



**Associate Degree of
Applied Science
Radiologic Technology**

Student Handbook

Updated 1/2023

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Section I: General Information

1.1 Welcome

Welcome to the Radiography 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 Radiologic Technologist. Enjoy the journey!

Anna Phillips MS RT(R) (CT).....Radiography Department Head
Tami Goins BS RT(R) (CT)..... Radiography Clinical Coordinator

This manual is intended to be a guide and reference for students throughout their educational experience in the RCC Radiography 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. Radiography students are expected to abide by all policies outlined in the above stated handbooks. Failure to do so may result in disciplinary action and/or dismissal from the Radiography 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:TBA
Vice President for Instructional Services:..... Suzanne Rohrbaugh
Dean of Curriculum ProgramsMelinda Eudy
Health Sciences Division Chair Tina Dixon
Radiography Department Head.....Anna Phillips
Radiography Clinical CoordinatorTami Goins

1.3 Adjunct Clinical/Didactic Instructors

Ashley Hayes, RT(R)
Charlotte Beck, RT (R)
Tyler Ledbetter, RT(R)
Candace Fox, RT(R)(T)
Ashley Barracato, RT (R)
Cassie Varner, RT (R)
Santiago Avila Ponce, RT (R)

Heather Hussey, RT (R)(T)

1.4 Radiography Program Advisory Committee

The purpose of advisory committee is to assist RCC in establishing and maintaining up-to-date educational programs. Changes in technology, business, industry, and government have increased the need for effective communication between education and industry. An advisory committee of interested, competent, and concerned citizens is the most productive and effective method for involving the community in education. It is a vital link between the community, businesses, industry, and the college. Specifically, the Radiography advisory committee is composed of distinguished members of our clinical affiliates. The Committee's charge is to review the program and address any concerns and/or recommend changes. The Radiography Advisory Committee is consulted during any program change.

1.5 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 **Clinical Coordinator** is a full-time faculty member who facilitates the scheduling of clinical sites and/or classes within the Radiography Program, maintains the relationship between the clinical sites and the College, recruits new clinical sites, provides quality learning experiences through classroom and clinical experiences, facilitates the learning process, advises students, seeks professional development opportunities, and contributes to the development of curriculum courses/programs. The Clinical Coordinator reports to the Department Head for Radiography.

The **Radiography Adjunct Clinical/Didactic Instructors** are part-time faculty members employed by the college 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.

Radiography Clinical Preceptors are hospital staff 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. Clinical preceptors and staff will provide clinical performance feedback, will report behavior concerns, and will complete an evaluation at the end of the student's clinical rotation. The feedback and evaluations provided from the clinical preceptors will be used in behavioral and academic coaching and grading.

The Radiography Advisory Committee serves to ensure the program is accomplishing its goal of providing quality education and training in the Radiologic Sciences. This committee consists of members of our clinical affiliates who have taken a special interest in the Radiography Program. The committee meets each year to discuss methods for program improvement.

1.6 Admissions

Admission to Randolph Community College is open door; however, admission to the Radiography program is a competitive process. For information on admissions, please contact the Department Head for Radiography or Elaine Sill at ewsill@randolph.edu or 336-633-0222. You may also visit the Radiography Web site at: [RCC Radiography webpage](#), or refer to the current RCC catalog. Students wishing to transfer to the Radiography program from another institution should contact the Department Head for Radiography and see the transfer policy listed in this handbook.

1.7 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.

1.8 Disabilities

If you have a disability that may affect your academic performance and are seeking accommodations, it is your responsibility to inform the Coordinator of Students with Disabilities as soon as possible. The Coordinator of Students with Disabilities is Tammy Cheek. 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.

1.9 Technical Standards

The technical standards for the radiography program are reflective of those in the profession of medical imaging and are based off the standards needed to provide safe patient care.

Students acknowledge the ability to meet these standards prior to starting radiography courses. Students who do not meet the technical standards may be removed from clinical and receive a grade of “F” for the course.

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.
- 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 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.
- 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.
- In English, clearly explain procedures to the patient in terms the patient can understand. Utilize interpretations services when patients do not speak English.

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.

Revised 6/2022; 1/5/2023

1.10 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 attend and pay for a registry review seminar in their final semester. Students are also required to pay for the national certification exam in their final semester. There may be additional fees associated with this process.

Students are required to purchase textbooks and other course materials for the Radiography Program. 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 purchase uniforms for clinical as well as lead markers with their initials. It is recommended that students purchase a minimum of two sets of uniforms and two sets of lead markers. See the Clinical section for further details. Fees are associated with this process.

Students will be required to subscribe to the ASRT Radiologic Technology journal as part of clinical. For current cost of membership, please refer to the website listed below. Membership to the ASRT will include online access to the directed readings. For more information, please visit [ASRT Membership](#)

Physical Exam and Immunizations

Upon receiving official acceptance, 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 by the deadline specified.

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 PHASE II 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.

1.11 Student Organization

Potential and current radiography students have the opportunity to participate in the Rad Club. This is a student organization whose main purpose is to disperse information concerning career options with the radiography field, Standards of ARRT, and radiation protection.

Objectives

- a) Provide academic support for radiography courses and common courses
- b) Educate the public about the importance of licensing and certification in the radiography field
- c) Participate in community activities to strengthen the club and the community

For more information about the Radiography Club, please contact the club advisor and refer to the RAD club bylaws.

Club Advisor

The Radiography Club shall be advised by the Department Head for Radiography:
Anna Phillips, MSRS, RT (R) (CT)
(336)-633-0209
anphillips@randolph.edu

1.12 Work Study Student Opportunity

The Radiography Program has requested a work-study student position. The availability of this opportunity is based on funding, so if there is not appropriate funding for that term the position will not be available. The duties of this position include assisting the instructors with filing, typing, film sorting, and lab setup. It is desirable that the person filling this position must be a Radiography student. While in this position, you are to maintain complete confidentiality of all materials viewed. Any breach of confidentiality will result in your termination from the work-study position and dismissal from the radiography program. The work-study must submit a signed copy of the confidentiality agreement prior to their first day of work. If you are interested in this position, please contact the Department Head.

1.13 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](#)

1.14 Grade Scale

Please refer to the RCC College Catalog and your course syllabus for the course grading scale. All radiography students must earn a 77% or higher in their radiography courses to continue to progress in the program. Students are required to earn a grade of “B” in the general education course for the radiography 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.

1.15 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 "77%" or greater in all RAD courses required for the program.
3. Radiography students must earn a "B" or better in general education courses required for the program. (ENG, BIO, PHY, PHI, PSY, MAT)
4. The following curriculum classes must be completed by the semester specified in the College Catalog., BIO 163, MAT 171, PHI 110 and PHY 110 A, ENG 111, ACA 111. Failure to do so will result in dismissal.
5. The Program Director will verify program completion to the ARRT to permit examination results to be released once the student graduates from the program and meets the requirements of RAD 271.
6. Student must meet and follow graduation requirements as outlined in the RCC Catalog and on the college's website: [Graduation Requirements](#)
7. Radiography students are expected to participate in the Pinning Ceremony.
8. Radiography students are expected to participate in the RCC Graduation Ceremony.

1.16 Class Pinning Ceremony

The purpose of the Class Pinning Ceremony is to express appreciation to the student's family for their continued support during the student's college career.

Graduating students are expected to be part of the program Pinning Ceremony held after the 5th semester of enrollment.

The class president will be responsible for ordering the pins for the Ceremony and submitting decisions regarding the Pinning Ceremony to the Department Head of Radiography. All decisions concerning the Pinning Ceremony must be approved through the Department Head.

First level RAD students are required to attend the pinning ceremony. First level students are required to assist with set up prior to the ceremony and clean up following the ceremony. Students who do not attend the pinning ceremony will be assigned 6 violation points. Students who are late for the ceremony, or who leave before being dismissed by the Department Head or Clinical Coordinator will also be subject to violation points. The pinning ceremony is typically the second Monday or Tuesday night in May, although this date may be subject to change.

All students are required to dress professionally for the ceremony. Any apparel, which is deemed inappropriate by a college official, will result in the student forfeiting their opportunity to participate in pinning.

The Administrative Assistant for Health Sciences is responsible for inviting the Board of Trustees, RCC staff and faculty and affiliate agencies to the Pinning Ceremony.

1.17 Program Improvement

Exit Interview: Students successfully completing the five semesters of the Radiography Program will be asked to complete a questionnaire and return it to the Program Director. Questions will be related to your level of satisfaction with the program. Suggestions and comments will be used to further improve the program for future Radiography students.

Registry Scores: The information provided by the ARRT score analysis can be of assistance to the radiography curriculum and future students by providing insight on program strengths and weaknesses. Graduates will be asked to sign a release statement on the registry examination, which will provide section scores to their alma mater. Please consider granting this permission.

1.18 ARRT Certification Examination

Upon successful completion of the Radiography Program, the student will be eligible to apply to take the American Registry of Radiologic Technologists certification exam. The application will be submitted in the last semester of study. Graduation from the radiography program does not guarantee that a student will be permitted to sit for the exam. Students must pass an ethics review conducted by the ARRT. Information regarding that process can be viewed via this link: [ARRT Ethics Review Pre-Application](#). Please see the Department Head for Radiography if you have questions. Fees are associated with this process.

Students will be required to pass mock registry exams during their final semester in the program before the Department Head will sign the ARRT application.

Program Director's signature on the ARRT application expires 3 months from the signature date. Students who allow the application to expire will need to contact the Program Director. The student will need to pass a mock registry before the Program Director will sign the ARRT application. Testing will be at the expense of the student. Please see the Department Head for Radiography for additional details. This process is subject to fees.

The ARRT provides the student 3 years and 3 attempts to complete the certification exam. However, students waiting 6 months or longer to take their exam will be required to pass a mock registry exam and a simulated lab exam. Exam costs will be required of the student. Students who are not successful will be required to complete additional remediation on their own and at their expense.

In order to increase the likelihood of your success on the ARRT certification examination, the program requires students to attend a program approved registry review seminar in their final semester. Students are responsible for the cost of attending the seminar.

Students are required to attend 1 professional development seminar during their 2nd year. The professional development seminar must be approved by the Department Head or Clinical Coordinator prior to attendance. Students are responsible for covering the cost of attendance.

1.19 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 Web site using the following link [RCC Website](#).

