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The HCC Radiologic Technology Program Reserves the Right to Change and/or Add Policies as Necessary.

CODE OF ETHICS FOR THE PROFESSION OF RADIOLOGIC TECHNOLOGY

Principle 1

The radiologic technologist conducts herself or himself in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.

Principle 2

The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.

Principle 3

The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the bases of sex, race, creed, religion, or socioeconomic status.

Principle 4

The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.

Principle 5

The radiologic technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.

Principle 6

The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.

Principle 7

The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.

Principle 8

The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.

Principle 9

The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.

Principle 10

The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.

AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS

Standard of Ethics

Eligibility for certification requires that the applicant be of good moral character. Conviction of a misdemeanor or felony may indicate a lack of good moral character for ARRT purposes.

Conviction of a crime, including a felony, a gross misdemeanor, or a misdemeanor with the sole exception of speeding and parking violations, are considered violations of the Standards of Ethics. All alcohol and/or drug related violations must be reported.

The ARRT Ethics Committee reviews the information provided by individuals concerning convictions to determine if a violation of the Standards has occurred and if sanctions are appropriate.

The Committee determines the level of sanction for each conviction. Violations such as violent crimes against another person or multiple crimes indicating a pattern of illegal behavior are more serious and may warrant a more severe sanction. Any misrepresentation or the falsification of information on ARRT application forms is considered to be serious violation of professional ethics and may result in revocation or permanent ineligibility.

Since the ethics review must be completed before eligibility is determined, students are requested to begin the review process as early as possible. Failure to provide the necessary information in a timely manner could result in a delayed assignment to an examination. For some students, this delay may result in lost employment opportunities.

If you have any questions regarding the reporting requirements for felony or misdemeanor convictions, please contact your instructor or the Department of Regulatory Services at the ARRT office.

ARRT
1255 Northland Drive
St. Paul, MN 55120
651.687.0048
www.arrt.org

ARRT Qualifications for Certification Eligibility

II. ELIGIBILITY FOR CERTIFICATION

A. General Qualifications

Candidates must comply with the "Rules of Ethics" contained in the ARRT Standards of Ethics. The Rules of Ethics are standards of minimally acceptable professional conduct for all Registered Technologists and applicants. The Rules of Ethics are intended to promote the protection, safety and comfort of patients. Registered Technologists and applicants engaging in any of the conduct or activities noted in the Rules of Ethics, or who permit the occurrence of said conduct or activities with respect to them, have violated the Rules of Ethics and are subject to sanctions as described. One issue addressed by the Rules of Ethics is the conviction of a crime. Including a felony, a gross misdemeanor, or a misdemeanor with the sole exception of speeding and parking violations. All alcohol and/or drug related violations must be reported. Conviction as used in this provision includes a criminal proceeding where a finding or verdict of guilt is made or returned but the adjudication of guilt is either withheld or not entered, or a criminal proceeding where the individual enters a plea of guilty or nolo contendere. All potential violations must be investigated by the ARRT in order to determine eligibility. Registered technologists and applicants who violate the Rules of Ethics must provide the ARRT with a written explanation, including court documentation of the charges, with the application for examination. The court documentation must verify the nature of the conviction, the nature of the sentence imposed by the courts, and the current status of the sentence. If an applicant is convicted between the time of application and the exam administration date, it is the applicant's responsibility to inform the ARRT immediately and begin the review process. Additional information may be found in the ARRT Rules and Regulations (Appendix D) and in the ARRT Standards of Ethics (Appendix E).

Individuals who have violated the Rules of Ethics may request a pre-application review of the violation in order to obtain a ruling of the impact on their eligibility for ARRT examination. The individual may submit a pre-application form at any time with before or after entry into an approved educational program. This review may enable the individual to avoid delays in processing the application for examination that is made at the time of graduation. The pre-application is not contained in the Handbook and must be requested directly from the ARRT. Submission of a pre-application request form does not waive the application for examination, the examination fee, or any of the other application procedures.

