated TV stations.

Extracurricular Activities/Events

All extracurricular activities or other scheduled events normally will be canceled when it is necessary to cancel classes due to unscheduled College closings. The person who is in charge of the activity/event will be responsible for rescheduling the activity/event, if necessary.

Missed or Canceled Classes

Scheduled classes, which are missed or not held for any reason, including inclement weather, will be rescheduled, or the instruction will be made up by some other alternative. Alternatives may include extra class sessions, extended class sessions, individual conferences, or other options approved by the appropriate dean.

If the student is assigned to clinical on the day of inclement or severe weather and the school is closed, the student will not go to the clinical site. If the school closes during the time of travel to the site, the student should leave upon arrival. If the school is on a delayed opening schedule (i.e. 2 hours), the student will report to clinical 2 hours later than normal. The same rule applies to classroom times.

Due to the various locations of clinical sites and student residences, weather can vary greatly. The student should use their personal judgment regarding traveling to clinical. If the weather (and roads) clears, the student may report to clinical late unless RCC is closed.

Closing During School Hours

The instructors will be advised by College administration when the school closes during the day. At that time, students will be dismissed. Clinical sites will be notified by the Program Director, Clinical Coordinator, or other College official to release students to go home.

Students should not leave clinical until the school notifies the clinical site. If the department manager feels the roads are becoming too dangerous for travel and that the students should be dismissed, they should contact RCC.

Clinical and Inclement Weather

In the event the college cancels classes due to inclement weather, **students are not to report to clinical sites.**

If the college closes while students are at the clinical sites, the students must leave the site at the closing time designated by the college.

In the event the college opens on a delayed schedule due to inclement weather, report to clinical sites at the time of the announced opening of RCC. (For example, if the college delays opening two hours you would report to your site at 10 am.)

As we cover a wide area and not all areas are affected by the weather in the same way, please note the following:

- Using reports available to you, you are responsible for determining whether or not traveling to your assigned site is safe. If you decide not to go due to bad weather and RCC is open, you must follow the clinical absence policy.
- Your clinical site/instructor may send you home, even if RCC is open, if they feel the conditions are becoming dangerous. If they tell you to go home, do not argue or hesitate.

Do not take it upon yourself to make up any time lost due to inclement weather (unless you chose not to go when RCC was open, in this case follow the make-up time policy). The clinical coordinator will schedule make up assignments for everyone in this case.

2.24 Additional Policies/Regulations

Students should also review the Randolph Community College Catalog for additional policies and procedures. These guidelines will be strictly adhered to in addition to the policies and guidelines covered in the Student and Clinical Handbooks. Students are expected to follow all procedures, guidelines, and regulations or they will face disciplinary action. Students will receive a copy of the Clinical handbook before their first clinical rotation.

Please refer to [RCC Catalog](#) and/or [RCC](#) for information regarding the following policies/regulations and College information.

Up-to-date College calendars
Privacy of student educational records
Release of directory information
Students' right to know
Traffic and parking regulations
Campus security
Emergency phone system
Reporting criminal actions
Security alerts
Access to campus facilities
Campus Security Act
Sexual Assault Policy
Sales personnel and visitors on campus
Loitering on campus
News media on campus
Children on campus
Animals on campus

Electronic Access and Acceptable Use Policy
Guidelines for Network/Internet Access Policy
Intellectual Property Policy

Weapons and Dangerous Instruments Policy
Tobacco Free Policy
Drugs and alcohol use
Challenged Courses Policy

Section III: Clinical Guidelines and Regulations

Please note that additional clinical regulations are contained in all sections of this manual.

3.1 Statement of Expectations and Standards

Each student must realize that he or she is required to adhere to all of the rules and regulations of the facility to which he or she is assigned. Each clinical facility will have policies and procedures which will be different from other facilities. The student is not qualified to make a determination of correctness and should never question or express their personal opinion.

Professional success depends upon more than academic achievement. Becoming a professional includes proper attitude, integrity, manners, speech, cooperation, dependability, confidentiality, accountability and demeanor, as well as appearance. You are a representative of Randolph Community College and the CT/MRI Program. Unprofessional behavior on any level will not be tolerated and may serve as grounds for dismissal from the program. You will treat all fellow students, faculty, hospital affiliates, and patients with respect. Self-confidence comes with practice and perseverance. Observe the technologists, especially someone you admire. The student is expected, to adhere to high standards of personal and professional conduct.

Students must always appear professional, neat, and clean. Students must demonstrate a professional appearance and attitude since they are a reflection of the Randolph Community College CT/MRI Program, the clinical site, fellow students and themselves. Consider clinical experiences as a job interview each and everytime you are at the site.

If, under any circumstances, a patient refuses the student's presence prior to or during an exam, the student will be asked to step out of the diagnostic room.

3.2 Patient Identification

Do not do procedures on patients without proper identification (armband) until you check with your supervising technologist. (Small clinics may use other methods of patient identification.)

- o Confirm the identification of the patient by at least two identifiers such as:
 - § check the wrist band
 - § verify name and date of birth by asking patient
 - § verify patient's order with the information given by the patient
 - § verify patient's medical record number
- o Remember to abide by HIPAA regulations when asking for this information.
 - o Patient identifiers must be placed appropriately on all images according to facility policy.

Students should realize that clinical site regulations must be followed but when not specified the student should apply the standard taught by the program in class or lab.

3.3 **Procedure Protocols**

- o Each radiology department should have a manual listing protocols for each examination.
- o All radiographic examinations must be ordered by a physician or appropriate delegate.
- o All radiographic examinations must have a written diagnosis or pertinent information related to the examination ordered.
- o Any modification of department protocol must be approved by the student's supervising technologist/radiologist.

3.4 **Treatment of Patients**

All patients will be treated with respect and dignity. Some casual conversation with the patient along with a brief description of the examination will help relieve much apprehension that the patient might have. The student must also maintain awareness of the patient's safety and comfort. All information concerning patients is to be kept confidential. **Any violation of the confidentiality agreement, and ANY violation of a patient's dignity, is grounds for immediate dismissal from the Radiography Program.**

3.5 **Reporting Abuse in the Clinical Setting**

- A. If a student witnesses **any** abuse of patients in the clinical setting, he/she should report it immediately to the clinical instructor.
- B. The student will document the incident in writing, and immediately contact the Clinical Coordinator or Department Head.
- C. The clinical instructor, student, and Clinical Coordinator and/or Department Head, with the written documentation from the student will meet with the Director of the Radiology Department, from which the incident occurred.
- D. The Director of Radiography will take appropriate action. A copy of the written documentation should be forwarded to the Department Head.
- E. Please note, each situation will be addressed on a case-by-case basis and steps will be taken ad lib as deemed necessary.

3.6 **RCC Health Sciences Interpretation Policy**

Often patients are seen in the clinical settings who are unable to hear or understand English. In this case, the clinical site is responsible for providing a qualified interpreter. RCC students, even if qualified, are not to serve as interpreters for patients during procedures at the clinical site.

3.7 **Radiography, CT/MRI Program Class, Lab, and Clinical Professional Expectations**

As was stated earlier, you are expected to conduct yourself as a professional at all times, and in any situation where you may be identified as a radiography student. Outlined below, in addition to other stated policies, are the program's expectations for students and program faculty.

