TABLE OF CONTENTS

Section 1  Introduction
1.10  Mission Statement and Program Goals

Section 2  Accreditation, Organizations, and Affiliations
2.10  JRCERT Accreditation
2.20  South Carolina State Certification SCRQSA
2.30  Ethics Requirements for ARRT Certification
2.40  Greenville Technical College
2.50  Venango College Clarion University

Section 3  Curriculum
3.10  Course Descriptions and Clock Hours
3.11  Clinical Competency Plan
3.12  Clinical Competency Process
3.13  Clinical Competency Repeat Procedure
3.14  Clinical Competency Obtaining Procedure Evaluation Sheet & Final Competency Form
3.15  Clinical Competency Semester Grading
3.20  Grading Scale and Scholastic Requirements
3.30  Graduation Requirements and Terminal Competency
3.40  Student Records
3.50  Faculty

Section 4  Academic Policies, Procedures and Guidelines
4.10  Acceptance Criteria
4.11  Admissions Procedure
4.12  Technical Standards
4.20  Tuition and Refund Policy
4.21  Expenses
4.22  Financial Aid
4.30  Uniform and Dress Code Policy
4.40  Attendance Policy
4.41  Absences Excused and Unexcused
4.42  Tardy Policy
4.43  Excessive Absenteeism
4.44  Extended Leave and Make-Up Policy
4.45  Inclement Weather Policy
4.46  Off-Hours Policy
4.50  Student Health Policy
4.51  Health Screening and Physician Statement
4.52  Flu Vaccination and TB Policy
4.53  Reporting Communicable Diseases Policy
4.54  Standard Precautions Policy
4.55  Drug Screening and Substance Abuse Policy
4.60  Safety and Training Requirements
4.70  Code of Conduct
4.71  Academic Dishonesty
4.72  Confidentiality
4.73  Communication Policy
4.74  Harassment Policy
4.75  Due Process Policy
4.76  Process for Handling Student Complaints
4.77  Corrective Action Policy
4.78  Termination Policy
4.80  Student Employment Policy
4.90  Student Services
4.99  Evaluations of the Program

Section 5  Clinical Policies, Procedures and Guidelines
5.10  Clinical Plan
5.11  Clinical Scheduling and Objectives
5.12  Clinical Attendance Verification
5.13  Documentation of Clinical Hours
5.14  Clinical Area Expectations
5.15  Clinical Evaluations

Section 6  Radiation Protection Policies
6.10  Pregnancy Policy
6.11  Radiation Safety Policy
6.12  Supervision and Repeat Policy
6.13  Magnetic Resonance (MRI) Safety Screening Protocol

Section 7  Disclaimer Statement

Forms and Appendices
2.10a  JRCERT Standards 2014 Radiography
2.30a  ASRT Code of Ethics
2.30b  ARRT Standards of Ethics
3.40a  Consent for Release of Personal Information /Educational Records
4.51a  Physician Statement
4.72a  Confidentiality Agreement for Clinical Observation
4.72b  Confidentiality Agreement for Radiography Students
4.76a  Student Complaint Form
4.77a  Corrective Action Form
6.11a  Radiation Dosimetry Request
6.11b  Radiation Request from Previous Employer
6.13a  Magnetic Resonance Screening Form
7.0a  Signature Confirmation
PURPOSE:
The mission statement clearly defines the purpose of the program and is consistent with the mission statement for AnMed Health.

SCOPE:
Radiologic Technology Program Faculty
Radiography Students

RESPONSIBILITY:
Program Assessment Committee

REFERENCES:
www.jrcert.org

RELATED DOCUMENTS:
JRCERT Accreditation Standards 1.10, 3.1
AnMed Health Mission, Vision & Building Blocks
I am AnMed Health – Performance Standards.pdf

POLICY/PROCEDURE:
The mission of the Radiologic Technology Program is to provide a quality education that enables our students to passionately blend the art of caring with the science of medicine to optimize the health of patients and become a valuable member of the healthcare team. (2011)

Specific goals and student learning outcomes of the program include:

Goal: Students will be clinically competent.
Student Learning Outcomes: Students will apply positioning skills.
Students will select technical factors.
Students will utilize radiation protection.

Goal: Students will demonstrate communication skills.
Student Learning Outcomes: Students will demonstrate written communication skills.
Students will demonstrate oral communication skills.

Goal: Students will develop critical thinking skills.
Student Learning Outcomes: Students will adapt standard procedure for non-routine patients.
Students will critique images to determine diagnostic quality.
### 1.10 Mission Statement and Program Goals

RADIOLOGIC TECHNOLOGY PROGRAM

<table>
<thead>
<tr>
<th>Effective Date: 07/21/2016</th>
<th>Revision Level: 2</th>
<th>Page 2 of 2</th>
</tr>
</thead>
</table>

Goal: Students will model professionalism.

Student Learning Outcomes:
- Students will demonstrate work ethics.
- Students will summarize the value of life-long learning. (2011)

The mission statement is evaluated by the Program Assessment Committee annually.

---

**Document Owner**

| Susan Merrill |

**Approved By**

| Jennifer Cohen, Susan Merrill |
PURPOSE:
JRCERT accreditation ensures that our program adheres to the highest educational standards of the profession.

SCOPE:
Radiology Students
Radiology Management

RESPONSIBILITY:
Radiologic Technology Program Faculty

REFERENCES:
www.jrcert.org

RELATED DOCUMENTS:
2.10a Standards 2014 Radiography RADIOLOGIC TECHNOLOGY PROGRAM Standard 1.7 JRCERT Certificate of Accreditation

POLICY/PROCEDURE:
The AnMed Health competency-based Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive
Suite 2850
Chicago, Illinois 60606.
www.jrcert.org

The JRCERT is recognized by the U.S. Department of Education to evaluate and accredit educational programs in Radiography and Radiation Therapy. JRCERT accreditation demonstrates that a program adheres to national educational standards required to prepare graduates to be eligible to practice in all 50 states.
PURPOSE:
To inform the student of the eligibility requirements to obtain certification to use ionizing radiation on humans in the state of South Carolina.

SCOPE:
Radiography Students

RESPONSIBILITY:
Radiologic Technology Program Director

REFERENCES:
www.scrqsa.org

RELATED DOCUMENTS:
SCRQSA Applications and Forms
Medical Radiation Health and Safety Act
SCRQSA Limited Scopes of Practice

POLICY/PROCEDURE:
South Carolina Medical Radiation Health and Safety Act
Eligibility for S.C. State Certification
Effective: June 30, 2000

Effective June 30, 2000, registrants of x-ray or other equipment, which emits ionizing radiation, are required by law to ensure that only operators certified by the South Carolina Radiation Quality Standards Association (SCRQSA) can use ionizing radiation, or equipment emitting or detecting ionizing radiation on humans for diagnostic or therapeutic purposes.

PROCEDURE
Students enrolled in the Radiologic Technology Program are eligible to apply for a Certified Limited Radiographer-General certificate through the SCRQSA. However, students must complete the following program requirements:
• Must successfully complete the first two semesters of didactic coursework.
• Must successfully complete a minimum number of designated clinical competencies.
• Obtain a letter from the program director indicating that the above mentioned requirements have been met.
• Submit an application and appropriate fee to the SCRQSA.

Students who receive a Certified Limited Radiographer-General certificate may only work within the scope of practice of a Certified Limited Radiographer-General. (See below)
Certified Limited Radiographer-General

Position Summary:

Provides health care services, applying x-ray energy for diagnostic purposes. Performs limited radiographic procedures as authorized by state law producing images for interpretation by, or at the request of a licensed practitioner. Approaches patients and maintains a demeanor complementary to medical ethics. Provides patient care essential to the performance of these procedures.

Duties and Responsibilities:

1. Performs radiographic procedures limited to the following anatomical regions:
   a. Chest (not to include breast)
   b. Abdomen (non-contrast procedures only)
   c. Skeletal structures (to include upper and lower extremities, limited spine, skull and sinuses)
2. Assures patient clinical history is documented and available for use by a licensed practitioner.
3. Operates radiographic equipment.
4. Positions patient to best demonstrate anatomic area of interest, respecting patient ability and comfort. Immobilizes patients as necessary
5. Determines and applies radiographic technique exposure factors
6. Applies principles of radiation protection to minimize exposure to patients, self and others
7. Evaluates radiographs for technical quality, assuring proper identification is recorded.
8. Assumes responsibility for provision of physical and psychological needs of patients during procedures
9. Performs basic patient assessment and care. Initiates basic life support action when necessary.
10. Maintains darkroom and processing equipment consistent with quality control standards
11. Performs general office procedures.
12. At no time is the Certified Limited Radiographer-General to perform exams in the emergency department, operating room, or with portable or fluoroscopic radiographic equipment.

Once a student graduates from the program:

- Application may be made to the SCRQSA for a temporary certificate to work as a radiographer. This must be done prior to working as a Radiographer-General (not limited).
- Upon successful completion of the ARRT certification exam, the graduate will submit verification of ARRT registration by submitting a copy of his/her ARRT card and then will receive a permanent certificate.
In the case that a student does NOT complete the Radiologic Technology Program, it is the responsibility of the student to obtain eligibility information from the SCRQSA on maintaining certification.
PURPOSE:
To assure applicants and/or students meet the ethics and education requirements in order to make application to take the ARRT certification exam.

SCOPE:
Applicants to the Radiologic Technology Program
Radiography Students

RESPONSIBILITY:
Radiologic Technology Program Faculty

REFERENCES:
www.arrt.org  American Registry of Radiologic Technologists
www.asrt.org  American Society of Radiologic Technologists

RELATED DOCUMENTS:
2.30a Code of Ethics - ASRT
2.30b Standards of Ethics RADIOLOGIC TECHNOLOGY PROGRAM

POLICY/PROCEDURE:

Every candidate for certification must, according to ARRT governing documents, "be a person of good moral character and must not have engaged in conduct that is inconsistent with the ARRT Rules of Ethics," and they must "agree to comply with the ARRT Rules and Regulations and the ARRT Standards of Ethics." ARRT investigates all potential violations in order to determine eligibility.

Issues addressed by the Rules of Ethics include convictions, criminal procedures, or Military Court Martins as described below:

- Felony;
- Misdemeanor;
- Criminal procedures resulting in a plea of guilty or nolo contendere (no contest), a verdict of guilty, withheld or deferred adjudication, suspended or stay of sentence, or pre-trial diversion.

Juvenile convictions processed in juvenile court and minor traffic citations not involving drugs or alcohol do not need to be reported.

Additionally, candidates for certification are required to disclose whether they have ever had any license, registration, or certification subjected to discipline by a regulatory authority or certification board (other than ARRT). Primary pathway candidates must indicate any honor code violations that may have occurred while they attended school. Candidates for certification and registration answer “Yes” or “No” to three ethics-related questions on their application forms:
1. Have you ever been charged with or convicted in court of a misdemeanor or felony (including conviction of a similar offense in a military court-martial)?

Candidates are required to report charges or convictions that have been withheld, deferred, stayed, set aside, suspended, or entered into a pre-trial diversion, or involved a plea of guilty or no contest (nolo contendere). Candidates do not need to report juvenile convictions that were processed in juvenile court, traffic citations that did not involve drugs or alcohol, or offenses that were previously reported to and formally cleared by ARRT. Those answering “Yes” to this question must provide an explanation of the events that occurred and all documentation relevant to the matter.

2. Has a regulatory authority or certification board—other than ARRT—ever:
   • Denied, revoked, or suspended your professional license, permit, registration, or certification; or
   • Placed you on probation (excluding ARRT Continuing Education probation), under consent agreement, or under consent order; or
   • Allowed voluntary surrender of your professional license, permit, registration, or certification; or
   • Subjected you to any conditions or disciplinary actions by such an organization?

Candidates who answer “Yes” must provide an explanation of the events that occurred and all documentation relevant to the matter.

3. While attending an educational program to meet ARRT certification and registration requirements, were you ever suspended, dismissed, or expelled from that program

Candidates who answer “Yes” should include an explanation and documentation of the situation with the completed application for certification and registration. In conjunction with this question, candidates must waive confidentiality of their education records so ARRT may communicate freely and openly with the educational program director. When in doubt about whether a violation is pertinent, contact the ARRT Ethics Requirements Department at (651) 687-0048, ext. 8580.
PURPOSE:
AnMed Health Radiologic Technology program is designed to provide an outstanding clinical education experience through a hospital-based certificate program. In order to meet the ARRT minimum associate degree requirement an agreement with Greenville Technical College is utilized to provide an option to earn an Associate of Science in Radiologic Technology.

SCOPE:
Radiography Students

RESPONSIBILITY:
AnMed Health Radiologic Technology Faculty
Greenville Technical College program officials

REFERENCES:
Greenville Tech Radiologic Technology Program

RELATED DOCUMENTS:
Memorandum of Understanding between Greenville Technical College and AnMed Health

POLICY/PROCEDURE:
An agreement has been established with Greenville Technical College for an Associate of Science in Radiologic Technology utilizing a 1 + 2 approach. Applicants wishing to enter the AnMed Health Radiologic Technology Program who do not have a degree may complete Phase I of the radiography curriculum at Greenville Technical College, document a minimum of 22 credit-hours from Greenville Technical College, and maintain a cumulative technical GPA of 2.5 or higher. Phase I must be completed prior to starting the AnMed Health Radiologic Technology Program. After successful completion of the AnMed Health Radiologic Technology Program students will be awarded 62 block-style credits toward their degree.

For those interested in pursuing the Associate degree option through Greenville Technical College information is available through the College’s published materials
http://www.gvltec.edu/radtech/
PURPOSE:
AnMed Health Radiologic Technology program is designed to provide an outstanding clinical education experience for a university offering a 2+2 type curriculum toward a degree in Radiologic Technology or Medical Imaging Sciences.

SCOPE:
Clarion University Students
Radiography Students

RESPONSIBILITY:
AnMed Health Radiologic Technology Faculty
Clarion University of Pennsylvania program officials

REFERENCES:
www.clarion.edu Medical Imaging Sciences

RELATED DOCUMENTS:
Clarion University Affiliation Agreement with AnMed Health

POLICY/PROCEDURE:
An agreement has been established with Clarion University of Pennsylvania for a Bachelor of Science in Medical Imaging Sciences utilizing a 2 + 2 approach. The Clarion student is required to complete credit hours as specified by the university and their name must be included on the candidate list provided by the university. After successful completion of the AnMed Health Radiologic Technology Program students will be awarded 60 block-style credits toward their degree.

Previous graduates of the AnMed Health Radiologic Technology Program may enroll in the Bachelor of Science in Medical Imaging Sciences program at Clarion University of Pennsylvania and will be granted 60 credit hours for completion of the hospital-based certificate program. These hours will not count toward the required 30 hours of in-residence credit.