The American Registry of Radiologic Technologists
1255 Northland Drive
St. Paul, MN 55120-1155
Telephone: (651) 687-0048
www.arrt.org

I have been provided a copy of the ARRT Eligibility for Certification - General Qualifications. I understand it is the individual applicant's responsibility to contact the ARRT with any concerns about violations of the Rules of Ethics.

Print Name _____

Student Signature _____ Date _____

RADIOLOGY COURSE DESCRIPTIONS

RA 102 Radiographic Pathology

3 hours credit

Fundamentals of radiographic pathology including the definition and description of diseases and conditions, radiographic appearance of pathologies, and the diagnostic tests used in identification of diseases.

Co-requisite: HR105 or Equivalent

RA 105 Radiographic Exposures I

4 hours credit

Radiographic quality and factors affecting it. Radiation protection and biological aspects of radiation. Routine radiograph positioning and image critiques. Students are required to be at an affiliate clinical site a total of 16 hours.

RA 106 Radiographic Exposures II

4 hours credit

Radiographic and digital imaging quality and the factors that affect them. Laboratory exercises using radiographic exposure, routine radiographic positioning and image critiques. Students required to be at an affiliate clinical site a total of 36 hours.

Prerequisite: RA 105

RA 110 Patient Care and the Imaging Profession

3 hours credit

Exploration of diagnostic imaging professional to include effective communication with patients and health care professionals, professional ethics, and organizational models within the healthcare industry. Demonstration of effective and safe patient care practices in imaging disciplines as well as patient assessment, venipuncture techniques, and safe administration of medications.

Prerequisite: RA 105

RA 115 Radiologic Physics

2 hours credit

Basic physics concepts with application of radiation in medicine; emphasis on atomic, electrical and electromagnetic physics and radiographic equipment.

BI 115 Basic Radiation Biology

2 hours credit

Effects of ionizing radiation in biological systems and background for understanding the public right to minimal radiation exposure. For persons enrolled in the Radiologic Technology Program. Two hours lecture per week.

Prerequisite: BI 103 or concurrent enrollment

RA 201 Clinical Training I

8 hours credit

Entry-level training as professional, ethical, and safe radiographer to include the application of radiologic science theory and techniques. Performed under the direct supervision of a registered radiologic technologist

Prerequisite: RA 205

RA 202 Clinical Training II**8 hours credit**

Development of clinical skills through supervised practice of radiologic science theory and techniques learned in Clinical Training I. Application of computed tomography theory and techniques under direct supervision of a registered CT technologist.

Prerequisite: RA 201

RA 203 Clinical Training III**5 hours credit**

Continued supervised practice of radiologic theory and techniques learned in previous Clinical Training courses. Application of quality assurance practices and introduction to diagnostic imaging management. Demonstration of professional and patient care skills that meet or exceed standards expected of a registered radiographer.

Prerequisite: RA 202

RA 205 Radiographic Exposures III**4 hours credit**

Radiographic quality and factors affecting it. Principles of tomography, image intensification, indirect viewing devices, portable x-ray equipment and quality assurance. Routine radiographic positioning and film critique. Students required to be "on site" two hours per week in a radiology department.

Prerequisite: RA 106

RA 210 Imaging Modalities**2 hours credit**

Imaging principles, equipment and contrast media of special imaging modalities including ultrasound, angiography, computed tomography, digital imaging and magnetic resonance imaging.

Prerequisite: RA 205

RA 211 Cranial Imaging and Computed Tomography**2 hours credit**

Imaging of the central nervous system and skull using radiographic imaging, magnetic resonance imaging, and computed tomography physics and instrumentation.

Prerequisite: RA 205

RA 212 Physical Foundation of Radiology**4 hours credit**

X-ray production, interaction and modifying factors at the x-ray control panel and within the patient. Review of radiation protection principles.

Prerequisite: RA 201

RA 213 Radiographic Principles**3 hours credit**

Review of the fundamental principles of radiologic technology. Successful completion of a Simulated Registry Examination.