Professional Relationships with Patients and Patient Care:

The student/faculty will:

1. Identify oneself as to name (1st name only is okay), that you are the radiography student who will be performing the exam. (Patients have the right to refuse students to perform or observe the exam.)
2. Attempt to make the patient comfortable.
3. Provide a safe and clean environment.
4. Include the patient in conversations which occur in the patient's presence.
5. Treat the patient as a person, not an object or exam. Call them by their proper name. (Mr., Miss, or Mrs.)
6. Maintain an attitude that is friendly, open, approachable, teachable and compassionate to others.
7. Conduct self in a professional and mature manner. Be polite, dignified, and considerate. Misbehavior by students includes loud talking, laughing, joking, crude remarks of derogatory, teasing or sexual nature, noisy or boisterous behavior is NOT allowed. Any conversation can be overheard or misinterpreted by patients, staff or family in the clinical area. Such conduct is subject to disciplinary action.
8. Maintain patient confidentiality at all times. (Be mindful of your surroundings and who may be able to overhear your conversation about the patient.) *HIPAA violations will result in dismissal from the Radiography Program.*
9. Wear proper clean, pressed uniforms (or clothing), including dosimetry badge and identification, and be odor free while at clinical site.
10. Protect the patient's personal property.
11. Accompany patients in and out of the rooms at all times. Don't just direct a patient or visitor to another area but if possible, escort them there.

Professional Relationships with the Health Care Team:

The student/ faculty will:

1. Recognize and follow the chain of command.
2. Adhere to established policies of the school, department, and hospital or clinic.
3. Be willing to work with others.
4. Be respectful and cooperate with others.
5. Accept constructive criticism and suggestions in a proper, professional manner. Use the information to grow and better your skills. Even if you do not agree, there is something to be learned from all feedback. (Perception of others is more important than your personal perception of your skills and/or conduct.)
6. Perform assignments as requested by staff radiographers even if competency has been completed. When not busy, assist other co-workers or fellow students. Volunteer for examinations that need to be performed. Offer to process images, escort patients, prepare the exam room, and any other need that you can meet. Most departments will not ask you to do something, but you must step up and ask to do the procedure.
7. Follow site policies and procedures regarding all aspects of performing examinations. This includes but is not limited to: placement and use of lead markers, exam routines, obtaining pertinent patient history, obtaining pregnancy status, and completing paperwork.
8. The hospital phone is not to be used for personal calls. Personal and/or business calls (either incoming or outgoing) on any phone during clinic hours are not allowed. A student is allowed to use his/her personal cell phone **ONLY** during "break, lunch, dinner" times. This will require that the student finds

a designated and private location and does not conduct personal calls in front of patients or hospital staff. See Cell Phone policy in this handbook.

9. Students are to follow correct radiation shielding consistent with training.
10. Will not argue with any person during clinical. Disagreements should be handled in private and in a professional manner. See grievance policy in this handbook.
11. Will not refuse to do what a technologist asks you to do. (As long as it does not violate policy or endanger someone.) *(Students are to refuse perform exams if they violate the supervision policies outlined in this handbook. Failure to follow supervision policies will result in immediate dismissal from the radiography program.)*

Dependability:

The student/faculty will:

1. Be punctual when arriving for clinical rotation. Take only the allotted amount of time for breaks (optional) and lunch times (required minimum of 30 minutes each day). Be on time for any meeting.
2. Will remain in assigned area for entire rotation.
3. Have few and explained absences and make proper notifications as outlined in the absence policy.
4. Check in and out with your supervising technologist when leaving. Report off any information about your patient and make sure your work area is clean. **Falsification of attendance will result in dismissal from the program.**
5. Be prepared to perform procedures alone or with minimum supervision (if patient condition permits) after completing competency evaluations on procedures.
6. Take an active role in clinical.

Initiative:

The student/faculty will:

1. Actively and voluntarily seek further information in an effort to improve his/her knowledge and skills.
2. Demonstrate an active role in departmental procedures rather than a passive role.
3. Use any downtime in a constructive manner such as practice positioning, practice equipment manipulation, cleaning, stocking, or studying. (No electronics, laptops, tablets, magazines, or recreational reading is allowed.)
4. Studying is only permitted if there are no exams going on, and the rooms have been cleaned and stocked. Patient care is always the first priority. Only notes, flashcards, or another type of small study tool is permitted, and shall not interfere with patient care.
5. Will seek out instruction and information.
6. Maintain cleanliness. Pick up clutter and clean up spills. Clean tables and instruments after use. Use clean linens. Wash your hands and wear gloves when appropriate.
7. Voluntarily assist patients, visitors and others whenever possible. (Hold the door, help put clothing or jewelry back on.)

Judgment:

The student/faculty will:

1. Recognize problems and emergency situations and take immediate steps to resolve them.

2. Effectively screen patients per site protocol prior to the administration of contrast media and venipuncture.
3. Use forethought and intelligence in arriving at decisions.
4. Act calmly and rapidly under stressful situations.
5. Seek assistance from supervising technologists when needed.
6. Present a proper pleasant and professional attitude. Smile warmly, do not criticize, maintain eye contact, don't blame others or make excuses, and show a genuine desire to learn.
7. Maintain patient privacy and confidentiality at all times. Keep patient covered, close doors, discuss confidential information in private areas.

Responsibility:

The student/faculty will:

1. Perform or assist with radiographic procedures scheduled for the assigned area.
2. Report to the supervisor of the assigned area promptly.
3. Return and replenish supplies as necessary.
4. Be familiar with the location and proper utilization of all emergency equipment and procedures.
5. Adhere to program policies at all times, and particularly when a paid RCC employee is not present.
6. Refuse compensation for services from patients.
7. Accurately complete all clinical paperwork and submit or turn it in on time.
8. Remain in assigned area.
9. Be prepared for the clinical day by having all necessary supplies. (Markers, pen, name badge, dosimeter badge, paperwork, etc.)
10. Consistently and accurately maintain procedure documentation in the ARRT website.
11. Admit to mistakes and seek ways to avoid making the same mistakes in the future.
12. Listen to customer concerns, apologize, take action to resolve the problem and follow up if possible. (You may need to direct the customer to the proper person for resolution.)
13. Maintain patient safety at all times. Report any equipment problems immediately. Keep room neat and clean and wipe up spills quickly. Escort patient. Watch patient.

Efficiency:

The student/faculty will:

1. Establish performance priorities in a logical sequence.
2. Maintain a clean, orderly, and safe clinical area.
3. Be effective in performing under pressure.
4. Practice good organization skills.
5. Complete procedures in a timely fashion.
6. Stop conversations, studying or other activities to perform patient exams immediately. Do not delay patient exams.

Communication:

The student/faculty will:

1. Tell your clinical instructor, preceptor or supervising technologist if you don't know something and

ask for help.

2. Answer the telephone before the third ring. (If allowed)
3. Keep patient and family informed of wait times when applicable. (Do not violate HIPAA rules).
4. Keep conversations professional around patients.
5. Keep patient information confidential.