For those interested in pursuing the Bachelor’s degree option through Clarion University accreditation information is available through the University’s published materials. www.clarion.edu
PURPOSE:
To describe the method used to award credit hours for didactic and clinical courses

SCOPE:
Radiography Students

RESPONSIBILITY:
Radiologic Technology Program Faculty

REFERENCES:
www.jrcert.org
JRCERT Standard 3.3, 3.4, 3.5

RELATED DOCUMENTS:
Syllabus - Anatomy & Physiology RADIOLOGIC TECHNOLOGY PROGRAM
Syllabus - Digital Image Acquisition and Display RADIOLOGIC TECHNOLOGY PROGRAM
Syllabus - Equipment and Instrumentation RADIOLOGIC TECHNOLOGY PROGRAM
Syllabus - Introduction to Radiologic Technology RADIOLOGIC TECHNOLOGY PROGRAM
Syllabus - Medical Terminology RADIOLOGIC TECHNOLOGY PROGRAM
Syllabus - Pathology RADIOLOGIC TECHNOLOGY PROGRAM
Syllabus - Principles of Imaging and Image Analysis RADIOLOGIC TECHNOLOGY PROGRAM
Syllabus - Radiation Biology RADIOLOGIC TECHNOLOGY PROGRAM
Syllabus - Radiation Physics RADIOLOGIC TECHNOLOGY PROGRAM
Syllabus - Radiographic Positioning and Procedures RADIOLOGIC TECHNOLOGY PROGRAM
Syllabus - Registry Review RADIOLOGIC TECHNOLOGY PROGRAM
Syllabus - Technical Writing RADIOLOGIC TECHNOLOGY PROGRAM
Syllabus - Medical Ethics, Patient Care and Legal Issues RADIOLOGIC TECHNOLOGY PROGRAM

POLICY/PROCEDURE:
AnMed Health Radiologic Technology Program Course Descriptions and Hours

The following courses are presented during the twenty-four month competency based program. A syllabus is provided for each course which includes references, outlines and objectives. The program uses a 1:1 clock-hour system to award credit for lecture hours and clinical hours. The curriculum is inclusive of the 2017 ASRT Curriculum for a Radiology Program, and meets the 2014 Standards for an Accredited Program in Radiology as published by the Joint Review Committee on Education in Radiologic Technology.
Introduction to Radiologic Technology  40 Clock Hours
This course offers the student an overview and understanding of the health science professions, organizations within healthcare, accreditation and regulatory agents. Also included is an introduction to the goals, philosophies and organization of the Radiology Program and the Radiology Department.
- First Semester (40 hours)

Medical Ethics, Patient Care, and Legal Issues  120 Clock Hours
This course offers a comprehensive study of medical ethics, diversity, the medico-legal responsibilities of a radiologic technologist, and patient care skills, including standard precautions, first aid, drug administration, contrast agents and pharmacology.
- First Semester – Health Care Team, professionalism and ethics, communication, diversity, psychological considerations, patient – radiographer interactions, safety and transfer, and medicolegal considerations(80 hours)
- Third Semester – Infection control, aseptic technique, non-aseptic technique, contrast media and reactions (20 hours)
- Fourth Semester – Evaluating physical needs, tubes, line and catheters, medical emergencies, trauma, pharmacology and venipuncture, mobile and surgical radiography (20 hours)

Medical Terminology  90 Clock Hours
This course introduces the language of medicine. It includes body organization terms, root words, prefixes and suffixes, anomalies and terminology associated terminology.
- First Semester - Introductory terms (30 hours)
- Second Semester – Terms related to anatomy and positioning of each presented section (20 hours)
- Third Semester – Terms related to anatomy and positioning of each presented section (20 hours)
- Fourth Semester – Terms related to anatomy and positioning of each presented section (20 hours)

Pathology  50 Clock Hours
This course is integrated with Medical Terminology each semester and offers the student a study of systemic disease classifications and acquaints the student with the effects of these diseased conditions on the radiographic process.
- First Semester – Introduction to pathology, Chest, Abdomen, Urinary (15 hours)
- Second Semester – Osseous System, Endocrine System (10 hours)
- Third Semester – Spine, GI Tract, Circulatory, Nervous (15 hours)
- Fourth Semester – Reproductive, Comprehensive Review (10 hours)

Radiation Protection  70 Clock Hours
This course offers a study of the standards of protection associated with the ALARA concept. It includes sources of radiation, the need for radiation protection, methods of limiting radiation to patients and personnel, units of measurement, acceptable limits and dosimetry.
3.10 Course Description and Clock Hours
RADIOLOGIC TECHNOLOGY PROGRAM

Orientation/First Semester - Introductory principles, ALARA, cardinal rules of protection, use of personnel monitors, patient protection (10 hours)

First Semester - Types & sources of radiation, behavior, interactions of radiation, units of measurement, types of personnel monitors (10 hours)

Fourth Semester - Required standards for radiation protection and dosimetry, methodology of protection for patient & personnel, review of protection methods, effects of radiation on biological systems (50 hours)

Radiation Biology 50 Clock Hours
This course offers a study of the effects of ionizing radiation on living systems and how cells and tissues react to acute and chronic radiation exposure.

- Second Semester - Chemical composition and structure, cells, stochastic & nonstochastic effects, dose-response, radiation events/responses (40 hours)
- Fourth Semester - Review - Integrated with Radiation Protection Course (10 hours)

Anatomy and Physiology 220 Clock Hours
This course offers a comprehensive study of the human structure and function. This course is synchronized with radiographic positioning and procedures for optimum value to the students.

- First Semester - Introduction to human anatomy including cells, tissues and metabolism body structure and habitus, cavities, body organization, systems, major bones, chest and respiratory structures, abdominal structures, and genitourinary system (40 hours)
- Second Semester - Upper and lower extremities, pelvis, thorax and vertebral column (80 hours)
- Third Semester - Nervous System, digestive system, circulatory and lymphatic systems (50 hours)
- Fourth Semester - Skull & facial bones, sensory system, reproductive system, muscular and endocrine systems, sectional anatomy (50 hours)

Radiation Physics 180 Clock Hours
This course offers a study of the production and behavior of x-rays and other forms of radiation, as well as the components of the x-ray circuit and how each part operates.

- First Semester - Atomic structure, production, behavior of x-rays, interactions of radiation and matter (60 hours)
- Third Semester – Electricity and electromagnetism (40 hours)
- Fourth Semester - X-ray circuitry, diagnostic tubes, generators, motors, transformers, and rectification (80 hours)

Equipment and Instrumentation 70 Clock Hours
This course deals with the radiologic equipment used for both diagnosis and treatment. It includes the various imaging modalities, as well as the use of radiologic equipment not included in Introduction to Radiologic Technology or Radiation Physics.

- First Semester – Film and Sensitometry, Intensifying screens and processing, Nuclear Medicine, AEC (20 hours)
3.10 Course Description and Clock Hours
RADIOLOGIC TECHNOLOGY PROGRAM

Effective Date: 05/04/2018
Revision Level: 4
Page 4 of 5

Printed copies are for reference only. Please refer to the electronic copy for the current version.

- Second Semester - Radiation Oncology Equipment, Mammography Equipment, Bone Densitometry Equipment, Image Intensification, Tomography, CT introduction (20 hours)
- Third Semester - ECG, Vascular and Heart Cath Equipment, MRI (10 hours)
- Fourth Semester - Heating & Cooling charts, x-ray tube rating charts, Quality Control, CT components, operation and processes, equipment maintenance and malfunction (20 hours)

Digital Image Acquisition and Display 50 Clock Hours
This course provides and understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving and retrieval are discussed. Principles of digital system quality assurance and maintenance are presented.
- First Semester - Introduction to basic principles of digital radiography (10 hours)
- 2nd Semester - Image acquisition and errors, QA and maintenance, display and data management (40 hours)

Quality Assessment/Management Principles 30 Clock Hours
This course provides the methodology for performing quality control procedures that result in continuous quality improvement in radiography.
- First and Third Semesters - Presented as a part of Principles of Imaging and Image Analysis, and experiments assigned with clinical objectives (10 hours)
- Fourth Semester - Quality management programs, QC tests, Economics of radiology – Presented with Equipment & Instrumentation (20 hours)

Principles of Imaging and Image Analysis 200 Clock Hours
This course offers a study of the principles of radiographic exposure needed to integrate the use of various image receptors in imaging with the appropriate processing techniques. This course provides the student with the tools needed to apply radiologic science theories to the selection of technical factors necessary to produce optimum images of the highest diagnostic quality. Critiquing images for quality, accuracy, and identification/evaluation of anatomical structures is a major part of this course.
- First Semester - Image receptors, image appearance characteristics, imaging principles, technique selections, basic processing principles, procedural factors and image evaluation for thoracic radiography and abdominal radiography (80 hours)
- Second Semester – Procedural factors and image evaluation for appendicular radiography (25 hours)
- Third Semester - Procedural factors and image evaluation for vertebral radiography and gastrointestinal radiography (15 hours)
- Fourth Semester - Control of secondary radiation, accessory devices, causes of poor quality, radiographic perimeters, sensitometry, density maintenance equations and math, automatic processing methodology & systems, image appearance standards, and procedural factors and image evaluation for reproductive system radiography and cranium radiography (80 hours)
Scientific Writing 10 Clock Hours
This course offers the student an opportunity to research a topic of interest for the purpose of writing and presenting a technical paper. On a monthly basis the student is required to read articles from technical journals and submit abstracts. These assignments are designed to create and stimulate an interest in good written and oral communication skills.

- All Semesters – Journal Abstracts
- Second Semester - Technical Research (10 hours)
- Third Semester - Oral Presentation

Registry Preparation 20 Clock Hours
This course includes test-taking strategies, objective exams at the end of each semester, and practice exams during the 4th semester that cover an overview of all didactic subjects presented during the 24 month program.

- First Semester – Final Exams
- Second Semester – Final Exams
- Third Semester – Final Exams
- Fourth Semester – Practice Mock Registry Exams (20 hours)

Radiographic Positioning and Procedures and Clinical Procedures & Competencies 2500 Clock Hours
This course offers a comprehensive study of positioning methods, nomenclature, contrast media classification and applications, and radiographic procedures including pediatric & geriatric modifications, and trauma/mobile applications. This course is integrated into the competency based clinical education program and includes clinical procedures.

- First Semester - Positioning nomenclature, radiography of the chest, abdomen and urinary system (564 hours)
- Second Semester - Radiography of Upper and Lower Extremities, Pelvis, and Thorax (720 hours)
- Third Semester - Radiography of the Vertebral Column and Contrast studies to include Vascular, GI & Biliary Procedures, Arthrography, Cerebral Imaging and Neuroradiography (689 hours)
- Fourth Semester - Radiography of the cranium, Sialography, Pediatric and Geriatric Radiography, and Male and Female Reproductive Systems (527 hours)
PURPOSE:
To identify the purpose and components of the clinical competency plan

SCOPE:
Radiologic Technology Program Faculty
Radiography Students
Radiologic Technologists

RESPONSIBILITY:
Radiologic Technology Program Faculty

REFERENCES:
JRCERT Standard 3.2
Final Competency Forms

RELATED DOCUMENTS:
Clinical Education Master Plan Table of Contents RADIOLOGIC TECHNOLOGY PROGRAM
3.12 Clinical Competency Process RADIOLOGIC TECHNOLOGY PROGRAM
3.13 Academic Competency Repeat Procedure RADIOLOGIC TECHNOLOGY PROGRAM
3.14 Clinical Competency-Obtaining Procedure Evaluation sheets and Final Competency Forms RADIOLOGIC TECHNOLOGY PROGRAM
3.15 Clinical Competency Semester Grading Scale RADIOLOGIC TECHNOLOGY PROGRAM
Body Mechanics Form RADIOLOGIC TECHNOLOGY PROGRAM
Cardiac Monitor Competency RADIOLOGY TECHNOLOGY PROGRAM
Handwashing Rubric RADIOLOGIC TECHNOLOGY PROGRAM
Safe Patient Handling Equipment Skills RADIOLOGIC TECHNOLOGY PROGRAM
Sterile Technique Competency Rubric RADIOLOGIC TECHNOLOGY PROGRAM
Venipuncture Rubric RADIOLOGIC TECHNOLOGY PROGRAM
Vital Signs Competency Rubric RADIOLOGIC TECHNOLOGY PROGRAM
Radiologic Technology Program Competency Flow Chart
Competency Request Form RADIOLOGIC TECHNOLOGY PROGRAM
Academic Competency Cover Sheet Rubric RADIOLOGIC TECHNOLOGY PROGRAM
Peer Review Rubric RADIOLOGIC TECHNOLOGY PROGRAM
Academic Competency Rubric RADIOLOGIC TECHNOLOGY PROGRAM
Oxygen Cylinder Checklist RADIOLOGY SERVICES
RAD Competency Requirements
Pulse Oximetry Competency

POLICY/PROCEDURE:
AnMed Health Radiologic Technology Program originally adopted the method of clinical competency as outlined in the Clinical Competency Evaluation developed and approved by the American Society of Radiologic Technologists. “A Concept for Structuring and Planning Clinical Education in Radiologic Technology” and “A Methodology for Evaluating Planned Clinical
Education in Radiologic Technology served as the reference material for clinical competency development. This concept was then expanded to meet the goals of our program. The Competency Plan includes both cognitive and psychomotor aspects of Radiologic Technology. Methods of standardization for clinical performance are achieved by clinical rotations, didactic exams, clinical competency testing, and staff/instructor evaluations.

Documents listed are located in Radiology I-drive/Administrative File/Radiology School/Clinical Education Master Plan

<table>
<thead>
<tr>
<th>Document Owner</th>
<th>Susan Merrill</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved By</td>
<td>Jennifer Cohen, Susan Merrill</td>
</tr>
</tbody>
</table>
PURPOSE:
To outline the competency plan that allows for effective student learning by establishing a foundation of knowledge and continual refinement of skills.

SCOPE:
Radiography Students
Radiologic Technologists
Radiologic Technology Program Faculty

RESPONSIBILITY:
Radiologic Technology Program Faculty

REFERENCES:
www.jrcert.org

RELATED DOCUMENTS:
JRCERT Standard 3.2

POLICY/PROCEDURE:
Step 1: PRESENTATION

Each topic will be presented in the following format:

- Didactic Instruction – Lecture will include anatomy, positioning, image critique, terminology and pathology
- Demonstration
- Cognitive testing
- Return Demonstration
- Practice Session (may include phantom exposures)

Step 2: ACADEMIC COMPETENCY

Academic competency will require demonstration of psychomotor, cognitive, and critical thinking skills and knowledge in these areas:

<table>
<thead>
<tr>
<th>Component</th>
<th>Weightage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance</td>
<td>60%</td>
</tr>
<tr>
<td>Image Critique</td>
<td>30%</td>
</tr>
<tr>
<td>Peer Review</td>
<td>10%</td>
</tr>
</tbody>
</table>

A score of 90 is required for the student to advance to the next step. Failure to score a 90 will require re-evaluation.

Step 3: PATIENT PROCEDURES WITH DIRECT SUPERVISION
Upon successful completion of academic competency, the student is ready for practical experience. The student will attain the required number of Practice Performance forms, evaluated by the clinical instructor or designated R.T. for each procedure. All R.T.’s have the privilege of evaluating students for this level of competency.

**Step 4: FINAL COMPETENCY**

When the required numbers of Practice Performance forms are completed the student is ready for Final Competency Evaluation. The evaluating RT must be informed of the student’s desire to receive a Final Competency grade prior to starting the procedure. Only Instructors or technologists with two or more years of clinical experience have the privilege of evaluating students for this level of competency. *Reminder:* Documentation of the Final Competency, including the name of the evaluating R.T., is made available to the ARRT.

A score of 90 is required. Failure to score a 90 will require re-evaluation.
PURPOSE:
To establish a process for remediation and assurance that a student is academically prepared to advance to the Procedure Performance step in the Clinical Competency Process

SCOPE:
Radiography Students
Radiologic Technology Program Faculty

RESPONSIBILITY:
Radiologic Technology Program Faculty

REFERENCES:
www.jrcert.org

RELATED DOCUMENTS:
JRCERT Standard 3.2

POLICY/PROCEDURE:
When a student fails academic competency testing he/she must earn the privilege for re-evaluation. The following will apply:

1. The student will print on paper an image of each projection included in the competency section. This image should be selected from the PACS system. If the image cannot be located in PACS, the student should get permission from the instructor to copy the image from a textbook.
2. The student will label the projection, position, central ray and structures shown for each procedure.
3. At the discretion of the instructor, the student may also be required to take a phantom to the department to position, expose, and print to paper. The student will label on the image the projection and position, the central ray angle, direction and centering point and the anatomical structures visualized on each image. The instructor will notify the student when this step is required.

The deadline for completion of this package will be one week from the date competency grades are returned to the student. A repeat competency date will then be scheduled.

1. If the positioning portion needs to be repeated, the student will ask any Clinical Instructor to complete a Make-Up Competency grade form found in the Trajecsys Report System. The Clinical Instructor will select an exam from that section and have the student demonstrate the position. The Clinical Instructor will complete and submit the grade form in Trajecsys.
2. If the Image Critique portion needs to be repeated, upon receipt of the image package, a date for the make-up will be given. If the student is not prepared for this make-up...
session, due to assignment not turned in, an additional make-up date will not be scheduled.

Grades for each section will be averaged and a total grade re-calculated. This will be the final grade for competency on this section; i.e. there will be no additional repeats competency testing.

The student must maintain a 90 average on the competency portion of his/her clinical grade to remain in good standing in the program.
PURPOSE:
To establish guidelines for completing the Practice Procedure Grade Forms and Final Competency Forms

SCOPE:
Radiography Students
Radiologic Technologists
Radiologic Technology Program Faculty

RESPONSIBILITY:
Radiologic Technology Program Faculty

REFERENCES:
www.jrcert.org

RELATED DOCUMENTS:
JRCERT Standard 3.2

POLICY/PROCEDURE:

Students will show the grading technologist their Student Competency Record prior to being graded on any procedure. The student and the technologist will verify the type of grade form that is needed. The major study and exam listed on the Student Competency Record matches the Major Study and Procedure found in the Trajecsys Record System.

The number of boxes that are found in the PRACTICE column represents the required number of Practice Procedure Forms. In the COMPETENCY column the letter M=Mandatory, E=Elective and EC=Extra Credit as specified by the ARRT. The ARRT requires documentation of 37 Mandatory procedures and 15 Elective procedures performed on patients. Additional points are added to the clinic grade in the first, second and third semesters for Extra Credit procedures.

PRACTICE PROCEDURE FORM
• Can be completed by any technologist
• For less frequent procedures, one patient can be shared by more than one student
• Key to a Practice Procedure Form is “did the student have an opportunity to learn?”
• Student may simply watch the procedure and receive a only Practice Procedure Form if it is a procedure for extra credit (see Student Competency Record)

FINAL COMPETENCY FORM
• Must be completed by clinical instructor or a technologist with 2 or more years of experience
• If no technologist is available with 2 or more years’ experience, then the Final Competency Form must be submitted by the supervisor who was in the area at the time of the exam.
Student **must** request the technologist to complete the Final Competency Form prior to starting the procedure. The technologist has the right to refuse to complete grade form if the student does not ask before the procedure is performed.

- Technologist will observe the entire procedure from introduction to patient to sending images to PACS.
- Only one student for one patient.
- Grades do not have to be calculated by the technologist, the technologist will simply choose the yes/no/NA.
- Must include last 5-digits of accession #
- Must be completed by the staff within one calendar day of the exam.
- Procedure Practice Form and Final Competency Forms cannot be completed on the same procedure on the same patient at the same time, i.e. you could not give a Procedure Practice Form on os calcis and a Final Competency Form on os calcis on the same patient who had an order for bilateral os calcis views.
- When using the Final Competency Form, the staff will find a review of anatomy and image critique points that the students are expected to know or demonstrate.
 PURPOSE:
To provide a system to help the student accomplish the goal of obtaining the competencies required by the American Registry of Radiologic Technologists and to establish a grading system to reward student progress.