Prerequisite: RA 202

COURSE LIST BY SEMESTER

Freshman

First Semester

<u>Course</u>	<u>Credit Hour</u>
Radiographic Exposures I	4
Pt. Care and the Imaging Prof.	3
Radiologic Physics	2
Medical Terminology	3
Public Speaking -or- Interpersonal Communications	3
*Microcomputer Lit.	2
Total 1st Semester	15

Second Semester

<u>Course</u>	<u>Credit Hour</u>
Radiographic Exposures II	4
Radiographic Pathology	3
Basic Radiation Biology	2
General Psychology -or- Fund. Of Sociology	3
*Job Search and Retention	1
Total 2nd Semester	15

*Courses are elective, not required to achieve the AAS or to complete the program.

Summer

<u>Course</u>	<u>Credit Hour</u>
Radiographic Exposures III	4
Total Summer Semester	4

Sophomore

First Semester

<u>Course</u>	<u>Credit Hour</u>
Clinical Training I	8
Imaging Modalities	2
Cranial Imaging and CT.	2
Total 1st Semester	12

Second Semester

<u>Course</u>	<u>Credit Hour</u>
Clinical Training II	8
Physical Found. Radiology	4
Total 2nd Semester	12

Summer

<u>Course</u>	<u>Credit Hour</u>
Clinical Training III	5
Radiographic Principles	3
Total Summer Semester	8

PROGRAM ACCREDITATION

The Hutchinson Community College Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The accreditation process offers both a means of providing public assurance of a program meeting accreditation standards and a stimulus to programmatic improvement. The JRCERT Standards for Accredited Educational Program in Radiologic Sciences require a program to demonstrate a variety of assessment approaches and its ability to document its effectiveness. The STANDARDS are included on the next page.

Any complaints and other allegations of non-compliance with the JRCERT Standards can be directed to the JRCERT or Radiology Program Director.

The address of the JRCERT is:

20 N. Wacker Drive, Suite 2850
Chicago, Illinois 60606-3182
Email address: mail@jrcert.org
Web site: www.jrcert.org

Any complaints regarding program policies and procedures should be directed to the Radiology Program Director or the Allied Health Department Co-Chairperson.

Standards for an Accredited Educational Program in Radiologic Sciences

JRCERT Accreditation Standards

Standard One

Integrity

- Standard One:** **The program demonstrates integrity in the following:**
- **Representations to communities of interest and the public,**
 - **Pursuit of fair and equitable academic practices, and**
 - **Treatment of, and respect for, students, faculty, and staff.**

Objectives:

In support of **Standard One**, the program:

- 1.1 Adheres to high ethical standards in relation to students, faculty, and staff.
- 1.2 Provides equitable learning opportunities for all students.
- 1.3 Provides timely, appropriate, and educationally valid clinical experiences for each admitted student.
- 1.4 Limits required clinical assignments for students to not more than 10 hours per day and the total didactic and clinical involvement to not more than 40 hours per week.
- 1.5 Assures the security and confidentiality of student records, instructional materials, and other appropriate program materials.
- 1.6 Has a grievance procedure that is readily accessible, fair, and equitably applied.
- 1.7 Assures that students are made aware of the JRCERT **Standards for an Accredited Educational Program in Radiography** and the avenue to pursue allegations of non-compliance with the **STANDARDS**.
- 1.8 Has publications that accurately reflect the program's policies, procedures, and offerings.
- 1.9 Makes available to students, faculty, and the general public accurate information about admission policies, tuition and fees, refund policies, academic calendars, academic policies, clinical obligations, grading system, graduation requirements, and the criteria for transfer credit.
- 1.10 Makes the program's mission statement, goals, and student learning outcomes readily available to students, faculty, administrators, and the general public.
- 1.11 Documents that the program engages the communities of interest for the purpose of continuous program improvement.
- 1.12 Has student recruitment and admission practices that are non-discriminatory with respect to any legally protected status such as race, color, religion, gender, age, disability, national origin, and any other protected class.