Radiography Faculty

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

Tami Goins, Clinical Coordinator; 336-633-0128; tmgoins@randolph.edu

Associate Dean for Health Sciences

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

Student Services Counselor and Career Services Coordinator

Elaine Sill; 336-633-0222; ewsill@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 or Kendra Mabe, Admissions Records Technicians – Requests for Records; 336-633-0205 or 336-633-0225; tvshaw@randolph.edu or kamabe37600@randolph.edu

Financial Aid & Veterans Affairs

Joel 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; 336-633-0308; 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; 336-633-0376;
rbkingston@randolph.edu

Tammy Cheek- Student Services Counselor and Title IX coordinator, Sexual discrimination/
Request for Accommodations/ Tutoring - 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/Controller – Information on Business Affairs,
Fees, Financial Arrangements, Purchasing; 336-625-5607; cebiby@randolph.edu

Distance Education

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

Section II: Assessment

2.1 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

2.2 Assessment Plan

Assessment is the systematic collection, review, and use of information to improve student learning and educational quality. An assessment plan helps assure continuous improvement and accountability.

Radiography Assessment Plan for Fall -Summer

GOAL 1: Students will demonstrate clinical competence.

STUDENT LEARNING OUTCOMES	MEASUREMENT TOOL	BENCHMARK	TIMEFRAME/RESPONSIBLE PARTY
<p>Students will demonstrate the ability to position patients to produce diagnostic images</p>	<p>a. Self-evaluation, Procedure Objectives & Technical Skills section, #9 (Performs procedures accurately and thoroughly in accordance with department protocol)</p> <p>b. Instructor evaluation of student clinical performance (late April-early May of 5th semester). Procedures Objectives & Technical Skills section, question # 9 [Completes the needed projection and position of the patient with accuracy to best demonstrate the anatomy of interest (angles tube correctly, detents, positions correctly, aligns tube and Bucky, etc.) Semester 5—acceptable image produced 95%+ of the time.]</p>	<p>a. Students will score “Satisfactory” or above</p> <p>b. Students will score “Consistently, but not always/A little above Average” or above</p>	<p>a. 1st Year-spring semester Clinical Coordinator</p> <p>b. 2nd Year-spring semester Clinical Coordinator</p>

<p>Students will provide appropriate patient care responding to patient needs.</p>	<p>a. Self-evaluation, Patient Care & Safety section, #6 (Assures patient safety at all times)</p> <p>b. Instructor evaluation of student clinical performance (late April-early May of 5th semester). Critical Thinking skills section, question # 1. [Promptly evaluates patient's physical or cognitive limitations which influence how procedures are performed using sound reasoning and judgement and responds appropriately by making needed modifications to communication and/or positioning to safely perform the procedure. Semester 5 – Student can interpret the patient's condition and can respond without guidance from the technologist.]</p>	<p>a. Students will score "Satisfactory" or above</p> <p>b. Students will score "Consistently, but not always/A little above Average" or above</p>	<p>a. 1st Year-spring semester Clinical Coordinator</p> <p>b. 2nd Year-spring semester Clinical Coordinator</p>
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DAL 2: Students will learn to think critically and how to apply problem solving strategies.

STUDENT LEARNING OUTCOMES	MEASUREMENT TOOL	BENCHMARK	TIMEFRAME/RESPONSIBLE PARTY
Students will demonstrate the ability to modify standard positioning techniques.	a. Self-evaluation, Critical Thinking Skills section, #1 (Promptly evaluates patient's physical or cognitive limitations which influence how procedures are performed.) b. Instructor evaluation of student clinical performance (late April-early May of 5 th semester). Critical Thinking skills section, question # 2 [Student is able to formulate equipment modifications based on patient condition and/or ability to safely perform the procedure. Semester 5 – student recognizes the need to modify from routine; student can devise and execute a plan to obtain diagnostic images with little to no coaching]	a. Students will score "Satisfactory" or above b. Students will score "Consistently, but not always/A little above Average" or above	a. 1st Year-spring semester Clinical Coordinator b. 2 nd Year-spring semester Clinical Coordinator

Students will recognize imaging procedures.

- a. Self-evaluation, Procedure Objectives & Technical Skills section, #12 (Can accurately critique images for quality)
- b. Instructor evaluation of student clinical performance (late April-early May of 5th semester). Procedure Objectives & Technical Skills section, # 20 (Evaluate the completed image for acceptable quality to include:
 - a. Anatomical demonstration
 - b. Alignment
 - c. Radiographic brightness and contrast
 - d. Image identification
 - e. Visibility and correct placement of lead markers
 - f. Visibility of radiation protection such as collimation and shielding).

- a. Students will score "Satisfactory" or above
- b. Students will score "Consistently, but not always/A little above Average" or above

- a. 1st Year-spring semester Clinical Coordinator
- b. 2nd Year-spring semester Clinical Coordinator

Goal 3: Students will model professionalism.

STUDENT LEARNING OUTCOMES	MEASUREMENT TOOL	BENCHMARK	TIMEFRAME/ RESPONSIBLE PARTY
Students will demonstrate professional behaviors.	<p>a. Self-evaluation, Initiative section, #3 (Performs or assists technologist with exams without being asked/told.)</p> <p>b. Instructor evaluation of student clinical performance (late April-early May of 5th semester), Initiative section, question # 2 [Watches for exams, initiates exams without being told (self-starter)]</p>	<p>a. Students will score “Satisfactory” or above</p> <p>b. Students will score “Consistently, but not always/A little above Average” or above</p>	<p>a. 1st Year-spring semester Clinical Coordinator</p> <p>b. 2nd Year-spring semester Clinical Coordinator</p>
Students are able to receive constructive criticism and respond in a professional manner.	<p>a. Self-evaluation, Professionalism section, #1 (Consistently displays respectful and cooperative attitude toward patients, staff, instructors and fellow students)</p> <p>b. Instructor evaluation of student clinical performance (late April-early May of 5th semester), Professionalism section, question # 20 (Makes needed corrections in skill or behavior as a result of constructive criticism).</p>	<p>a. Students will score “Satisfactory” or above</p> <p>b. Students will score “Consistently, but not always/A little above Average” or above</p>	<p>a. 1st Year-spring semester Clinical Coordinator</p> <p>b. 2nd Year-spring semester Clinical Coordinator</p>

DAL 4: Students will communicate proficiently.

STUDENT LEARNING OUTCOMES	MEASUREMENT TOOL	BENCHMARK	TIMEFRAME/RESPONSIBLE PARTY
<p>Students will use appropriate oral communication with patients.</p>	<p>a. Self-evaluation, Communication section, #3 (Properly instructs and explains procedure to patient during exams, using clear, simple, age-appropriate language that is understandable on the patient's level)</p> <p>b. Instructor evaluation of student clinical performance (late April-early May of 5th semester), communication skills section, question # 7. (Properly instructs and explains procedure to patient during exams, using clear, simple, age-appropriate language that is understandable on the patient's level).</p>	<p>a. Students will score "Satisfactory" or above</p> <p>b. Students will score "Consistently, but not always/A little above Average" or above</p>	<p>a. 1st Year-spring semester Clinical Coordinator</p> <p>b. 2nd Year-spring semester Clinical Coordinator</p>
<p>Students will accurately collect and document accurate patient history per site protocol.</p>	<p>a. Self-evaluation, Patient Care & Safety section, #9 (Obtains appropriate patient history)</p> <p>b. Student performance evaluation, (late April-early May of 2nd semester) communication skills section, question # 8. (Communicates with professional staff, students, and physicians in written or verbal form using correct terminology, pronunciation, and spelling to describe anatomy, procedures, or directional concepts.).</p>	<p>a. Students will score "Satisfactory" or above</p> <p>b. Students will score "Consistently, but not always/A little above Average" or above</p>	<p>a. 1st Year-spring semester Clinical Coordinator</p> <p>b. 2nd Year-spring semester Clinical Coordinator</p>

Program Effectiveness Measures

OUTCOME	MEASUREMENT TOOL	BENCHMARK	TIMEFRAME/ RESPONSIBLE PARTY
Students will achieve a passing score the ARRT certification exam.	a. Scoring results from the ARRT	a. graduates will obtain a scaled score or 75 or higher on the ARRT certification examination.	a. within 6 months' post-graduation Program Director
Enrolled students will complete the program within 150% of the stated program length. (Program length is 5 semesters).	a. Datatel student records	a. students will complete within 150% of stated program length. Program start date is November 1 st of their first semester.	a. 150% of the stated program length. (Program length is 5 semesters). Program Director
Students who are seeking employment will be employed within 12 months of graduation	a. Graduate survey	a. graduates will have at least PRN employment or will continue their education.	a. 12 months' post-graduation Program Director
Graduates will be satisfied with the quality of their radiography education.	a. Graduate survey	a graduate will be satisfied with the quality of their education.	a. 6 months' post-graduation Program Director
Employers will be satisfied with the performance of the program's graduates.	a. employer survey	a. employers will be satisfied with the performance of the program's graduates.	a. 12 months after graduation Program Director

*dated: 6/23/2017; eval tool 6/24/19
revised: 7/10/18*

Section III: General Policies

3.1 Student Dismissal from Radiography Program

Dismissal from the Radiography Program can occur for several reasons. A student who scores a final course grade below 77% in a Radiography course cannot remain in the program. A student who is not successful in a clinical course, scoring below 77% cannot continue in the Radiography Program. A student who violates the Student Code of Conduct, The ARRT Code of Ethics or Rules of Ethics, reaches 10 violation points by violating policies contained in the RAD 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 Radiography 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 Radiography Student Handbook, as well as the regulations in the RCC Catalog. More specific information regarding clinical policies are 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.

3.2 Readmission to the Radiography Program

Students who are unsuccessful due to academic reasons or who withdraw for personal reasons from the Radiography 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. The student must follow the guidelines for admission and continue to maintain a 2.5 GPA. The student may be eligible for one of the admissions options listed below.

Option 1:

If the student is unsuccessful in their first fall, spring, or summer semesters, they must repeat the entire admissions process. They will be readmitted if they are one of the top candidates according to the admissions ranking sheet. Additionally, the student must form an action plan, and meet with the Department Head for Radiography. The action plan and meeting must occur prior to the Phase 1 deadline. The student must initiate both.

Option 2:

If the student is unsuccessful in their 2nd fall or 2nd spring semester:

- Meet with Department Head for Radiography
- apply for readmission
- must have maintained a 2.5 GPA
- create a plan of action
- the student will be required to pass a written and laboratory skills test
- Testing must be completed within one year after dismissal
- If both exams are passed, the student will reenter the program as a second level student in the fall semester, if there is clinical space

- It is the student's responsibility to initiate the re-admission process and to schedule testing 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

Students eligible for option 2 will only be permitted one opportunity to pass the written and lab exams. If the student is unsuccessful on either exam, the student may be eligible for option 1, if they have met the admission requirements as outlined in the current college catalog.

Updated 6/26/2018

3.3 Transfer Students

Students wishing to transfer into the radiography program must follow the processes outlined below according to status. Out of state transfers are not accepted.