Personal Traits:

The student/faculty will:

1. Be neat, clean, free of odor (good or bad), wear photo ID badge, wear radiation dose monitor, and wear the proper uniform for clinical in the proper size.
2. Demonstrate a strong work ethic. Take initiative and participate in every exam possible.
3. Practice good personal hygiene.
4. Demonstrate tactfulness in caring for patients and assisting the health care team.
5. Be friendly and pleasant at all times.
6. Practice politeness and respectfulness. Say please and thank you. Yes or no ma'am/sir.
7. Be self-confident in patient care, positioning skills, and quality assurance.
8. Demonstrate leadership.
9. Admit to mistakes.
10. Adhere to the Code of Ethics.
11. Refrain from lying and spreading gossip. Do not participate and actively discourage it. If it is information that you feel is necessary for you to know, get the information from the source (program faculty or preceptor).
12. Discussing instructors, students, or technologists is to be avoided. Gossiping or tale-bearing among students about courses, fellow students or instructors is inappropriate. Comparing grades, assignments and complaining should be avoided. Develop a habit of keeping anything you hear to yourself and do not share with others. That will help to limit confusion and hard feelings. ***Be mindful of what you post or respond to on social networking sites as posts and comments may be seen by unintended viewers no matter what your privacy settings are. Depending on the content, you can be dismissed from the radiography program for posts on these sites.***

3.8 Clinical Affiliations

The clinical component of the CT/MRI Program was developed to provide the student with a supervised and structured educational experience. Each student must realize that clinical training is a privilege provided by the clinical agency. Clinical assignments will be provided to the student by the Clinical Coordinator prior to the beginning of the fall semester. Students are assigned to their clinical sites **via first come first serve basis.** Your clinical start and end time may vary based on your clinical assignment. The student must complete the assignment as defined by the Clinical Coordinator. Do not request a change of assignment. Students will not be moved from their clinical site to a different site for any reason. Students must provide their own transportation to and from clinical.

Students are expected to be respectful to the radiologists, physicians, staff, and support personnel at the clinical site. Each site has their own way of doing exams and you are to respect that. Do not express your opinion about clinical matters. **You are a student, and you are to do as directed by the technologist or physician as long as the request is ethical.**

3.9 Transportation Policy

It is the student's responsibility to report to clinical on time. On time is being in your assigned area 5 minutes prior to the start of your clinical rotation, and in the department ready to work at the official posted start time of the clinical day. Excuses of not having transportation will not be accepted. Each student is responsible for his/her own transportation to and from the clinical site.

3.10 Clinical Site Orientations

Several clinical sites provide orientation PowerPoint presentations, written tests, and forms that must be completed prior to the student's arrival at the clinical site. The program will request any requirements necessary to attain clinical clearance and give you a deadline for completion. Failure to complete and return the requirements within the allotted time frame given will result in disciplinary action (a warning, then reprimand with violation points). Failure to complete the requirements on time will jeopardize the student's ability to attend clinical.

The first day of clinical should be utilized by the student and the clinical instructor to become acquainted with staff, supervisors and radiologists. An orientation and department tour should be conducted. The student is responsible to ask if it is not initiated.

1. On the first day of clinical, the clinical instructor or preceptor should introduce you to the key department personnel, show you key areas of the facility and department, and cover emergency policies and equipment among other things.

3.11 Clinical Differences

While it is the intent and objective of the Program to be as uniform as possible with all students, the student must realize that we cannot change or circumvent hospital policies. For this reason, there will be differences at each clinical facility; and the student shall be concerned with and adhere to the policies and protocols of the clinical facility to which he or she is assigned.

Students will be supervised, observed, critiqued and guided in the clinical site by site preceptors each semester. Any clinical concerns such as questions concerning positioning, exposure and/or clinical procedures will be directed to the RCC Department Head or site preceptor. Any conflicts between peers, staff radiographers, and/or supervisors will immediately be directed to the RCC faculty and/or preceptor following the procedure outlined in the conflict resolution policy.

3.12 Incident Reports

Whenever a student or patient becomes injured while attending classes and clinics as part of the program, the Clinical Instructor, Clinical Coordinator, and Department Head for Radiography must be informed. The student is responsible for any expense related to personal accidents, injuries, or exposure to disease that occur in the clinical setting. **Failure to report any incident to the Clinical Instructor will result in immediate dismissal from the Radiography Program.**

If a student is injured while at the clinical affiliate as part of the Radiography Program, he/she must file an Incident Report immediately at **both the clinical affiliate and with the College**. *Students may be required to*

provide written documentation from a physician that he/she is able to return to clinical depending on the nature/severity of the injury.

While at the clinical affiliate as part of the Radiography Program, if a patient under your care becomes injured in any way as a result of your actions or the equipment, it must be reported to your Clinical Supervisor/Instructor immediately and an Incident Report filed **at the clinical affiliate and the College** (see the Medical Incident Report in the Forms section). If a student preforms an exam on the wrong patient, or the wrong part or protocol, or there is any type of contrast media issue an incident form must be completed.

1. A physician **must** examine the patient immediately. The Technologist and the Clinical Supervisor/Instructor must be notified.
2. The Department Head must be notified immediately.
3. An Incident Report must be completed and reported to the Clinical Supervisor. A copy will be sent to the Radiography Department Head.

3.13 OSHA (Occupational Safety and Health Administration)

The student will be held accountable for observing OSHA standards at the clinical facility. Each clinical facility conducts an orientation for that site.

3.14 HIPAA (Health Insurance Portability and Accountability Act)

During clinical site orientation, the student will receive information regarding HIPAA standards. The student is expected to observe these standards at all times. The student will recognize that all health information from any healthcare facility is private and must not be shared either through verbal, written, and/or electronic use. Students in violation of this policy will be immediately dismissed from the Program. Any clinically related discussions must not violate the patient's right to privacy.

Additionally, prior to making duplicates of any radiograph for instructional purposes, the student will obtain permission from the Manager or Lead Technologist of the Radiology Department. Patient privacy as to any studies copied will be observed at all times. All patient information will be removed from an image brought to the College for educational use. Students in violation will receive a zero for that project and may face further disciplinary action.

3.15 MRI Safety

As part of your clinical education, you may be asked to assist in providing some type of patient care in Magnetic Resonance Imaging (MRI). You may be asked to assist in moving/transfer of a patient in the MRI department. The student will always check with the MRI technologist prior to entering the MRI department with a patient to ensure it is safe to do so.

The equipment used in MRI generates a very strong magnetic field within and surrounding the MR scanner. This magnetic field is always on. Any unsecured magnetically susceptible (ferromagnetic) material, even at a distance, may accelerate into the bore of the magnet with enough force to damage equipment, patient, and any personnel in its path. Students are required to adhere to the MRI policies of the clinical affiliate and must disclose personal information which may be viewed as a health risk. The student will always be in direct supervision of an MRI technologist.

Students are required to complete the MRI safety screening form prior to entering the MRI department. Students are not permitted to assist the MRI department in any way until the form is completed. Additionally, students who indicate “yes” to any items in the MRI safety screening form must be cleared by an MRI technologist at the clinical site. Students who are not cleared by the MRI technologist may not enter the MRI department. Students who may require additional screening may do so at their own expense. MRI students must pass the MRI screening to complete the clinical component of the program safely. Students who do not pass the screening will not be permitted to participate in clinical and cannot earn the MRI certificate or ARRT MRI competencies.