- 1.13 Has student recruitment and admission practices that are consistent with published policies of the sponsoring institution and the program.
- 1.14 Has program faculty recruitment and employment practices that are non-discriminatory with respect to any legally protected status such as race, color, religion, gender, age, disability, national origin, and any other protected class.
- 1.15 Has procedures for maintaining the integrity of distance education courses.

Standard Two:

Resources

Standard Two: The program has sufficient resources to support the quality and effectiveness of the educational process.

Objectives:

In support of **Standard Two**, the program:

Administrative Structure

- 2.1 Has an appropriate organizational structure and sufficient administrative support to achieve the program's mission.
- 2.2 Provides an adequate number of faculty to meet all educational, program, administrative, and accreditation requirements.
- 2.3 Provides faculty with opportunities for continued professional development.
- 2.4 Provides clerical support services, as needed, to meet all educational, program, and administrative requirements.

Learning Resources/Services

- 2.5 Assures JRCERT recognition of all clinical education settings.
- 2.6 Provides classrooms, laboratories, and administrative and faculty offices to facilitate the achievement of the program's mission.
- 2.7 Reviews and maintains program learning resources to assure the achievement of student learning.
- 2.8 Provides access to student services in support of student learning.

Fiscal Support

- 2.9 Has sufficient ongoing financial resources to support the program's mission.
- 2.10 For those institutions and programs for which the JRCERT serves as a gatekeeper for Title IV financial aid, maintains compliance with United States Department of Education (USDE) policies and procedures.

Standard Three
Curriculum and Academic Practices

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

Objectives:

In support of **Standard Three**, the program:

- 3.1 Has a program mission statement that defines its purpose and scope and is periodically reevaluated.
- 3.2 Provides a well-structured, competency-based curriculum that prepares students to practice in the professional discipline.
- 3.3 Provides learning opportunities in current and developing imaging and/or therapeutic technologies.
- 3.4 Assures an appropriate relationship between program length and the subject matter taught for the terminal award offered.
- 3.5 Measures the length of all didactic and clinical courses in clock hours or credit hours.
- 3.6 Maintains a master plan of education.
- 3.7 Provides timely and supportive academic, behavioral, and clinical advisement to students enrolled in the program.
- 3.8 Documents that the responsibilities of faculty and clinical staff are delineated and performed.
- 3.9 Evaluates program faculty and clinical instructor performance regularly to assure instructional responsibilities are performed.

Standard Four
Health and Safety

Standard Four: The program's policies and procedures promote the health, safety, and optimal use of radiation for students, patients, and the general public.

Objectives:

In support of **Standard Four**, the program:

- 4.1 Assures the radiation safety of students through the implementation of published policies and procedures that are in compliance with Nuclear Regulatory Commission regulations and state laws as applicable.
- 4.2 Has a published pregnancy policy that is consistent with applicable federal regulations and state laws, made known to accepted and enrolled female students, and contains the following elements:
 - Written notice of voluntary declaration,
 - Option for student continuance in the program without modification, and
 - Option for written withdrawal of declaration.
- 4.3 Assures that students employ proper radiation safety practices.
- 4.4 Assures that medical imaging procedures are performed under the direct supervision of a qualified radiographer until a student achieves competency.
- 4.5 Assures that medical imaging procedures are performed under the indirect supervision of a qualified radiographer after a student achieves competency.
- 4.6 Assures that students are directly supervised by a qualified radiographer when repeating unsatisfactory images.
- 4.7 Assures sponsoring institution's policies safeguard the health and safety of students.
- 4.8 Assures that students are oriented to clinical education setting policies and procedures in regard to health and safety.

Standard Five *Assessment*

Standard Five: The program develops and implements a system of planning and evaluation of student learning and program effectiveness outcomes in support of its mission.

Objectives:

In support of **Standard Five**, the program:

Student Learning

- 5.1 Develops an assessment plan that, at a minimum, measures the program's student learning outcomes in relation to the following goals: clinical competence, critical thinking, professionalism, and communication skills.

