

STUDENT POLICY HANDBOOK

RADIOLOGIC TECHNOLOGY PROGRAM

South Arkansas Community College

2016-2018

The Radiologic Technology Program reserves the right to change the policies and procedures contained in this handbook. Such changes shall normally be effective at the beginning of the Program year. Changes necessitated by external mandate (i.e., state accreditation, etc.) shall become effective upon notification sent to each student in the program.

Revised: August 16, 2016

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PROGRAM

MISSION STATEMENT

The Radiologic Technology Program was established to produce qualified, entry-level radiographers for the ever-expanding field of diagnostic imaging. Through classroom, laboratory, and clinical experiences, students acquire professional, ethical, and technical skills required of diagnostic imaging professionals.

PROGRAM PHILOSOPHY

The Radiologic Technology Program at South Arkansas Community College offers professional career preparation in the area of diagnostic radiography. Students will not only be trained to practice today's technology efficiently, but will be prepared to adapt easily to changes in the profession.

Radiologic Technology instructional personnel are dedicated to the development of excellence in patient care. The program seeks to promote within the student an empathetic awareness of patients and their needs.

The Radiologic Technology instructional personnel believe that sound moral and ethical judgment is necessary to the professional technologist. In addition to specific career preparation, the curriculum offers a basic liberal education.

The general education requirements of this program provide a sound foundation in the basic academic disciplines and a coherent framework for further and more specialized study.

Because the discipline of Radiologic Technology is dynamic and ever-changing, South Arkansas Community College strives to maintain a diversified curriculum geared to the needs of an expanding technology and a growing community.

PROGRAM GOALS

The South Arkansas Community College Radiologic Technology Program will:

1. Students will be clinically competent.
2. Students will demonstrate professionalism.
3. Students will demonstrate effective communication skills.
4. Students will use critical thinking skills.
5. The program will graduate entry-level technologists.

PROGRAM BENCHMARKS

The program has set the following benchmarks:

1. A pass rate on the ARRT exam of 75% for first attempts.
2. A 75% job placement rate within 1 year of graduation.
3. 75 % of students will complete the program.
4. 80% of employers will be satisfied with our graduates.
5. 80% of graduates will express satisfaction with their education in the Radiologic Technology program.

PROGRAM OFFICIALS

Program Director – Leslie Appling, MSRS RT (R) ARRT
870-875-7226
Office: Health and Natural Sciences Building Room 178
lappling@southark.edu

Clinical Coordinator - Mandi Haynes, BSISM RT (R) ARRT
870-875-7202
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318-433-1175 - Cell

Dean of Allied Health – Caroline Hammond
870-875-7102
Office: Health and Natural Sciences Building Room 312
chammond@southark.edu

Secretary – ShaCola Ford
870-875-7424
Office: Health and Natural Sciences Building Room 306
sford@southark.edu

STUDENT

PROGRAM EXPENSES (approximate)		
	First year	Second year
Tuition		
In-District	\$2997.00	\$2765.00
In-State/Out of District	\$3478.00	\$3290.00
Out-of-State	\$4403.00	\$4165.00
Fees	\$ 775.00	\$ 775.00
Books	\$ 1750.00	\$ 1750.00
Uniforms	\$ 200.00	
Physical/Drug Test	\$ 115.00	\$ 115.00
Background Check	\$ 53.00	
Insurance (Accident & Liability)	\$ 72.00	\$ 72.00
Travel/Professional Development	\$ 100.00	\$ 100.00
Testing		\$ 200.00
Online Course Fees	\$ 84.00	\$ 56.00
Other	\$ 150.00	\$ 45.00
Totals		
In-District	\$6296.00	\$5878.00
In-State/ Out of District	\$6777.00	\$6403.00
Out-of-State	\$7702.00	\$7278.00

ADVANCED PLACEMENT POLICY

It is the purpose of this policy to reward individual students for course work obtained at other institutions of higher education. This advanced placement is based on the following criteria:

- 1) Previous courses must correspond with South Ark's courses by semester and by course description.
- 2) Must have completed and received a degree or certificate in Radiologic Technology from a JRCERT accredited school, or have completed part of a Radiologic Technology Program accredited by JRCERT within the last 12 months.
- 3) Meet South Arkansas Community College's admission criteria. 4) Must have a completed Allied Health Packet.
- 5) Must have all official transcripts on file, academic and financial aid.
- 6) Must take and pass, with an 80% or better, any test deemed necessary by the Program Director that would help determine student placement.
- 7) Transcripts must be evaluated by Program Director and Registrar to determine amount of credit to be transferred.
- 8) Once admitted must buy books, uniforms, etc. as needed.
- 9) Must enter assigned class as appointed and determined by the Program Director.
- 10) Class appointment will be based on space availability.
- 11) Must pay regular college tuition, which is outlined in the student handbook.
- 12) Must have a recommendation from a program official (Program Director, Instructor, etc.).

ATTENDANCE

Regular and prompt attendance is expected of all students enrolled in Radiologic Technology at SouthArk. The curriculum is designed to meet the requirements as set forth by the American Society of Radiologic Technology. To be eligible to take the Registry, you must meet all the requirements for the courses.

Students will be allowed to miss no more than 4 days during each of the Fall and Spring semesters and no more than 2 days during the Summer semester of class and clinical combined. Each day or part of a day missed during class time, will be counted as 1 day of absence. On clinical days, absence of up to 4 hours will count as 1/2 day, with any time exceeding 4 hours counting as 1 day. Time missed in clinical will count against the clinical grade. Any time exceeding the allowed number of absences may result in dismissal from the program. There will be no clinical make-up time. All clinical competencies must be met. There will be no exceptions to the above stated policy.

The following procedure will be followed for absences less than the 4 allowed days:

- *Absence of 2 days in a Fall or Spring semester will result in a verbal warning.
- *Absence of 3 days in a Fall or Spring semester will result in a written warning.
- *Absence of 1 day in a Summer semester will result in a verbal warning.
- *Absence of 2 days in a Summer semester will result in a written warning.

If a lab period is missed, you will automatically have two points subtracted from that lab day's competency grade, unless the lab period is missed for an illness or an emergency (as approved by the instructor).