Students are required to remove metallic objects prior to entering the MRI area. Items include but are not limited to: watches, jewelry, and items of clothing that have metallic threads or fasteners. Students are required to follow the instructions given by the MRI technologist.

Failure to follow the policies of the clinical affiliate or the Radiography/CT/MRI Program will be deemed unsafe clinical practice and the student will be automatically assigned 5 violation points and dismissed from the program. Failure to disclose any medical history which may cause harm to an individual will also be deemed as unsafe clinical practice and the above disciplinary action will be followed.

3.16 Attending Class/Clinic with Injuries or Illness

Any student who has a medical condition that may interfere with your ability to participate in class, clinical, or lab, must obtain a note from his/her physician stating whether or not the student may return to clinic and restrictions stated. This note must be received prior to attending clinical, class, and/or lab. Failure to submit the physicians note will result in absences. If the student is allowed to return to clinic, any limitations or restrictions will be accommodated as long as the limitations or restrictions do not create any inability to effectively participate in class, clinical, or lab, or meet course outcomes.

The student cannot return to clinical without a doctor’s certificate that they are physically/mentally able to return. If a student is ill, the student should not attend class, lab, or the clinical session. If the student is ill with “flu-like” symptoms, fever, rash, uncontrolled coughing, conjunctivitis, constant pain or sore throat, they should not attend class, lab, or clinical until these symptoms clear.

Most of our clinical affiliates will not allow you to remain on site if you exhibit certain symptoms, for example: flu-like symptoms, running a fever or have conjunctivitis. Any illness for 2 or more days should be evaluated by the student’s physician. The student cannot return clinical without a doctor’s certificate that they are physically/mentally able to return. Out of courtesy to your fellow students, instructors, clinical staff and patients please avoid spreading colds and viruses by covering your mouth when sneezing or coughing and washing hands frequently. The program reserves the right to require physician clearance anytime we feel the student may not be physically/mentally able to attend class, lab, or clinical.

The clinical site may deny clinical access due to patient safety. If the clinical site revokes your clinical access, you may be dismissed from the program due to your inability to complete the course outcomes/requirements. This will be addressed on a case-by-case basis.

3.17 Student Work Policy and Role of the Student During Clinical Hours

Students should not be utilized by a clinical affiliate in lieu of paid staff. All students will be supervised 100 percent of the time by a certified Radiographer (that person being the Clinical Supervisor or his/her designee,

until competency is achieved. This requirement will be strictly enforced.

While the program cannot regulate student hours outside scheduled class and clinical courses, students will not be allowed to work at a clinical site while concurrently enrolled for clinical hours. Students working at an RCC clinical affiliate site as an employee should not use the RCC radiation monitoring badge while working (outside of scheduled clinical time). Furthermore, RCC takes no responsibility for competency attainment, supervision, or evaluation of a student while they are working as an employee. Students should realize that it is their responsibility to keep their employer aware as to their competency level and scope of practice as a student but RCC cannot take responsibility for student actions outside of the scheduled clinical courses for a particular semester of enrollment.

3.18 Clinical Objectives and Evaluation Process

Purpose Statement:

This section defines the clinical competency program for the CT/MRI Program of Randolph Community College. The clinical competency program assures that the program graduates have demonstrated to the program faculty that they have the minimal entry level skills to perform the computed tomography and/or MRI procedures defined by the American Registry of Radiologic Technologists (ARRT) as listed in the:

- CT “Clinical Experience Requirements” (Implementation Date: July 1, 2022).
https://assets-us-01.kc-usercontent.com/406ac8c6-58e8-00b3-e3c1-0c312965deb2/d0eb1385-db95-4174-8a57-2518df430c69/CT_CXR_2022.pdf
- MRI clinical education requirements (Implementation Date: Jan 1, 2020 <https://assets-us-01.kc-usercontent.com/406ac8c6-58e8-00b3-e3c1-0c312965deb2/b9424817-6e70-4b21-a06d-53195440acfc/MRI%20Clinical%20Experience%20Requirements%202020.pdf>)

Students must document these competencies on the ARRT’s website. The student must work with the clinical site and/or clinical preceptor to ensure the ARRT’s clinical experience requirements are met. Failure to meet those requirements could make the student ineligible to sit for the certification examination.

The student must meet the ARRT’s clinical experience requirements in order to meet graduation and ARRT eligibility requirements. Each competency evaluation has set criteria for passage and will be evaluated by either the:

- Ø RCC Radiography full-time or part-time faculty members
- Ø Clinical Preceptors
- Ø ARRT-CT/MR registered technologists on staff at the clinical sites

These individuals have attained certification of ARRT-CT and have been educated in the clinical competency program, and they are qualified to evaluate student performance.

3.19 Procedure Competency

Students are required to assist with procedures, and strongly encouraged to practice procedures several times before attempting a practical or competency evaluation. It is to the discretion of the

clinical preceptor if the student is permitted to count the procedure for documentation.

Any student failing a clinical competency evaluation should review any weaknesses and request assistance.

Loss of Competency Evaluation:

If the student is observed at any time during the clinical practicum improperly completing an examination for which he/she has already received a passed competency evaluation, the comp awarded can be lost, in which case it would need to be repeated.

3.20 Clinical Attendance Policy

Clinical attendance is as important as classroom attendance. The student is expected to meet the required clinical objective for the course by meeting all clinical contact hours. All clinical requirements must be completed before the Certificate Degree and the ARRT verification is awarded. **Students are expected to be present for all scheduled clinical course meeting times.** *The final clinical grade for the semester will be reduced by one (1) letter grade for each clinical absence.*

In the event a student must be absent, all the following steps must be completed, or the student will be subjected to disciplinary action.

Absence process:

In the event a student must be absent, he/she must:

1. Call or text your **clinical preceptor** and let them know you will be absent. If you text your instructor, make sure you get a reply and save the text.
 2. Call your **clinical site** and let them know you will be absent. Do not leave a message on voice mail. Keep calling until you reach an actual person. You should keep a record of who you speak with and the time. Some preceptors prefer you to text them. If this is the case, make sure you get a reply and save the text.
 3. Text Anna Phillips @ [681-214-1232](tel:681-214-1232) to let me know you will be absent from clinical. You may call if you do not text and leave a voice mail message on my cell phone.
 4. Send an email to anphillips@randolph.edu letting me know you will be absent. ***You must send an email to me even if you sent a text, spoke to me on the phone or in person so I will have a printable record of your notice.***
- Ø You should make these notifications **at least 30 minutes** prior to the start time of your clinical day. If an emergency has occurred and the notification is later than the start time, all calls and email should still be made as soon as possible.
- Ø In the event you know ahead of time when you are going to use your personal day, you are allowed to make these notifications in advance. Make sure your preceptor and clinical site know at least a day before your absence. Email Anna at least a day prior to your absence, then the morning of your absence, you do not have to make the notifications.
- Ø **Failure to abide by this policy will result in clinical probation, a minimum reduction of five (5) points off the final clinical grade for the semester for each occurrence and the student will be charged with 3 violation points.**

Tardiness/Leaving Early:

All students are to check in and out with their clinical preceptor upon arrival and departure. As with any

employment situation, routine tardiness and leaving early must be avoided. Students are expected to be punctual for all clinical education experiences. A clinical tardy is regarded as one minute to no more than 30 minutes past the scheduled clinical start time. This includes tardiness when returning from lunch or breaks. **Being late or leaving early more than 30 minutes is considered an absence.** If you are going to be more than 30 minutes late, you must speak with Anna Phillips *prior* to going to clinical. If you are going to be allowed to attend clinical, we will contact your preceptor to verify you will be allowed in. Students must be in the designated department, ready to work at their specified clinical time.