SCOPE:
Radiography Students

RESPONSIBILITY:
Radiologic Technology Program Faculty

REFERENCES:
www.arrt.org

RELATED DOCUMENTS:
RAD Competency Requirements

POLICY/PROCEDURE:
Based on the core clinical competencies to establish eligibility for ARRT certification, there are a total of 37 mandatory competencies and 34 elective competencies for a total of 71 competencies. Of these, all 37 of the mandatory competencies and 15 of the elective competencies must be completed prior to graduation and should be demonstrated on patients. To guide the student toward competition of this goal the following grading scale will be used and is based on the number of competencies presented each semester. It should be noted that each semester will vary slightly from year-to-year.

Five is the maximum number of points possible on the grade sheet.

First Semester
To receive all five points requires 30% completion

Second Semester
To receive all five points require 50% completion

Third Semester
To receive all five points requires 75% completion

Fourth Semester requires 100% completion to qualify for graduation
Examples:

A hypothetical first semester based on 15 mandatory and elective procedures taught.
30% = 5 competencies = 5 points
25% = 4 competencies = 4 points
20% = 3 competencies = 3 points
15% = 2 competencies = 2 points
<15% = <1 competency = 1 point

A hypothetical second semester based on 44 mandatory and elective procedures taught.
50% = 22+ competencies = 5 points
40% = 18-21 competencies = 4 points
30% = 13-17 competencies = 3 points
20% = 9-12 competencies = 2 points
<20% = <8 competencies = 1 point

A hypothetical third semester based on 58 mandatory and elective procedures taught.
75% = 43+ competencies = 5 points
65% = 37-42 competencies = 4 points
55% = 31.36 competencies = 3 points
45% = 26-30 competencies = 2 points
35% = 20-25 competencies = 1 point
<25% = <19 competencies = 0 points
PURPOSE:
To provide a standardized grading scale and GPA equivalent and to communicate expectations for academic success, continuance in the program and requirements for graduation.

SCOPE:
Radiography Students

RESPONSIBILITY:
Radiologic Technology Program Faculty

REFERENCES:
Comparison and correlation of grade scales utilized at affiliated educational institutions

RELATED DOCUMENTS:
JRCERT Standard 3.7

POLICY/PROCEDURE:

GRADING SCALE

Grading Scale
A = 94 – 100
B = 85 – 93
C = 75 – 84
D = 70 – 74
F = < 70

A = 4.0
B = 3.0
C = 2.0

SCHOLASTIC REQUIREMENTS AND GRADES

Requirements are addressed in each course syllabus and in the list of required terminal competencies that are provided for each student.

A grade of 90 percent or higher is recommended on each course. If a student scores below 90 percent on any test the student will be required to complete additional assignments including test corrections. In order to ensure consistency of high cognitive skills on each portion of the curriculum, scores below 80 on three consecutive exams in the same course will result in corrective action.

Didactic grade averages are available on the computer in the program faculty’s office during the semester. An interim report is given to the student if there is a deficiency in any course.
Grades are issued every six months at the end of the semester.

A student will not graduate with less than a grade of “C” in all didactic subjects. If a student does not have a grade of “C” or better at the end of any semester the student may be allowed to enter the next semester under academic probation. At interim report the academic status will be re-evaluated and probation will be either lifted or continued until the end of the semester. If, at the end of the probationary semester, the student has not obtained a subject average of “C” or better, the student must retake the subject(s) or withdraw from the program. Any student that scores below 75% on the Registry Review Course in both the second and third semester will be academically withdrawn from the program.

AnMed Health will award a certificate of completion and will provide documentation of eligibility for certification after students’ successfully complete 24 months of didactic and clinical instruction.

AnMed Health will also provide a transcript of courses and credits to a college or university if requested by a graduate in writing. Credits awarded or transferred vary per college/universities and are not guaranteed. Students will designate in writing anyone that may be given information about their progress.
PURPOSE:
To clearly outline the didactic and clinical requirements to successfully complete the AnMed Health Radiologic Technology Program and earn eligibility for the ARRT examination

SCOPE:
Radiography Students

RESPONSIBILITY:
Radiologic Technology Program Faculty

REFERENCES:
www.jrcert.org

RELATED DOCUMENTS:
JRCERT Standards 1.9, 3.2

POLICY/PROCEDURE:
Radiologic Technology students will complete multiple competencies as an on-going part of the competency-based program. The following list of required competencies is used to identify and assess expected student outcomes. Mastery of each competency is assured by using the didactic and clinical methods described.

UPON COMPLETION OF THE RADIOLOGIC TECHNOLOGY PROGRAM, THE STUDENT WILL BE ABLE TO

1. COMMUNICATE EFFECTIVELY
   • The student will have an average of “C” or higher on didactic patient care, medical terminology and pathology courses. The student will complete a peer review form for each academic competency. The student will research and write a scientific essay on the Radiologic subject of choice and will make a presentation to his/her class.
   • The student will successfully complete clinical objectives, including interpreting patient information on requests and documenting clinical histories to demonstrate competency of communication skills in the clinical areas.

2. DEMONSTRATE KNOWLEDGE OF HUMAN STRUCTURE, FUNCTION, AND PATHOLOGY
   • The student will have an average of “C” or higher on didactic anatomy and physiology courses and on image critique courses related to the identification of normal anatomy and pathology.
   • The student will document knowledge of radiographic anatomy on competency critiques of radiographs for each recommended radiographic procedure.
3. ANTICIPATE AND PROVIDE OPTIMUM PATIENT CARE AND COMFORT, RECOGNIZE ALLERGIC REACTIONS AND EMERGENCY PATIENT CONDITIONS, AND INITIATE FIRST AID AND BASIC LIFE SUPPORT PROCEDURES
   • The student will have an average of “C” or higher on didactic ethics and patient care courses, including the health care team, professionalism and communication, safety and transfer, evaluating physical needs, infection control, medical emergencies, trauma, contrast media considerations, pharmacology & drug administration, and medical legal issues.
   • The student will complete patient care and clinical competency objectives and will demonstrate application of affective domain skills, meeting staff evaluation criteria for patients of all ages. The student will score 90 or higher on each patient care competency including hand washing, vital signs, venipuncture, sterile and aseptic technique, transfer of patient, care of medical equipment, pulse oximeter and will obtain and maintain CPR certification.

4. OPERATE RADIOGRAPHIC IMAGING EQUIPMENT
   • The student will have an average of "C" or higher on didactic equipment instrumentation and equipment maintenance courses.
   • The student will complete all equipment objectives and experiments for each semester and demonstrate competency in the operation of radiographic and ancillary equipment in the clinical areas.

5. PERFORM RADIOGRAPHIC PROCEDURES
   • The student will have an average of “C” or higher on didactic patient positioning courses each semester.
   • The student will demonstrate psychomotor skills in performing radiographic procedures and will document clinical competencies for all required radiographic procedures specified in the 2017 ARRT Radiography Didactic and Clinical Competency Requirements. Thirty-seven mandatory radiologic procedures, fifteen elective radiologic procedures and ten mandatory patient care activities, are required. The process for each competency on radiologic procedures will include academic competency, followed by Practice Procedure Forms, and a Final Competency Form completed by a clinical instructor/technologist and performed on an actual patient. The student will score 90 or higher to validate each radiologic procedure.
   • Each student is challenged with the goal of obtaining 4000 patient procedures during the course of the program. A minimum of 3000 procedures must be documented in order to graduate.

6. MODIFY STANDARD PROCEDURES TO ACCOMMODATE FOR PATIENT CONDITION AND/OR OTHER VARIABLES
   • The student will document competency in performing mobile procedures, radiographic procedures in the OR, trauma procedures in the ED, and c-arm/fluoroscopic procedures. The student will complete clinical objectives for
intervention radiography and heart catheterization procedures. The student will apply critical thinking skills and document age specific patient care considerations for patients undergoing these procedures.

7. DETERMINE EXPOSURE FACTORS TO OBTAIN DIAGNOSTIC QUALITY RADIOGRAPHS WITH MINIMUM RADIATION EXPOSURE
   • The student will have an average of "C" or higher on didactic image production and evaluation courses.
   • The student will demonstrate clinical competency in the selection of manual exposure techniques appropriate for the radiographic procedure, type of image receptor, patient condition, and/or age considerations. The student will demonstrate competency in the use of AEC for automatic exposure or APR automated techniques that will result in more consistent outcomes and that will reduce the number of repeats. The student will document knowledge in both CR and conventional film processing and knowledge of processor artifacts, processor systems and quality control. The student must score 90 or above on technique selection for documented clinical competencies.

8. APPLY PRINCIPLES OF RADIATION PROTECTION
   • The student will have an average of "C" or higher on principles of radiation protection didactic courses.
   • The student will demonstrate a thorough knowledge of radiation protection by using time, distance and shielding correctly, by shielding gonads of procreative patients when the shields do not interfere with the radiographic procedure, by reducing the number of repeats, by questioning female patients about the possibility of being pregnant, by collimating appropriately, and by practicing ALARA in all aspects of radiation protection.
   • The student will evaluate techniques for “dose creep” during clinical rotations. A score of 90 or higher is required on radiation protection practices for clinical competencies.

9. EVALUATE RADIOGRAPHIC IMAGES FOR QUALITY
   • The student will have an average of "C" or higher on image critique/image analysis exams incorporated in image production and evaluation didactic courses.
   • The student will demonstrate clinical competency in the evaluation of radiographic images by critiquing the radiographs for optimum quality and verifying quality by a supervising technologist. The student will participate in the repeat analysis program and critique rejected radiographs for cause. The student will score 90 or higher on image critique/analysis competency for radiologic procedures.

10. DEMONSTRATE A KNOWLEDGE OF PHYSICS AND MATHMATICAL SKILLS
    • The student will have an average of "C" or higher on didactic physics courses and will score a 90 or higher on a basic math examination.
3.30 Graduation Requirements and Terminal Competency Policy
RADIOLOGIC TECHNOLOGY PROGRAM

The student will document an understanding of physics by evaluating the performance of the radiographic equipment, recognizing safe limits, performing tube warm-up procedures, and reporting malfunctions properly. The student will demonstrate an understanding of mathematics by manipulating exposure factors, problem-solving in techniques/distance situations, computing percentages of change, using logs to represent densities on radiographs, and reading charts and graphs.

11. OPERATE COMPUTERS, COMPUTER SYSTEMS, AND DIGITAL RADIOGRAPHIC IMAGING EQUIPMENT
   • The student will have an average of “C” or higher on didactic computer related courses.
   • The student will demonstrate competency in the use of information systems including PACS and in the operation of radiographic equipment in conventional radiography as well as other computer-based procedures in the various imaging modalities.

12. DEMONSTRATE A BASIC UNDERSTANDING OF THE PRINCIPLES OF COMPUTED TOMOGRAPHY
   • The student will score “C” or higher on a Computed Tomography exam requiring cognitive learning skills regarding the principles of CT imaging.
   • The student will complete clinical objectives that will demonstrate a basic understanding of the operation of CT, including spiral and multi-slice units. The student will demonstrate knowledge of the data acquisition process, selectable scan factors, methods for reducing radiation dose to the patient, dose monitoring, use of contrast media, and how to critique and manipulate CT images, including post-processing and reconstruction.

13. PARTICIPATE IN MANAGEMENT & QUALITY CONTROL ACTIVITIES. COMPLETE OBJECTIVES THAT GO BEYOND CURRICULUM REQUIREMENTS THAT WILL RESULT IN INCREASED MARKETABILITY FOR THE GRADUATE
   • The student will have an average of “C” or higher on didactic quality assurance/quality control, management, and technical writing courses.
   • The student will complete clinical objectives for management, quality control including reject analysis, equipment QC, demonstrate competency for ECG, and complete objectives for Interventional & Vascular procedures, Nuclear Medicine/PET-CT, Radiation Oncology, US, Mammography, and MRI.

14. PROVIDE PROOF OF COMPLETION OF GENERAL EDUCATION REQUIREMENTS
   The student will provide a college transcript documenting one of the following:
   • Completion of an associate degree or higher
   • Completion of Greenville Technical College Radiologic Technology Program Phase I
   • Enrollment in an affiliated University that offers a 2+2 curriculum toward a bachelor degree such as Clarion University-Venango and Bloomsburg University.

15. MEET ATTENDANCE REQUIREMENTS
• The student will attend the entire two-year program as a full-time student, not to exceed 40 hours per week of academic and clinical involvement. The possibility of advanced placement or early release is not an option for a student. Extension of the program length for a student is possible for any student that lacks completion of clinical or didactic requirements and/or competencies. The length of the program extension will not exceed three months. Students who require additional time to complete competencies or that have not been successful in meeting academic standards are required to repeat courses with the next calendar year class. All requirements for completion of the AnMed Health Radiologic Technology Program will be met before the student can graduate and be eligible to sit for the ARRT national certification exam.
PURPOSE:
The Radiologic Technology Program assures the security and confidentiality of student records.

SCOPE:
Radiography Students

RESPONSIBILITY:
Radiologic Technology Program Faculty
Records and Reports Specialist

REFERENCES:
www.jrcert.org

RELATED DOCUMENTS:
JRCERT Standard 1.5
3.40a Consent For Release FERPA

POLICY/PROCEDURE:
The AnMed Health Radiologic Technology Program maintains student records within the scope of the provisions established by the Family Educational Rights and Privacy Act.

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the confidentiality of student educational records. It states that the institution will not disclose any personally identifiable information from those records without the written consent of the student. The law allows several exceptions that permit school officials at the institution to inspect and review the educational records of students and that permit certain information to be disclosed to the public and to the parents of students with proper identification.


FERPA provides students the right:
- To inspect and review their own educational records;
- To request corrections in their own educational records;
- To withhold the release of personally identifiable information from their own educational records;
- To file a complaint with the U.S. Department of Education concerning institutional compliance;
- Obtain a copy of the institutional policy concerning access to educational records. FERPA does not provide students the right:
- To review copies of confidential letters and confidential statements for which they have waived that right;
- To review personal/unofficial record kept by instructors, advisors and administrators
- To review financial statements of their parents;
To review institution law enforcement records maintained apart from their educational records.

Generally the Program must have written permission from the student in order to release any information from the student’s educational record. However FERPA does allow schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR 99.31):

- School officials* with legitimate educational interest*;
- Other schools to which the student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- State and local authorities, within a juvenile system, pursuant to specific State law.

* School officials include instructors, directors, administrators, health staff, counselors, attorneys, clerical staff, trustees, members of committee and disciplinary boards. A school official generally has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.

Directory information is generally considered not to be harmful or an invasion of privacy is disclosed and may be released without written consent of the student. Directory information allows the Program to include information of the student in program, in honor recognitions, in the graduations program and on the AnMed Health website.

Educational records are maintained in the program faculty offices. Students may request copies of their transcripts by submitting a Consent for Release of Personal Information/Education Records form or other acceptable documentation.

AnMed Health will notify students annually of their rights under FERPA. This mechanism will be at the discretion of the Program and may include the Handbook, electronic posting, or posting in student areas.

Complaints regarding alleged failures with the provisions of FERPA may be submitted in writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-4605.

Revised 6/13/13

<table>
<thead>
<tr>
<th>Document Owner</th>
<th>Susan Merrill</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved By</td>
<td>Jennifer Cohen, Susan Merrill</td>
</tr>
</tbody>
</table>
PURPOSE:
To identify those persons who are responsible for the education of the Radiography student.

SCOPE:
Radiologic Technology Program Faculty
Radiography Students

RESPONSIBILITY:
Radiologic Technology Program Faculty

REFERENCES:
www.jrcert.org

RELATED DOCUMENTS:
JRCERT Standard 2.2

POLICY/PROCEDURE:
Program Director          Susan Merrill, M.S., R.T. (R)
Clinical Coordinator      Mandy Boye-Ray, M.S., R.T. (R)
Didactic Instructors      Susan Merrill, M.S., R.T. (R)
                          Mandy Boye-Ray, M.S., R.T. (R)
Clinical Instructors      Chris Payne, R.T. (R)
                          Tonya Cowan, R.T. (R)
                          Medley McIntosh, R.T. (R)
                          Teresa Smith, R.T. (R)
                          Brooke Latham, R.T. (R)
                          Ashley Mullinax, R.T. (R)
                          Anna Tollison, R.T. (R)
                          Lisa Moon, R.T. (R)
Medical Advisor           Veena Mathur, M.D.
CT Instructors            Sharon Vickery, R.T. (R) (CT)
                          Alexis Duncan, B.S., R.T. (R) (CT)
Nuclear Medicine Instructor Brian Howland, C.N.M.T
Nursing Instructor        Heather Chandler, R.T., R.N.
Ultrasound Instructor     Suzanne Jones, R.T. (R), RDMS
Vascular Imaging Instructors Gary Pendergrass, R.T. (R)
                          Jason Ashley, R.T. (R)
Radiologists: Thomas Tuten, M.D.
David Holt, M.D.
Bruce Burns, M.D.
Joseph Yon, M.D.
Kyle Bryans, M.D.
Monica Grier, M.D.
Carrie Cousar, M.D.
Veena Mathur, M.D.
Alex Tuten, M.D.
PURPOSE:
To identify qualified applicants for the Radiologic Technology Program

SCOPE:
Radiology Department

RESPONSIBILITY:
Radiologic Technology Program Faculty
Program Assessment Committee
Admissions Committee

REFERENCES:
www.arrt.org
www.gvltec.edu/radtech/
http://www.clarion.edu/

RELATED DOCUMENTS:
None

POLICY/PROCEDURE:
Effective January 1, 2015 program graduates will be required by the American Registry of Radiologic Technologists (ARRT) to have earned an academic degree to be eligible to sit for their certification examination.