Excessive tardiness may be converted to absent days. Every tardy after 3 shall be considered excessive. Any subsequent tardiness (after 3) will each be counted as 1 day of absence for each tardy.

Sleeping in class will automatically be counted as an absence. You will be informed verbally on the occasion of being counted absent due to sleeping in class. After that point, you may be informed either verbally or by written notice. Cell phone usage is not allowed in class, this includes text messaging.

If you are absent on a class day, you must notify your instructor **on that day** to explain the reason for your absence. **If you are absent on a clinical day, you must notify your assigned clinical site prior to 7:30 a.m. and the program clinical coordinator prior to 8:00 a.m.** Failure to notify the instructor or clinical site will result in a verbal warning. Repeated failure to notify the instructor or clinical site will result in possible dismissal from the program.

CLINICAL AFFILIATES

Ashley County Medical Center	(870) 364-4111 Ext. 283
Artesian Cancer Center	(870) 864-0318
Bradley County Medical Center	(870) 226-4165
Claiborne Memorial Medical Center	(318) 927-2024
Magnolia Regional Medical Center	(870) 235-3168
Medical Center of South Arkansas	
Radiology	(870) 864-3367
CT and MRI	(870) 864-3524
Ouachita County Medical Center	(870) 836-1509
Ouachita Valley Family Clinic	(870) 837-6870

All absences are recorded and are subject to review by agencies granting financial assistance. All assignments will be made up to the satisfaction of the instructor. It is the student's responsibility to make arrangements for make-up work. Tests may be allowed to be made-up or retaken at the discretion of the instructor.

CLASS AND LABORATORY RESPONSIBILITIES

CONDUCT

1. Come prepared for class sessions.
2. Attend all classes and lab experiences as scheduled.
3. Request conferences when needed.
4. Request and take all make up tests.
5. Be responsible for the condition of the classroom and lab areas.
6. Refrain from use of tobacco products and eating in the classroom and lab area.
7. Cheating in any form is not tolerated. Cheating will result in a grade of zero for the test or assignment and will call for review by the Program Director.
8. Conduct self in a respectful manner to classmates, instructor, and others.
9. Cell phones should not be on during class. Text messaging is not allowed during class.
10. Drugs not prescribed by a physician and/or alcohol use will not be tolerated either on the college campus or in the clinical site. Any student suspected of being under the influence of either non-prescribed drugs or alcohol will be required to submit immediately to a drug and alcohol screen (this includes actions or the odor suspected to be a result of drugs and/or alcohol and may include a breathalyzer exam).

GRADES

South Arkansas Community College uses the following grading scale:

A	Indicates excellent work	4
B	Indicates above average work	3
C	Indicates average work	2
D	Indicates minimum passing	1
F	Indicates failing work	0
I	Indicates incomplete work	0
W	Indicates withdrawal	0
AU	Indicates audit	0
WE	Indicates administrative withdrawal for excessive absences	0
NC	Indicates need to reenroll in a Basic Studies course	0

An "I" will be given at the discretion of the instructor and should be removed within the time allotted by the instructor, not to exceed one calendar year. If an "I" is not removed, it will be changed to an "F".

The student's grades are kept by the Program Director and are available for the student to inspect.

Students will be allowed to take Anatomy and Physiology II only two times while in the program. If a student fails to obtain a "C" or better after two attempts, the student will be dismissed from the program.

GRADUATION

In order to graduate, the student must have passed all Radiologic Technology courses, including Anatomy and Physiology I and II with a "C" or better, and have a cumulative grade point of 2.0 or better. The student must also successfully complete all of the final competencies for clinical. All college requirements must be satisfied before graduation. Any student who deviates from the curriculum plan as printed may not be able to progress and complete the program in the designated time period.

CLINICAL RESPONSIBILITIES

The clinical education phase of the program is designed to enhance student learning through hands on experience. The student applies principles learned in class and lab. The student is under direct supervision during clinical assignments.

Clinical affiliates and Clinical instructors are listed below.

AFFILIATES	CLINICAL INSTRUCTORS
Ashley County Medical Center 1015 Unity Road Crossett, AR 71635	Jana Sled, R.T. (R) ARRT Amy Rice, R.T. (R) ARRT
Artesian Cancer Center 530 Thompson El Dorado, AR 71730	Sonna Blackburn, R.T. (T) ARRT
Bradley County Medical Center 404 South Bradley Warren, AR 71671	Deedre Pierce, R.T. (R) ARRT Ashley Young, R.T. (R)(CT)(MR) ARRT
Claiborne Memorial Medical Center 620 East College Homer, LA 71040	Renee Aycock, R.T. (R)(M) ARRT
Magnolia Regional Medical Center 101 Hospital Drive Magnolia, AR	Robbie Camp, R.T. (R)(M) ARRT
Medical Center of South Arkansas 700 W. Grove El Dorado, AR	Vickie Boone, R.T. (R) ARRT Candi Cochran, R.T. (R)(M) ARRT
Ouachita County Medical Center 638 California SW Camden, AR 71701	Stephanie Tutor, R.T. (R) ARRT Aubrey Horstkamp, R.T. (R)(M) ARRT
Ouachita Valley Family Clinic 353 Cash Road Camden, AR 71701	Jennifer Cropper, R.T. (R) ARRT

PERSONAL CHARACTERISTICS AND QUALITIES

(Based on the Code of Ethics adopted by the American Registry of Radiologic Technologists and The American Society of Radiologic Technology).

The student shall:

1. Be respectful and tactful.
2. Be responsible and dependable.
3. Keep all information confidential.
4. Maintain a harmonious relationship at all times.
5. Be loyal to their clinical affiliation and the college.
6. Display relevant disposition and spirit.
7. Maintain the integrity of their chosen profession.
8. Follow all lines of authority.