In state status students:

- admission is based on clinical availability
- The student must initiate the admission process and schedule a meeting with the Radiography department head
- Meet all admissions requirements for the college and the Radiography program as posted in the college catalog
- Submit a letter from their current radiography program director stating they left their current program in good academic and behavioral standing
- Any student dismissed from their current program for behavioral issues will not be eligible for admission
- The student will be required to complete a background check and drug screen through the RCC provider at their expense
- All immunizations and CPR requirements must be up to date
- the student will be required to pass a written and laboratory skills test

Created: 5/22/14; updated 9/15/15

3.4 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 and/or Clinical Coordinator.

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

3.5 Professional Conduct

The Radiography program at Randolph Community College is committed to producing radiographers 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 Radiography 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.

Despite 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 Radiography Program.**

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

- A. The instructor must document the incident and both the student and instructor 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 from the program.**
- C. The instructor will notify the Clinical Coordinator and/or Department Head immediately. A Student Coaching Report or the Documentation of Student – Instructor Discussion form will be submitted.
- D. The Clinical Coordinator and/or 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 Clinical Coordinator and/or Department Head.

- E. An appointment will be scheduled with the Clinical Coordinator and/or 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 Clinical Coordinator and/or 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 Division Chair 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.

Other action may be taken, ad lib, as directed by any member of RCC's Senior Leadership team.

3.7 Student Grievance Policy

Students will be supervised, observed, critiqued, and guided in the classroom by RCC Faculty or Adjunct Faculty 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 and if still not satisfied with the result, should then make an appointment with the Department Head. The student must initiate the grievance process within 3 calendar days of the incident. The student must initiate the next step in the process within 3 calendar days of the previous step decision.

- Level 1: Instructor, supervisor, or preceptor
- Level 2: Department Head/Clinical Coordinator
- Level 3: Division Chair 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 Radiography 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 Program Director'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.

3.8 Disciplinary Infractions

The program has adopted the policy of assigning violation points to disciplinary infractions. Violation points are scaled from 1-10, 1 being assigned to very minor infractions and 10 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 10 points on the first offense. Student's reaching 10 points will be immediately dismissed from the RCC Radiography program.

Students who receive 5 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 within 1 calendar 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 10 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. Use of the radiography lab to take radiographs of any kind without direct supervision of an RCC employed registered radiologic technologist.
14. Any violation of the Radiography Program's Radiation Safety Plan
15. Any violation of OSHA or HIPAA regulations
16. Conviction of criminal or civil law
17. Engaging in behavior which may result in the clinical site requesting removal of the student from the clinical rotation.
18. Any type of unprofessional behavior
19. Violation of RCCs sexual harassment policy
20. Violations of civility (e.g., rude, disrespectful, lewd, indecent, or offensive conduct or apparel)
21. Mental, physical, psychological, cyber or verbal abuse.
22. Any violations of RCC's student conduct and zero tolerance policy.
23. 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 0-5 violation points for the first infraction (on average 3 points are assigned). However, if that student continues to violate policies, regardless of whether the violations are different, they will be subject to additional violation points and dismissal. Examples of less severe violations are as follows:

1. multiple reported behavioral and/or performance concerns from the clinical preceptor or instructor (can be elevated to severe if investigation warrants)
2. Habitual tardiness
3. Habitual absences
4. Lack of initiative or reported laziness
5. No dosimeter in lab or at clinical
6. Violation of clinical dress policy

7. Smoking in non-designated areas at RCC or the clinical site
8. Poor personal hygiene
9. Chewing gum in front of a patient
10. Failure to notify RCC of absence or tardy in a timely manner
11. Failure to make proper notifications of clinical absence or tardy
12. Leaving clinical early without prior approval
13. Use of any personal electronic device in clinical
14. Violation of any policy and/or regulation outlined in the Randolph Community College Catalog
15. Failure to use radiation shielding devices for patient, self, or others when warranted by safe practices
16. Negligence of care including leaving patient unattended or unescorted to and from radiographic room
17. Not properly filling out, and/or not submitting clinical paperwork, documentation for repeat lab testing, and other paperwork as required by the program.

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

1. Practicing within the guidelines of the Radiography 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 Radiography students may not remove a patient from the following:
 - a. Cervical collars
 - b. Monitoring devices
 - c. Traction

- d. Bandages or splints
11. RCC Radiography students may not give medication or treatment to patients except for 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 Radiography students may not inject IV contrast without direct supervision of an ARRT-R technologist that works for the clinical site.
 13. RCC Radiography students are not permitted to use fluoroscopy to locate or position anatomy for any examination in any clinical setting.
 14. Critically ill patients should take priority and should never be left alone. Note any changes in patient and report it immediately.
 15. RCC Radiography 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.
 16. 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.)
 17. Never be afraid to ask for help. (If you suspect something is wrong, it probably is; get help.)
 18. Never be afraid to ask a radiologist to check a patient.
 19. Never get between an upset or belligerent patient and the exit.
 20. Excuse yourself from the room if you feel threatened or uneasy. Ask a technologist to come in the room with you.
 21. 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.
 22. Continuing to work toward earning competency and maintaining competency.

3.9 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](#)

3.10 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 and Clinical Coordinator 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 Radiography 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.**

3.11 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. Semesters 1 and 2 will require students to be in clinical 2 days per week. Semesters 3-5 will require students to be in clinical 3 days per week. The information below outlines what the program considers to be the clinical uniform. If any of the bullet points below are missing, you will be considered to be out of clinical uniform.

- **Uniform tops** are Cherokee brand in either RED or PEWTER color. Tops are to be monogrammed on the top left with *Randolph Community College* in a font and color easily read. No undergarments or cleavage should be visible when bending, squatting, reaching, etc. Abdomen must remain covered when arms are raised.
- It is often cool in some departments. For this reason, you are allowed to wear a shirt under your scrub top; however, it must be a plain shirt, no designs or decals and must be either dark gray, black, or white.
- **Uniform pants** are Cherokee brand in either RED or PEWTER color. Pants should not be tight and should be hemmed so as not to touch the floor. No underwear should be visible when bending, squatting, or sitting.

- If you choose to wear a **dress**, it must be Cherokee brand in either RED or PEWTER color. It must be no shorter than knee length. You must wear a slip and white panty hose.
- **Lab coats** are to be Cherokee brand PEWTER in color and must also be monogrammed on the top left with *Randolph Community College* in a font and color easily read. You are not allowed to wear fleece or sweatshirt material lab coats. No other jackets are acceptable while ‘on the clock’ at clinical.
- **Shoes** are to be black, white, or gray with minimal insignia and other colors. Shoes should be kept in good condition and must be clean. Shoes must cover the entire foot.
- **Socks/hose:** Socks or hose are required. Socks should be either black or white without design. Pantyhose should be a natural unnoticeable color under pants or white if wearing a dress uniform, seamless and free of runs or tears. Support hose are recommended.
- **Undergarments:** Students must wear appropriate undergarments which should not be seen.
- **Photo ID Badge:** All students are required to always wear their RCC photo ID badge while in the clinical setting. Photo ID badges must be worn so they are easily visible and turned so that the student’s name and photo are seen. Failure to have your badge will result in the student being sent home and charged with violation points.
- **Radiation Dose Monitor:** All students are required to always wear their radiation dose monitor while in the clinical setting. Radiation dose monitors should be worn at the collar level. *Radiation dose monitors are also required in the energized lab at RCC when radiation is present.* Failure to have your badge will result in the student being sent home and charged with violation points.
- **anatomical lead markers:** Anatomical lead markers are part of the clinical uniform. The left marker should be blue, and the right marker should be red. They should be only be rectangular in shape and plain in color (no glitter or designs). Both should have the student’s initials (3 if applicable). If initials happen to spell an inappropriate word, the student should check with the clinical coordinator for acceptable alternatives. **Practical and competency exams can only be earned if the student has their personal markers.** Failure to have your markers will result in the student being sent home and charged with violation points.
- **Ink pen and paperwork:** All students are required to have an ink pen (black ink) and required clinical paperwork as part of their clinical uniform. Practical and competency exams can only be earned if the student has their comp forms. Borrowing one from another student and/or making copies at the clinical site is not acceptable. Students should have their repeat log readily available to be filled out as soon as possible after a repeat exam. 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. Students will be sent home and charged with violation points.
- **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 all devices as indicated by their physician.
- **Body tattoos/Markings:** Body tattoos/markings that is deemed offensive by either program officials, clinical instructors or clinical sites must be covered with clothing, appropriate make-up, and/or a skin tone Band-Aid. If you are asked to cover your tattoos or markings, you must do so immediately.
- **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 and vaping are also not allowed. Do not carry cigarettes, lighters, or other related products in uniform pockets. If you smoke before arriving at your clinical site, be aware of the smell. The smell of cigarettes and vaping 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, class or lab.
- **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 (i.e.. Cafeteria, breakroom, **NOT** the work area- even if this is where you take lunch). Smart watches are not permitted in the clinical, classroom, or lab setting. Students are not to ask technologists to use their cell phone during clinical hours.

- *Violation of this policy will be considered “out of clinical uniform.” The student will be sent home, given violation points, and clinical probation, which can result in 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 or make copies at clinical or use any resource of the clinical settings.

3.12 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.

When using computers or laptops during class/lab, students are expected to stay on task and view only the materials needed for lecture, testing, or assignments. It is considered rude and unprofessional to be on other websites or pages during class/lab and any student found to be on non-related sites/pages will be dealt with via the disciplinary process. Course instructors have the right to request no electronic devices in the classroom.

Radiography 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.

Students are required to have a reliable phone, so program officials can contact the student when needed. Students are required to notify the program director and clinical coordinator of updates to

phone number or other vital contact information as soon as possible.

No photographs should be taken at the clinical facility unless permission has been granted by the Radiology Manager and either the Clinical Coordinator 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. Students 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 (to clock in and out only) 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, nor should they ask their clinical Instructor or Preceptor if they can use their personal electronic device.

3.13 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 Radiography 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.

3.14 Class 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 Radiography 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 RAD courses:

Students are expected to be in their place, ready for class lab 5 minutes prior to the posted start time of the class/lab or be considered tardy. Students will be clocked in for clinical 5 minutes prior to the start of their clinical rotation or be considered tardy.

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 and a warning. Three absences will be considered excessive and may result in a failing grade for the course and/or written reprimands with violation points. 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 whether this is your first absence or tardy.

More than one incidence of tardiness or leaving class early will result in a grade reduction for each occurrence from your **final grade and a warning**. 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.