Program Effectiveness

- 5.2 Documents the following program effectiveness data:
- Five-year average credentialing examination pass rate of not less than 75 percent at first attempt.
 - Five-year average job placement rate of not less than 75 percent within six months of graduation.
 - Annual program completion rate,
 - Graduate satisfaction, and
 - Employer satisfaction.
- 5.3 Makes available to the general public program effectiveness data (credentialing examination pass rate, job placement rate, and program completion rate) on an annual basis.

Analysis and Actions

- 5.4 Analyzes and shares student learning outcome data and program effectiveness data to foster continuous program improvement.
- 5.5 Periodically evaluates its assessment plan to assure continuous program improvement.

Standard Six
Institutional/Programmatic Data

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

Objectives:

In support of **Standard Six**, the program:

Sponsoring Institution

- 6.1 Documents the continuing institutional accreditation of the sponsoring institution.
- 6.2 Documents that the program's energized laboratories are in compliance with applicable state and/or federal radiation safety laws.

Personnel

- 6.3 Documents that all faculty and staff possess academic and professional qualifications appropriate for their assignments.

Clinical Education Settings

- 6.4 Establishes and maintains affiliation agreements with clinical education settings.
- 6.5 Documents that clinical education settings are in compliance with applicable state and/or federal radiation safety laws.

Program Sponsorship, Substantive Changes, and Notification of Program Officials

- 6.6 Complies with requirements to achieve and maintain JRCERT accreditation.

**HUTCHINSON COMMUNITY COLLEGE AND AREA VOCATIONAL SCHOOL
RADIOLOGIC TECHNOLOGY PROGRAM**

Program Mission Statement

The mission of the Hutchinson Community College Radiologic Technology Program is to provide a curriculum of basic sciences and practical clinical training that provides graduates with the necessary knowledge, technical competency, and ethical responsibility to deliver safe, high quality medical imaging services in a variety of health care environments. The program establishes rigorous and measurable performance standards for all students and fosters the professionalism needed for patient-centered health care delivery. The program provides students with the necessary prerequisite requirements to transfer to other institutions to further their educational and career goals.

PROGRAM GOALS AND OUTCOMES

1. Students will be clinically competent.
 - 1.1 Students/graduates will effectively position patients.
 - 1.2 Students will appropriately provide radiation protection.
 - 1.3 Students will demonstrate knowledge and skills of patient care.
 - 1.4 Students will select appropriate technical factors.
2. Students will demonstrate professionalism and professional growth.
 - 2.1 Students/graduates will demonstrate proper behaviors expected of healthcare professionals
 - 2.2 Students/graduates will participate in professional development.
3. Students will demonstrate necessary problem solving and critical thinking skills.
 - 3.1 Students will demonstrate independent judgment and discretion.
 - 3.2 Students will demonstrate the ability to modify the procedure of non-routine examinations.
4. Students will demonstrate communication skills.
 - 4.1 Students will demonstrate written communication skills
 - 4.2 Students will demonstrate oral communication skills
5. To provide graduates who will satisfy the affiliate hospitals, communities, and profession's need for certified radiographers.
 - 5.1 Students enrolled in the program graduate from the program.
 - 5.2 Graduates are able to find employment in the profession.
 - 5.3 Graduates will pass the ARRT exam on the first attempt.
 - 5.4 Employers will be satisfied with the graduates' performance.
 - 5.5 Graduates indicate an overall satisfaction with the program.

Technical Standards

In order to ensure patient safety and welfare, the student must demonstrate “with or without accommodations” in order to successfully complete the program:

1. Sufficient eyesight to observe teaching methods and patients, manipulate equipment and accessories, and evaluate radiographs for quality.
2. Sufficient hearing to communicate effectively with members of the healthcare team and patients and hear various patient, equipment and background sounds.
3. Sufficient gross and fine motor coordination and strength to manipulate equipment and accessories including above the head, lift a minimum of fifty (50) pounds, and respond promptly to patient’s needs.
4. Satisfactory intellectual and emotional functions to ensure patient safety and to exercise independent judgment in the performance of assigned responsibilities in stressful situations.
5. Satisfactory verbal, written, and reading skills to effectively and promptly communicate in English.
6. The ability to work collaboratively and demonstrate ethical behaviors with all members of the healthcare team.