DRESS, APPEARANCE, AND CONDUCT

Clinical Education Uniforms

It is required that approved uniforms be worn **at all times** while in the clinical education setting. The student is responsible for purchasing his/her own uniforms. Approved uniforms consist of the following:

Female

- Gray scrub pants
- Gray scrub top
- Gray scrub dress
- **Solid** white, solid black or solid gray closed-toe shoes (no cloth)
- Gray or black scrub jacket
- Solid white or solid black undershirt; long or short sleeved depending on weather

Male

- Gray scrub pants
- Gray scrub top
- **Solid** white, solid black or solid gray closed-toe shoes (no cloth)
- Gray or black scrub jacket
- Solid white or solid black undershirt; long or short sleeved depending on weather

NOTE ** We will not require any specific brand or style of scrub pants, shirts, skirts/dresses or jackets **as long as the gray color of each item worn in a single day matches**. All uniforms worn to clinical should be clean and should look professional at all times. ******

SPECIAL REQUESTS DEALING WITH CLINICAL

All special requests that deal with clinical or clinical assignments must be presented to the Clinical Coordinator in writing in a timely manner. Your request will be evaluated and a decision will be made based on the nature of the request. Your request will be handled on a first come, first served basis.

DRESS CODE RULES

1. Clinical type shoes or tennis shoes (not cloth) may be worn, if they meet the approval of the Clinical Coordinator. All shoes worn in the clinical education setting must be without holes in the body of the shoe.
2. The nametag is to be worn on the upper left side of the student's uniform during all clinical rotations. Radiation film badge is also to be worn during all clinical rotations.
3. Uniforms are to be kept freshly cleaned and neat. Shoes are to be kept clean and shoestrings washed.
4. Students are to present a neat, clean and professional appearance at all times. Long hair is to be worn tied back. Mustaches and beards are to be kept clean and neatly trimmed. Tattoos and piercings other than the ear are to be removed or kept covered during clinical rotations.
5. Make-up should be worn in good taste.
6. Fingernails should be kept clean, neat, and short. No nail polish allowed. False fingernails must not be worn during clinical rotations.
7. Only a limited amount of jewelry should be worn. Engagement or wedding rings are considered appropriate. Dangling earrings and necklaces should not be worn.
8. Strong cologne or perfume shall not be worn.

Failure to abide by the above rules will result in the student being sent home and counted absent.

The following actions will be taken when the student fails to abide by the dress code:

- | | |
|--------------------|-------------------------------------|
| First occurrence: | verbal warning |
| Second occurrence: | written warning |
| Third occurrence: | possible dismissal from the program |

CONDUCT RULES

1. The student will be in the assigned clinical area on time (7:30 a.m. to 5:30 p.m. in the hospital setting or 8:00 a.m. to 5:00 p.m. in the clinic setting) unless otherwise assigned.
2. The student will sign the attendance record upon arrival and leaving at the end of the day.
3. The student will inform the clinical instructor if it becomes necessary to leave the clinical area.
4. Direct supervision is required until a student has proven competency on an exam. A technologist is required to be present while the student attempts to perform any exam on which they have not proven competency.
5. Indirect supervision is permitted only after the student has proven competency on an exam. Indirect supervision means that a technologist is available for assistance to the student in the immediate area. This means that a technologist must be in the general area on the floor when students are performing exams after proving competency.
6. All radiation therapy procedures are to be performed under the direct supervision of a qualified radiation therapist.
7. All repeat images must be done with direct supervision from a technologist. Even after the student has proven competency they must have direct supervision for all repeat images, and repeat images must be documented.
8. Use of tobacco products, eating, or drinking is permitted in designated areas only.
9. During periods of inactivity, the student is encouraged to read professional literature and practice positioning skills. Non-radiographic activities such as novels or crafts are not tolerated in the clinical area.
10. The use of profanity toward patients, supervisors, clinical instructors, and co-workers will not be tolerated. Such behavior will be grounds for probation, suspension, or dismissal from the program.
11. The student is not to use phones in the clinical area for personal use. Only emergency calls are permitted. Cell phones should be turned off while in the clinical area, because they may interfere with the equipment. Cell phones should not be used in the clinical area, which includes text messaging.
12. At no time shall a student leave a patient unattended on the table. The patient should be covered at all times.
13. The student shall complete any tasks he or she is performing before leaving the assigned area.
14. Lunch breaks are to be 30 minutes. A 15-minute break in the morning and a 15-minute break in the afternoon may be scheduled with permission of the clinical instructor.
15. Gum chewing will not be allowed while attending patients.
16. Students are not to return to the clinical area at night or weekend, unless for specific assignments.
17. The use of or the influence of alcohol or drugs (other than Rx drugs) in school or clinical will be grounds for immediate dismissal from the program. Drugs not

prescribed by a physician and/or alcohol use will not be tolerated either on the college campus or in the clinical site. Any student suspected of being under the influence of either non-prescribed drugs or alcohol will be required to submit immediately to a drug and alcohol screen (this includes actions or the odor suspected to be a result of drugs and/or alcohol and may include a breathalyzer exam).

18. Keep all patient and hospital information confidential.
19. The student is responsible for following the policies of the affiliate.
20. The student shall not criticize clinical affiliates or staff while at another clinical affiliate.
21. After remediation and re-evaluation by program faculty, any student who fails to adequately progress through the program (through demonstration of clinical skills in the simulation lab **and** in the clinical setting) will be dismissed from the program. This includes **any** action committed by a student which is deemed by program faculty to be harmful to a patient.

Failure to abide by the rules of conduct will result in disciplinary action being taken. The following actions will be taken when the student fails to abide by the rules of conduct:

First Occurrence:	Verbal warning
Second Occurrence:	Written warning
Third Occurrence:	Possible dismissal from the program

Failure to abide by rule # 10, # 17, #18 and/or #21 will be grounds for immediate dismissal.

CLINICAL PROBATION, SUSPENSION, DISMISSAL

Students are expected to observe the rules and regulations outlined in the handbook. Failure to abide by these rules may lead to a verbal and/or written warning, probation, suspension or dismissal from the program. If the student's conduct or action warrants suspension or dismissal, the Program Director will notify the student of his/her dismissal. The student would then have the option of appealing the suspension or dismissal. The appeal process is listed in this handbook and the College Catalog.

Any student suspended from the program will be given a statement outlining the conditions that must be met in order to be considered for readmission to the program. After readmission, violation of the conditions would be grounds for the student's permanent dismissal from the program.