Therefore, prior to enrollment into AnMed Health’s Radiologic Technology Program, students must provide proof they will meet the ARRT’s academic degree criterion by one of the following:

- Earned an associate’s degree or higher acceptable to the ARRT. The degree does not have to be in the radiologic sciences
- Be enrolled in the Bachelor of Science of Medical Imaging Sciences (BSMIS) at Clarion University and eligible to apply to a clinical site
- Completed Phase I of the Radiologic Technology associate degree curriculum at Greenville Technical College. General education courses require a minimum grade of “C” or better and a cumulative technical GPA of 2.5 or higher. Phase I must be completed prior to starting the AnMed Health Radiologic Technology Program. A minimum of 22 credit-hours must be completed at Greenville Technical College.
- Completed the degree requirements outlined by a university that has established a 2+2 option for clinical experience through a hospital-based program

Applicants must meet additional requirements to be accepted into the Radiologic Technology Program. Requirements include:
1. Document a high school diploma, GED or equivalent. Preference is given to applicants who ranked in the upper 50%, have a GPA of 2.5 or higher on a 4-point scale, and have completed math and science courses such as biology, chemistry, physics, algebra, geometry, anatomy & physiology, and health occupations.

2. Submit official scores from a SAT, ACT, ACCUPLACER, COMPASS or ASSET college entrance exam. Scores are:
   - SAT – Minimum 400 for the Math and Verbal sections, recommended combined score of 1000 (prior to 2005) or 1400 (after 2005)
   - ACT – Minimum composite score of 19, recommended score of 22
   - ACCUPLACER/COMPASS/ASSET – scores should be comparable to scores recommended for health career students entering a technical college allied health program

3. Document the following college credits:
   - 3 credit hours – Mathematical/Logical Reasoning Course/ College Algebra – i.e., Math 109 (course numbers 100 level or less are not acceptable)
   - 3 credit hours – Written/Oral Communications Course/College English or Public Speaking i.e., ENG 101 or SPC 205
   - Two semesters of Anatomy and Physiology including labs, i.e., BIO 210 and BIO 211, are strongly recommended
   - Preference is given to applicants with a strong background in college level science and math

4. Demonstrate personal traits of character, professionalism, leadership, self-motivation, and empathy.

5. Meet and maintain the physical and technical standard criteria:
   - Physical Abilities
   - Communication Skills
   - Mental Abilities

6. As a condition of acceptance, applicants selected will be subject to AnMed Health’s:
   - Criminal background check
   - Physical Health Screening, including drug testing

A point system is used to calculate qualifications. The selection of applicants for admission is the responsibility of the Admissions Committee.
PURPOSE:
To make fair and equitable selections for admittance into the Radiologic Technology Program

SCOPE:
Radiology Department

RESPONSIBILITY:
Radiologic Technology Program Faculty
Admissions Committee

REFERENCES:
www.anmedhealth.org

RELATED DOCUMENTS:
Human Resources
Employee Health
JRCERT Standard 1.12, 1.13

POLICY/PROCEDURE:
The Admissions Committee members are:
Susan Merrill Program Director
Mandy Boye-Ray Clinical Coordinator
Judy Wilson Director of Radiology
Cathy Atkins Radiology Manager
Tim Catoe Radiology Manager
Ormond Billups Radiology Manager
Jerrie Foust Radiology Manager
Kim Stevens Radiology Manager

An information package is provided for applicants upon request. The package includes a program brochure, an application form and instructions stating requirements and explaining how to apply. All information may also be downloaded from www.anmedhealth.org

The following steps are required to be considered for admission to the program:

After all of the application data is received, the applicant is required to attend a two-hour information session at the medical center.

A personal interview with the program director and clinical coordinator is then scheduled.

A three hour morning observation in the radiology department is scheduled. Prior to the clinical observation a confidentiality statement, liability release form, and safety form must be signed
and the applicant must have documentation of flu vaccination within the current flu season and a 1-step TB test within the past year. This documentation remains on file for three years. A math assessment and writing sample are completed at the end of the observation period.

Program faculty will mail a standardized reference form to personal references of the applicant’s choice. References should not be friends or relatives. Completed forms should be returned prior to the selection process.

A student handbook is provided to each applicant. Prior to acceptance a signed acknowledgment must be returned to document that the applicant has read the policies and procedures of the program and agrees to abide by them.

A point system is used to evaluate and equate the academic and personal attributes of each applicant. The Admissions Committee selects the students after all admission requirements have been met. Students are accepted on the basis of academic records, character and a general aptitude for the field of Radiologic Technology. Completed application date is also considered. The candidate is notified of the committee’s action by mail no later than May 1st. Selection is made without regard to race, religion, age, gender, or national origin.

Prior to final acceptance, each student must complete a health screening by AnMed Health Employee Health. Drug screening is included as a part of the health screening at AnMed Health for all employees and students.

A background criminal check/screening is also required. Any applicant who fails or refuses to complete the required screenings will not be considered for acceptance. This screening process is completed by the Human Resources Department.

Technical standards for admission or duties associated with the profession require that the applicant perform a full range of body motions including lifting and moving patients, manual dexterity, hand-eye coordination for maneuvering radiographic equipment, as well as prolonged sitting/standing. Technical standards are evaluated during the health screening and clinical observation process.

Class size is determined by AnMed Health Administration and is limited by the Joint Review Committee on Education in Radiologic Technology. The maximum number of students that could be accepted is 14 per year.

The program does not accept transfer students. Advanced placement is not an option due to curriculum sequence and design.
PURPOSE:
Student radiographers must be able to meet and maintain certain minimum technical abilities in order to effectively function in this highly demanding field.

SCOPE:
Radiography Students

RESPONSIBILITY:
Radiologic Technology Program Faculty

REFERENCES:
None

RELATED DOCUMENTS:
None

POLICY/PROCEDURE:
Applicants entering the Radiography Program or students who wish to continue in the Radiography Program must be able to:

1. Visually distinguish shades of grey on a radiographic image and evaluate for radiographic quality.
2. Critique and evaluate radiographs for the purpose of identifying proper patient positioning, patient identification, proper exposure factors and other pertinent technical qualities.
3. See with normal visual acuity or have corrective lenses, which will improve vision necessary to evaluate radiographic quality, enable visual observation of all patient activity, and accurately read written orders.
4. Utilize visual and auditory acuity to respond promptly to emergency situations.
5. Hear normally, or wear a device, which enables accurate assessment of blood pressure and breath sounds, verbal orders, and during emergencies, alarms or distress calls from patients and/or staff.
6. Possess written and verbal skills sufficient to communicate in English with patients and other healthcare providers.
7. Demonstrate sufficient strength and manual dexterity to manipulate radiographic equipment and patient care apparatus.
8. Push mobile radiographic unit.
9. Stand and/or sit for extended periods of time.
10. Perform radiographic duties while standing on feet 80% of the time.
11. Lift and support weights comparable to that encountered while transferring patients to and from beds, stretchers, wheelchairs and radiographic equipment.
12. Lift 50 pounds from floor to waist level.
13. Wear leaded apron for extended periods of time.
14. Calculate, select and manipulate exposure factors according to individual patient needs and the requirements of the procedure’s standards of speed and accuracy.
15. Push, pull, bend, kneel, and squat in a manner routinely necessary for radiographic activities.
16. Tolerate taxing workloads, adapt to an ever changing environment, display flexibility, and learn to function in the face of uncertainties inherent in the clinical problems of many patients.
17. Participate in clinical education rotations involving nighttime hours and weekends.
18. Work with sick patients who may have communicable diseases.
19. Be exposed to low levels of ionizing radiation.
20. Be 18 years of age by July 1 of the year which they are seeking admission. No upper limits of age have been established.
PURPOSE:
To establish tuition expenses for the program and identify the amount of refund if the student withdraws from the program

SCOPE:
Radiography Students

RESPONSIBILITY:
AnMed Health Administration

REFERENCES:
None

RELATED DOCUMENTS:
None

POLICY/PROCEDURE:

Tuition Policy
A tuition of $3,100.00* per year is charged and paid into AnMed Health R.T. Program General Ledger account # 35307300015 as follows:
- $100.00 admissions fee - upon acceptance
- $3,000.00 first year balance is payable the first day of class

Student may use the following payment plan for the $3,000.00 balance and make three payments for the first year tuition:
- $1,000.00 the first day of class
- $1,000.00 by August 1
- $1,000.00 balance by September 1

The $3,100.00* second year tuition is due by July 1, and cannot be paid later than August 1 of the second year.

*tuition is determined by Administration and is subject to change annually

Refund Policy
The following refund policy is available for first year tuition if a student voluntarily withdraws from the program with notice:
- The $100.00 admissions fee is non-refundable

| Students who pay the full $3,000.00 first year tuition | $1,500.00 |
| Withdrawal between July 1 and September 30 | |
| Withdrawal between October 1 and December 31 | $750.00 |
| Withdrawal between January 1 and June 30 | $0 no refund due |

Students who use the payment plan for the 1st year tuition
4.20 Tuition and Refund Policy
RADIOLOGIC TECHNOLOGY PROGRAM

Effective Date: 04/17/2018
Revision Level: 4
Page 2 of 2

Printed copies are for reference only. Please refer to the electronic copy for the current version.

<table>
<thead>
<tr>
<th>Withdrawal Dates</th>
<th>Refund Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal between July 1 and July 31</td>
<td>$0 no refund due</td>
</tr>
<tr>
<td>Withdrawal between August 1 and August 31</td>
<td>$500.00</td>
</tr>
<tr>
<td>Withdrawal between September 1 and September 30</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Withdrawal between October 1 and December 31</td>
<td>$750.00</td>
</tr>
<tr>
<td>Withdrawal between January 1 and June 30</td>
<td>$0 no refund due</td>
</tr>
</tbody>
</table>

Second year tuition is refunded as follows if a student voluntarily withdraws from the program with notice:

Students pay $2500.00 second year tuition. There is no payment plan.

<table>
<thead>
<tr>
<th>Withdrawal Dates</th>
<th>Refund Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal between July 1 and September 30</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Withdrawal between October 1 and December 31</td>
<td>$750.00</td>
</tr>
<tr>
<td>Withdrawal between January 1 and June 30</td>
<td>$0 no refund due</td>
</tr>
</tbody>
</table>

All AnMed Health property including ID, dosimeters and parking decals must be returned prior to receiving a refund.

The student is required to complete a withdrawal form.
PURPOSE:
To inform new students of the cost that will be incurred during the two years in the Radiologic Technology Program.

SCOPE:
Radiology Students

RESPONSIBILITY:
Radiologic Technology Program Faculty

REFERENCES:
None

RELATED DOCUMENTS:
None

POLICY/PROCEDURE:

Textbooks and Uniforms
Textbooks and uniforms are selected by the program faculty. A list of required textbooks is provided. Students are responsible for purchasing textbooks and designated uniforms for the two years.

- Approximate cost for required textbooks $800-$1,000
- Approximate cost for uniforms and shoes $500-$600

Trajecsys Report System
The Trajecsys Report System is used to track clinical hours, assessments and evaluations in the clinical setting. The cost is $150.00 and is paid prior to July 1, 2018.

Registry Preparation Exam
A registry preparation exam will be administered during the fourth semester. The cost of the examination is approximately $71.00 and is paid in the 4th semester.

Extracurricular Functions
Extracurricular functions such as student seminars are recommended. Students are responsible for expenses involved in attending extracurricular activities.

South Carolina Society of Radiologic Technologists Membership
Membership in the state professional society is required. The 2018-2020 membership fee is $25 and is paid in July 2018.

American Registry of Radiologic Technologists
Students will pay the fee set by the ARRT to take his/her National Certification/Registry Exam after graduation. The estimated cost of this fee is $200.
SCRQSA (South Carolina Radiation Quality Standards Association)
As required by law, a second year student who is employed as a limited-radiographer must pay a fee of $50 to the SCRQSA for certification. This fee is payable after July 1, 2019 if the student chooses an available employment option as a limited-radiographer.

<table>
<thead>
<tr>
<th>Document Owner</th>
<th>Susan Merrill</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved By</td>
<td>Jennifer Cohen, Susan Merrill</td>
</tr>
</tbody>
</table>
4.22 Financial Aid Policy
RADIOLOGIC TECHNOLOGY PROGRAM

PURPOSE:
To provide information to the Radiography student regarding financial aid, assistance or benefits.

SCOPE:
Radiography Students
Auxiliary Scholarship Committee

RESPONSIBILITY:
Radiology Technology Program Faculty

REFERENCES:
Veterans Administration
United States Department of Education

RELATED DOCUMENTS:
VA Fillable 22-8794
JRCERT Standard 2.10

POLICY/PROCEDURE:
The Radiologic Technology Program is approved for Veterans Administration financial assistance.

Students that receive scholarships or funding from civic organization should request that checks be made payable to AnMed Health Radiologic Technology Program.

Currently enrolled students may choose to apply for scholarships made available through local and national professional societies. Additional information will be provided during the first semester can be found at www.scsrt.org and www.asrt.org

AnMed Health Volunteer Services provides the D.K. Oglesby, Jr. scholarship for the rising senior with the highest academic average.

The Auxiliary Scholarship Committee may consider one or more additional scholarships for second year tuition. Applications for the scholarship must be submitted to the Volunteer Office by May 1st, in the second semester.

The R.T. Program does not participate in federal loan programs (Title IV).

For students who are seeking deferment of a previous Student Loan while in the AnMed Health Radiologic Technology Program the U.S. Department of Education OPE-ID # is 005974.
PURPOSE:
The dress and personal appearance of our students makes an impression on our patients, visitors and staff. Students must take pride in their professional appearance and grooming.

SCOPE:
Radiography Students

RESPONSIBILITY:
Radiologic Technology Program Faculty
Radiologic Technologists

REFERENCES:
Human Resources

RELATED DOCUMENTS:
Dress Code Policy HUMAN RESOURCES
Dress Code RADIOLOGY SERVICES

POLICY/PROCEDURE:

UNIFORM DRESS CODE POLICY

Students are required to be in dress code at all times while on AnMed Health property.

Radiologic Technology students are required to wear white professional uniforms. Designated styles are presented on Orientation Day, along with instructions on how to purchase them. A smooth plain crew-neck white knit shirt should be worn under the uniform top/lab jacket of the uniform. The top may be buttoned or unbuttoned as desired. Sweaters are not allowed in the clinical area. A white long sleeve lab/consultation jacket may be worn if it is cool. Each uniform top and jacket must have a Radiology student patch attached to the left sleeve.

An additional option is the choice of a royal blue or yellow crew-neck knit shirt, worn under a white uniform top or lab jacket. Colored shirts must MATCH the blue or yellow color of the student patch. Sleeves must be short enough not to extend beyond the uniform sleeve. No long-sleeve colored shirts may be worn under short-sleeved uniform tops/jackets. White long sleeved shirts must be the smooth plain crew-neck style; no thermal like material. NO logo shirts may be worn under uniform tops.

White underwear or a solid color that is not readily visible through the uniform should be worn. Clean, white professional duty shoes and white hose/socks are required. Athletic shoes may be worn if leather and if approved by the faculty as duty shoes. Open toed shoes are prohibited and a heel strap/heel ridge must be present for open-heel shoe styles.
An AnMed Health name identification badge is provided and must be worn on the left upper chest area according to AnMed Health policy. If the ID badge is lost, a replacement fee will be charged by the medical center. In addition, a student patch must be affixed to the upper left sleeve of each uniform and lab coat.

GROOMING

Students are to be neat and well groomed at all times. This includes proper personal hygiene and daily change of uniform. Uniforms are to be clean and ironed. Hair must be styled in a professional manner that is away from the face and above the shoulders at all times when in uniform. Long, unsecured hair is a safety hazard. For the protection of the student technologist and the patient, long hair must be styled in a manner that cannot sweep across a sterile field or patient. Conservative hair accessories may be worn to secure hair. These include small, neutral colored ribbons or bows and exclude large, bright colored ribbons or fashion bows. If a beard or moustache is worn, it must be neatly groomed.

Jewelry should be modest; a watch and one ring or ring set per hand. If a necklace is worn it must be inside the uniform at all times. Earrings are limited to a small post styles only. No dangle or large loops are permitted due to personal safety. Other visible body piercing jewelry is not permitted. Nails must be kept short and clean according to the medical center's nail policy (1/4 inch or shorter length). Acrylic nails and nail enhancements are prohibited for patient care givers. Tattoos that are visible outside the uniform are not permitted and must be covered. Wearing perfume or lotion with strong fragrances is restricted in the clinical area.