Only one tardy or early departure (not both) per semester will be accepted. Students who continue to have excessive tardiness or early departures will be subject to the disciplinary process. *Time missed due to tardiness must be made up that same day with approval from the department head and clinical site. Time missed due to early departure must be made up on the next clinical day with approval from the department head and clinical site.*

Ø If a student is going to be tardy, he/she must follow the absence call in procedures listed above. **Failure to abide by this policy will result in clinical probation, a minimum reduction of three (3) points off your final clinical grade for the semester for each occurrence and the student will be charged with 3 violation points.**

Lunch and Breaks

Students must take a 30-minute lunch break during the clinical day during reasonable lunch hours. (Meaning, you cannot wait until the end of the day and leave early.) Students are not guaranteed any other break time. Depending on the site and how busy it is, students may be allowed to have a break time other than lunch. This is up to the discretion of your clinical instructor or site preceptor. You must get the approval of your clinical instructor or preceptor before going to lunch. Your lunch time is not always going to be at 12 noon, and it may not be possible for everyone to go at the same time. Go when you are told to go.

Students must check out with their preceptor and check back in with the preceptor upon their return. Students must be back at the clinical site and ready to do patients within their allotted lunch time. For example: If the student signs out at 12:00, the student must be signed in and ready to do patients at 12:30. Lunch times will not be extended. Any student who is found to be taking more than the allotted 30-minute lunch break will be subject to disciplinary action.

3.21 RCC Clinical Supervision Policy

Each student must realize that he or she is required to adhere to all the rules and regulations of the facility to which he or she is assigned. Each clinical facility will have policies and procedures which will be different from other facilities. The student is not qualified to make a determination of correctness and should not question directions or express their personal opinion. In order for students to obtain the clinical experience necessary to master radiographic procedures, they will perform exams under direct supervision according to the standards as outlined below.

Each student is under **DIRECT** supervision of the staff technologist to whom he/she is assigned during all clinical rotations. **Students are required to refuse to do exams where the supervision policies are not followed.**

DIRECT SUPERVISION assures patient safety and proper educational practices. Direct supervision is defined as student supervision by a qualified radiographer who:

- 1) Reviews the procedures in relation to the student's achievement
- 2) Evaluates the condition of the patient in relation to the student's knowledge.
- 3) Is physically present during the conduct of the procedure, and
- 4) Reviews and approves the procedure and/or image.

Qualified Radiographer – is a radiographer possessing American Registry of Radiologic Technologists certification or equivalent and active registration in the pertinent discipline and practicing in the profession and has been designated by Randolph Community College and the clinical site.

3.22 Repeat Exam Policy

A student must have **direct supervision** from the clinical instructor, the clinical preceptor, or an ARRT registered radiographer whenever a procedure needs to be repeated.

RCC (students and instructors combined) are not to perform a repeat procedure. A tech from the site must take over.

Section IV: Radiation Protection

Randolph Community College
Associate Degree Radiologic Technology Program
Radiation Safety Program

4.1 Radiation Safety Manual

I. Radiation Safety Officer

Radiation Safety Officer Contact:

Anna N Phillips MS
RT(R) (CT)336-633-0209
anphillips@randolph.edu

Physician Resource for Radiation Safety Officer:

William W. Woodruff, III is a radiologist with Greensboro Radiology.
Contact numbers:

Greensboro Radiology (336) 274-4285
High Point Regional Health System (336) 878-6037

- A. Must be a certified Radiologic Technologist or a physician with prior experience in Radiation Protection. If the RSO is a R.T., a physician must be available as advisor and resource to the RSO.
- B. RSO duties include but are not limited to:

1. Advise and communicate safe working practices in accordance with ALARA.
2. Procurement of student and faculty radiation badges as required. Quarterly collection and submission for exposure measurement and reporting is normal process.
3. Review of radiation exposure reports with documentation of date and signature
4. Issues reports to faculty and students following review of reports.
5. Investigating excessive radiation exposure according to Rule .0104.
6. Maintains radiation exposure reports indefinitely.
7. Issues reports to graduates and/or employers of former students upon request and signed release.
8. Oversees maintenance, repair, and safety of radiographic equipment.
9. Maintains all files pertaining to radiographic equipment including but not limited to repair, licenses, and surveys as required by the North Carolina RPS Safety Program.
10. Updates Notice of Registration when required.
11. Maintains Radiation Safety Manual and updates information as required.
12. Maintain awareness of the State and Federal radiation safety legislation and keep abreast of the trends in radiation safety.
13. Assist, interact, and be available for licensing and inspections by regulatory agencies.

C. Location of Radiation Safety Documents

1. Notice to Employee may be found in
 - i. Control area of Radiographic Room on bulletin board.
 - ii. On the door of the x-ray lab
 - iii. On the bulletin board outside of the HSC Administrative Assistant's office

2. Radiation Safety Manual is located in the control room of the Radiographic Unit. The Radiation Safety Manual contains the following documents
 - i. Plan review
 - ii. Acknowledgement letters
 - iii. Report of Assembly
 - iv. Post-Installation Survey
 - v. Notice of Registration
 - vi. Written Safety Program
 - vii. Review of Written Safety program, updated annually and or when changes are made to the program
 - viii. NRC Regulations
 - ix. updates to any of the above (from internet resource)

II. Authorized Personnel

- A. Only RCC Radiography Program Faculty and current RCC students are authorized personnel.
- B. All faculty members of the Radiography Program are certified through the American Registry of Radiologic Technologists.
- C. All students are supervised by a faculty member, on site and in the building.
- D. All students and radiography faculty will be issued a dosimetry badge upon entry into the radiography program, prior to the first clinical rotation, or upon employment. This badge will be worn at collar level outside of any protective apron.
- E. Radiation records for new faculty members will be obtained from previous employers or instructional facilities and will be retained in the employee's folder. Radiation records will be requested if the faculty member has other employment, and records will be reviewed to ensure dose limits are not exceeded. Upon termination of employment, a copy of the employee's dosimetry record will be maintained. A copy of the report will be given to the employee upon request.
- F. Badge controls will be stored in a non-radiation environment in the Clinical Coordinator's office. The Clinical Coordinator will exchange dosimetry badges for students and faculty quarterly.

III. Safe operation of imaging equipment on campus and in the clinical setting

- A. RCC's X-Ray facility is for instructional use only and is not to be used for a medical examination on human or animal.
- B. Access to the radiography lab is restricted to authorized personnel only. Signage is posted stating authorized personnel only.
- C. No one, faculty or student, will be allowed in the x-ray room at the college or at the **clinical site** during an exposure using stationary **imaging** unit.
- D. No student is permitted to use the mobile x-ray unit or C-Arm without a program approved ARRT registered technologist present.
- E. Students must stay in the control room if an exposure is made with the portable unit.