RADIATION SAFETY POLICIES

Each student will be furnished a film badge monthly for recording radiation exposure received to ensure that occupational limits are not exceeded. Radiation film badges must be worn during all assigned clinical rotations & while practicing in the college's positioning laboratory. Students are responsible for turning in film badges by the 10th of each month to the Clinical Coordinator for changing.

The need to minimize exposure to patients, students and technologists is paramount. In order to assure that this is done, the concept known as "**ALARA**" will be utilized by all students and program faculty involved in the Radiologic Technology program. "**ALARA**", "**As Low As Reasonably Achievable**" is accepted by all regulatory agencies. This means that our goal in radiation protection is to keep exposure as low as we possibly can without compromising the quality of the exam.

It is the policy of the SouthArk Radiologic Technology Program that the students do not hold patients for radiologic examinations. If in an extreme emergency situation where a student (as a last resort) must hold a patient, a report must be filled out by that student. The student is responsible for submitting the appropriate form to the Clinical Coordinator within two days of the incident. The supervising technologist is to assist the student in completing the form to ensure complete accuracy.

Any student who must repeat a radiograph on a patient must request a registered technologist to give them direct assistance. Any student who does not follow this policy will be subject to dismissal from the program. The student is responsible for documenting all retakes that he/she is responsible for on the appropriate form.

The student shall also follow the guidelines concerning radiation protection for the patient as well as radiation personnel.

1. Gonad shields shall be used on patients of reproductive age or younger who have not been permanently sterilized, when the presence of the shield will not obscure clinically significant information. The patient should be shielded if their gonads lie within the primary beam, or with close proximity (about 5 cm) despite close beam limitation.
2. Collimation is to be used to restrict the primary beam to the area of clinical interest. At no time should the beam be larger than the image receptor.
3. Lead aprons are to be worn by all personnel conducting or assisting in fluoroscopic examination. Lead gloves are to be worn if the hands must be within 6 inches of the primary beam.
4. Doors to the radiographic and fluoroscopic rooms are to be closed during all radiographic examinations.

5. Fluoroscopy SHALL NOT be used by STUDENTS as a substitute for routine positioning skills.
6. Students may not hold patients, unless as a last resort. The holder, whether patient's family or hospital personnel, must wear protective apron and/or gloves.
7. Any student who becomes pregnant during their training is not required to notify the Program Director and/or Clinical Coordinator, but in the interest of radiation safety, it is advisable. The information will be kept confidential. (See Pregnancy Policy)

RADIATION SAFETY – RADIOGRAPHY LABORATORY

The radiography laboratory includes an energized lab and a computerized processing unit. These labs are in compliance with all federal and state regulations, with the appropriate documentation posted in the lab and records maintained in the department office.

The following guidelines specific to activities in the radiography labs must be followed:

- Eating, drinking, smoking and other forms of tobacco use are prohibited.
- All radiographic exposures must be part of a specific laboratory exercise and under the supervision of a faculty member.
- Students shall make certain that they turn the appropriate positioning locks off on the tube stand before attempting to move the unit. This will help to prolong the life of the locks.
- If you notice anything unusual in the operation of the unit or its appearance (i.e., loose wire), please report it to the instructor.
- No student shall work in the lab without wearing a radiation dosimeter.
- Holding of radiographic phantoms during exposure is not permitted and no one should be in the imaging room while exposures are being made.
- Doors to all lab areas must be closed during radiographic exposures and the door which connects directly from the X-Ray room to the hallway must be locked.
- Students are not permitted to utilize lab equipment to make radiographs of any human subject. Failure to comply with this rule may result in immediate dismissal from the program.
- At no time are exposures to be made that exceed the maximum allowable energy indicated by the x-ray tube manufacturer. Students should refer to the tube rating chart as necessary.
- All accidents occurring in the lab must be reported to the supervising faculty member immediately and use of equipment discontinued until the problem is corrected.
- Only faculty of the Radiologic Technology program and students enrolled in the program are allowed to make exposures, handle the image receptors (including inserting

them in the processing equipment) or manipulate the computers which are part of the imaging equipment.

POLICY ON PREGNANCY

Informing the program officials of pregnancy is done strictly on a voluntary basis and is not a requirement of this program.

If the student wishes to inform the program officials of her pregnancy, it must be done in writing. In the absence of this voluntary, written declaration, a student cannot be considered pregnant. If the student informs, in writing, the program officials of her pregnancy, the program officials will then supply the student with a copy of the NRC Regulatory Guide # 8.13. (This guide is also posted in the RT classroom on the Bulletin Board.)

A student who voluntarily informs the program officials of her pregnancy may also choose to withdraw this declaration of pregnancy. If the student wishes to withdraw her declaration of pregnancy, it must be done in writing. Once this written withdrawal is received, the student will no longer be considered pregnant. In the absence of this voluntary, written withdrawal, the student will continue to be considered pregnant.

Any student who informs the program officials of her pregnancy may choose either of the following options:

- 1. To continue in your current status as a student radiographer without modification or interruption, with the understanding that radiation exposure to the embryo/ fetus must be limited. This option includes an additional radiation monitoring badge to be worn by the student at waist level.** The radiation safety procedures to be carried out for pregnant technologists are outlined in the National Council on Radiation Report Number 116, page 38, which states, "The NCRP recommends a monthly equivalent dose limit of 0.5 mSv (0.05 rem) to the embryo-fetus (excluding medical and natural background radiation) once the pregnancy is known."

With all student radiographers & technologists, the use of proper radiation safety practices should be exercised at all times. The need to minimize exposure to an embryo/ fetus is also paramount. In order to assure that this is done, the concept known as "**ALARA**" must always be utilized. **ALARA, As Low As Reasonably Achievable**, is accepted by all regulatory agencies and refers to reducing the exposure to radiation as much as possible by using the appropriate technical settings, increasing the distance from the radiation source, and using proper shielding.

This policy shall apply to every student who is enrolled in the SouthArk Radiologic Technology Program, as well as to any who becomes pregnant and makes such a declaration in writing to the Program Director and/or the Clinical Coordinator.