CLASS DRESS CODE

The student may dress according to approved AnMed Health dress code for "Class Only" scheduled days (no clinical involvement). For the Department of Radiology, the dress code for females includes dresses, skirt/tops and pantsuits. Specifically excluded are any color of denim jeans, shorts, miniskirts, and knit pants (such as leggings).

For male students the Department of Radiology dress code excludes denim jeans, sleeveless or "muscle" shirts, logo tees and shorts. Casual pants and tucked in shirts are considered acceptable dress.

CLINICAL GRADE POINTS RELATED TO DRESS CODE

Clinical grade averages include adherence to dress code. Points will be deducted for failure to conform to dress policies. Students may not be allowed to attend or participate in patient procedures if not dressed in designated uniform/dress code. The Program Director and Clinical Coordinator reserve the right to make the decision whether dress code is appropriate. The number of points deducted from the clinical grade follows the clinical grade scale provided to the student.
4.40 Attendance Policy
RADIOLOGIC TECHNOLOGY PROGRAM

PURPOSE:
To establish clear and definite expectations and guidelines governing attendance and absences

SCOPE:
Radiography Students
Department of Radiology

RESPONSIBILITY:
Radiologic Technology Program Faculty
Radiology Management
Program Assessment Committee

REFERENCES:
Human Resources Policies

RELATED DOCUMENTS:
4.41 Absences Excused and Unexcused RADIOLOGIC TECHNOLOGY PROGRAM
4.42 Tardy Policy RADIOLOGIC TECHNOLOGY PROGRAM
4.43 Excessive Absenteeism RADIOLOGIC TECHNOLOGY

POLICY/PROCEDURE:
The student will attend the entire 24-month program to be eligible to graduate. There is no advance placement or early release options available in the program. Each class commences annually approximately the first day of July and concludes approximately the third full week in June.

The student must be in attendance 90% of scheduled didactic and clinical hours each semester. Regular attendance in class and scheduled participation in clinical procedures are necessary for a student to gain competency in all phases of Radiologic Technology. During the two-year program, each student is allowed a designated number of vacation and personal/sick days. Any additional days missed must be made up at the end of the two-year program or during semester/spring breaks, as approved by the program faculty. Time may not be made up on either *Thanksgiving Day or *Christmas Day. Absences may be excused due to scheduling, sickness or prior permission.

The following is a list of scheduled days off:

FIRST YEAR STUDENTS:

5 Sick/Personal days
1 July 4th
1 Labor Day
1 Thanksgiving Day*
14 Semester Break Dec. 20th - Jan. 2nd
1 Memorial Day
5 Vacation Days during summer of first year (during second semester class break prior to August 1)

1st Year
Five personal days are allotted for scheduled or unscheduled absences from class and/or clinic. Five call-in events are allowed per semester without receiving prior permission or without requiring a physician’s statement if all sick/personal days have not been used. A call-in event is excused only with notification prior to the students scheduled hours. (Refer to excused/unexcused absences) Hours and/or partial days of absence are cumulative and are subtracted from these five allotted days.
(If a student is absent more than the 5 excused sick days, these additional days/hours will be deducted from the vacation or break days scheduled off.)

SECOND YEAR STUDENTS:

1 July 4th
1 Labor Day
1 Thanksgiving Day*
14 Semester Break Dec. 20th – Jan. 2nd
5 Spring Break Days (in spring of 4th semester)
1 Memorial Day
5 Sick/personal days

2nd Year
Five days are allotted for sick days or unscheduled absences. The same rules apply. Only five call-in absences per semester will be excused without a physician’s statement. Any other missed days must be pre-approved by program faculty and total absences cannot exceed 10% of the scheduled clinical/didactic hours with or without a physician’s statement. (Exception: refer to Extended Illness Policy).

*Designated holiday observed by AnMed Health are Thanksgiving Day and Christmas Day.

In addition, 2 or more days are scheduled off for a student seminar if student chooses to attend the educational seminar.

Points will be deducted according to the clinical grading point system (provided to the student) for the following reasons:
1. Excessive absences
2. Excessive events of being tardy
3. Unexcused absences
4. Failure to notify
Refer to each policy for the clinical grade point reduction for each of the above.
**PURPOSE:**
The program is structured using an established format to sequence didactic and clinical experience and full-time attendance is required. Fair and definite guidelines regarding student absences from the program are necessary.

**SCOPE:**
Radiography Students

**RESPONSIBILITY:**
Radiologic Technology Program Faculty
Radiology Management

**REFERENCES:**
NONE

**RELATED DOCUMENTS:**
NONE

**POLICY/PROCEDURE:**
Each student has an allotted amount of time that they may take while in the program. Absences fall into one of two categories; excused and unexcused

An absence is excused under the following conditions:
(1) Advance permission from school personnel
(2) One Saturday or one Sunday may be requested and excused each semester.
(3) Illness: The following criteria are mandatory for the illness to be excused:
   • Without exception, the student must notify the Clinical Coordinator and a departmental supervisor (of the area of assignment, i.e. AHMC or AHNC).
   - AHMC Phone (864) 512 1407
   - AHNC Radiology (864) 512-6568 or (864) 512-6554
   - Ms. Boye’s Office (864) 512-2824
   - Ms. Merrill’s Office (864) 512-3705
   • This notice should be given prior to the student’s assigned time. Failure to do so will result in a “failure to notify”.
   • Messages sent by other students, friends, etc. will not be accepted.
   • Each “failure to notify” will result in a 1% overall clinical grade reduction.
   • Due to the limited days that are scheduled on weekends (Saturday or Sunday), in addition to notifying the department supervisor, a written excuse from a physician stating the student was sick must be presented to program personnel on the first day of return.
   • The student may attend class without attending clinical if patient contact is not permitted or advisable.
   • If there are more than 5 absences due to call-in illnesses, the 6th absence and any thereafter must be accompanied by a written excuse from a physician and presented to
school personnel on the first day of return. The same rules apply even if the first five absences have been excused by a physician. More than five (5) absences from class in any one semester would be considered as excessive absenteeism and will result in disciplinary action.

(3) Unexpected emergency with notification as soon as possible.

(4) Death in family
   • For immediate family (parent, legal guardian, spouse, child, sibling, mother-in-law, father-in-law, grandparent, or grandchild) three (3) days are excused without affecting allotted days.
   • The student may take time off for deaths other than immediate family, but time is deducted from the allotted sick/personal days.

(5) Previous appointments
   • Doctor and dental appointments should be made during scheduled time off if possible; however, if an appointment is necessary during scheduled time, this time is deducted from allotted sick/personal days.

An absence is unexcused under the following conditions:
(1) No prior notice is given
(2) More than 5 absences on a call-in basis per semester without physician's statement
(3) More than 5 class absences in any one semester without a physician's excuse
(4) A call-in on a scheduled Saturday or Sunday without a physician's excuse

Unexcused absences will result in 3% reduction to the overall clinical grade per event:
   1st event results in a 3% reduction
   2nd event results in a 6% reduction
   3rd event results in a 9% reduction

If a student is not able to report at his/her scheduled time, the occurrence is documented as follows.
   • The occurrence will be documented as a call-in if the student arrives more than 4 hours after the student’s scheduled clinical time
   • The occurrence will be documented as a tardy if the student arrives less than 4 hours later than the student’s scheduled clinical time

If a partial day absence is necessary for any reason, arriving late or leaving early, the time missed will be deducted from the student’s allotted bank of time.

DIDACTIC RESPONSIBILITIES FOLLOWING ABSENCES

(1) Students are responsible for all material missed in class.
(2) Previously announced exams missed due to excused absence must be taken the first day of return. The student should receive prior approval for an absence on test day from the testing instructor. Failure to do so may result in a 10 point grade deduction.
Previously announced exams missed due to an unexcused absence will result in a “zero” score.

(3) Students are responsible for all tests (scheduled or unscheduled) as well as a consultation with the instructor for make-up times and dates. The period of time allotted by the instructor for preparation for make-up exams is dependent on the course material missed, but cannot exceed 4 class days. Any exam not made up as scheduled will be averaged into the final grade as a “zero”.

Document Owner

Susan Merrill

Approved By

Jennifer Cohen, Susan Merrill
PURPOSE:
To establish fair and definite guidelines regarding the number of tardy events that can be received per semester and the effect excessive events of tardy will have on the clinical grade.

SCOPE:
Radiology Students
Radiology Department

RESPONSIBILITY:
Radiologic Technology Program Faculty

REFERENCES:
None

RELATED DOCUMENTS:
None

POLICY/PROCEDURE:
A student is considered tardy if he/she is not present in their assigned area at his/her scheduled time for class or for clinical practice.

If a student is tardy due to oversleeping, car trouble, etc., he/she should call the department supervisor and school personnel as soon as possible. Three occurrences of being tardy are excused per semester and are documented as warnings. Accumulating more than three tardy warnings per semester will result in a grade reduction in the overall clinical grade as follows:

<table>
<thead>
<tr>
<th>Number of Tardies</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>4% reduction</td>
</tr>
<tr>
<td>5</td>
<td>5% reduction</td>
</tr>
<tr>
<td>6</td>
<td>6% reduction</td>
</tr>
<tr>
<td>7</td>
<td>7% reduction</td>
</tr>
<tr>
<td>8</td>
<td>8% reduction</td>
</tr>
<tr>
<td>9</td>
<td>9% reduction</td>
</tr>
</tbody>
</table>

A student, who has 10 or more events of tardiness including the warnings, may be subject to dismissal.

Minutes missed as the result of being tardy are deducted from the bank of time for sick/personal days.
PURPOSE:
To establish consequences for excessive absenteeism

SCOPE:
Radiography Students

RESPONSIBILITY:
Radiologic Technology Program Faculty
Radiology Management

REFERENCES:
None

RELATED DOCUMENTS:
4.44 Extended Leave and Make-up Time Policy RADIOLOGIC TECHNOLOGY PROGRAM

POLICY/PROCEDURE:

Student attendance for didactic classes and clinical procedures is necessary for successful completion of all objectives of the program. When a student uses all days allotted for absences, with or without a physician's excuse, additional absences are considered excessive and will result in a 5% grade reduction.

Excessive absenteeism in excess of 10% of the total scheduled didactic and/or clinical hours during any semester and will result in a 10% grade reduction. Excessive absenteeism will affect the student's completion date for the program, or may result in dismissal from the program.

If a student documents excessive absenteeism in one semester, he/she is placed on probation. An additional absence occurring during that semester must be medically excused or it will be documented as an unexcused absence.

If the student has been placed on probation for excessive absenteeism during the previous semester (but not terminated), the student is eligible to continue in the program; however, termination will result if the student documents absenteeism in excess of 10% of his/her scheduled hours, without the option of additional unexcused absences. (Exemption: Extended Illness Policy)
4.44 Extended Leave and Make-Up Time Policy
RADIOLOGIC TECHNOLOGY PROGRAM

Effective Date: 03/30/2015
Revision Level: 1
Page 1 of 2

PURPOSE:
To direct the student on how to handle events and absences that may require more time away from the program than is allotted using personal and vacation time.

SCOPE:
Radiography Students

RESPONSIBILITY:
Radiologic Technology Program Faculty
Radiology Management

REFERENCES:
JRCERT Standards

RELATED DOCUMENTS:
www.jrcert.org

POLICY/PROCEDURE:

If a medical condition prevents the student from attending the program for an extended period of time, the student’s future status in the Program will be evaluated and a plan for making-up the clinical and didactic requirements will be established.

Depending on the degree of completion of the Program at the time of the incident, either a normal or revised clinical schedule will be determined by the Clinical Coordinator. This is to assure that the student will complete all objectives in an educationally sound manner.

To request a medical leave of absence the student must:

• Immediately provide the Clinical Coordinator with written documentation from a physician that a medical condition exists that does not warrant ability to perform clinical procedures for a period of time. The student must submit a written statement identifying his/her desire to take a medical leave.

• Upon the student’s return, written consent from a physician must be submitted to the Clinical Coordinator stating that the student is able to participate in clinical procedures to meet program requirements.

Any medical leave that extends beyond 10% of the total contact hours may result in the need for the student to withdraw from the program or he/she may have the option to re-apply for the following academic year.

All hours absent in excess of allotted days off are reassigned at the end of the program after graduation and prior to writing the national registry. Students may schedule make-up days for excused absences during semester breaks, or possibly on a holiday, if approved by the program
director. Scheduled hours will not be in excess of 40 hours per week or 10 hours per day. The student's diploma will not be signed and the program will not be complete until after all clinical competencies and objectives have been documented. The program will not be extended longer than three calendar months.
PURPOSE:
Students of the AnMed Health Radiologic Technology Program are employees of AnMed Health and therefore must comply with organizational policies.

SCOPE:
Radiography Students

RESPONSIBILITY:
Radiologic Technology Program Faculty

REFERENCES:
Human Resources Policy

RELATED DOCUMENTS:
Inclement Weather Policy HUMAN RESOURCES

POLICY/PROCEDURE:
The Radiologic Technology Program adheres to the AnMed Health Inclement Weather policy. The policy states in part “In view of AnMed Health’s obligation to provide uninterrupted service at all times, it is the policy of AnMed Health to maintain adequate staffing during periods of inclement weather. Employees who have been scheduled to work are expected to report to and remain at work as they normally would. Each individual is expected to prepare for inclement weather and to make appropriate arrangements for transportation in order to arrive in a timely manner. Every effort will be made by senior management to consider inclement weather conditions involving travel to and from work, but conducting AnMed Health medical services will be the first priority.”

Students scheduled for class or clinical hours are expected to report during inclement weather as transportation is deemed safe. During inclement weather didactic classes will be held as scheduled, however the content of class presentation is determined by the number of students able to attend, and in consideration of AnMed Health medical services as the first priority. Any time missed from class or clinic should be documented by the normal call-in process and will be deducted from vacation/sick/personal days allotted.
PURPOSE:
To recognize the importance of educationally valid clinical experiences provided to the student through the use of weekend assignments and to establish a standard for these assignments.

SCOPE:
Radiography Students

RESPONSIBILITY:
Radiologic Technology Faculty
Radiology Staff

REFERENCES:
JRCERT Standard 1.3

RELATED DOCUMENTS:
None

POLICY/PROCEDURE:
Weekend rotations are considered as a clinical assignment on either a Saturday or a Sunday. Weekend rotations are essential to the educational process and will make a new graduate more confident in their skills when newly employed. Students will be scheduled for a maximum of 10 weekend assignments during the first year and a maximum of 16 weekend assignments during the second year. Weekend assignments are either 7:00 a.m. – 3:00 p.m. or 2:30 p.m.-10:00 p.m. Students are not scheduled for the purpose of replacing staff. A 1:1 ratio of student to staff is always maintained. Evening and weekend assignments do not exceed 25% of the total clock hours for the program.

Students may request an excused absence for either one Saturday or one Sunday each semester. Students are not allowed to switch weekend assignments with other students. Students will not be scheduled for a Sunday assignment on Easter, Mother’s Day or Father’s Day.

Specific learning objectives are provided each semester for evening and weekend assignments. Learning outcomes include:

- Experience different type of work-flow and team work than Monday – Friday
- Gain experience with a wider variety of patient conditions such as multiple trauma, drug and alcohol related injuries

Document Owner: Susan Merrill
Approved By: Jennifer Cohen, Susan Merrill
PURPOSE:
To assure that students maintain good health by protecting themselves, our patients and visitors and other healthcare workers.

SCOPE:
Radiography Students

RESPONSIBILITY:
Human Resources and Employee Health are responsible for establishing guidelines concerning student health.

REFERENCES:
Human Resources Policies
Employee Health Policies

RELATED DOCUMENTS:
4.12 Technical Standards RADIOLOGIC TECHNOLOGY PROGRAM
4.10 Acceptance Criteria RADIOLOGIC TECHNOLOGY PROGRAM
4.52 Flu Vaccination and TB Policy RADIOLOGIC TECHNOLOGY PROGRAM
4.55 Drug Screening and Substance Abuse Policies RADIOLOGIC TECHNOLOGY PROGRAM

POLICY/PROCEDURE:
All applicants to the program must have documentation of flu vaccination within the current flu season and a 1-step TB test within the past year prior to the clinical observation step in the application process.

All in-coming students must complete a health screening by AnMed Health Employee Health to include a drug screening, TB testing, necessary vaccinations and assessment of physical abilities.

There will be an annual physical done in July entering the second year of the program.
PURPOSE:  
To assure that radiography students are physically and mentally sound to provide patient care and to help improve the health status of students and their families and reduce the associated health risks.

SCOPE:  
Accepted Applicants to the Radiologic Technology Program  
Radiography Students

RESPONSIBILITY:  
Radiologic Technology Program Faculty  
Employee Health  
Human Resources

REFERENCES:  
AnMed Health Human Resources policies

RELATED DOCUMENTS:  
4.51a Physician Statement  
Employee Health Services HUMAN RESOURCES  
4.12 Technical Standards RADIOLOGIC TECHNOLOGY PROGRAM

POLICY/PROCEDURE:  
As a condition of acceptance into the Radiologic Technology Program each student must complete the Pre-Placement Health Screening provided by Employee Health. This screening is provided at no cost.