Accommodations Statement:

Any student who has a documented disability and wishes to access academic accommodations (per the 1973 Rehabilitation Act and Americans with Disability Act) must contact the HCC Coordinator of Disability Services, at 620-665-3554, or the Student Success Center, Parker Student Union. The student must have appropriate documentation on file before accommodations can be provided.

I have read and understand the above criteria and believe I can meet these requirements with reasonable accommodations.

Date: _____ **Print Name:** _____

Signature: _____ **Witness:** _____

Please sign with a witness, date and return to Hutchinson Community College Radiologic Technology Program.

A PATIENT'S BILL OF RIGHTS

1. The patient has the right to considerate and respectful care.
2. The patient has the right to and is encouraged to obtain from physicians and other direct caregivers relevant, current, and understandable information concerning diagnosis, treatment, and prognosis.

Except in emergencies when the patient lacks decision-making capacity and the need for treatment is urgent, the patient is entitled to the opportunity to discuss and request information related to the specific procedures and/or treatments, the risks involved, the possible length of recuperation, and the medically reasonable alternatives and their accompanying risks and benefits.

Patients have the right to know the identity of physicians, nurses, and others involved in their care, as well as when those involved are students, residents, or other trainees. The patient also has the right to know the immediate and long-term financial implications of treatment choices, insofar as they are known.

The patient has the right to make decisions about the plan of care prior to and during the course of treatment and to refuse a recommended treatment or plan of care to the extent permitted by law and hospital policy and to be informed to consequences of this action. In case of such refusal, the patient is entitled to other appropriate care and services that the hospital provides or transfers to another hospital. The hospital should notify patients of any policy that might affect patient choice within the institution.

3. The patient has the right to have an advance directive (such as a living will, health care proxy, or durable power of attorney for health care) concerning treatment or designating a surrogate decision maker with the expectation that the hospital will honor the intent of that directive to the extent permitted by law and hospital policy.

Health care institutions must advise patients of their rights under state law and hospital policy to make informed medical choices, ask if the patient has an advance directive, and include that information in patient records. The patient has the right to information about hospital policy that may limit its timely ability to implement fully a legally valid advance directive.

4. The patient has the right to every consideration of privacy. Case discussion, consultation, examination, and treatment should be conducted so as to protect each patient's privacy.
5. The patient has the right to expect that all communications and records pertaining to his/her care will be treated as confidential by the hospital, except in cases such as suspected abuse and public health hazards when reporting is permitted or required by law. The patient has the right to expect that the hospital will emphasize the confidentiality of this information when it releases it to any other parties entitled to review information in these records.

6. The patient has the right to review the records pertaining to his/her medical care and to have the information explained or interpreted as necessary, except when restricted by law. The patient has the right to expect that, within its capacity and policies, a hospital will make reasonable response to the request of a patient for appropriate and medically indicated care and services. The hospital must provide evaluation, service, and/or referral as indicated by the urgency of the case. When medically appropriate and legally permissible, or when a patient has so requested, a patient may be transferred to another facility. The institution to which the patient is to be transferred must first have accepted the patient for transfer. The patient must also have the benefit of complete information and explanation concerning the need for, risks, benefits, and alternatives to such a transfer.
7. The patient has the right to ask and be informed of the existence of business relationships among the hospital, educational institutions, other health care providers, or payers that may influence the patient's treatment and care.
8. The patient has the right to consent to or decline to participate in proposed research studies or human experimentation affecting care and treatment or requiring direct patient involvement, and to have those studies fully explained prior to consent. A patient who declines to participate in research or experimentation is entitled to the most effective care that the hospital can otherwise provide.
9. The patient has the right to expect reasonable continuity of care when appropriate and to be informed by physicians and other caregivers of available and realistic patient care options when hospital care is no longer appropriate.
10. The patient has the right to be informed of hospital policies and practices that relate to patient care, treatment, and responsibilities. The patient has the right to be informed of available resources for resolving disputes, grievances, and conflicts, such as ethics committees, patient representatives, or other mechanisms available in the institution. The patient has the right to be informed of the hospital's charges for services and available payment methods.