- 2. To modify or interrupt your current status as a student radiographer, which may affect your graduation date. This option includes an additional radiation monitoring badge to be worn by the student at waist level. If this option is chosen, you may ask the program officials to reassign your clinical areas and/or to modify your schedule so that you can continue in the program while minimizing radiation exposure. Some such modifications may include:**

No Mobile radiography performed or observed by the student unless the student wears a lead apron of at least 1 mm lead thickness.

No Fluoroscopic procedures performed or observed by the student unless the student wears a lead apron of at least 1 mm lead thickness and stays as far as possible from the Fluoroscopy equipment.

No holding patients will be allowed for any student under any circumstance.

No Surgical procedures performed or observed by the student, including any operation of the C-ARM, unless the student wears a lead apron of at least 1 mm lead thickness and stays as far as possible from the Fluoroscopy equipment.

No known exposure to communicable diseases during the pregnancy will be allowed.

No lifting and pulling on patients without adequate help (DO NOT LIFT/ PULL ALONE) will be allowed.

If at any time the pregnant student feels that she is working in an unsafe area, or conditions arise that she feels are detrimental to her or the baby, she should stop and report to her supervisor immediately.

- 3. Elect to withdraw from the program due to your pregnancy. If this option is chosen, readmission to the program will be handled according to the Category B policy on readmission to the program as listed in the RT Student Handbook.**

Whichever option is chosen, it should be chosen without delay. An unborn embryo/ fetus is more sensitive to radiation during the first 3 months of pregnancy.

I have read and I understand the above information and I have received a copy of the NRC Regulatory Guide #8.13.

I have chosen option #_____.

Student Name (please print)

Student Signature

POLICY ON COMMUNICABLE DISEASE

Working in a hospital setting is generally the ideal training needed in Radiology, but there are certain risks involving different diseases (such as communicable diseases). If a student is involved with a patient who has a communicable disease, and if the student becomes contagious, they are allotted time for recovering from that disease without jeopardizing their standing in the Radiologic Technology Program at SouthArk. It is the student's responsibility to inform the Clinical Coordinator and/or Program Director immediately if he/she acquires a communicable disease. This early disclosure will insure that proper treatment of the situation can occur.

STANDARD PRECAUTIONS: Since persons infected with AIDS, HBV, or other diseases may have no symptoms, you must treat all patients as potential reservoirs of infection.

The Centers for Disease Control (CDC) are now recommending a system of infection control called Standard Precautions. This system is designed to reduce the risk of transmission of unrecognized sources of blood-borne and other pathogens in health care institutions regardless of the diagnosis or presumed infection status.

Standard Precautions apply to: 1) blood, 2) all body fluids, secretions, and excretions except sweat, regardless of whether or not they contain visible blood, 3) non-intact skin, and 4) mucous membranes. Standard precautions are designed to reduce the risk of transmission of microorganisms from both recognized and unrecognized sources of infection in hospitals.

These precautions shall be followed by all SouthArk Radiologic Technology students without exception. If the clinical site you are assigned has more stringent regulations, you will be expected to follow them.

ROTATION SCHEDULES

Students are scheduled for clinical education classes by the Clinical Coordinator. Students rotate through the affiliates during the 24 months of training. Students are given a syllabus for clinical education section, which contains course goals and objectives. Students are generally assigned to a specific area of the Radiology department. It is important that the student spend as much time as possible in an actual radiographic room, therefore, rotations through the darkroom and office are limited. Transporting patients must be mastered by the student; however, students who feel that they are being asked to transport an excessive amount of patients should report the incident to the clinical instructor on site and the Clinical Coordinator. Students are given an option for a 2 week (2 p.m.-12 p.m.) evening rotation during their 2nd year to be performed at the Medical Center of South Arkansas.

All students may be assigned to special clinical rotations during their second year. Students will be given a list of rotations to choose from during the summer semester preceding their second year. Any student who does not wish to participate in any special rotation should indicate so on this list. This applies to areas such as Mammography, Radiation Therapy, Nuclear Medicine, Ultrasound, CT, Special Procedures, Heart Cath, and MRI.

STUDENT EMPLOYMENT POLICY

Students who wish to seek employment may be employed in the field of Radiologic Technology in the state of Arkansas only after successfully completing their second semester of Positioning Procedures. Students who desire to work must not wear the radiation film badge provided to them by the college while employed, their employer must furnish a film badge. The student should be aware that the college is not liable for their actions while so employed, and that the liability insurance purchased through the college will not cover them while employed.

Part-time employment arrangements are between the student and the employing institution. The program and SouthArk do not assume responsibility for students during their employment in such health care agencies. Radiation film badges and nametags issued by SouthArk shall not be worn.

Students may not be employed in the field of Radiologic Technology in the state of Louisiana while enrolled in the Radiologic Technology Program because the state of Louisiana has a licensure law, which forbids students to work until after graduation.

Students must not miss clinical or class time because of any type of employment. If a student misses class or clinical because of employment, they may be subject to immediate dismissal from the program.

VACATIONS, HOLIDAYS, SICKNESS

Students in the RT program receive the same holidays and vacation as other students at SouthArk. In addition each student is allowed 4 days of class and clinical time combined for each of the Fall and Spring semesters and 2 days of class and clinical time combined for the Summer semester for sickness or personal business. This information is specifically addressed in the Attendance section of this handbook. Any days missed in excess of these days will cause the student to be dismissed from the program.

COUNSELING

Students should feel free to seek counseling with the Program Director or Clinical Coordinator or other instructor when needed. In addition the SouthArk Student Support Services Program is available to all students enrolled at the college. The program offers academic, personal, and career guidance. The Program Director will conduct a conference with each student per semester to keep abreast of student needs.

STUDENT RECORDS

Student records are kept on file in the Program Director's and/or Clinical Coordinator's office, and the student may have access to these files at any time when the Program Director and/or Clinical Coordinator is available. These records are considered private, and will not be shown to any other individual without the student's permission, except in the case of inspection for accreditation purposes.

RESOLUTION OF COMPLAINTS AGAINST THE PROGRAM

If anyone should have a complaint regarding the Radiologic Technology Program at SouthArk, they should contact either the faculty of the program, (Program Director, Clinical Coordinator, and Clinical Instructor) or the Allied Health Division Chair, Vice President of Academic Affairs, the President or any member of the College Board.