- F. C-arm exposures may be made during lab activities but will be kept to a minimum. Students and technologists engaged in these activities must practice ALARA to include: time, distance, and shielding.
- G. During mobile exams, surgery, or fluoroscopic exams, lead shielding, thyroid shield, and dosimetry badge must be worn at all times. The dosimetry badge must be located outside the lead apron at the collar level.
- H. When at the clinical setting, students must be a minimum of 6 feet from the source of radiation.
- I. The C-Arm may be energized in the x-ray lab or HSC 102 when HSC 102A, and HSC 103 are unoccupied. If the C-Arm is used in HSC 102, a radiation warning sign must be hung on the door of the room.
- J. All operators are to remain in the control booth, behind the protective barrier during each exposure. Exception: Assisting in fluoroscopy requires that the student stand as far away from the source of exposure as possible or behind the Radiologist.
- K. Students are not allowed, under any circumstance, to hold or support a patient or image receptor during an exposure. A mechanical holding device should be used in lieu of a human holder. Students and faculty shall seek counsel of clinical site staff for selection of mechanical or human holders.
- L. All students must have their dosimetry badge worn at collar level at all times, when in the x-ray lab or at clinical. Those who do not have their dosimetry badge will not be allowed to participate in lab and will be sent home from clinical.
- M. Students are never permitted to use fluoroscopy to locate or position anatomy for any examination in any clinical setting
- N. Students electing to work as an independent agent contracting with a hospital or clinic outside the requirements of the Program will not use the badge issued by Randolph Community College to measure exposure to ionizing radiation during that employment.
- O. Shielding will be provided to all patients.
- P. Restrict the beam size to the area of interest unless instructed to do otherwise for a specific activity.
- Q. Align the x-ray beam with the image receptor by using the light localizer and the centering marks.
- R. Only authorized faculty and personnel are allowed in the lab area. Students must check in with a faculty member prior to using the lab.
- S. Exposures and repeat exposures are made only upon the direction of RCC, ARRT faculty, with an ARRT certified staff member or preceptor present. RCC affiliated individuals are permitted a maximum of 3 repeat exposures before a site technologist must take over.
- T. No food or drink is permitted in the lab
- U. Do not tamper with any equipment.
- V. Dependent upon competency level as determined by an RCC faculty member, the student must remain within direct or indirect supervision during all imaging procedures.
- W. Students and faculty shall familiarize themselves and utilize technique charts provided by the facility. This includes APR and AEC.
- X. Students and faculty members shall familiarize themselves with the clinical sites' exposure index and monitor that index after making an exposure to ensure it is within the range for the particular body part x-ray established by the manufacturer of the equipment.
- Y. Students and faculty will maintain visual contact of the patient during an exposure.
- Z. AEC is not available in RCC's energized lab.
- AA. Students and faculty will follow site protocols for ordering of exams.
- BB. Students are to screen all patients for pregnancy, and take precautions if the patient is pregnant per clinical site protocol
- CC. All individuals shall be positioned such that no part of the body including the extremities which is not protected by 0.5 mm lead equivalent will be exposed to the useful beam.

- a. Professional staff and ancillary personnel shall be protected from the direct scatter radiation by protective aprons or whole-body protective barriers of not less than 0.25 mm lead equivalent.
- b. Patients who cannot be removed from the room shall be protected from the direct scatter radiation by whole body protective barriers of 0.25 mm lead equivalent or shall be so positioned that the nearest portion of the body is at least six feet from both the tube head and the nearest edge of the image receptor.
- c. When a portion of the body of a non-occupationally exposed professional staff or ancillary personnel is potentially subjected to stray radiation which would result in that individual receiving one-fourth of the maximum permissible dose as defined in Rule .1604 of this Chapter, additional protective measures shall be employed (10A NCAC 15.0603)

IV. ALARA Principles or “as low as reasonably achievable”

- A. The student will utilize ALARA (as low as reasonably achievable) principles for radiation reduction including time, distance, and shielding.
- B. Students receive instruction in proper radiation protection for themselves and their patients.
- C. Students receive instruction regarding use of supplemental devices to prevent the need to hold patients. This includes but is not limited to cassette holders, sandbags, tape, and sponges.
- D. Students receive instruction in proper shielding during radiographic procedures. Shields are available for practice sessions to replicate actual exposures.
- E. Only authorized personnel are allowed access to the Radiography lab.

V. RCC Energized lab safety features

- A. The door to the darkroom, office and hallway are equipped with a safety device to prevent exposure unless all of the doors are closed.
- B. A pre-programmed technique chart is available to the student to use during lab activities. A technique chart is also available and is located in the radiation safety manual.
- C. Entry to the lab is controlled via a code which allows the door to be opened.
- D. Visual and audible indicators are located on the x-ray control unit and are functional.
- E. A switch to disable the ability to make x-ray exposures is located in the room adjacent to the x-ray lab which remains locked.
- F. The x-ray portable machine and C-arm require a key in order to make an exposure. The key to the RCC mobile x-ray unit and C-arm is located in the room adjacent to the x-ray lab which remains locked.

VI. Radiation Exposure limits

Rule .0104 (65) “Limits” or “dose limits”

The permissible upper bounds of radiation dose are termed limits or dose limits. Dose limits represent an acceptable level of potential risk and do not represent a level that will necessarily be unsafe if exceeded.

Rule .1604 (a) Occupational Dose Limits for Adults

5 rems (5000 mrem) (0.05Sv) = Total effective dose equivalent (TEDE)

50 rems (50,000 mrem) (.5 Sv) = Total Organ dose equivalent (TODE)

15 rems (15,000 mrem) (.15 Sv) = Eye dose equivalent

50 rems (50,000 mrem) (.5 Sv) = Shallow dose equivalent (SDE)

VII. Radiation Exposure Action Limits

Dose Equivalent	Annual Limit (mrem)	ALARA 1 Level (mrem) Quarterly	ALARA 2 Level (mrem) Quarterly
Whole Body (TEDE)	5,000	125	250
Lens	15,000	375	750
Shallow (SDE)	50,000	1,250	2,500

- A. The RSO will routinely review and permanently store all dosimeter reports.
- B. Students and faculty will receive a dosimeter reports no later than 30 days after the report is received by the RSO. These reports will include DDE (whole body), LDE (lens of eye) and SDE (shallow) doses for the student for the quarter and length of the enrollment. Records will never be destroyed.
- C. Higher exposures are usually due to sources of radiation greater than x-ray. Therefore, an unusual amount of exposure dose would require immediate investigation.
- D. Any student or faculty member who suspects a badge reading may show high exposures due to routine clinical use or accidental exposure should be report to the RSO immediately. A signed note describing the incident may be requested of the student.
- E. Students or faculty who exceed 1mSv or 100mrem TEDE (Total Effective Dose Limit) or 1mSv, 100mrem, to any organ or tissue will be notified in writing, with the following statement: "This report is furnished to you under the provisions of 10A NCAC 15 Section .1000: NOTICES: INSTRUCTIONS: REPORTS AND INSPECTIONS. should preserve this report for future reference." The individual will then need to meet with the RSO to complete the "Exceeding Threshold Dose Report Form."
- F. Students or faculty whose dose level exceeds ALARA Level 1 but is under ALARA level 2 will require a meeting between the student and the Radiation Safety Officer, who is the Department Head for Radiography. This meeting will be documented, and the student will be counseled on radiation safety practices.
- G. Students and/or faculty whose dose levels exceed the ALARA 2 Level will be required to meet with the RSO, and document the reason for this level, on the "Exceeding Threshold Dose Report Form." Their dose levels will be closely monitored for the remainder of the year, and the individual will be counseled on radiation safety practices. Doses which exceed ALARA level 2 will be sent to the Physician Resource for Radiation Safety Officer and to The Radiation Protection Section for review.