A Patient's Bill of Rights was first adopted by the American Hospital Association in 1973. This revision was approved by the AHA Board of Trustees on October 21, 1992.

DUE PROCESS/ACADEMIC APPEAL

PURPOSE

The academic appeal procedure is designed to offer a means to resolve disagreements related to the interpretation of academic and/or selective admissions program policies. A student may request in writing a hearing before the Academic Appeal Committee.

NOTE: Academic dismissal from the institution, based on grade point average (GPA) per the Academic Standing, Probation, Dismissal and Reinstatement Policy (#1003), may not be appealed.

If a department or program has recommended course or program dismissal, the student may continue in coursework (providing there are no threatening or security behavioral issues) until appeal processes are concluded. However, if an issue has been documented at a partnership location (e.g., clinical sites, secondary institutions, correctional or military facilities), then the student is no longer eligible to continue participation in internships, apprenticeships, and or clinical-based practice. For clinical sites, this sanction is immediate.

The College President or the President's designee may immediately suspend a student in the event that it is reasonably determined that a student's continued presence on campus poses a significant danger to either the student or to others or if there is reasonable cause to believe that such an interim suspension is required to protect lives or property and to ensure the maintenance of order. (Section C. Emergency Suspension, Standards of Conduct for Students Policy)

LEVEL 1 –ACADEMIC APPEAL COMMITTEE

The appeal must be received by the Vice President of Academic Affairs' office within 10 business days after the event. The student will be notified by email at least three business days prior to the hearing with the Academic Appeal Committee. The notice will state the time, date, and place of the hearing. The hearing will be held within 10 business days of receipt of the request for appeal. If the student appeals and fails to present during a live appearance (in person or through an electronic medium) for the scheduled appeal hearing, the committee will dismiss the appeal. There will be no further opportunity for appeal. The Academic Appeal Committee is appointed by the president and consists of administrators, faculty and students. Five members of the committee, selected from these three groups, with at least one member from each group, will hear the student appeal. An audio recording of the proceedings will be made.

TIMELINE

The hearing will occur within 10 business days of the appeal being received by the college. A business day is defined as a day the college is open for business. The student will be requested to appear at the hearing, each party/group shall have the right to have an advisor present (including an attorney) at the party's own expense. Although each party has the right to have an advisor present, the advisor may not speak for the student or the college.

DOCUMENTATION OF ISSUE

Documented evidence of said policy violation must be provided by the student in regard to the academic issue (this includes correspondence, course notes, grading/testing, procedural variances, etc.).

OUTCOME

The outcome or decision will be communicated to the student, college faculty/administrators and the Vice President of Academic Affairs within 5 business days of the hearing. Levels 2 and 3 Appeal Reviews are not intended to be full re-hearings of the original appeal. A summary of NEW EVIDENCE that was unknown or unavailable during the original hearing which could substantially impact the original finding or sanction must be included in order to request an additional hearing.

LEVEL 2—VICE PRESIDENT OF ACADEMIC AFFAIRS REVIEW

If the decision of the Academic Appeal Committee requires further clarification by the student, the follow-up appeal (including new/unpresented evidence) must be received by the Vice President of Academic Affairs' office within 10 business days. The student will be notified by email at least three business days prior to the hearing with the Vice President of Academic Affairs. The notice will state the time, date, and place of the hearing. The hearing will be held within 10 business days of receipt of the request for appeal. If the student appeals and fails to present during a live appearance (in person or through an electronic medium) for the scheduled appeal hearing, the appeal will be dismissed. A business day is defined as a day the college is open for business. Each party shall have the right to have an advisor present (including an attorney) at the party's own expense. Although each party has the right to have an advisor present, the advisor may not speak for the student or the college. An audio recording of the proceedings will be made.