If the complaint cannot be resolved, or if the person with the complaint does not feel comfortable reporting the complaint to any of the persons mentioned above, they may report the complaint directly to the JRCERT (the accreditation committee for Radiologic Technology).

Any complaints received will be given immediate attention by whomever it is reported to. The complaint must be reviewed within one week of its receipt by the Radiologic Technology Program or other college official and resolved within one month of its receipt.

If the complaint concerns non-compliance with the JRCERT Standards, it should be reported directly to the JRCERT.

The JRCERT may be reached at the following address, fax number, phone number, e-mail address, or web site:

JRCERT

Joint Review Committee on Education in Radiologic Technology

20 N. Wacker Drive, Suite 2850

Chicago, IL 60606-3182

Phone: (312) 704-5300

Fax: (312) 704-5304

E-Mail: mail@jrcert.org

Website: www.jrcert.org

APPEAL PROCEDURE AND READMISSION PROCEDURE

Students have the right to seek relief from those decisions that adversely affect their academic standing, such as admission to and continuance in programs, grades, and actions relating to cheating or plagiarism. When students believe they have been treated unfairly, the following procedures will provide redress of their complaint or grievances:

- Step 1: Within ten (10) days of the alleged incident, the student discusses the problem with his/her instructor, academic advisor, or program director. If the problem is not resolved, then:
- Step 2: Within ten (10) days, the problem is discussed with the division dean, who will explore the issue with the persons involved and seek a satisfactory solution. If the student is not satisfied with the solution proposed by the division chairperson, then:
- Step 3: Within five (5) working days of the discussion with the division dean the student must present, in writing, a complaint to the office of the Vice President of Learning (VPL). The complaint must include the specific grievance and specific remedies sought. The VPL has five (5) working days to respond in writing to the student. The VPL shall have the option of conferring with all parties to the complaint. If the student is not satisfied with the actions taken by the VPL, then:
- Step 4: The student may request a formal hearing before the Academic Hearing Committee, a subcommittee of the Academic Standards Committee. This committee shall consist of three faculty members from the Academic Standards Committee and two students appointed by the Student Services Committee. Within five (5) working days of hearing the appeal, the Academic Hearing Committee will submit a written decision to the parties involved and to the President of the College.

In cases of grades, the Academic Hearing Committee can only recommend changes since the instructor has final authority; however, the instructor should give serious consideration to the Committee's recommendation.

The Academic Hearing Committee is charged with hearing formal complaints from students if problems cannot be resolved at more informal levels. The Committee reviews those cases in which rigid application of college regulations or policy might result in injustice to individuals. The committee has the authority to recommend waiving or modifying college policy within the limits of sound educational practices.

READMISSION PROCEDURE

On occasion, a student who withdraws from the program in good standing or who was suspended from the program may elect to apply to be readmitted. Any student readmitted, may be required to take additional courses. The length of time the student was out of the program and changes made in courses required will determine courses required for readmission. Readmission, if approved, is contingent upon space available

in the class for which the student is applying. When readmitted the student is placed under the handbook of the class to which he/she is readmitted. Only one readmission will be permitted per student. The process for readmission is listed by categories:

CATEGORY A

A student who does not successfully complete all Radiologic Technology courses the first semester will be dismissed from the program. (Minimum of "C" grade)

1. Submit a written request to the Program Director by March 1st. Such request should indicate the reasons re-admission should be granted and why the student feels he/she will attain successful completion of the program if granted readmission.
2. Complete an interview with the Program Director.
3. The Program Director will make the request known to the Advisory Committee, which will make a recommendation to the Program Director.
4. If readmission is granted the student must complete all current admissions requirements and repeat and/or take additional courses to help alleviate academic deficiencies if any exist.

CATEGORY B

Former students who withdrew in good standing may request readmission in proper sequence; however readmission will be considered only if space is available in that class.

1. Submit written request to the Program Director three months prior to the semester in which the student requests admission. Such request should indicate the reasons readmission should be granted and why the student feels he/she will attain successful completion of the program if granted readmission.
2. Complete an interview with the Program Director.
3. The Program Director will make the request known to the Advisory Committee who will make a recommendation to the Program Director.
4. If readmission is granted the student must complete all current admissions requirements and repeat and or take additional courses to help alleviate academic deficiencies if any exist.

CATEGORY C

A student who passes all courses with a "C" grade or higher during the first semester and after fails to make a "C" grade in the following semesters will be dismissed.

1. Submit written request to the Program Director three months prior to the semester in which the student requests admission. Such request should indicate the reasons readmission should be granted and why the student feels he/she will attain successful completion of the program if granted readmission.
2. Complete an interview with the Program Director.
3. The Program Director will make the request known to the Advisory Committee who will make a recommendation to the Program Director.
4. If readmission is granted the student must complete all current admissions requirements and repeat and/or take additional courses to help alleviate academic deficiencies.

CATEGORY D

A student suspended from the program for other than academic reasons may apply for readmission to the program.

1. Submit written request to the Program Director three months prior to the semester in which the student requests admission. Such request should indicate the reasons readmission should be granted and why the student feels he/she will attain successful completion of the program if granted readmission. Submit documentation which indicates the conditions that lead to the suspension have been corrected and that the student has the potential to complete the program requirements.
2. Complete an interview with the Program Director.
3. The Program Director will make the request known to the Advisory Committee who will make a recommendation to the Program Director.
4. If readmission is granted the student must complete all current admissions requirements and repeat and/or take additional courses to help alleviate academic deficiencies if any occur. A signed contract of agreement for readmission outlining conditions that must be met by the student will be placed on file.

Any student readmitted to the SouthArk Radiologic Technology program enters back into the program under all current rules, regulations, and requirements. Any student readmitted must submit a completed physical form documenting satisfactory health.

RADIOLOGIC TECHNOLOGY COURSE DESCRIPTIONS

PREREQUISITE

RADT 1001 INTRODUCTION TO RADIOGRAPHY. An introduction to the history of radiography and the health care profession. Includes an introduction to the RT program with emphasis placed on class and clinical requirements.

FIRST SEMESTER

RADT 1101 MEDICAL TERMINOLOGY FOR RADIOGRAPHERS. An introduction to the language of Radiologic Technology. Emphasis is on the techniques of medical word building, basic elements of medical words, and their pronunciation.