The instructor reserves the right to withdraw a student from this course for missing more than one calendar week of the semester. **After missing two consecutive calendar weeks, the student will be withdrawn by the instructor.** A faculty-initiated withdrawal in a credit bearing course will result in a grade of “WF” which will negatively impact the student’s GPA. A faculty-initiated withdrawal in a developmental course will result in a grade of “FW.” The student can complete a withdrawal form to have the “WF”/“FW” changed to a “W” if prior to the official withdrawal date for the course. A grade of “W” will not negatively impact the student’s GPA. The withdrawal form can be completed online and is available at the following web address: <https://www.randolph.edu/student-resources/forms.html?id=740#academic-forms>. Students receiving financial aid or veterans’ benefits should consult with the Office of Financial Aid and Veterans Affairs to understand the impact of the withdrawal.

Refer to current course catalog for specifics on religious observances and military.

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.

3.15 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.

Clinical assignments/paperwork must be submitted on or before the due date. Failure to complete clinical paperwork or turn in clinical paperwork in a timely manner will result in 3 points off the final clinical grade and a warning or reprimand (with violation points) for each occurrence, unless otherwise noted below.

- Practicals or comps should be turned in the next day you are on campus after completion; however, are due within 2 weeks from the date they were completed. You will have to re-do them if you fail to have the paperwork completed and turned in within 2 weeks.
- Repeat logs are due within 1 calendar week of the end of each month. At the end of each semester, they must be turned in by the end of the last day of the semester.
- Clinical orientation checklists in Trajecsys are due within 1 calendar week of arrival at each site, even if you have been to that site during a previous rotation. The only exception is if you are there for a one-day modality observation.
- Prior to each rotation the clinical coordinator will send students information as to where they will rotate next. Any requirements necessary to attain clinical clearance will be requested. Failure to complete the requirements on time will result in disciplinary action and can jeopardize the student's ability to attend clinical.
- On positioning lab tests in RAD 111/112 or surprise clinical lab positioning tests, any view or projection that the instructor(s) feel would result in a repeat will require you to review the projection and then perform the projection again, either at clinical or in the lab, with an RCC faculty member, who will document your attempt. This will not change your grade, but you must show you can successfully complete the projection. Failure to turn in a complete form within 1 week of your test date will result in test grade reductions and disciplinary actions. Students are not allowed to attempt practical attempts at clinical until the lab test for that section has been successfully completed. **Students must pass their repeat lab tests by the third total attempt or they will receive a grade of "F" for the course.**
- Students are responsible for keeping immunizations and CPR up to date. Students are required to submit this information to the program but must also keep a copy for themselves. The clinical coordinator makes every effort to send reminders via email to provide plenty of time to get updated immunizations/CPR. Failure to have updated immunizations/CPR will result in the student not being allowed to attend clinical, which in turn, will quickly have a negative effect on the student's clinical grade and ultimately will result in dismissal from the RAD program. If documents are not submitted in a timely manner, disciplinary action will be taken.

3.16 Procedure Variations

While it is the intent and objective of the Radiography Program to be as consistent as possible, there are often differences between how a procedure is described in a textbook versus how it is performed in the lab or at individual clinical sites. Sometimes procedures 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. The intent of lab will be to teach how to use the information gained from textbooks and lectures and apply it to various procedure protocols at our clinical sites and various patient body sizes and conditions. Lecture tests will focus on national standards and textbook information; however, lab tests will focus on how the procedures are demonstrated and performed in the lab setting. Refer to the course syllabus and instructor for more information regarding grading.

3.17 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.

3.18 Use of Paper Copier

The students are not allowed to use the copier machine in the Health Occupations office. **Do Not Ask.** Students are expected to print their class materials before the start of class. You need to plan on supplying your own paper. Current Radiography students may use the HSC computer lab and printer for this use, and another copier is available in the library.

3.19 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.

The relationship between students and clinical staff/faculty members should be maintained as strictly professional in nature. 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. Students should take great caution with developing relationships with clinical site staff. It is highly recommended that students keep these relationships on a professional basis during their time as a student.

Students who are involved in a relationship with a staff/faculty member other than on a professional basis should be fully aware of the impact of these relations on self and others and are required to notify the program director (and clinical coordinator when it involves clinical) of the nature of the relationship prior to the start of the class or clinical rotation. Should any conflict of interest occur between the personal relationship of a student and a staff/faculty 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/faculty members are also responsible for respecting these same professional standards.

3.20 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.

3.21 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 or clinical coordinator, prior to the appointment. The department head or clinical coordinator will decide if the absence is excusable. Students will be held to the college and program attendance policies.

3.22 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 and on Trajecsys.

3.23 Jury Duty

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

3.24 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 a ___ 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 oversees the activity/event will be responsible for rescheduling the activity/event, if necessary.

Missed or Canceled Classes, Lab, and/or Clinical

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. The program will adhere to the college's policy for the given situation and will continue to provide equitable learning and clinical experiences for each student. This will be handled on a case-by-case basis.

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 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.

3.25 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
Use Policy
Privacy of student educational records

Electronic Access and Acceptable

Access Policy
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
Weapons and Dangerous Instruments Policy
Tobacco Free Policy
Drugs and alcohol use
Challenged Courses Policy
Guidelines for Network/Internet
Intellectual Property Policy

Section IV: Clinical Guidelines and Regulations

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

4.1 Statement of Expectations and Standards

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 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 Radiography 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 reflect the Randolph Community College Radiography Program, the clinical site, fellow students, and themselves. Consider clinical experiences as a job interview each and every time 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.

4.2 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.)

- 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
- Remember to abide by HIPAA regulations when asking for this information.

4.3 Labeling of Radiographs

Patient identifiers must be placed appropriately on all images according to facility policy. All images will be marked with appropriate lead markers. Students will place the marker on the lateral border of the part. If a structure is in a lateral position, the marker will be placed anterior of that structure. 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.

4.4 Routine Views of an Examination

- Each radiology department should have a manual listing routine views for each examination.
- All radiographic examinations must be ordered by a physician or appropriate delegate.
- All radiographic examinations must have a written diagnosis or pertinent information related to the examination ordered.
- Any modification of routine views must be approved by the student's supervising technologist. A list of routine views recommended by the ARRT for competency is included in the clinical manual.

4.5 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.**

4.6 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.

4.7 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.

4.8 Radiography Program Class, Lab, and Clinical Professional Expectations

As was stated earlier, you are expected to always conduct yourself in a professional manner, 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. Always maintain patient confidentiality. (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. Always accompany patients in and out of the rooms. 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.)*
12. Do not put technologists or clinical staff in an awkward position by asking to use your phone or leave early or otherwise break policy.

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. Accurately record his/her attendance time in Trajecsyst and promptly obtain signatures on repeat logs. Check 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 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. Use forethought and intelligence in arriving at decisions.
3. Act calmly and rapidly under stressful situations.
4. Seek assistance from supervising technologists when needed.
5. 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.
6. Always maintain patient privacy and confidentiality. Keep patient covered, close doors, discuss confidential information in private areas.
7. Always follow policies of the clinical site and RCC even if you are offered the chance not to.

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. Always adhere to program policies, 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 log sheet, repeat log sheet, and master comp lists.
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. Always maintain patient safety. 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. (See dress code for more information.)
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 always friendly and pleasant.
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.*

4.9 Clinical Affiliations

The clinical component of the Radiography 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 prior to the beginning of each semester. Students are assigned to their clinical sites via a random lottery. Each student is assigned to a particular hospital or imaging facility on a rotational basis. The Clinical Coordinator makes the clinical assignments and rotates the students to various sites based upon the availability of space at the clinical affiliates of the program to ensure all students have equal opportunity to learn different equipment and procedures. Your clinical start and end time may vary based on your clinical assignment. Please follow the calendar provided by the clinical coordinator each semester. The student must complete the assignment as defined by the Clinical Coordinator. The student's home/work address or personal schedule cannot be taken into consideration when scheduling clinical rotations. 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 if the request is ethical.**

Clinical Affiliate Location

This list is subject to change at the discretion of the RCC and affiliate faculty. Mileage is an approximation from RCC's main campus in Asheboro. Please see next page for list.

Clinical Affiliate	Address	Approximate Distance from RCC
Bethany Medical Center (Lindsay Street)	507 Lindsay Street High Point, NC 27261	26 miles
Bethany Medical Center (Battleground)	3402 Battleground Ave Greensboro, NC	40 miles
Bethany Medical Center (Skeet)	3604 Peters Ct. & 1580 Skeet Club Rd High Point, NC 27265	32 miles
Bethany Medical Center (Market)	3801 West Market Street Greensboro, NC 27407	31 miles
WFBH - High Point Medical Center	601 North Elm Street High Point, NC 27261	26 miles
Kernersville Medical Center	1750 Kernersville Medical Pkwy, Kernersville NC	38.5 miles
Kernodle Clinic (The Private Diagnostic Clinic, LLC)	1234 Huffman Mill Rd, Burlington NC	45 miles
Randolph Health	364 White Oak Street Asheboro, NC 27203	3.5 miles
Randolph Orthopedic & Sports Medicine	503 N. Fayetteville Street Asheboro, NC 27203	3.5 miles
Surgical Center of Greensboro	705 Green Valley Road Greensboro, N.C. 27408	31 miles
Sports Medicine and Joint Replacement Center - Greensboro	200 W. Wendover Ave, Greensboro, NC	33.5 miles
Sports Medicine and Joint Replacement Center - Asheboro	223 W. Ward Street, Suite B Asheboro, NC	3 miles
Thomasville Medical Center	207 Old Lexington Rd. Thomasville, NC 27360	30 miles
UNC-Chatham Hospital	475 Progress Blvd. Siler City, NC 27344	26 miles
UNC Chatham Imaging Center	75 Freedom Pkwy, St # F, Pittsboro NC	39 miles
WFBH-Lexington Medical Center	250 Hospital Drive Lexington, NC 27293	35 miles
Wake Forest Baptist Health	1 Medical Center Blvd, Winston-Salem, NC	48 miles
White Oak Family Physicians	550 White Oak St, Asheboro NC 27205	3 miles

4.10 Transportation Policy

It is the student's responsibility to report to clinical on time. On time is clocked in 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.

4.11 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 clinical coordinator 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.

During the first semester, students will be required to attend a mandatory clinical meeting. During this meeting faculty will review the clinical manual, distribute dosimeter badges and the RAD 151 syllabus. Faculty will be available to answer questions regarding clinical.

The first day of each clinical orientation 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.

The student must complete a RCC Student Clinical Orientation Checklist **for each clinical site within 1 calendar week of arriving at the site even if you have already been to that site before**. This is not the same as the site's orientation forms. It may be found under the evaluations section on the Trajecsyst system. Failure to complete this form within the first week of each rotation will result in disciplinary action (warning, reprimand, and violation points).