William W. Woodruff, III is a radiologist with Greensboro

Radiology. Contact numbers:

Greensboro Radiology (336) 274-4285

Wake Forest Baptist Health High Point Regional Hospital (336) 878-6037

- H. It is the responsibility of students and faculty who are working for multiple employers to provide each employer with dose information annually so that an accurate exposure may be reported. The allowable dose limit for the individual will be reduced by 1.25 rems (12.5 mSv) for each quarter for which records were unavailable and the individual was engaged in activities that could have resulted in occupational radiation exposure. (10A NCAC 15.1638)
- I. No nuclear sources are available at this site.
- J. If you suspect there has been an excessive exposure or a radiation incident, immediately notify the Radiation Safety Officer.

VIII. Quality Assurance Activities

As a learning institution, quality assurance activities are incorporated into different activities designed to teach the principles of quality assurance.

IX. Darkroom procedures

- A. Unexposed film is stored in the film and on the upper shelves of the darkroom.
- B. Films are processed according to manufacturer's specifications.
- C. Always check expiration dates on film and chemicals. Do not use if date has expired.
- D. Processor is cleaned and serviced on a per semester basis.
- E. Processor temperature should be at 35.3 C degrees.
- F. Run 3 cleanup films before using the processor.

4.2 Radiation Monitoring Policy

In accordance with the State of North Carolina and Federal regulations, all students in the Radiography Program will be required to wear personnel radiation monitoring devices in all areas where ionizing radiation is generated. All students are to read and be familiar with the NCRP Regulatory Guide 8:13: Instruction Concerning Prenatal Radiation Exposure and the NCRP Regulatory Guide 8:29: Instruction Concerning Risks from Occupational Radiation Exposure as released by the U.S. Nuclear Regulatory Commission. Additionally, the student is to review the North Carolina Regulations for Protection against Radiation. A copy of the above stated regulations is available to the student and is located in the energized lab office area.

The student will be responsible for proper care of the dosimeter badge and for having it attached to his/her clothing during all laboratory and clinical assignments as follows:

1. Dosimetry Badge Wear

While in the clinical arena the student is required to wear his/her Radiation Monitor in order to record the exposure obtained. The radiation monitor will be worn at the collar level with the name facing outward. When in fluoroscopy, the radiation monitor must be worn outside the lead apron. The student should not attach the radiation monitor directly to the lead apron. This could result in a lost radiation monitor if it is unintentionally left on the lead apron.

2. Dosimetry Badge Return

At the end of the monitoring period, the student will turn in the current radiation monitor and replace it with the new one for the next monitoring period. There will be an announcement made either verbally in class or via email when new monitors are available. The student should bring the dosimeter badge to the class when changing is due. The badges are changed every three months. Students not turning in the old monitor and receiving the new monitor within one calendar week of this announcement will be charged with 2 violation points.

Additionally, if the student fails to exchange the badge, the student will not be allowed to attend clinical or lab. The student must return the dosimeter badge in the event of dismissal from the Program, or they will be billed the cost the college incurs from the radiation monitoring company.

3. Lost Dosimetry Badge

If a student loses his/her dosimetry badge, it must be reported immediately to the Clinical Coordinator. The student must complete the "Lost Dosimetry Badge Report" contained in the forms section of this manual. The student may be charged \$10.00, plus the cost of expedited shipping, for a new badge and will not be allowed in the clinical area or RCC x-ray lab until they receive the new dosimetry badge. All clinical time missed until a new dosimeter is purchased must be made up before the completion of the semester involved. The student may also receive violation points. The fees associated are nonrefundable.

4.3 Pregnancy Policy

1. A student has the option of whether or not to inform Program officials of her pregnancy. If she chooses not to voluntarily give written disclosure, she cannot be considered pregnant. Should she choose not to voluntarily give written disclosure, neither she nor the fetus is due any special legal or educational status, nor should any modification of the course of study be expected.
2. A declaration of pregnancy is defined as revealing the pregnancy to the Program Director, Clinical Coordinator or a clinical instructor. A declaration of pregnancy must include the individual's name, estimated date of conception/or due date, and date the individual signed the declaration of pregnancy. Following voluntary declaration, the student may choose one of the following options:
 - A. Continue in the program with no modifications
 - B. Continue in the program with modifications
Modifications are as follows:
 - The student will be supplied with a fetal monitoring badge
 - The student will be allowed to limit exposure during fluoroscopy and mobile procedures in their first trimester, with the understanding that they still must meet ALL competency requirements in order to graduate.
3. The student will be expected to meet all clinical and academic program objectives during her pregnancy.
4. Upon declaration of pregnancy, the student will meet with the Program Director and Clinical Coordinator to review radiation protection guidelines. A copy of "Regulatory Guide 8.13: Instruction Concerning Prenatal Radiation Exposure" and "Regulatory Guide 8.29: Instruction Concerning Risk from Occupational Radiation Exposure," as released by the United States Nuclear Regulatory Commission, June 1999 & Feb. 1996, will be provided to the student. The student will be required to read both guidelines and sign a verification form. A copy of each regulatory guide is posted in the Energized Lab Control Area for public view. The student will be instructed to adhere to safe radiation practices in laboratory and clinical settings. These include:
 - a. Wearing a lead apron for all situations where radiation exposure is received such as fluoroscopy, portable and surgical examinations.
 - b. Double-apron or wear a wrap apron in fluoroscopy.
 - c. Wear a dosimetry badge during all clinical and lab times, at the collar, and outside of a lead apron and wear a second dosimetry badge at waist level.
 - d. Stand behind the radiologist or at right angles to the fluoroscopic equipment during examination.
 - e. Remain as far away from the source as possible.
 - f. Limit time in the room to a minimum during fluoroscopy.