RADT 1002 ORIENTATION/CLINICAL EDUCATION I. Introduction to the hospital setting. Directly supervised students assist and perform examinations covered in RADT 1214. Completion of four competencies in the chest and abdomen category is required.

RADT 1102 PATIENT CARE AND PROTECTION I. Principles of routine and emergency patient care. Infection control and medication administration will be emphasized.

RADT 1214 POSITIONING PROCEDURES I. Radiographic positioning of the chest, abdomen, and gastrointestinal tract along with biliary and renal systems. Emphasis on evaluating patient condition and pathologies to obtain a diagnostic radiograph. *Laboratory is required with this course.

RADT 1222 IMAGE PROCESSING AND PROCEDURES. A comprehensive study of image production and processing. Composition and care of films and screens will be included.

SECOND SEMESTER

RADT 1122 PATIENT CARE AND PROTECTION II. Continuation of principles of routine and emergency patient care. Emphasis will be placed on ethics and law, human diversity, communication, and patient education. Basic pharmacology will also be covered.

RADT 1223 CLINICAL EDUCATION II. Prerequisite: RADT 1213. Continued supervised performance in previous exams studied along with procedures

covered in RADT 1304. Completion of at least ten (10) competencies as listed in the clinical book.

RADT 1304 POSITIONING PROCEDURES II. Prerequisite: RADT 1214. Radiographic positioning of the upper and lower extremities, pelvis, spine, and bony thorax. Conditions or pathologies will also be covered. *Laboratory required.

RADT 2202 RADIATION PHYSICS. Study of the physics of radiologic technology. Emphasis on x-ray production and equipment.

THIRD SEMESTER

RADT 1113 RADIOGRAPHIC EXPOSURE. In-depth study of factors influencing radiographic film quality.

RADT 1332 CLINICAL EDUCATION III. Prerequisite: RADT 1223. Continued supervised performance in previous examinations covered in RADT 1214 and RADT 1304. Completion of at least nine (9) competencies as listed in the clinical book.

RADT 1423 POSITIONING PROCEDURES III. Prerequisite: RADT 1304. Radiographic positioning of the head and neck region. Advanced positions for unusual patient conditions or pathologies will also be covered. *Laboratory required.

FOURTH SEMESTER

RADT 2022 BASIC COMPUTED TOMOGRAPHY. This course is designed to provide entry-level radiography students with principles related to Computed Tomography (CT) imaging, and the knowledge base necessary to perform standard CT procedures. Consideration is given to the evaluation of optimal diagnostic images. This course is also provided as an opportunity for continuing education and registry prep for practicing technologists.

RADT 2032 SPECIAL PROCEDURES. An in-depth study of the more specialized examinations performed in diagnostic radiology.

RADT 2042 IMAGING MODALITIES. A study of the production of images in radiography and fluoroscopy.

RADT 2013 ADVANCED CLINICAL EDUCATION I. Prerequisite: RADT 1332. Includes advanced and elective rotations. Continued refinement of procedures learned in RADT 1224, RADT 1304 and RADT 1424 with indirect supervision. Completion of at least ten (10) competencies as listed in the clinical book.

FIFTH SEMESTER

RADT 2002 FILM EVALUATION. Prerequisite: RADT1113. Comprehensive analysis of the diagnostic radiographic image. Emphasis on recognizing and solving image problems.

RADT 2023 ADVANCED CLINICAL EDUCATION II. Prerequisite: RADT 2116
Includes advanced elective rotations. Continued refinement of procedures mastered in RADT 1214, RADT 1304, and RADT 1424. Completion of at least ten (10) competencies as listed in the clinical book.

RADT 2403 SEMINAR I. Study of pathological and trauma conditions confronted in radiography. Emphasis on the proper treatment of the patient.

RADT 2313 RADIATION BIOLOGY. Basics of radiation biology. Emphasis on genetic and somatic effects of radiation and the need for radiation protection.

SIXTH SEMESTER

RADT 2301 QUALITY ASSURANCE. Prerequisite: RADT 1113. Methods and procedures in radiographic quality control. Emphasis on evaluation of data from quality assurance testing procedures.

RADT 2303 SEMINAR II. Overview of radiography. Emphasis on application of knowledge. Includes section on professional writing.

RADT 2312 ADVANCED CLINICAL EDUCATION III. Prerequisite: RADT 2236. Includes advanced and elective rotations. All competency requirements must be completed at least two (2) weeks prior to the date of final exams.

TEXTBOOK LISTS

FIRST YEAR TEXTBOOK LIST

- RADT 1001 INTRODUCTION TO RADIOGRAPHY
Introduction to Radiologic Technology, L. Gurley, W. Callaway----Mosby Books
- RADT 1101 MEDICAL TERMINOLOGY FOR RADIOGRAPHERS
Medical Terminology, A Short Course, D. Chabner----Saunders
- RADT 1102
1122 PATIENT CARE AND PROTECTION
Patient Care in Radiology , R. Ehrlich & D. Coakes----Mosby Books
- RADT 1222 IMAGE PROCESSING AND PROCEDURES
Principles of Radiographic Imaging: An Art and a Science, Carlton and Adler---
Thomson/Delmar Learning
- RADT 1213 ORIENTATION/CLINICAL EDUCATION I
Clinical Education Book (available only on Blackboard through SouthArk),
Merrill's Pocket Guide to Radiography, J. Rollins, B. Long, & B. Smith.
Mosby Books
- RADT 1113 RADIOGRAPHIC EXPOSURE
Principles of Radiographic Imaging: An Art and a Science, Carlton
and Adler-----Thomson/Delmar Learning
Radiologic Science for Technologists, S. Bushong
Mosby Radiography Online: Radiographic Imaging---Mosby
Books
- RADT 1214
1304
1423 POSITIONING PROCEDURES I, II, III
Merrill's Atlas of Radiographic Positions and Radiographic
Procedures, Text and Workbook, Rollins, Long, Smith.
Mosby Radiography Online: Anatomy and Positioning to
accompany Merrill's Atlas---Mosby Books
- RADT 2202 RADIATION PHYSICS
Radiologic Science for Technologists, S. Bushong
Mosby Books