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.
2. Log into the Trajecsyst system and choose Evaluations from the menu.
3. Choose Student Clinical Orientation Checklist
4. The system will default to yes, however, if criteria is not applicable, chose N/A. If you chose N/A or no, please comment as to why in the comment box to the right. For example: some sites do not have modalities. You choose N/A and in the comment box you can type 'no modalities.
5. There is a question asking if this is a site that requires direct supervision or if indirect can be used. You **MUST** answer that question. All sites can employ both direct and indirect supervision except for Randolph Ortho, SMJR, Bethany Clinics, White Oak, The Surgery Center of Greensboro, Premier Imaging and Lexington Ortho. These sites are direct supervision only.
6. Students are responsible to inquire about any item not covered during the orientation/tour.
7. Click on the submit button at the bottom.

4.12 Clinical Differences

While it is the intent and objective of the Radiography 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 RCC Faculty or site preceptors each semester. Any clinical concerns such as questions concerning positioning, exposure and/or clinical procedures will be directed to the RCC Faculty 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.

4.13 Incident Reports

Whenever a student 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 because 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 and in the documents section on Trajecsys).

1. A physician **must** examine the patient immediately. The Technologist and the Clinical Supervisor/Instructor must be notified.
2. The Clinical Coordinator and 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.

4.14 OSHA (Occupational Safety and Health Administration)

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

4.15 HIPAA (Health Insurance Portability and Accountability Act)

During clinical site orientation, the student will receive information regarding HIPAA standards. The student is expected to always observe these standards. 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 Radiography 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 always observed. 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.

4.16 MRI Safety

As part of your clinical education, you will have the opportunity to observe imaging procedures in Magnetic Resonance Imaging (MRI). You may also 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.

Equipment used in this modality 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. Students choosing not to complete additional screening or who do not pass additional screening will not have the opportunity to observe MRI procedures at the clinical sites and may not enter the MRI department for any reason. These students will still complete didactic education about the modality.

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. Also do not take any bank card or credit card into the MRI suite as the magnet can erase the information. Students are required to follow the instructions given by the MRI technologist.

Failure to follow the policies of the clinical affiliate or the Radiography Program will be deemed unsafe clinical practice and the student will be automatically assigned 10 violation points and dismissed from the radiography 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.

Students will complete an MRI safety module prior to attending clinical.

4.17 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 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 if 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. Students are required to self-screen prior to class, lab, tutoring, or clinical. Contact Tami or Anna if you have questions regarding your symptoms and attendance.

Most of our clinical affiliates will not allow you to remain on site if you exhibit certain symptoms, for example: COVID or flu-like symptoms, running a fever or have conjunctivitis. Any illness that is contagious or the student has 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.

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

In accordance with the STANDARDS of an accredited program, students will 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, or a faculty member from the RCC Radiography Program) until competency is achieved. This requirement will be strictly enforced.

Students will not be scheduled beyond a 40-hour-per-week class, lab, and clinical schedule. Any make-up time should not exceed a combined scheduled and make-up time maximum of 40 hours. Make-up time allowed is limited and may not be available at certain times and sites. For this reason, students should make every effort to attend clinical as scheduled. See the attendance policy for more information.

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.

4.19 Clinical Objectives and Evaluation Process

Purpose Statement:

This section defines the clinical competency program for the Radiography 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 radiographic procedures defined by the American Registry of Radiologic Technologists (ARRT) as listed in the “Radiography Didactic and Clinical Competency Requirements” (Effective January 2022).

By documentation of these competencies, the program attests to the graduate’s eligibility to apply for the ARRT primary examination in Radiography. Passage of this exam will provide the graduate with certification as a certified radiographer with the ARRT and the right to use the professional certification title: ARRT-Radiography or ARRT-R in their professional setting.

Please note: Students do not begin clinical rotations until the second 8 weeks of class. During this time, the student is learning basic patient care skills, basic medical terminology, anatomy, and beginning to learn positioning and imaging skills. Prior to being allowed to begin clinical, each student must pass basic pre-clinical skills assessment.

Clinical Requirements:

Students enrolled in the Radiography clinical courses: RAD 151, RAD 161, RAD 171, RAD 251, and RAD 261 (RAD Clinical Education I, II, III, IV, and V) are required to complete practical and competency evaluations in order to achieve the required competencies for program graduation and eligibility for application to the ARRT for examination in Radiography.

Evaluation of clinical competencies is divided into three main areas. These include:

- Ten (10) mandatory general patient care procedures.
- Thirty-six (40) mandatory imaging procedures.
- Fifteen (15) elective imaging procedures to be selected from a list of 34 procedures.
 - One (1) of the 15 elective imaging procedures must be selected from the head section.
 - Two (2) of the 15 elective imaging procedures must be selected from the fluoroscopy studies section.

The student must pass all 65 of these competency evaluations to meet graduation and ARRT eligibility requirements. Each competency evaluation has set criteria for passage and will be evaluated by either the:

- RCC Radiography full-time or part-time faculty members
- Radiography staff hired by clinical education sites serving as preceptors for RCC
- ARRT-R registered technologists on staff at the clinical sites

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

4.20 Grading of Practical and Competency Evaluations

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

Practical Evaluation:

The RCC Radiography Program requires students to first pass a practical evaluation before they are eligible to attempt a competency evaluation. A practical evaluation should be attempted once the student feels they are able to do the exam without assistance. During a practical evaluation, the student may receive a minimum amount of help, but should do at least 95% of the exam without assistance. All criteria must be checked off as correctly completed to pass the practical evaluation. The student must be evaluated by a qualified technologist.

Students may attempt a ***practical evaluation only after:***

1. The content has been covered in the radiography classroom and laboratory setting.
2. The student has completed the written and the laboratory exams. To have completed the laboratory exam, students must have completed and turned in the Lab Test Repeat Competency form to the clinical coordinator when applicable.
3. Students who fail 3 practical attempts will be required to re-test in the lab. Students who fail the re-test will receive a grade of "F" for clinical.

If any projection or view that is part of the practical examination requires repeating due to lack of student skill or failure to meet the necessary standard for an acceptable image, the practical is failed.

Competency Evaluation:

Only after a student has successfully passed the practical evaluation, they are eligible to attempt a competency evaluation. A competency evaluation must be evaluated by a qualified technologist. The student must do 100% of the exam without assistance and all criteria must be checked off as correctly completed to pass a competency evaluation. (Assistance with moving the patient to the exam table or the like is acceptable).

If any projection or view that is part of the competency examination requires repeating due to lack of student skill or failure to meet the necessary standard for an acceptable image, the competency is failed.

Students who fail 2 competency attempts after earning their practical will have their practical pulled and must re-test in the lab. Students who do not pass the re-test will be assigned a grade of "F" for the course.

Any student failing either a practical or a clinical competency evaluation should review any weaknesses, practice in the practice lab on campus, and/or work with a RCC Radiography program faculty member to ready themselves for their next attempt.

Practical/Competency Documentation:

When a student completes a practical or competency exam, the evaluation is documented in Trajecsys by either a site preceptor or clinical instructor and a paper copy should be completed and turned into the clinical coordinator. The student should have the technologist who evaluated them during the procedure sign their Master Practical and Competency Evaluation List as a backup and reference. In the case that no one at the site can access Trajecsys, the student should bring the completed paper copy to the clinical coordinator, who will document the exam in Trajecsys. Practical and competency evaluations do not count until they are documented in Trajecsys, and a paper copy has been turned into the clinical coordinator.

For a practical or comp evaluation to be successfully completed, the student must:

1. Clearly inform the supervising technologist of the intent to perform a practical or competency evaluation prior to the start of the exam.
 2. Make sure the supervising technologist has been trained (via reading of the student handbook and completing the quiz) on RCC's comp evaluations.
 3. The student must have their own copy of the competency form. They cannot print the form at the site or borrow one from another student. The form should be presented at the beginning of the exam.
 4. Students complete the top portion of the comp form, **including the technical factors** section.
 5. Successfully complete the exam, meeting all criteria listed on the competency form.
 6. Make sure you **identify anatomy**. If the tech is uncomfortable with that portion, you can do this with a clinical instructor or the clinical coordinator later using similar images.
 7. Make sure the tech signs the paper evaluation and the master comp list. If you can't read the name, please print it under their signature.
 8. Turn in paper forms to the clinical coordinator via the black mailbox in the control room of the rad labs on the next day you are at RCC.
- Practicals or comps will not be accepted after 2 weeks from the date they were completed. You will have to re-do them if you fail to have the paperwork completed and turned in within 2 weeks.
 - **Anatomy should be completed at the time of the practical or comp or as soon as possible thereafter.** If you are working with a tech who is not comfortable doing anatomy/image analysis with you, please **see your clinical instructor**. If you are at a site with no clinical instructor, the clinical coordinator will do it with you on campus.
 - **A Practical/comp form must be completed for each attempt of a practical or competency evaluation, even if the attempt is failed. In the case of a failed attempt, the evaluator should mark the area that is unsuccessful as failed. It should also be documented in Trajecsys. The form must be turned into the clinical coordinator within 2 weeks just like a successful attempt would be.**

The practical/competency evaluation form is posted on Trajecsys. Students are responsible for keeping copies of the form with them at clinical. Do not ask to make copies at the clinical sites. You are not allowed to ask for copies from fellow students. Failure to have copies of the Prac/Comp form will result in you not being allowed to attain a practical or competency exam and disciplinary action for not being prepared for clinical. **Reoccurring comps are documented in Trajecsys by the instructor. No paper version is necessary.**

Required Competency Evaluation Test Schedule:

As outlined previously, a total of 62 clinical competencies are required, these are divided into 37 mandatory competency evaluations and 15 elective evaluations. The ten general patient care competencies, the 37 listed procedural mandatory competencies, one elective from the head section, and two electives from the fluoro section must be completed without exception. These are most often performed on clinical patients; however, a few can be simulated. Simulations (except for some patient care competencies) will only occur in the following circumstances:

- During the final semester (RAD 261)
- If the opportunity for these to be completed on an actual patient in the clinical setting is deemed unlikely
- With the approval of the program director

A simulated competency evaluation is not performed on an actual clinical patient. It is simulated in the clinical setting or radiography program practice lab by allowing a simulated patient to serve as the subject of the exam. All criteria will be evaluated as if the patient is to be radiographed except that the actual exposure and image production will not occur. The instructor will complete the comp without seeing the image produced but will use a teaching file image to complete the portion of the evaluation which requires the student to evaluate the image.

Each clinical education course (RAD 151, 161, 171, 251 and 261) will have its own grading criteria as to how the final course grade will be obtained. The following is the semester-by-semester schedule for competency evaluation attainment. Students must complete the scheduled number of competencies in each semester to pass the clinical education course. Failure to do so will result in a final grade of F for the course and will result in dismissal from the RCC Radiography Program.