Pre-Placement Screening
The screening consists of: physical job demand screening, health history, vital signs, height, weight, six-panel drug screen (DOT when indicated) and TB testing. Immunizations and titer screening include mumps and rubella, and varicella. HBV series or titer is given as indicated by history.

Immunizations
Tetanus/Diphtheria will be offered for post-accident care as indicated. TDaP is offered as indicated. Hepatitis B, Varivax and Rubella will be offered.

A follow-up health screening is completed by Employee Health at the beginning of the second academic year. This screening is provided at no cost to the student.

In addition to the pre-placement screening offered by Employee Health each student must submit a completed Physician Statement Form from his/her own physician upon entrance to the
program. This form will be provided at Orientation. The cost of this physical exam is the responsibility of the student.
PURPOSE:
To protect patients, visitors, and other health care workers (HCW’s), the influenza vaccination and TB testing is viewed as a health competency and patient safety requirement.

SCOPE:
Applicants to Radiologic Technology Program
Radiography Students

RESPONSIBILITY:
Radiologic Technology Program Faculty
Health Promotions
Human Resources

REFERENCES:
CDC Recommendations for the Management of HBV Infected Healthcare Providers and students
CDC Influenza Guidelines
Guidelines for HIV-Positive Health Care Workers

RELATED DOCUMENTS:
Employee Health Services HUMAN RESOURCES

POLICY/PROCEDURE:
AnMed Health requires that all employees, students, vendors etc. receive a flu vaccination every year. Students enrolled in the program will receive the flu vaccine at no cost through Employee Health.

Prospective students are required to document flu vaccination and TB testing prior to attending the Clinical Observation step in the Interview process. Employee Heath can provide and document the flu vaccination and TB testing to prospective students for a small fee.
PURPOSE:
To reduce the possibility of healthcare associated infections and to ensure the health and safety of patients, staff and other students.

SCOPE:
Radiography Students

RESPONSIBILITY:
Employee Health
Radiology Technology Program Faculty
Radiology Department Supervisors

REFERENCES:
Health Promotions Policies

RELATED DOCUMENTS:
JRECERT Standard 4.8

POLICY/PROCEDURE:
The student must report to the Program Director/Clinical Coordinator any illness or communicable disease which might affect the health of patients, staff, or other students. To re-enter the clinical area, a physician's and/or health nurse's return to work form must be presented.

If the student becomes sick at work, he/she is referred to the Employee Health nurse or nurse practitioner. Employee Health personnel may then provide limited healthcare or may refer the student to his/her personal physician.

If a student is identified as having been exposed to a potential healthcare associated infection (HAI) an incident report called Supervisor’s Report of Employee Occurrence (SREO) is completed by the supervisor and given to the student. The student will report to Employee Health for evaluation. The student will follow the recommendations of Employee Health. Exposure of students to communicable disease is controlled by the use of immunizations, standard precautions and by the use of tracking by the RIS when original contact to the condition was unknown. (i.e., TB) The medical center's Infection Control Nurse coordinates with Radiology to assure compliance and follow-up. All health records are maintained in the Employee Health Department.

If a student is involved in an accident on site an incident report (SREO) is completed and the student is referred to the Employee Health nurse. If the accident occurs during the hours when the Employee Health nurse is not available, the patient care coordinator is paged to determine if the student should be seen immediately or referred to the Employee Health nurse the following morning.
Students are instructed not to handle contaminated needles. They must follow the infection control guidelines for the Department of Radiology and the protocol for reporting a needle stick should an incident occur.

If a student is involved in an accident off site, he should see his personal physician. Depending upon the extent of the injury, a physician's excuse and/or a return to class and/or clinical statement may be necessary to return to the clinical area.
**PURPOSE:**
Students must be oriented to policies regarding Standard Precautions and Infection Control prior to the onset of clinical rotations. Students must learn and adhere to procedural steps to control and prevent the spread of infectious diseases in order to protect themselves and others.

**SCOPE:**
Radiography Students

**RESPONSIBILITY:**
Radiologic Technology Faculty
Radiologic Technology Staff

**REFERENCES:**
Infection Prevention Policies

**RELATED DOCUMENTS:**
JRCERT Standard 4.8

**POLICY/PROCEDURE:**
Students are introduced to and tested on medical asepsis, surgical asepsis, isolation techniques and standard precautions during the first two weeks of the program and prior to starting clinical assignments.

The following Infection Prevention Policies are covered in detail:
- Bloodborne Pathogen and Needlestick Exposure Policy INFECTION PREVENTION
- Bloodborne Pathogens Exposure Control Plan INFECTION PREVENTION
- Communication and Transportation of Infectious Patients INFECTION PREVENTION
- Five Things to Prevent Infection Handout
- Guidelines for Multidrug-Resistant Organisms (MDRO) INFECTION PREVENTION
- Guidelines for Standard Precautions & Isolation INFECTION PREVENTION
- Hand Hygiene and Fingernail Policy INFECTION PREVENTION
- Utility Rooms and Linen Use/Disposal INFECTION PREVENTION

All topics are taught in more detail in the Patient Care classes.
PURPOSE:
The use of drugs and alcohol impairs the performance of students academically and clinically. An impaired student poses a threat to the safety of others. Drug and alcohol testing will be performed by AnMed Health for all employees and students.

SCOPE:
Radiography Students

RESPONSIBILITY:
Radiologic Technology Program Faculty
Human Resources
Employee Assistance Program
Employee Health

REFERENCES:
Drug-Free Workplace HUMAN RESOURCES

RELATED DOCUMENTS:
Drug-Free Workplace Human Resources
JRCERT Standard 4.7

POLICY/PROCEDURE:

Drug Screening

Drug screening is required for all AnMed Health employees and students. Compliance with the Drug Screening Policy is a condition of acceptance.

Any AnMed Health employee or student may be randomly selected for drug screening. Compliance with random drug screening is a condition of being an employee/student of AnMed Health.

Drug Screening with Reasonable Suspicion Policy
A drug screening may also be performed at the request of program faculty for just cause; i.e., events in which student actions constitute reasonable suspicion. Factors which may indicate reasonable suspicion for drug testing include but are not limited to:
• Contributing to a clinical accident
• Possession of drug paraphernalia
• Unexplained, abnormal, or erratic behavior
• Arrest or conviction for drug related offenses
• Observance of drug or alcohol use
• Odor of alcohol
• Other behavior that suggest reasonable suspicion.
Substance Abuse Counseling, Treatment and Rehabilitation for Drug/Alcohol

1. Students are encouraged to voluntarily seek assistance in resolving drug or alcohol use problems, before they become problems in the workplace. Voluntary participation in counseling, treatment, or rehabilitation for drug or alcohol use shall not, by itself, jeopardize the continued student status. However, the student will be subject to testing and required to comply with this policy, and will be subject to all other AnMed Health policies.

2. When a drug/alcohol problem is identified through drug/alcohol testing at work, the student will be required to have an evaluation by the EAP counselor and follow their recommendations.

3. The student’s participation in counseling, treatment or rehabilitation shall be on the student’s time and at the student’s expense. The student is expected to complete the counseling, treatment or rehabilitation program as requested by the EAP counselor.
**PURPOSE:**
To assure that students are properly oriented to the clinical setting policies and procedures in regard to health and safety

**SCOPE:**
Radiography Students

**RESPONSIBILITY:**
Radiologic Technology Program Faculty
Human Resources
Safety and Risks Management

**REFERENCES:**
Human Resources Policies

**RELATED DOCUMENTS:**
JRCERT Standard 4.7 and 4.8

**POLICY/PROCEDURE:**

All students are required to attend the medical center’s two-day new employee orientation and safety training during the first two weeks of the program. This course gives students information about safety policies and procedures and covers the requirements that must be followed to make a safe work environment. Included are emergency codes and preparedness, the use of Personal Protective Equipment (PPE), communicable diseases, and how to recognize and report or correct safety hazards.

In addition, classroom instruction is provided within the first week on blood-borne pathogens, infection control, fire, and introductory level radiation safety practices to be observed while in the radiology department. Testing prior to the onset of clinical rotations ensures understanding.

Utilizing HealthStream, a computer-based safety review program with post-testing is required for each student at the beginning of the second year. New safety programs may be added throughout the year. Records are maintained through the HealthStream Learning Center. CPR certification is also maintained through HealthStream. All HealthStream assignments must be completed prior to the last day of the due-date month. Failure to complete assignments on time will result in an automatic “zero” on the employee performance evaluation.
**PURPOSE:**
To assure that students maintain high standards of conduct while enrolled in the program.

**SCOPE:**
Radiology Students
Department of Radiology

**RESPONSIBILITY:**
Radiologic Technology Program Faculty
Radiology Management

**REFERENCES:**
www.arrt.org

**RELATED DOCUMENTS:**
4.77 Corrective Action Policy RADIOLOGIC TECHNOLOGY PROGRAM
4.78 Termination Policy RADIOLOGIC TECHNOLOGY PROGRAM

**POLICY/PROCEDURE:**

A high standard of professional conduct is required for Radiologic Technologists. AnMed Health has high expectations for professional behavior in all employees and students. Conforming to the AnMed Health Radiologic Technology Program’s policies and procedures will help the student learn to display the necessary affective behaviors of professional conduct needed to perform the professional duties and responsibilities of a radiographer.

Radiologic Technologists and students should adhere to the Code of Ethics established by the American Society of Radiologic Technologists. A copy of this Code is located in 2.30 Code of Ethics.

The program has developed consequences for the violation of established professional standards. The following list of actions or behaviors may occur in class or clinic and will result in corrective action. The specific action taken in response to a negative behavior is based on the occurrence and the severity of the action.

- Unsatisfactory performance in clinical area
- Failure to maintain confidentiality
- Falsification or improper handling of records
- Falsification of clinical information such as evaluations, competencies, clinical time, procedure count etc.
- Unauthorized absence from assigned area
- Theft
- Insubordination
- Absenteeism and Tardiness
• Use of non-prescribed drugs or intoxicants
• Inappropriate use of prescribed or “over-the-counter” medications
• Inappropriate language or behavior
• Failure to notify
• Academic Dishonesty Policy infractions
• Disruptive behavior or harassment
• Instigating a negative climate among classmates or others
• Failing to meet course (academic or clinical) objectives
• Failure to follow established policies and procedures
• Jeopardizing patient care
• Conduct that discredits or damages the reputation of the program or the Radiology Department
PURPOSE:
To establish guidelines and identify corrective action taken in regards to dishonesty in the clinical or didactic portion of program

SCOPE:
Radiology Students
Department of Radiology

RESPONSIBILITY:
Radiologic Technology Program Faculty
Radiology Management

REFERENCES:
Human Resources Policies

RELATED DOCUMENTS:
4.75 Due Process Policy RADIOLOGIC TECHNOLOGY PROGRAM

POLICY/PROCEDURE:
As medical imaging professionals, academic dishonesty or cheating will not be tolerated in the Radiologic Technology Program. The ARRT Code of Ethics requires technologists to uphold high ethical standards. Therefore the following activities are deemed as unethical acts that will result in immediate corrective action, including termination without a previous verbal or written warning:

Cheating includes:
- copying from another student's test paper
- using during a test, notes/materials not authorized by person giving the test
- collaborating with another student during a test
- knowingly using, buying, selling, stealing, or transporting an administered test or a test that has not been administered
- looking at another student’s paper or talking during a test in a way that is perceived to be cheating by the instructor or other students
- assisting another student during academic competencies, including the use of signals or gestures
- use of any programmable electronic device during a test

Plagiarism is defined as the act of copying, stealing, or using another’s ideas, words, or specific substances as one’s own without giving credit to the source. For example: submitting written work which is not the work of the student; failure to identify in part or in whole the original author; failure to use quotations for an idea which has not been assimilated in the writer’s own language; or rewording a passage so it is not grammatically changed.
Misrepresentation is defined as work submitted improperly or falsely to meet course requirements. Examples include falsifying information at clinical education settings such as attendance, documenting procedures into the EPIC system that you did not perform to obtain credit for said procedure, or presenting the same experiment for clinical assignments as another classmate when you did not participate in performing the experiment.

Any student who is suspended or expelled due to an act of academic dishonesty has the right to due process. (Refer to Due Process Policy)
PURPOSE:
To assure that patient privacy and rights are protected

SCOPE:
Applicants to the Radiography Program prior to attending the required Clinical Observation
Radiography Students

RESPONSIBILITY:
Radiologic Technology Program Faculty

REFERENCES:
Student Education Documents and Policy
Information Services
Corporate Compliance
HIPAA regulations

RELATED DOCUMENTS:
4.72a Confidentiality Agreement for Clinical Observation
4.72b Confidentiality Agreement for Radiography Students

POLICY/PROCEDURE:

Each applicant to the program will be required to sign a Confidentiality Statement prior to their Clinical Observation.

Each student will attend the new employee orientation program within the first two weeks of the start of the program.

Each student will be required to sign a Confidentiality Agreement prior to beginning his/her clinical education.

A breach of patient confidentiality may be grounds for immediate dismissal from the program.
PURPOSE: To provide guidelines for radiography students in regards to communication with patients, clinical staff, and faculty.

SCOPE: Radiography Students
Radiology Department

RESPONSIBILITY: Radiologic Technology Program Faculty
Radiology Management

REFERENCES: Human Resource Policies

RELATED DOCUMENTS: None

POLICY/PROCEDURE:

PATIENT INFORMATION: The student technologist is expected to communicate with patients in order to obtain a clinical history and to question a procreative patient for the possibility of pregnancy. Accurate information must be passed on to the radiologist to determine any modifications in protocol and/or to aid in the interpretation of the radiographic images. The student should never communicate to the patient information regarding the patient’s condition, prognosis, or diagnosis. The attending physicians or radiologists are the only ones who should discuss the patient’s condition and/or diagnosis with the patient.

VERBAL COMMUNICATION: The student not only represents himself to the public, but also AnMed Health. It is important for student technologists to utilize proper titles when addressing all patients or personnel in the medical center and radiology department; i.e. Mr., Ms., Dr., sir, etc.

WRITTEN COMMUNICATION: The student should use correct spelling and grammar when writing medical information, as well as when completing clinical objectives. The student should adhere to the “do not use” abbreviations recognized at AnMed Health.

HIPAA - Health Insurance Portability and Accountability Act of 1996

Although HIPAA also deals with other healthcare issues such as health insurance access, the prevention of healthcare fraud and abuse, tax-related issues, and group health plan requirements, this policy focuses upon the confidentiality of patient information. During the program, students are required to review and discuss medical records during radiographic examinations. Patient information is typically obtained through verbal, written, pictorial, and electronic means. These records often contain very sensitive information about a patient. At no
time will a radiologic technology student release or discuss, in public, any information contained in a patient’s medical record.

Students, who violate a patient’s right to confidentiality, may be subjected to immediate dismissal from the program. Additionally, HIPAA establishes both civil and criminal penalties for privacy violations. Wrongful disclosures of any health information may result in sizeable fines and possibly prison time.

Patient information should only be released to those individuals or organizations on an official “need to know” basis. Prior to the release of any healthcare information, the student should contact the immediate supervisor in charge. At no time, should patient information be discussed with co-workers or other healthcare personnel unless it affects the care of the patient or the procedure being performed. Patient information should never be discussed in public areas of the medical center or outside of the medical center. This includes areas such as elevators, cafeteria, etc.

Students receive training on HIPAA requirements during orientation, and must complete the computer HIPAA module and examination at the beginning of the second year.
PURPOSE:
AnMed Health is committed to maintaining a safe, healthful and efficient working environment where employees and customers are free from the threat of workplace violence.

SCOPE:
Radiography Students

RESPONSIBILITY:
AnMed Health Staff

REFERENCES:
EEOC Employees and Job Applicants
Title VII of the Civil Rights Act of 1964

RELATED DOCUMENTS:
Workplace Violence HUMAN RESOURCES
Equal Employment Opportunity HUMAN RESOURCES
Disciplinary Action HUMAN RESOURCES
Code of Conduct CORPORATE COMPLIANCE
Non-Retribution and Non-Retaliation Policy CORPORATE COMPLIANCE

POLICY/PROCEDURE:
Harassment is infringement of the rights of others. Harassment will not be tolerated and is grounds for dismissal from the program and termination of employment from AnMed Health. Harassment includes, but is not limited to the following:
• Physical or verbal abuse inflicted on another person
• Severe emotional distress inflicted upon another person
• Sexual harassment inflicted on another person. This is defined as sexual discrimination when the harassing conduct creates a hostile environment. Therefore, unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when the conduct is sufficiently severe, persistent, or pervasive to limit an individual's ability to participate in or benefit from the education program or to create a hostile or abusive educational environment
• Stalking that would place a reasonable person in fear for their safety

Anyone subjected to such conduct should report it immediately to the program director, clinical coordinator, or a clinical instructor/supervisor in the radiology department or to the Corporate Compliance Office. All information will be kept confidential.
PURPOSE:
To provide guidelines for the student to follow in the event of disagreement in the disciplinary action process

SCOPE:
Radiography Students
Radiologic Technology Program Faculty

RESPONSIBILITY:
Radiologic Technology Program Faculty
Radiology Department Director
Vice-President Clinical and Support Services
Human Resources

REFERENCES:
Human Resources
www.jrcert.org

RELATED DOCUMENTS:
JRCERT Standard 1.6, 1.7

POLICY/PROCEDURE:
In the event that a student strongly disagrees with an instructor or program faculty's decision regarding a disciplinary action and wishes to appeal, or if he/she has a grievance, the steps listed below should be followed:

Step 1: Address the grievance to the Program Director for further consideration within 15 days of the event or address. The Program Director will respond to the student within a 24-hour period. If the grievance is in regard to the Program Director, go to Step 2.