SECOND YEAR TEXTBOOK LIST

- RADT 2403 SEMINAR I
Radiographic Pathology for Technologists, N. Kowalczyk---- Elsevier
- RADT 2002 FILM EVALUATION
Principles of Radiographic Imaging: An Art and a Science, Carlton and
Adler-----Thomson/Delmar Learning
Mosby Radiography Online: Radiographic Imaging----Mosby Books
- RADT 2301 QUALITY ASSURANCE
Quality Management in the Imaging Sciences, J. Papp----Elsevier Books
- RADT 2022 BASIC COMPUTED TOMOGRAPHY.
Computed Tomography, Seeram ---Sanders
- RADT 2032 SPECIAL PROCEDURES
Merrill's Atlas of Radiographic Positions and Radiographic Procedures,
Long, Rollins, Smith.
Mosby Radiography Online: Anatomy and Positioning to accompany
Merrill's Atlas---Mosby Books
- RADT 2042 IMAGING MODALITIES
Radiologic Science for Technologists, S. Bushong
Principles of Radiographic Imaging: An Art and a Science, Carlton and
Adler-----Thomson/Delmar Learning
Mosby Radiography Online: Radiographic Imaging----Mosby Books
- RADT 2313 RADIATION BIOLOGY
Radiation Protection in Medical Radiography, M. Statkiewicz, E.R.
Ritenour, et al. Mosby/Elsevier Books
Mosby Radiography Online: Radiobiology and Radiation Protection
- RADT 2303 SEMINAR II
Radiography Prep, D. Saia----McGraw-Hill
Lange Q & A: Radiography Examination, D. Saia-----McGraw-Hill

**RADIOLOGIC TECHNOLOGY CURRICULUM
2016-2018**

PRE-REQUISITES	SEM HRS
BIOL 2064 ANATOMY AND PHYSIOLOGY I	4
RADT 1001 INTRODUCTION TO RADIOGRAPHY	1
MATH 1023 COLLEGE ALGEBRA	<u>3</u>
	8

FRESHMAN

FALL SEMESTER

RADT 1102 PATIENT CARE AND PROTECTION I	2
RADT 1214 POSITIONING PROCEDURES I	4
RADT 1222 IMAGE PROCESSING & PROCEDURES	2
RADT 1101 MEDICAL TERMINOLOGY FOR RADIOGRAPHERS	1
RADT 1002 ORIENTATION/CLINICAL EDUCATION I	<u>2</u>
TOTAL	11

SPRING SEMESTER

RADT 1304 POSITIONING PROCEDURES II	4
RADT 1223 CLINICAL EDUCATION II	3
RADT 2202 RADIATION PHYSICS	2
BIOL 2074 HUMAN ANATOMY AND PHYSIOLOGY II	4
ENGL 1113 COMPOSITION I	3
RADT 1122 PATIENT CARE AND PROTECTION II	<u>2</u>
TOTAL	18

SUMMER SEMESTER

RADT 1423 POSITIONING PROCEDURES III	3
RADT 1113 RADIOGRAPHIC EXPOSURE	3
RADT 1332 CLINICAL EDUCATION III	<u>2</u>
TOTAL	8

SOPHOMORE

FALL SEMESTER

RADT 2032 SPECIAL PROCEDURES	2
RADT 2042 IMAGING MODALITIES	2
RADT 2022 BASIC COMPUTED TOMOGRAPHY	2
RADT 2013 ADVANCED CLINICAL EDUCATION I	3
PSYC 2003 GENERAL PSYCHOLOGY	<u>3</u>
TOTAL	12

SPRING SEMESTER

RADT 2313 RADIATION BIOLOGY	3
RADT 2403 SEMINAR I	3
RADT 2002 FILM EVALUATION	2
RADT 2023 ADVANCED CLINICAL EDUCATION II	3
CSCI 1003 COMPUTERS AND INFORMATION PROCESSING	3
ENGL 1123 COMPOSITION II	<u>3</u>
TOTAL	17

SUMMER SEMESTER

RADT 2303 SEMINAR II	3
RADT 2301 QUALITY ASSURANCE	1
RADT 2312 ADVANCED CLINICAL EDUCATION III	<u>2</u>
TOTAL	6

TOTAL HOURS (INCLUDING PRE-REQUISITES) 80

CATEGORY EXAMINATION

(1ST YEAR STUDENTS)

FALL SEMESTER

CATEGORY I:	CHEST ABDOMEN I.V.P. DECUBITUS C/A	UGI B.E. ESOPHAGUS	S.B.F.T. G.B.
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SPRING SEMESTER

CATEGORY II:	HAND WRIST FOREARM HUMERUS TIBIA PATELLA	SHOULDER CLAVICLE FOOT A.C. JOINT OS CALCIS TOES	KNEE FEMUR ELBOW SCAPULA ANKLE FINGERS
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CATEGORY III:	HIP/PELVIS LUMBAR SPINE CROSS TABLE HIP CERVICAL SPINE CROSS TABLE LATERAL C-SPINE SACRUM/COCCYX RIBS	S.I. JOINTS STERNUM S.C. JOINTS THORACIC SPINE
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SUMMER SEMESTER

CATEGORY IV:

PORTABLE CHEST	PORTABLE ABDOMEN	
SKULL	SINUSES	MANDIBLE
NASAL BONES	FACIAL BONES	T.M.J.
ZYGOMATIC ARCHES	ORBITS	CROSS TABLE LATERAL SKULL

(2ND YEAR STUDENTS)

FALL SEMESTER

CATEGORY V:	CYSTOGRAM	RETROGRADE PYELOGRAM
	T-TUBE CHOLANGIOGRAM	

OPERATIVE CHOLANGIOGRAM

ADDENDUMS

American Society of Radiologic Technology, "Code of Ethics" (Reprinted with permission of the ASRT.)

I have read, understand and agree to abide by all of the regulations of the Radiologic Technology Program at SouthArk Community College as stated in the Radiologic Technology Program Handbook. I understand my failure to abide by the rules and regulations may result in being dismissed from the Radiologic Technology Program at SouthArk Community College.

Student

Date

Program Director

Date