Semester Course	Total Number of Comps completed (*excluding 10 patient care comps)	Total per semester (*excluding 10 patient care comps)
RAD 151 Fall semester (1 st year)	2	2
RAD 161 Spring semester (1 st year)	13	15
RAD 171 Summer semester (1 st year)	13	28
RAD 251 Fall semester (2 nd year)	13	41
RAD 261 Spring semester (2 nd year)	14	55

*Note: Patient care comps are not included in the semester count above. CPR is required prior to acceptance into the program and venipuncture comps will be done during RAD 110. These will be signed off on during the first fall semester. The other 8 patient care comps will be done at clinical as the student can perform them.

While the student is required to complete only the 65 listed mandatory and elective competency evaluations, students are encouraged to complete as many elective comps as possible to

demonstrate skills above those required by the program. This practice of additional comps can be taken into consideration when providing student references for a job or additional degree attainment.

Reoccurring Competency Evaluations:

During designated semesters, each student will complete reoccurring competencies as described in RAD Clinical Course syllabi. The Clinical Coordinator or Clinical Instructor will choose a patient exam for the student to complete a reoccurring competency on from exams the student has previously achieved a successful competency evaluation on. The reoccurring competency is like the original competency the student accomplished during previous clinical rotations. All criteria must be checked as correctly completed for reoccurring competency attainment. If the instructor deems the student is not competent performing the procedure, the reoccurring competency is failed and the original competency for that exam is lost and must be repeated. (Please keep in mind you must maintain the required number of comps for the semester to pass clinical.) If the instructor believes the student to be competent in performing the exam, but for some reason, the exam must be repeated, the reoccurring competency is failed, but the original competency is not lost. ***Remember, reoccurring competencies are not exams of the student's choosing, but rather exams that the Clinical Coordinator or Clinical Instructor chooses and will include identifying anatomy, so be prepared. Failure to properly identify anatomy will result in a failed reoccurring competency attempt.***

Students who lose their original competency will be required to maintain the required number of comps turned in to the clinical coordinator to earn a passing grade for the clinical course.

For example:

A student fails a reoccurring comp on a foot x-ray. The student is in their 4th semester and is required to have 41 of the 65 comps successfully completed and turned into the clinical coordinator by the end of the semester. The student has turned in 41 comps, but since the original foot comp was taken away, the student now must turn in 1 more comp for the semester to pass the clinical course. (This would preferably be the foot, however, if the opportunity to repeat the foot does not arise, any other needed competency will be accepted).

Reoccurring competency evaluations are documented in Trajecsys by the instructor. No paper version is necessary.

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.

“Carry Over” Competency Evaluations:

Students are cautioned to attempt competency evaluations only when adequately prepared by their classroom, lab, and clinical experiences. Yet, after classroom and lab experiences are complete, students may attempt the required practical and then any competency they feel prepared to attempt in testing. If a student completes competency evaluations successfully and exceeds the required number for a passing grade for that semester, they can ‘bank’ these “Carry Over” comps for a later semester. ***The student is always encouraged to achieve at his/her own level of ability, but minimum competency attainment is required for each semester the student is enrolled. Failure to meet the semester comp requirements will result in a failing course grade for the semester and withdrawal from the Radiography program.*** Students are reminded

that a minimum grade of C+ is required in all RAD courses to remain in the program for the next semester.

While this competency plan is developed to give you guidance throughout your enrollment at RCC, the program reserves the right to make changes in the competency program as needed to comply with ARRT requirements, accreditation requirements or adjust to changes in clinical practice that may occur. The student will be informed of any changes as soon as possible and adequate notice for adjustment will also be considered in any decision.

ARRT Competency requirements, effective January 2022, can be found at [ARRT Requirements Effective 2022](#)

4.21 Clinical Attendance Policy

Clinical Attendance:

Applicable to all clinical courses: RAD 151, RAD 161, RAD 171, RAD 251 and RAD 261
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 Associate Degree and the ARRT verification is awarded. **Students are expected to be present for all scheduled clinical course meeting times.**

We understand that due to illness or other unexpected reasons students may sometimes have to miss clinical days, therefore, students are allowed personal days each semester as follows:

- Semester 1 (fall, first year) students are allowed one (1) personal day.
 - Semester 2 (spring, first year) students are allowed two (2) personal days. One for the first eight-week rotation and one for the second eight-week rotation.
 - Semester 3 (summer, first year) students are allowed one (1) personal day.
 - Semester 4 (fall, second year) students are allowed two (2) personal days. One for the first eight-week rotation and one for the second eight-week rotation.
 - Semester 5 (spring, second year) students are allowed two (2) personal days. One for the first eight-week rotation and one for the second eight-week rotation.
- Your personal day is used upon your first absence of each rotation.
 - Please note personal days may be withheld in situations deemed necessary by program officials.

Absence process:

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

1. Call or text your **clinical instructor** 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 Tami Goins @ 336.247.1855 to let me know you will be absent from clinical. Please include the name of your clinical site. You may call if you do not text and leave a voice mail message on my cell phone.
4. Send an email to tmgoins@randolph.edu letting me know you will be absent. Please include the name of your clinical site. ***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.***
 - 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.
 - 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 instructor and clinical site know at least a day before your absence. Email Tami at least a day prior to your absence, then the morning of your absence, you do not have to make the notifications.
 - **Failure to abide by this policy will result in clinical probation, a minimum reduction of three (3) points off the final clinical grade for the semester for each occurrence and the student will be charged with 3 violation points.**
 - ***The final clinical grade for the semester will be reduced by one (1) letter grade for each absence after the use of the personal day(s) unless the student chooses to make up the missed time. (This includes partial time missed). See make-up time procedure in this handbook for more information.***

Tardiness/Leaving Early:

All students are to clock in and out using the Trajecsys system upon arrival and departure using department approved computer stations only. As with any employment situation, routine tardiness and leaving early must be avoided. Students are expected to be punctual for all clinical education experiences. Students are expected to be clocked in no less than 5 minutes prior to their scheduled clinical start time. A clinical tardy is regarded as less than 5 minutes prior to the scheduled start time 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**, unless due to extenuating circumstances, and you will be required to take a personal day. Validity of extenuating circumstances will be determined by the clinical coordinator or program head. If you are going to be more than 30 minutes late, you must speak with Tami Goins or Anna Phillips ***prior*** to going to clinical. We will determine if you will be allowed to attend clinical or if you will be taking your personal day. If you are going to be allowed to attend clinical, we will contact your clinical instructor to verify you will be allowed in. Students must be in the designated department, clocked-in using the designated computer, ready to work at their specified clinical time. Attempting to use another method to clock in for clinical, other than the program approved device/method, will be considered falsifying time records and the student is subject to dismissal.

Students are required to meet the program's clinical attendance policy. Students who have been warned about their attendance will be subject to the disciplinary process for the next violation.

Time missed due to tardiness must be made up that same day with approval from the clinical instructor and clinical site. Time missed due to early departure must be made up on the next clinical day with approval from the clinical instructor and clinical site.

- 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.**

Makeup Time Procedure:

Makeup time for clinical absences is voluntary, not mandatory, however, failure to meet required hours will result in grade deductions. Students may make up missed time or take grade deductions. Make up time will be kept to a minimum and is not guaranteed as it is often difficult to get approved or scheduled. Students will adhere to the clinical schedule given to them. Excessive absences may mandate that the student withdraw from the program. All absences beyond the allotted number of personal days for the semester are considered excessive. Each case will be evaluated on an individual basis. The student may follow the grievance policy if they do not agree with withdrawal. Every absence decreases the opportunity to meet clinical competencies required for that semester. In cases of excess absences, the program may exercise the right to require student justification/documentation as to the reason for absence. This can include physician note to document illness and a medical visit, proof of court appearances, obituaries for death of a relative or any other means deemed necessary by the program faculty. Unsatisfactory justification may result in a grade of “incomplete” or ‘F’ for the clinical class.

1. All makeup time must be approved by the clinical site and clinical instructor **prior** to making up time. Work with your clinical instructor or preceptor to create a plan on how you will make up your time. A copy of this plan should be sent to tmgoins@randolph.edu for my records.
2. All makeup time is to be completed within two (2) weeks of the absence unless arrangements have been made with the clinical coordinator.
3. All makeup time will be performed at the site where the time was missed or scheduled at another site only by permission of the RCC program clinical coordinator.
4. Class, clinical, and lab hours will not be scheduled to exceed 40 hours per week, including make-up time. In certain circumstances, students may voluntarily exceed 40 hours per week to make up missed clinical time, but first must get approval from the Clinical Coordinator.
5. No makeup time will be scheduled on school holidays when the college is not open for students or faculty. Make up time on Saturdays will only be on a case-by-case basis and only used in unusual circumstances. Special permission from the clinical coordinator and the clinical site will be required. Scheduled class times or lab times already scheduled for the student cannot be used for makeup time. Students are not allowed to miss RAD class or lab time to perform makeup time.
6. Make up time is documented in Trajecsys by your clock in/out times. If you are staying late, simply clock out when you leave.

In special circumstances, the student may provide a request in writing to the clinical coordinator and Department Head for special consideration when excessive absences

are expected to occur from clinical, class, or lab. This request should provide justification by the student as to the reason for the excess absences, and why he/she should be permitted to remain in the program. The program will hold a faculty conference to determine if the student will be permitted to remain in the course and if and/or how much makeup time will be required. Additional information such as physician notes or other materials will be required of the student before a decision can be made. It is the student's responsibility to initiate this process. The student will be responsible for meeting all course outcomes to progress in the program. The student may be granted one request for the duration of the program. This will be handled on a case-by-case basis.

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 at most of our clinical sites are not allowed to leave the site for lunch or breaks. Most of our sites have facilities to purchase food, drinks, and snacks, a few do not. Students that are assigned clinical rotations at the sites listed below will be allowed to leave the site at lunch to get food, but then must return to finish the day. 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 no longer be allowed to leave the site for lunch breaks and may be subject to further disciplinary action. If this privilege becomes a problem ***at all***, it will be revoked. It is strongly suggested that you take your lunch with you and remain at the clinical site.

As a reminder, if you remain on site for lunch no electronic device is permitted in the work or patient care areas.