Step 2: If the student is dissatisfied with the Program Director's decision, the student should address the grievance to the Director of Radiology within one week following the grievance. The Director of Radiology will respond to the student within three days.

Step 3: A final appeal may be directed to the Vice President of Clinical and Support Services within one week following the response from the Director of Radiology, who may choose to render the final decision or delegate the rendering of the decision to Human Resources or to the Corporate Compliance Officer of the medical center for appropriate action.
The Vice President, Human Resources, or Corporate Compliance Officer should respond to the grievance within one week.

After the institutional procedure is exhausted, a complaint may be made to the JRCERT (address available under Accreditation) by a student or graduate to allege non-compliance of the program with the Standards. If the program is notified by the JRCERT that a complaint was received, a response will be addressed jointly by the Director of Radiology and the Program Director, with advisement from the Vice President of Clinical and Services.

Specific details of any Complaint forms can be located electronically on the Radiology I-drive/Administrative File/Radiology School/Grievances and Due Process folder.
PURPOSE:
To outline the process for students to bring forth complaints, other than those that require invoking the Harassment or Due Process Policy, to the faculty.

SCOPE:
Radiography Students
Radiologic Technology Faculty

RESPONSIBILITY:
Radiologic Technology Faculty
Program Assessment Committee

REFERENCES:
www.jrcert.org

RELATED DOCUMENTS:
JRCERT Standard 1.6
4.76a Complaint Form RADIOLOGIC TECHNOLOGY PROGRAM

POLICY/PROCEDURE:
In the event that a student has a complaint apart from those addressed in other policies and procedures, the student should bring the complaint to the attention of the program faculty. The program faculty will give the student a complaint form to complete and submit. The faculty will review the complaint form and seek a suitable resolution. The program faculty will track complaints to identify any trends that may negatively affect the quality of the educational process. Specific details of any Complaint forms will located electronically on the Radiology I-drive/Radiology School folder/Grievances and Due Process folder.
PURPOSE:
To clearly identify actions and behaviors that must result in corrective action

SCOPE:
Radiologic Technology Program Faculty
Radiography Students

RESPONSIBILITY:
Radiologic Technology Program Faculty

REFERENCES:
Human Resources Policies

RELATED DOCUMENTS:
Corrective Action Form

POLICY/PROCEDURE:

Corrective Action - A student will receive a written corrective action statement should any of the following incidents occur:

- Unsatisfactory performance in clinical areas
- Unsatisfactory academic performance
- Failure to maintain confidentiality
- Falsification or improper handling of records
- Unauthorized absence from assigned area
- Negative attitude or instigating a negative climate
- Failure to follow established policies and procedures
- Jeopardizing patient care
- Theft
- Insubordination
- Tardiness
- Absenteeism
- Harassment
- Cheating
- Inappropriate use of prescribed or “over the counter” medications or intoxicants
- Failure to report as scheduled
- Inappropriate language or behavior
- Unauthorized use of AnMed Health equipment or property
- Sleeping in the clinical areas
- Unethical behavior

Corrective action will be taken according to the seriousness of the offense and may include, but is not limited to, the following:
• Reprimand
• Probation
• Suspension
• Termination
PURPOSE:
To identify cause for a student to be terminated from the Radiologic Technology Program

SCOPE:
Radiologic Technology Program Faculty
Radiography Students

RESPONSIBILITY:
Radiologic Technology Program Faculty

REFERENCES:
Human Resources Policies

RELATED DOCUMENTS:
None

POLICY/PROCEDURE:
A student may be terminated should the following incidents occur:

- Acting in a manner that causes school faculty to lose confidence in the student’s ability to successfully complete the program curriculum
- Academic dishonesty
- Abusive or threatening behavior
- Insubordination
- Unsatisfactory scholastic progress - clinical or didactic
- Excessive absenteeism/tardiness
- Conduct that discredits, embarrasses, or damages the reputation of the school or its faculty
PURPOSE:
To establish guidelines for students who wish to work while attending the Radiologic Technology Program. All AnMed Health Radiography students are employees and therefore may have opportunities to work as a transporter, Limited Radiographer or in other departments within the medical center.

SCOPE:
Radiography Students

RESPONSIBILITY:
Radiologic Technology Program Faculty

REFERENCES:
South Carolina Radiation Quality Standards Association

RELATED DOCUMENTS:
www.scrqsa.org Medical Health and Radiation Safety Act 2000
Radiation Request From Previous Employer

POLICY/PROCEDURE:
Students are eligible for employment in the Department of Radiology at AnMed Health. Any work schedules or assignments as an employee are provided by the Department of Radiology management as job opportunities are available, and are independent of the educational program. No employment hours are guaranteed. Students may wear their student uniform and ID or transporter uniform and ID when working for pay. Employment is linked to student status. Employment should be evaluated carefully by the student to assure that it does not interfere with the educational process. Students are not permitted to work in Radiology during suspension days or unexcused absence days.

The South Carolina Radiation Quality Standards Association (SCRQSA) requires that anyone using radiation be certified. Therefore, first year students may not be employed as radiographers and second year students must be certified by the SCRQSA as a Certified Limited Radiographer-General (no fluoroscopy, trauma, pediatric, mobile or surgical radiography or contrast media procedures) in order to be employed. In addition, if a student is employed in a radiation area other than AnMed Health, he/she is required to report this employment so that the total amount of radiation exposure can be monitored and determined according to appropriate site (Request for Permissible Accumulated Dose Records).

Document Owner
Susan Merrill

Approved By
Jennifer Cohen, Susan Merrill
PURPOSE:
Students of the Radiologic Technology Program have access to services and benefits equivalent to other AnMed Health employees; benefits do not include health insurance coverage. Access to student services promotes student achievement.

SCOPE:
Radiography Students

RESPONSIBILITY:
Radiologic Technology Program Faculty
Human Resources

REFERENCES:
HUMAN RESOURCES Policies

RELATED DOCUMENTS:
JRCERT Standard 2.7, 2.8

POLICY/PROCEDURE:

- Free access to Employee Health services, equivalent to other AnMed Health employees
- Employee discounts for cafeteria meals
- Employee discounts at AnMed Health Pharmacy
- Employee discounts for uniform purchase at Reid’s Uniform Shop
- Employee discounts at participating businesses in the community
- Free parking in designated areas
- Employee Assistance Program personal counseling
- Student limited employment opportunities
- AnMed Health Federal Credit Union Membership
- Free lockers for personal belongings in classroom and in Radiology Department
- Textbook discounts
- Computer services with free internet access
- AnMed Health Library services

All available student services are in compliance with the Americans with Disabilities Act of 1990.
PURPOSE:
In order to have a method for continuous assessment and improvement a variety of evaluations will be required.

SCOPE:
Radiology Students
Radiologic Technology Program Faculty
Program Assessment Committee

RESPONSIBILITY:
Radiologic Technology Program Faculty
Program Assessment Committee

REFERENCES:
www.jrcert.org

RELATED DOCUMENTS:
JRCERT Standards 3.9

POLICY/PROCEDURE:

Students will evaluate each course at the end of the course.

Students will evaluate instructor presentation at end-of-the-first-year and at the end of the second year.

Students will evaluate clinical instructors at the end of each year and will evaluate staff technologists periodically.

First year student will complete an END OF FIRST YEAR evaluation of the program.

Graduates complete an EXIT INTERVIEW form to allow for further evaluation of the overall program and instructor competencies.

Within one year of program completion graduates will receive a GRADUATE FOLLOW-UP EVALUATION along with an EMPLOYER SATISFACTION QUESTIONNAIRE FORM. The graduate is asked to complete the evaluation and return it to the program in a provided postage-paid envelope. The graduate is also asked to give the EMPLOYER SATISFACTION QUESTIONNAIRE FORM to their current manager or supervisor and encourage them to complete the form and return it to the program in a provided postage-paid envelope.

All regularly scheduled staff technologists will evaluate each student at the end of the second semester and, using the TERMINAL COMPETENCY EVALUATION FORM, at the end of the
fourth semester. This evaluation is confidential and anonymous. The Program Faculty reviews the evaluation with each student privately.

Only Clinical Instructors will evaluate each student at the end of the first and third semesters. This evaluation is confidential and anonymous. The Program Faculty reviews the evaluation with each student privately.
PURPOSE:
The program provides a structured competency based program to comply with requirements for accreditation.

SCOPE:
Radiography Students
Radiology Department

RESPONSIBILITY:
Radiologic Technology Program Faculty

REFERENCES:
www.jrcert.org

RELATED DOCUMENTS:
JRCERT Standard 3.2

POLICY/PROCEDURE:
AnMed Health offers a competency based clinical education program. Each student must pass academic competency testing on a radiographic procedure before performing that procedure on a patient. The students will perform under the direct supervision of a registered staff technologist until he/she has proven clinical competency and under the indirect supervision of a technologist throughout the clinical educational program. The student documents all procedures performed via the EPIC system. In addition, mandatory and elective competency categories/procedures are completed by Clinical Instructors or designated RTs via standardized competency forms.
PURPOSE:
To ensure all students have equitable learning experiences and that the scheduling of clinical and didactic involvement does not exceed more than 40 hours a week or 10 hours per day.

SCOPE:
Radiography Students
Clinical Coordinator

RESPONSIBILITY:
Radiologic Technology Program Faculty

REFERENCES:
www.jrcert.org

RELATED DOCUMENTS:
JRCERT Standards 1.2, 1.3, 1.4,

POLICY/PROCEDURE:

Students will become acquainted with every phase of imaging in Radiologic Technology. This is accomplished by scheduling students in the Department of Radiology various hours of the day, including both early morning and late evening hours. The schedule includes weekend clinical rotations, which allows students to participate in more trauma radiography than is available during week day rotations. No more than 25% of clinical hours will be scheduled during off-hours. Off-hours are defined by accreditation standards as earlier than 5 a.m., later than 7 p.m. or any weekend hours scheduled on Saturday or Sunday. Student schedules do not exceed 40 hours per week, or 10 hours per day, including didactic and clinical time.

Students complete objectives as they are scheduled in each of the diagnostic areas, including conventional and fluoroscopic rooms, emergency/trauma areas; surgery; mobile radiography and multiple computer related systems including computed/digital radiography, EPIC, and PACS. Students gain experience at both the AnMed Health Medical Center and in the radiology facilities at the AnMed Health North Campus. Additional rotations may be provided in area physician offices to allow the students to practice conventional film-screen radiography systems and processing areas, including daylight systems and conventional darkrooms. Clinical experience is also provided in Computed Tomography to compliment basic didactic CT instruction. A brief rotation is provided through Intervention Radiology and Cardiac Catheterization labs, Radiation Therapy, Nuclear Medicine, Mammography, Medical Sonics, Echocardiography and Non-Invasive Vascular Lab, ECG, Bone Densitometry, PET/CT and Magnetic Resonance. Objectives must be turned in to the Clinical Coordinator weekly. Two weeks without completing objectives for the clinical areas will result in the student’s ineligibility to attend clinic until the objectives are completed and turned in.
Changes or Modifications in Clinical Schedule

Students attend clinical areas as scheduled by program faculty. At the discretion of the supervisor or clinical instructor, a student’s request for time off may be granted. The student must have the supervising R.T. initial the time card for verification. If a student leaves more than 5 minutes prior to his/her scheduled time the time will be deducted from his/her allotted personal days.

There is NO changing or switching assigned areas without prior permission from program faculty, unless due to an emergency or illness. A change of schedule form must be completed for any change. This form should be completed prior to the scheduled date if possible, and must be verified by program personnel. Each student must complete the clinical objectives in the area he/she is scheduled. An unauthorized switch will result in reassignment of clinical hours.

The student must never leave an assigned clinical area without reporting to the staff technologist or supervisor. A patient is NEVER left unattended because it is lunch, class time, or the end of a clinical period. Students are not expected to stay after their scheduled time. If the student chooses to stay longer than 15 minutes after his assigned time, he/she should ask the supervising R.T. to initial the time card for verification and he/she will receive time compensation.
PURPOSE:
To ensure all students have documentation of program hours

SCOPE:
Radiography Students
Department of Radiology

RESPONSIBILITY:
Radiologic Technology Program Faculty
Radiology Management

REFERENCES:
4.40 Attendance Policy RADIOLOGIC TECHNOLOGY PROGRAM

RELATED DOCUMENTS:
None

POLICY/PROCEDURE:
Clinical hours are verified by the use of the Trajecsys system. The student clocks in when he/she arrives in the Radiology Department and clocks out when leaving the department. Failure to clock in or out from the correct location will result in deduction of the scheduled clinical hours for that day, unless the student notifies program personnel within 24 hours and has verification by a CI/Supervising R.T. Failure to be in a clinical area as assigned will result in a deduction of clinical hours. Clocking verification will be evaluated at the end of each week by the clinical coordinator.

Each student must demonstrate competency in using the Trajecsys system and must sign the Protocol for Documentation of Clinical Hours Form.
PURPOSE:
To accurately and fairly document student clinical time

SCOPE:
Radiography Students

RESPONSIBILITY:
Radiologic Technology Program Faculty

REFERENCES:
None

RELATED DOCUMENTS:
None

POLICY/PROCEDURE:

In order to accurately and fairly document your clinical time, the following steps must be completed by each student:

The student will:
1. Correctly use the Trajecsys system to enter the time he/she arrives and leaves the clinical area. This includes each time the student leaves for didactic class and arrives back in the clinical area. Lunch breaks do not have to be indicated.
2. Take responsibility to assure the clocking transaction occurred at the correct clinical site.
3. Report to the clinical office (2824) any failure to clock as soon as the error is realized. To get credit for the clinical hours not indicated by the time entry, the student must have a clinical instructor or the supervisor in charge verify/approve that the student was present. Failure to properly complete this step will result in the assumption that the student was tardy and/or absent for the clinical hours scheduled.
4. NEVER complete a clocking transaction for another student. This is considered cheating and is grounds for automatic dismissal from the program.

Errors on clocking transactions are assessed. Multiple errors will result in reduced clinical points and corrective action as appropriate to the type, cause, and number of errors.

Leaving the clinical area without proper notification is grounds for corrective action.

By choosing “Mark as Read” I verify that I understand the protocol for documentation of my clinical time and I am competent in the use of the Trajecsys system.

Document Owner
Susan Merrill

Approved By
Jennifer Cohen, Susan Merrill
5.14 Clinical Area Expectations
RADIOLOGIC TECHNOLOGY PROGRAM

PURPOSE:
To establish definite and clear expectations and guidelines for students while in assigned clinical area

SCOPE:
Radiography Students
Department of Radiology

RESPONSIBILITY:
Radiologic Technology Program Faculty
Radiology Management

REFERENCES:
Human Resources Policies

RELATED DOCUMENTS:
5.13 Documentation of Clinical Hours RADIOLOGIC TECHNOLOGY PROGRAM

POLICY/PROCEDURE:

CLINICAL AREA EXPECTATIONS

Markers:
Each student is issued one set of Right and Left leaded markers to be used for patient image identification. If the student loses a marker, he/she is responsible for reporting the loss to the clinical coordinator so a new marker can be ordered. A small fee is charged for replacement markers.

Reception Area:
Students are to refrain from being in the reception area unless assigned to that area. Students may not answer telephones in the main reception area unless specifically asked to do so by a supervisor. When answering phones in work areas, the student should first identify the area and then state his/her name.

Loitering:
Students should not loiter in the Department of Radiology at times not specified for clinical assignment.

Cell Phones/Telephones:
Students may not use telephones in the clinical area for personal phone calls. The telephones in the hospital are for business purposes only. Cell phones may be used only for clinical documentation using the Trajecsys system. Additionally, students should advise friends and relatives not to call during clinical hours unless it is an emergency. Important messages may be left with the receptionist or on the answering machine in the program office.
Electronic Devices:
The use of an electronic device is required to demonstrate clinical performance. The use of cell phones, personal computers, cameras, iPods, etc. for any other purpose is strictly prohibited while in the clinical area. Failure to comply with this regulation will result in a formal disciplinary action.

ID and Monitoring Badges:
An AnMed Health identification badge must be worn on the left chest area where it is visible to patients at all times while in the clinical area. Objects may not be placed on the badge as they obscure ID. A radiation monitoring dosimeter must be worn in all radiographic areas. If lost, the student should notify the clinical coordinator/administrative secretary as soon as possible for a replacement. The monitoring dosimeter is to be left on the designated “badge board” when leaving the clinical area. Exception: If scheduled at the North Campus, the student should take the dosimeter with them to this site, taking care to return the dosimeter to the main campus for the next clinical schedule.

Bulletin Boards/Student Boxes:
Students are responsible for reviewing all memos and information posted on the bulletin board located at the student entrance to the clinical area and for checking the individual's student box in the classroom on a daily basis.