- g. Utilize shielding and barriers whenever possible.
 - h. Avoid nuclear medicine patients who are actively emitting ionizing radiation for the duration of the pregnancy.
5. As soon as possible following the conference, the student will be provided with a fetal radiation monitoring device to be worn at the waist. The monitoring device is to be worn whenever the student is in the energized lab or at the clinical site, worn at the waist level, and if a lead apron is worn the badge should be under the apron. For radiation of low penetrating power (e. g. diagnostic) the fetus is shielded by the mother and may further be shielded by the mother wearing a lead apron. For diagnostic procedures, the fetus would receive only about one third of the dose to the mother. A 0.25mm lead apron decreases the fetal dose to one fifth of maternal dose and a 0.5mm apron will decrease the fetal dose one twentieth of the maternal dose. If the student is unwilling to accept the increased risk to the fetus, the student may request withdrawal from the Program and request readmission at a later date.
 6. The reading of the fetal radiation monitoring device must not exceed 0.5 rem (5mSv) during the entire pregnancy. The recommended monthly limit is 0.05 rem (0.5 mSv). If the monthly reading is exceeded, the student will be required to submit in writing an explanation for the excess dose. Additional action may be required.
 7. If declaration is made and modifications requested, the student must update her clinical instructor regarding her pregnancy on the first day of clinical rotation.
 8. The student must submit documentation from her physician that she is able to perform the normal duties required of a radiography student. This documentation must be submitted within 2 weeks of the declaration of the pregnancy.
 9. A student must meet the same attendance requirements throughout the pregnancy. If the student cannot meet attendance requirements, she should meet with the Program Director and Clinical Coordinator to discuss withdrawal from the program and possible readmission in the following year. The student must follow the readmission process as outlined in the student manual. In certain circumstances the student may request a waiver of clinical/class time, but this is only if the student is in good standing academically and has met the required clinical competencies for that semester. This decision will be a case-by-case judgment by the Department Head for Radiography and the Clinical Coordinator.
 10. The student has the option to withdraw her declaration of pregnancy by submitting a “Withdrawal of Declaration of Pregnancy” form as provided in the Radiography Student Handbook. Following completion of this form the student will no longer be considered pregnant and no additional radiation provisions will be made. The radiation dose limits will then be applied only to the time between the declaration date and the date of withdrawal of declaration of pregnancy.
 11. The student must submit a medical release form from her physician stating that she may return to class and clinical with no restrictions after she is no longer pregnant or has completed the “Withdrawal of Declaration of Pregnancy” form.
 12. Upon request, a copy of the final cumulative report of the fetal radiation dosage will be given to the mother for her file.

Revised: C. Howard-09/23/09

Revised: A. Phillips 7/24/13; 9/12/13; 5/24/14; 5/22/15; 6/30/16; 1/26/2017; 6/26/2018; 6/12/19

Section V: FORMS

Randolph Community College

MEDICAL INCIDENT REPORT

Date of Incident or Illness:

Time of Incident or Illness:

a.m. or p.m.

Name of Sick or Injured Person:

Location Incident Occurred:

Description of Accident:

Witnesses:

Name of physician notified:

Description of first aid or other assistance provided:

Approximate time of physician arrival:

Randolph Community College Sick or Injured

Representative Completing Form
Student/Employee/Visitor

RADIOGRAPHY PROGRAM

VOLUNTARY DECLARATION OF PREGNANCY FORM

TO RANDOLPH COMMUNITY COLLEGE RADIOGRAPHY PROGRAM DIRECTOR

In accordance with the NRC's regulation at 10CFR 20.1208, "Dose to an Embryo/Fetus," I am declaring that I am pregnant. I believe that I became pregnant in the month of _____, 20__.
(Only the month and year need to be provided) or my due date is _____.

I understand that the radiation dose to my embryo/fetus during my entire pregnancy will not be allowed to exceed 0.5 rem (5mSv). I also understand that I am responsible for practicing safe radiation practices at all times. By signing this form, I am also confirming that I have read the programs pregnancy policy and agree to abide by the established policy.

I choose to:

Continue in the program **without** modification

Continue in the program **with** modification

Date _____

Student Signature _____

Print your name _____

Program Director

Signature _____ Date _____

Clinical Coordinator

Signature _____ Date _____

Updated 5/23/14

Withdrawal of Declaration of Pregnancy

In accordance to my right to do so, I do hereby withdraw my declaration of pregnancy. I realize that the radiation dose limits will then be applied only to the time between the declaration date and the date of withdrawal of declaration.

Date_____

Student Signature_____

Print your name_____

Date of Declaration of Pregnancy_____

Program Director

Signature_____

Date_____

Clinical Coordinator

Signature_____

Date_____

Lost, Damaged or Misplaced Dosimetry Badge Form

Date _____

Student Name _____

Identification Number _____

Lost/Misplaced on (date)

Damaged

Left in x-ray room _____ days or _____ hours

Clinical Site:

Clinical Personnel notified _____ Date of notification _____

Student must provide an explanation below.

“Spare” badge issued on _____ and returned on _____

“Spare” badge was not available, and student could not attend clinical on the following dates: _____

Signed by CC/PD

Form must be submitted to the Clinical Coordinator or the Program Director within 24 hours of loss. (E-mail is acceptable). The student is not permitted to attend clinical until the lost badge is replaced.

The student must cover the cost of the lost badge plus expedited shipping.

TO: RANDOLPH COMMUNITY COLLEGE

RADIOGRAPHY PROGRAM DIRECTOR

Updated 9/12/13

**RANDOLPH COMMUNITY COLLEGE
DEPARTMENT OF HEALTH OCCUPATIONS
ASSOCIATE DEGREE RADIOLOGIC TECHNOLOGY PROGRAM**

Student Request for Bereavement Days

Date of Request: _____ Return Date: _____

Student Name: _____

Due to death of: _____

Relationship to Student: _____

Policy states: A student may utilize up to three days (maximum) leave of absence with prejudice or loss of clinic time for the death of a family member of that student's family. See policy for definition of family member. Student must file a written and signed application with the Director of the Radiography Program. Verbal notification may be accepted in the interim time frame.

In accordance to Radiography Program policy, the request is:

approved by: _____

Title: _____ Date: _____

not approved

Reason request not approved:

Discussed with student on this date:

Student signature: _____

(Signature does not indicate agreement, only that notification of decision has been made.)

Signed: _____

Title: _____ Date: _____

Exceeding Threshold Dose Report Form

This form is to document the reason the programs ALARA Level 2 threshold dose was exceeded.

Name: _____ DOB: _____ Last 4 of SSN: _____

Estimated dose: _____

Cause of elevated exposure:

Plan of Corrective Action:

Student/faculty signature: _____ Date: _____

RSO signature: _____ Date: _____

Estimated Dose: _____

Radiography Program Information Update Form

Please complete this form any time your information has changed and turn it into the Department Head.

Name: _____ **DOB:** ____/____/____

Street Address:

City: _____ **State:** _____ **Zip:** _____

Telephone Numbers:

Home: _____ **Cell:** _____

Email addresses:

RCC issued: _____

Other: _____

Emergency Contact:

Name: _____ **Relationship:** _____

Contact phone numbers:

List any medical conditions or history that may be relevant to your treatment if you experience an emergency.

I, _____ give permission for RCC Faculty members or medical personnel to use the above information in case of emergency.

Signature: _____ **Date:** ____/____/____

Created: 05/23/14

**Statement of Receipt and Understanding
Of the
CT Student Handbook**

I, _____, have received, read and understand the RCC Student handbook. I have had the opportunity to ask questions and understand that if I have questions in the future regarding these policies, I should direct them to either the clinical coordinator or the department head. I understand the consequences of violating the policies and procedures and I agree to abide by the policies and procedures as outlined in the handbook.

Signature: _____ Date: _____

Printed Name: _____