Only students at the following sites will be allowed to leave and return for lunch:

Bethany -Battleground
Bethany-Lindsay
Bethany-Market
Bethany-Skeet
Lexington Ortho
Premier Imaging
Randolph Orthopedic and Sports Medicine
Sports Medicine and Joint Replacement Center
Surgical Center of Greensboro

UNC Chatham Park Medical Office – Imaging Center Pittsboro
White Oak Family Physicians

Evening Shift Rotation

Students may be required to perform evening shift and/or Saturday shift rotations as part of their clinical training depending on clinical availability. Prior to the beginning of each rotation, students will be given notice as to their planned schedule. As always, it is the student's responsibility to work out his/her personal schedule to meet clinical scheduling requirements. Students may utilize evening shifts to make-up missed clinical time, but only with prior approval from the clinical coordinator and the clinical site involved. Clinical education will not be held on Sunday or holidays.

Modality Observations

The program will attempt to schedule each student in each of the following modalities as part of their clinical rotations: CT, Bone Density, Nuclear Medicine, MRI, Ultrasound, Cardiac Cath Lab, Interventional Lab, and Radiation Therapy. If the student is interested in spending more time in a modality, he/she may request an additional rotation in the modality during the final semester.

Students may request a rotation in Mammography. The program will make every effort to place a male student in a mammography clinical rotation if requested; however, the program is not able to override clinical setting policies that restrict clinical experiences in mammography to female students. Male students are advised that placement in a mammography rotation is not guaranteed and is subject to the availability of a clinical setting that allows males to participate in mammographic imaging procedures. The program will not deny female students the opportunity to participate in mammography rotations if clinical settings are not available to provide the same opportunity to male students.

4.22 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. For students to obtain the clinical experience necessary to master radiographic procedures, they will perform exams under direct and indirect supervision according to the standards set forth by JRCERT as outlined below.

The Joint Review Committee on Education in Radiologic Technology's Standards for an Accredited Educational Program in Radiologic Sciences, in Standard Five, Objective 5.4, requires that all radiographs be performed by students under the appropriate supervision of a qualified radiographer.

Supervision will be defined by the program as follows.

Each student is under **DIRECT** supervision of the staff technologist to whom he/she is assigned during all clinical rotations. Direct supervision occurs until the student is successful in completing

a competency evaluation for a specific examination. After a student demonstrates competency, the technologist will provide **INDIRECT** supervision of the student. **Students are required to refuse to do exams where the supervision policies are not followed.**

DIRECT SUPERVISION assures patient safety and proper educational practices. The JRCERT defines direct supervision 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.

INDIRECT SUPERVISION, after a competency has been demonstrated, is defined as "supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use."

All sites can employ both direct and indirect supervision except for Lexington Ortho, Premier Imaging, Chatham Imaging Center – Pittsboro, Randolph Ortho, SMJR, Bethany Clinics, White Oak, and The Surgery Center of Greensboro. These sites are direct supervision only.

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.

STUDENT SUPERVISION DURING MOBILE RADIOGRAPHY

All mobile exams (portable and C-arm) performed by students regardless of their level of competency, **must be** performed under **direct supervision** of a registered technologist (RT (R)). Students **must** wear lead aprons during mobile radiography.

4.23 Repeat Exposures Policy

The Joint Review Committee on Education in Radiologic Technology's Standards for an Accredited Educational Program in Radiologic Sciences, in Standard Four, Objective 4.6, require that unsatisfactory radiographs be repeated by students **only** under the direct supervision of a qualified practitioner.

A student must have **direct supervision** from the clinical instructor, the clinical preceptor, or an ARRT registered radiographer whenever a radiograph needs to be repeated. This means a registered radiographer must be in the room. **Students are required to refuse to repeat an image if no registered radiographer is present.** The student is responsible for recording the repeat on the repeat analysis sheet. The technologist supervising the repeat must sign the analysis sheet.

Repeat Logs:

Repeat logs are in paper format as the supervising technologist must sign the form and students are responsible to have them properly completed and turned in at the end of each month to the clinical coordinator. Repeat logs should be always kept close by and should be completed and signed immediately.

You will be provided with one copy of the paper form during clinical orientation. The form will be posted electronically on Trajecsyst for students to print more. Students are responsible for keeping copies of the form with them at clinical. Do not ask to make copies at the clinical sites as this will cost the site. You are not allowed to ask for copies from fellow students. Failure to have copies of the repeat form will result in you not being allowed to attain a practical or competency exam and disciplinary action for not being prepared for clinical.

The logs will be reviewed for excessive repeats in a specific clinical area. When a problem exists, students will be coached by a faculty member to assist the student in improving skills in that area. The clinical instructor should document an action plan with the student if needed.

RCC (students and instructors combined) should not perform a projection more than three (3) times. After that, a tech from the site should take over.

For example: Student attempts first image, it needs to be repeated. With instruction and direct observation from an instructor or RT, the student attempts a second image. IF that needs to be repeated the instructor should take over and attempt one more time. If that still needs to be repeated, a tech from the site should take over.

Repeat logs are due within 1 calendar week of the end of each month. At the end of each semester, they must be turned in by the end of the last clinical day of the semester. If you do not have repeats to log for a specific month, you are still required to turn in a log for that time frame. Make sure your name and dates are on the form.

4.24 Clinical Documentation and Trajecsyst

Documentation of the student's clinical performance and activities are necessary. RCC Radiography program uses the Trajecsyst System for most documentation. Instructions on how to register and use the system are outlined below. Clinical sites make access to a computer and the internet available to access Trajecsyst. Students and RCC faculty will use these resources for official use only and keep the amount of time to a minimum so as not to disrupt the workload of the department. Trajecsyst may be accessed from home or anywhere there is internet access.

Trajecsyst Registration:

Please do not register more than once. You can only have one active profile. If you have forgotten your user ID or password, please contact Tami Goins. Once you complete the registration form, Tami Goins must approve and add you to the system. This may take a couple of days, depending on her schedule. To register:

- Go to [Trajecsyst](#)
- Click on the registration link at the top right corner of the page
- Complete the form
 - Institution = Randolph Community College

- Program = Radiography
- Are you a current or new student? Choose yes if you are a student, choose no if you are an instructor or technologist at a clinical site.
- Your password must contain letters and at least one number
- The phone number and email you enter will be kept private. They are not used or sold for any purpose other than for RCC Radiography program use. Students and faculty will be able to email you; however, they will only see your name, not your email address. Please use an email address you use often so that you will see the information that is sent. The phone number should be your work phone number/extension.
- You will receive a confirmation email once you have completed registration. Please follow the directions in the email.

Clocking in/out:

Each day students arrive at their assigned clinical site, they must log into Trajecsyst and clock in using only the designated computer(s) at the clinical site, 5 minutes prior to the start of their rotation. At the end of each day, they must log into Trajecsyst and clock out, again, using only the designated computer(s) at the clinical site. The use of unapproved devices or computers to clock in or out will be considered falsifying attendance time and will result in immediate dismissal from the program. (This includes but is not limited to cell phones and tablets.) Students should only clock in/out at the beginning and ending of their assigned shift. Clocking in/out procedure:

- Go to [Trajecsyst](#)
- Log in using your username and password
- From the menu on the left side of the screen choose clock in/out
- Choose the correct clinical site from the drop-down box
- Click submit

Please note: if you do not clock in at the proper clinical site, your instructor or preceptor will not be able to access your files to enter practical and competency evaluations.

If for any reason, the student forgets to clock in or out, a **time exception** must be completed.

- Go to [Trajecsyst](#)
- Log in using your username and password
- From the menu on the left side of the screen choose time exception
- Complete the information (make sure to choose the correct clinical site and date.)
- You must put in a comment describing why you did not clock as you should have.
- Note: If a computer is not available or you arrive before the tech, do a time exception and in the comment, box simply put no computer available. This should not happen daily.

If the student is **absent** for any reason, a time exception must be completed.

- Follow the instructions above but chose absent from the choices listed.
- In the comment box, please type personal day or the reason for absence if the personal day for that rotation has already been used.

Student Clinical Orientation Checklist:

At the beginning of every rotation, students must complete the Student Clinical Orientation Checklist found in the evaluation section on Trajecsyst. This orientation is not the same as individual hospital or clinic orientations. This checklist must be complete within the first week of each rotation, even if the student has been to the site before. Failure to complete clinical paperwork or turn in clinical paperwork in a timely manner will result in 3 points off the final clinical grade and a warning or reprimand (with violation points) for each occurrence, unless

otherwise noted below. To complete the checklist:

- Go to [Trajecsys](#)
- Log in using your username and password
- From the menu on the left side of the screen choose evaluations
- Choose your clinical site from the drop-down box and complete the form
- You may comment in any of the white boxes to the right of each criterion
- Submit your checklist

Procedure Log sheets:

Each day students must keep a log of exams they observe, assist with, or perform. Since students will not have access to a computer after every exam, it is recommended that students get a notebook that will fit in their scrub pockets to keep up with exams until the end of the day. Patient names are not included and only 4 digits of their identification number should be used for confidentiality purposes. The clinical coordinator will be checking frequently to see if students are keeping their logs up to date. Failure to complete clinical paperwork or turn in clinical paperwork in a timely manner will result in 3 points off the final clinical grade and a warning or reprimand (with violation points) for each occurrence, unless otherwise noted below. To enter exams into your log:

- Go to [Trajecsys](#)
- Log in using your username and password
- From the menu on the left side of the screen choose log sheet
- Complete the information asked for by choosing the correct exam from the drop-down boxes. The 'key' is the patient ID number. This number should not be more than 4 digits of the patient's ID number.
- Make sure you have chosen the correct date for each exam (You should have exams for every day you were at clinical.
- If you have a repeat, you may put it in here; however, the actual paper form will still be required at the end of each month.
- Indicate your performance level and indicate if you completed a practical or competency on the exam.

End of Rotation Evaluations:

At the end of each rotation there are many evaluations. Students are asked to complete an evaluation on their clinical instructor(s) and clinical site(s) for that rotation. Technologists are asked to evaluate the performances of the student(s) they have supervised during the rotation. Clinical Instructors complete a performance evaluation on each student they have supervised during the rotation. All these evaluations are completed on Trajecsys. Evaluator's names are not shared on evaluations completed by students and technologists.

To complete evaluations:

- Go to [Trajecsys](#)
- Log in using your username and password
- From the menu on the left side of the screen choose evaluations
- Select the evaluation you would like to complete
- Choose the name of the person you are evaluating from the drop box
- Complete the evaluation (You can make comments in any of the white boxes to the right of each criterion.)
- Click submit at the bottom.