Clocking In/Out:
Students may not clock in or out for another student. Each student is responsible for using the Trajecsys system for verification of clinical attendance. Failure to clock may result in loss of clinical hours. Manipulating the accuracy of the student’s clinical hours is considered as falsification of records and is grounds for disciplinary action, including termination. (Refer to Documentation of Clinical Hours Policy)

Professionalism:
Students are to be in designated uniform and well groomed when in the clinical area. Eating and excessive gum chewing in patient procedure areas are prohibited. Students are to show respect to all AnMed Health personnel. Failure to conduct behavior in a professional manner may result in the loss of privilege to participate in the clinical area.

Use of Computers/Confidentiality:
Students may not use the computers in the clinical area for personal use or entertainment purposes. A computer confidentiality statement must be signed before a security code will be issued. Students should use the computers in the classroom area, instead of the clinical areas, for related assignments and research.
Parking:
Students must park in areas designated by Security as Student Parking. At the Medical Center parking is provided in Lot C on the lower level of the parking deck. At the North Campus parking is allowed in the last 3 rows of any lot.
PURPOSE:
To ensure that students understand the expected behaviors in the clinical setting and have the opportunity to receive feedback from the technologists. This information should lead to performance improvement.

SCOPE:
Radiography students

RESPONSIBILITY:
Radiologic Technology Program Faculty
Clinical Instructors
Radiologic Technologist

REFERENCES:
None

RELATED DOCUMENTS:
None

POLICY/PROCEDURE:

Using the Trajecsys Report System, students are evaluated by the clinical instructors or staff technologists for their performance during each weekly rotation in the clinical area. The student is responsible for requesting the evaluation from the technologist. The technologist will complete the evaluation within one week. If the evaluation is not completed within one week the student will report to the Clinical Coordinator. The Clinical Coordinator will then follow-up with the staff to assure the evaluation is completed. Students have electronic access to view every evaluation. The student will view and sign the evaluation in the Trajecsys Report System. The Clinical Coordinator verifies that the evaluation has been viewed by the student before validating the evaluation.

Using the Trajecsys Report System, end-of-the-semester evaluations are completed by clinical instructors, supervisors and staff technologists. The program faculty members review the evaluations with each individual student to identify opportunities for improvement.

Student evaluations are scored and constitute a portion of the student’s clinical grade according to the clinical grade scale provided to the student.

Student evaluations are also used to track and report program performance in the Outcomes Assessment process required by the JRCERT.
PURPOSE:
To provide a pregnancy policy that is consistent with federal regulations and state laws and to assure that radiation exposure to the student and fetus are kept as low as reasonably achievable (ALARA)

SCOPE:
Radiography Students

RESPONSIBILITY:
Radiologic Technology Program Faculty
AnMed Health Radiation Safety Committee

REFERENCES:
Radiation Safety Committee
www.jrcert.org

RELATED DOCUMENTS:
JRCERT Standards 4.2
6.10a Declaration of Pregnancy - Student Forms

POLICY/PROCEDURE:

ANMED HEALTH
RADIOLOGIC TECHNOLOGY PROGRAM
Subject: Student Pregnancy Policy
Authorized By:
Radiation Safety Committee
Effective Date: Aug. 20, 2013

The National Regulatory Commissions (NRC) regulations and guidance (10 CFR 20.1208) are based on the conservative assumption that any amount of radiation, no matter how small, can have a harmful effect on an adult, child or unborn child. Because of the sensitivity of the fetus, the National Council on Radiation Protection and Measurements (NCRP) has recommended that the dose equivalent to the unborn child from occupational exposure be limited to 500 millirems for the entire pregnancy, or 50 millirems per month. The Radiologic Technology Program has adopted the NRC position that special protection of the unborn child should be voluntary and should be based on decisions made by persons who are well informed about the risks involved.

Each new female student is provided with information to inform her of the possible effects from radiation exposure during pregnancy. A copy of The Nuclear Regulatory Guide 8.13 Instruction Concerning Prenatal Radiation Exposure will be made available to the student as requested. In the event a pregnancy occurs, the student radiation worker is strongly encouraged to declare her pregnancy to the Program Director. Disclosing pregnancy is a completely voluntary
decision of the student and is not a requirement of the Program. Only by declaring pregnancy, is
the fetus subject to lower radiation dose limits. This is in accordance with federal and state
regulations. Once a pregnancy is declared, the student has the right to undeclare the
pregnancy at any time. The student must submit a written withdrawal of pregnancy declaration.

The student may choose not to declare her pregnancy, in which case, the student will be treated
as though she is not pregnant and will continue her studies without modification. Any pregnant
student who chooses to either not declare or undeclare her pregnancy assumes total
responsibility for the safety and welfare of the unborn child.

If a decision is made to declare pregnancy, the student must:

• Complete a written Declaration of Pregnancy form and submit to the Program Director.
• Receive a second dosimeter (fetal dosimeter) to be worn over the abdomen, under the
  lead apron, if applicable. This dosimeter will be worn in addition to the dosimeter worn
  at the collar level outside the lead apron.
• Adhere to radiation safety practices as outlined in the AnMed Health ALARA Policy and
  Radiation Safety Policy including, but not limited to:
  • Wear apron when required
  • Avoid all unnecessary exposure and stand behind a protective barrier when possible
  • Never hold a patient or image receptor for an exposure

When a Declaration of Pregnancy is made:

• The Radiation Safety Officer will monitor the dosimeter reports to assure dose limits of
  50 mrem(0.5mSv) per month are not exceeded. The student will be contacted should
  limits be exceeded. If dose limits approach the maximum permissible dose of
  500mrem(5mSv) during the course of pregnancy the student may request a
  reassignment to a low exposure clinical rotation, she may request to continue with the
  clinical assignment with additional precautions to limit the exposure to the fetus, or she
  may request to take a leave of absence.

By completing readership of this policy, I acknowledge that I have read the above pregnancy
policy and understand its content.
PURPOSE:
The Radiation Safety Policy ensures student radiation safety, exposure limits and outlines the process for maintaining accurate records.

SCOPE:
Radiography Student
Radiology Technology Program Faculty

RESPONSIBILITY:
Radiation Safety Committee
Radiologic Technology Program Faculty

REFERENCES:
Radiation Safety Policies

RELATED DOCUMENTS:
ICRP Report 26
JRCERT Standards 4.3
Radiation Request From Previous Employer
Dosimeter Request Form for Employee/Physician Identified as Radiation Worker

POLICY/PROCEDURE:
AnMed Health
Radiologic Technology Program
Radiation Safety Policy – Student Authorized By:
Radiation Safety Committee
Effective Date: Aug.20, 2013

Each student is instructed in the principles of radiation protection and ALARA prior to clinical rotations and will adhere to the departmental Radiation Safety Policy, Radiation Dosimetry Plan and Radiation Safety ALARA Plan. In accordance with DHEC Regulation 4.2.3 students will read and agree to adhere to the operating procedures located in the Policy and Procedure Manual of the Department of Radiology at AnMed Health.

Students are required to practice radiation safety at all times. Safe practices include, but are not limited to:

- Students must be able to correctly operate equipment.
- The door(s) to the radiographic room are to be closed when exposures are made.
- Students may not hold patients or image receptors during exposures.
- The use and care of leaded accessories and shielding is to be practiced in the clinical area for both patients and personnel.
- Collimate the x-ray beam to the area of interest and never larger than the size of the image receptor.
• Never make exposures on another person unless ordered by a physician.
• Follow the direct and indirect supervision policy.
• Repeat exposures are made only under direct supervision of the technologist.
• Student should not operate radiographic equipment for the experiments listed in the Clinical Objectives without a readily available radiographer.
• In the event a radiographer asks the student to break any policy, the student is permitted and expected to inform the staff that they are being asked to break a policy that the student is required to follow. The student should report such events to the program faculty.

Students are required to wear a personnel monitoring device (dosimeter) at all times when in the clinical area. If a student reports to the clinical assignment without their current dosimeter the student will be dismissed from clinical assignments until this infraction is corrected. The dosimeter is to be worn at the collar level, facing forward, and outside the apron. At the end of each month, the student is responsible for turning in and replacing the dosimeter. The used monitoring device is returned to the dosimeter company each month with the appropriate control monitor, and the exposure is determined. Reports are posted in the classroom after being reviewed by the Radiation Safety Officer. Students must review and initial the report. The report is verified and filed by faculty within 30 days of receipt of report. A cumulative record of exposure is retained in the permanent files. The student will immediately report to the Program Director any loss or mishandling of the dosimeter.

As established in the Radiation Dosimetry Plan the process for review, notification, and follow-up for dosimeter reports is as follows:
A dosimeter report is received monthly from Landauer and is available electronically at a password protected site in the radiology administrative office. Each dosimeter report is reviewed by the Radiation Safety Officer (RSO) for exposure levels consistent with ALARA standards. At the end of each quarter, participants that exceed the AnMed Health Level I threshold for ALARA levels are identified by the RSO. Level I investigational limit participants are notified, and the RSO determines appropriate action. Participants that exceed a Level II threshold are notified and are requested to complete and sign a counsel form which includes in writing, a summary of his/her work habits that might have resulted in the excessive exposure.

Investigational levels (ICRP Report 26) are as follows:

<table>
<thead>
<tr>
<th>MREMS PER QUARTER</th>
<th>Level I</th>
<th>Level II</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Whole Body</td>
<td>125 mrem</td>
<td>375 mrem</td>
</tr>
<tr>
<td>2. Extremities/skin</td>
<td>1875 mrem</td>
<td>5625 mrem</td>
</tr>
</tbody>
</table>

AnMed Health radiography students should not exceed 125 mrem per quarter, whole body radiation.
6.11 Radiation Safety Policy
RADIOLOGIC TECHNOLOGY PROGRAM

Effective Date: 03/31/2015
Revision Level: 1
Page 3 of 3

Approved By
Jennifer Cohen, Susan Merrill
PURPOSE:
Students will not take the responsibility or the place of registered technologists. The students must be taught didactically and shown clinically how to do a procedure before attempting to position a patient for any examination. The student must be under direct supervision until competency has been documented. After successfully completing competency of a procedure students are allowed to perform exams under indirect supervision.

SCOPE:
Radiography Students
Radiologic Technologist
Radiologic Technology Program Faculty

RESPONSIBILITY:
Radiologic Technologist
Radiologic Technology Program Faculty

REFERENCES:
www.jrcert.org

RELATED DOCUMENTS:
JRCERT Standards 4.4, 4.5, 4.6

POLICY/PROCEDURE:
Supervision Policy
Students must have adequate and proper supervision during all clinical area assignments.

Direct supervision is defined as having the R.T. present with the student. Direct supervision is required until student has proven academic competency on the specific procedure to be performed.

Indirect supervision is defined as having the R.T. within visual or hearing distance from the student (on the premises, in the vicinity of the radiographic area, and is available for immediate assistance to the student). Indirect supervision is permitted after the student has proven academic competency for the specific procedure being performed.

The following prerequisite must be followed prior to allowing a student radiographer to perform any radiologic procedure, either with direct or indirect supervision:

- A qualified registered radiographer reviews the physician order/request for the radiographic examination to be performed and determines the status of the student’s academic competency. This review will determine:
  - the capability of the student to perform the examination with reasonable success
  - if the condition of the patient contraindicates performance of the examination by the student
If either of the above determinations is questionable or negative, the radiographer must be present in the radiographic room.

The qualified registered radiographer critiques and approves the images prior to the dismissal of the patient. (The R.T. completes the procedure and sends the images to PACS.)

Direct Supervision is required for all mobile procedures, contrast media procedures, pediatric procedures, and procedures performed in the Operating and Emergency departments.

Students that have proven clinical competence (academic plus final competency) must continue to perform radiologic procedures under the indirect supervision of a registered radiographer. Students may NEVER perform procedures without R.T. supervision.

**Repeat Policy**
Without exception, repeat radiographic examinations must be performed with the registered radiographer present as defined by direct supervision.
PURPOSE:
In order to assure that Radiologic Technology students are properly instructed on and screened for magnetic wave or radiofrequency hazards.

SCOPE:
Radiography Students
Radiologic Technology Faculty
MRI Technologists

RESPONSIBILITY:
Radiologic Technology Program Faculty

REFERENCES:
ACR- MRI Safety
JRCERT

RELATED DOCUMENTS:
JRCERT Standards 4.3
MRI Safety Committee RADIOLOGY SERVICES
MRI Zones Policy RADIOLOGY SERVICES
MRI Equipment Safety Hazards RADIOLOGY SERVICES
6.13a MRI Non Patient Screening Form RADIOLOGIC TECHNOLOGY PROGRAM

POLICY/PROCEDURE:

MRI uses a powerful magnetic field, radio waves, rapidly changing magnetic fields and a computer to create images of the human body. Radiologic Technology students will rotate through the MRI department and therefore will be screened individually by the MRI technologist. Each student will complete the MRI Non Patient Screening Form upon reporting to the MRI department for the first rotation. This form will be reviewed, approved and signed by the MRI technologists. The student will inform the Program Director and MRI department in the event any responses on the form change at any point in time. If for any reason the student is deemed unsafe to enter Zone IV then the student will complete assigned objectives from the control booth in Zone III.

The student is oriented and informed of the identified Zones. The Magnetic Resonance Imaging (MRI) environment is divided into four zones. Entrances to the different zones are labeled and controlled to manage safety and security risks and to provide a secure environment. Zone I is freely accessible to the general public and Zone IV is located inside the scanner room and access is strictly controlled and requires screening protocol.

The student is informed that the powerful magnetic field of the MR unit will attract ferromagnetic or iron containing objects and may cause these objects to move with great force posing a safety
risk to anyone in the flight-path of the object. The student will be aware that all equipment entering the MRI room must be MRI safe.

The student will also be aware that they will be instructed to remove all metallic objects (jewelry, keys etc.) from their person in compliance with the Screening Form.
The MR system has a very strong magnetic field. It may be hazardous to individuals entering the MR environment or MR scan room if they have certain metallic, electronic, magnetic, or mechanical implants, devices, or objects. Therefore, all individuals are required to fill out this form BEFORE entering the MR environment or MR scan room. **BE ADVISED, THE MR MAGNET IS ALWAYS ON.**

Date: __________________________ Name: __________________________

Reason for visit: Be specific to include patient’s name if applicable: __________________________

Have you ever had a surgical procedure or operation of any kind? □ Yes □ No
List ALL surgeries you have had: __________________________________________

Have you ever had an eye injury where metal was removed by a physician? □ Yes □ No

Have you ever had any invasive catheterization such as a heart cath? □ Yes □ No

Have you ever had an injury by a metallic object or foreign body (e.g., BB, bullet, shrapnel, etc.)? □ Yes □ No

Are you pregnant or suspect that you are pregnant? □ Yes □ No

**WARNING:** Certain implants, devices, or objects may be hazardous to you in the MR environment or MR scan room. Do not enter the MR environment or MR scan room if you have questions or concerns regarding an implant, device, or object.

Please indicate if you have any of the following:

□ Yes □ No  Aneurysm clip(s)
□ Yes □ No  Cardiac pacemaker
□ Yes □ No  Implanted cardioverter defibrillator (ICD)
□ Yes □ No  Electronic implant or device
□ Yes □ No  Magnetically-activated implant or device
□ Yes □ No  Neurostimulation system
□ Yes □ No  Spinal cord stimulator
□ Yes □ No  Cochlear implant or implanted hearing aid
□ Yes □ No  Insulin or infusion pump
□ Yes □ No  Implanted drug infusion device
□ Yes □ No  Any type of prosthesis or implant
□ Yes □ No  Artificial or prosthetic limb
□ Yes □ No  Any metallic fragment or foreign body
□ Yes □ No  Any external or internal metallic object
□ Yes □ No  Hearing aid (Remove before entering the MR room)
□ Yes □ No  Other implant __________________________

**IMPORTANT INSTRUCTIONS**

Remove all metallic objects before entering the MR environment or MR scan room including hearing aids, beeper, cell phone, keys, eyeglasses, hair pins, barrettes, jewelry (including body piercing jewelry), watch, safety pins, paperclips, money clip, credit cards, bank cards, magnetic strip cards, coins, pens, pocket knife, nail clipper, steel-toed boots/shoes, and tools. Loose metallic objects are especially prohibited in the MR scan room and MR environment.

Please consult the MRI technologist or the Radiologist if you have any questions or concerns BEFORE you enter the MR scan room.

I attest that the above information is correct to the best of my knowledge. I have read and understand the entire contents of this form and have had the opportunity to ask questions regarding the information on this form.

Signature of Person Completing Form: __________________________ Date: ____________ Time: ____________

MRI Technologist Signature: __________________________ Date: ____________ Time: ____________
PURPOSE:
Policy changes are made known to students, faculty and the general public in a timely fashion.

SCOPE:
Radiography Students

RESPONSIBILITY:
Radiologic Technology Program Faculty

REFERENCES:
None

RELATED DOCUMENTS:
JRCERT Standard 1.9

POLICY/PROCEDURE:

DISCLAIMER STATEMENT

Policies within this HANDBOOK are in compliance with AnMed Health policies for employees and the Policies and Procedures for the Radiology Department. Policies will be revised annually or as needed. Any changes or additions to the policies in this HANDBOOK prior to reprinting will be presented to the student in writing.