To view evaluations completed regarding you:

- Go to [Trajecsys](#)
- Log in using your username and password
- From the menu on the left side of the screen choose reports
- Select the report you would like to view

**NOTE: Performance evaluations are considered a critical requirement for clinical courses. Students are required to pass with an average grade of 77% or more on the Clinical Performance Evaluations completed by RCC Faculty for each semester. Failure to pass these evaluations will result in a grade of F for the clinical course and the student will not be allowed to move forward in the Radiography Program.*

Practical and Competency Evaluations:

When a student completes a practical or competency exam, the evaluation is completed in Trajecsys by either a site preceptor or clinical instructor and a paper copy should be completed and turned into the clinical coordinator. The student should have the technologist who evaluated them during the procedure sign their Master Practical and Competency Evaluation List as a backup and reference. In the case that no one is present at the site that can access Trajecsys, the student should bring the completed paper copy and the signed master list to the clinical coordinator, who will document the exam in Trajecsys. Practical and competency evaluations do not count until they are documented in Trajecsys, and a paper copy has been turned into the clinical coordinator.

For a practical or comp evaluation to be successfully completed, the student must:

1. Clearly inform the supervising technologist of the intent to perform a practical or competency evaluation prior to the start of the exam.
 2. Make sure the supervising technologist has been trained (via reading of the student handbook and completing the quiz) on RCC's comp evaluations.
 3. The student must have their own copy of the competency form. They cannot print the form at the site or borrow one from another student. The form should be presented at the beginning of the exam.
 4. Students complete the top portion of the comp form, **including the technical factors** section.
 5. Successfully complete the exam, meeting all criteria listed on the competency form.
 6. Make sure you **identify anatomy**. If the tech is uncomfortable with that portion, you can do this with a clinical instructor or the clinical coordinator later using similar images.
 7. Make sure the tech signs the paper evaluation and the master comp list. If you can't read the name, please print it under their signature.
 8. Turn in paper forms to the clinical coordinator on the next day you are at RCC.
- Practicals or comps will not be accepted after 2 weeks from the date they were completed. You will have to re-do them if you fail to have the paperwork completed and turned in within 2 weeks.
 - **Anatomy should be completed at the time of the practical or comp or as soon as possible thereafter.** If you are working with a tech who is not comfortable doing anatomy/image analysis with you, please **see your clinical instructor**. If you are at a site with no clinical instructor, the clinical coordinator will do it with you on campus.

- **A Practical/comp form must be completed for each attempt of a practical or competency evaluation, even if the attempt is failed. In the case of a failed attempt, the evaluator should mark the area that is unsuccessful as failed. It should also be documented in Trajecsys. The form must be turned into the clinical coordinator within 2 weeks just like a successful attempt would be.**

The practical/competency evaluation form is posted on Trajecsys. Students are responsible for keeping copies of the form with them at clinical. Do not ask to make copies at the clinical sites. You are not allowed to ask for copies from fellow students. Failure to have copies of the Prac/Comp form will result in you not being allowed to attain a practical or competency exam and disciplinary action for not being prepared for clinical. **Reoccurring comps are documented in Trajecsys by the instructor. No paper version is necessary.**

Section V: Radiation Protection

Randolph Community College Associate Degree Radiologic Technology Program Radiation Safety Program

5.1 Radiation Safety Manual

I. Radiation Safety Officer

A. 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

- B. 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.**
- C. 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.

D. Location of Radiation Safety Documents

1. Notice to Employee may be found in
 - i. Control area of Radiographic Room on bulletin board.
 - ii. Posted on the door of each x-ray lab
 - iii. Posted in the radiography classroom

2. Radiation Safety Manual is located in the control room between the Radiographic Lab. 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 labs 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 labs at the college during an exposure using the stationary x-ray unit.
- D. Students must stay in the control room if an exposure is made with the portable unit.
- E. 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.
- F. When at the clinical setting or when using the college's radiographic equipment, students and faculty must be a minimum of 6 feet from the source of radiation.
- G. The C-Arm may be energized either of the x-ray labs.
- H. During any fluoroscopic procedure, all operators are to remain in the control booth, behind the protective barrier during each exposure. Exception: Assisting in fluoroscopy in the clinical setting requires that the student stand as far away from the source of exposure as possible or behind the Radiologist.
- I. 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.
- J. All students must have their dosimetry badge always worn at collar level, 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.
- K. Students are never permitted to use fluoroscopy to locate or position anatomy for any examination in any clinical setting
- L. 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.
- M. Shielding will be provided to all patients.
- N. Restrict the beam size to the area of interest unless instructed to do otherwise for a specific activity.

- O. Align the x-ray beam with the image receptor by using the light localizer and the centering marks.
- P. Only authorized faculty and personnel are allowed in the lab area. Students must check in with a faculty member prior to using the lab.
- Q. 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.
- R. No food or drink is permitted in the labs or control room
- S. Do not tamper with any equipment.
- T. Dependent upon competency level as determined by an RCC faculty member, the student must remain within direct or indirect supervision during all imaging procedures.
- U. Students and faculty shall familiarize themselves and utilize technique charts provided by the facility. This includes APR and AEC.
- V. 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.
- W. Students and faculty will maintain visual contact of the patient during an exposure.
- X. Students and faculty will follow site protocols for ordering of exams.
- Y. Students are to screen all patients for pregnancy, and take precautions if the patient is pregnant per clinical site protocol
- Z. 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 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 labs.

V. Allied Health Center Room 124 Radiographic and Fluoroscopic Room, OEC C-arm, mini-C-arm, and CareStream portable:

- A. All students and faculty are to always adhere to ALARA principles/guidelines
- B. Only program authorized individuals are permitted to enter the lab.
- C. Purpose: The equipment listed above is for simulation only when students are present. This equipment should be utilized to demonstrate how to manipulate the equipment safely during fluoroscopic procedures. Minimal exposures may be made with the radiographic tube to teach students how to set technical factors according to the ALARA principle. Exposures are to be kept to a minimum and are only to be made using training phantoms
- D. Boost mode is to be disengaged on both the C-arm, mini-C-arm, and fluoroscopic unit.
- E. No student is permitted to make an exposure in this room. Students are permitted to manipulate the equipment for practice under the supervision of a program approved ARRT registered technologist.
- F. No student is permitted to be in the room during any type of exposure
- G. Only ARRT registered technologists are permitted to make exposures are receiving written permission from the Department Head for Radiography. The request must include: the purpose for the exposures, the expected number of exposures and expected fluoroscopic beam on time, and the names of the individuals present during the exposures
- H. The ARRT registered technologist making an energized exposure is responsible for ensuring no one enters the lab room from the control room
- I. If given permission to make exposures, the instructor making the exposure must wear a lead apron, thyroid shield, lead glasses, and must remain behind an additional barrier when it is necessary to be in the room.
- J. Lead drapes must be on in position prior to any exposure
- K. An exposure log will be maintained for this room. This log must be completed anytime exposures are made. The log must include the following: Names of the individuals present, purpose of exposures, number of exposures, and total beam on time.
- L. All individuals present must have their personal radiation monitoring device in place to participate in lab
- M. A switch to disable this equipment is located behind a locked door. The equipment must remain disabled unless the Department Head or Clinical Coordinator approve the equipment to be energized, after receiving the rest for permission.

- N. Corridor room doors (both into the lab and into the control room) are interlocked so they must be closed before an exposure can be made
- O. Entry into the control room is via a coded keypad. Only authorized individuals are permitted to have access
- P. Visual and audible indicators are located on the x-ray control panel and are functional.
- Q. Radiation warning signs will be placed outside of room doors
- R. The key to the C-arm is in a lock box. This key must NEVER be left in the C-arm. It must always be returned to the lock box after use. Students are not to be given the code to the lock box.
- S. The CareStream portable requires an instructor login to make an exposure. Student login do not allow exposures to be made.
- T. The C-arm, mini-C-arm, and portable may be used in either RSS 124 or 126.

VI. Allied Health Center Room 126: Digital Room

- A. All students and faculty are to always adhere to ALARA principles/guidelines
- B. The purpose of this equipment is to simulate radiographic procedures. Minimal exposures may be made to teach students how to set technical factors according to the ALARA principle.
- C. Only program authorized individuals are permitted to enter the lab.
- D. Only program approved ARRT registered technologists are permitted to make exposures in the lab with the stationary equipment
- E. Exposures are only permitted if the instructor has gained written approval from the Department Head for Radiography, which must include purpose for exposures, number of expected exposures, and names of individuals present during exposures
- F. No student or faculty member is permitted in the lab during an exposure with either the stationary equipment. All individuals must remain in the control room during all exposures.
- G. Exposures are only to be made on phantoms
- H. If exposures are made, faculty and students must document this on the room log.
- I. Students and faculty must have their personnel monitoring device to be permitted to participate in lab activities.
- J. The ARRT registered technologist making an energized exposure is responsible for ensuring no one enters the lab room from the control room
- K. A switch to disable this equipment is located behind a lock box. The equipment must remain disabled unless the Department Head or Clinical Coordinator approve the equipment to be energized, after receiving the rest for permission.
- L. Corridor room doors (both into the lab and into the control room) are interlocked so they must be closed before an exposure can be made
- M. Entry into the control room is via a coded keypad. Only authorized individuals are permitted to have access
- N. Visual and audible indicators are located on the x-ray control panel and are functional.

O. Radiation warning signs are placed outside of room doors

VII. 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 does equivalent (TODE)

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

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

VIII. 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.

5.2 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.

5.3 Pregnancy Policy

1. A student has the option of whether 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
 - Fetal monitoring will be provided
 - 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 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; 6/26/2020; 4/13/2021, 6/22/2022

Section VI: 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 _____

Withdrawal of Declaration of Pregnancy

In accordance with 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: ____/____/____

Standards for an Accredited Educational Program in Radiography

Effective January 1, 2021

Adopted April 2020

[JRCERT Standards for an Accredited Educational Program](#)

Standard One: Accountability, Fair Practices, and Public Information

The sponsoring institution and program promote accountability and fair practices in relation to students, faculty, and the public. Policies and procedures of the sponsoring institution and program must support the rights of students and faculty, be well-defined, written, and readily available.

Standard Two: Institutional Commitment and Resources

The sponsoring institution demonstrates a sound financial commitment to the program by assuring sufficient academic, fiscal, personnel, and physical resources to achieve the program's mission.

Standard Three: Faculty and Staff

The sponsoring institution provides the program adequate and qualified faculty that enable the program to meet its mission and promote student learning.

Standard Four: Curriculum and Academic Practices

The program's curriculum and academic practices prepare students for professional practice.

Standard Five: Health and Safety

The sponsoring institution and program have policies and procedures that promote the health, safety, and optimal use of radiation for students, patients, and the public.

Standard Six: Programmatic Effectiveness and Assessment: Using Data for Sustained Improvement

The extent of a program's effectiveness is linked to the ability to meet its mission, goals, and student learning outcomes. A systematic, ongoing assessment process provides credible evidence that enables analysis and critical discussions to foster ongoing program improvement.

The program complies with JRCERT policies, procedures, and **STANDARDS** to achieve and maintain specialized accreditation.

Awarding, Maintaining, and Administering Accreditation