DOCUMENTATION OF ISSUE

Documented evidence of said policy violation must be provided by the student in regard to the academic issue (this includes correspondence, course notes, grading/testing, procedural variances, etc.).

OUTCOME

The outcome or decision will be communicated to the student and college faculty/administrators within 5-business days of the hearing.

LEVEL 3 – PRESIDENTIAL REVIEW

If the academic disagreement requires additional examination (with additional evidence/documentation prepared), a student may appeal the decision of the Academic Appeal Committee and/or the Vice President of Academic Affairs by filing a written appeal (including new evidence) with the President of the College within 10-business days of receiving the decision of the Vice President of Academic Affairs. **Upon receipt of a complete documentation file (including a new letter of appeal explaining why the previous two levels of response were not satisfactory),** the president will review the recording of the previous proceeding(s) and additional written materials submitted during the two previous hearings. The President and/or his/her designee may request a meeting with the appealing individual at his/her discretion.

TIMELINE

Within 10 business days of the receipt of the Level 3 Appeal, the president or his/her designee will affirm, modify or reverse the decisions of the Academic Appeal Committee and/or the Vice President of Academic Affairs. The president's decision will be mailed to the student at the address listed in the student's letter of appeal.

OUTCOME -- FINAL DECISION

The outcome or decision will also be communicated to the faculty/administrators and the Vice President of Academic Affairs. The President's decision is final.

PROGRAM DESCRIPTION

Hutchinson Community College offers a 24 month program in radiography which leads to an Associate Degree in Applied Science, and eligibility to sit for the National Registry Examination for Radiologic Technologists. The program is offered in cooperation with approved clinical education centers. Those institutions offering clinical education facilities to the program are:

Hutchinson Regional Medical Center, Hutchinson
Hutchinson Clinic, P.A., Hutchinson
Newman Regional Health, Emporia
McPherson Hospital, McPherson
Pratt Regional Medical Center, Pratt
Newton Medical Center, Newton
Health Ministries Clinic, Newton
Via Christi Clinic Founders' Circle, Wichita
Susan B. Allen Memorial Hospital, El Dorado

The main focus of the training is on diagnostic radiography, but students will also have an opportunity to experience other areas of medical imaging that currently includes computerized tomography, MRI, ultrasound, nuclear medicine, interventional radiology, and radiation therapy. Program instructors and administrators periodically review the program to assure that it stays abreast with future changes and needs in modern health care.

The program is accredited through the Joint Review Committee on Education in Radiologic Technology. The JRCERT is the only organization recognized by the U.S. Department of Education to evaluate and accredit educational programs in radiography and radiation therapy. The program is visited periodically by the JRCERT to assure that the Standards of an Accredited Educational Program for the Radiographer are being met.

Students are expected to show acceptable progress both academically and clinically. To monitor student progress, students will be counseled on a regular basis. Progress will also be determined through testing, performance appraisal, competency testing and evaluation. Due to guidelines established by the accrediting agency, enrollments are limited.

NOTE: A student should not undertake the radiology curriculum unless willing to be placed in any of the clinical education centers affiliated with the program. Students will not have their choice of second year clinical education assignment.

PROGRAM ORIENTATION AND OBSERVATIONS

During the first semester of the program, students will be introduced to the radiologic technology profession, including professional societies, use of radiation exposure badges, radiation protection, clinical participation, and medical ethics. Students must have at least a 65% class average to participate in observations in the first semester.

Specific observation times and number of students for the different clinical education centers will be handed out. At most clinical education centers, the most worthwhile activity will be occurring between the hours of 7:00 A.M. and 4:00 P.M. No observations are allowed after 11:00 p.m.

If a student wishes to observe a radiology department, he/she should have the Davis Hall secretary contact the clinical education center to confirm that the student will be observing when worthwhile activity will be occurring and that staffing is sufficient. All observations will be performed under the direct supervision of a registered technologist. Students will be required to keep a log book of examinations.

After you have scheduled a time, you are obligated to that time. It is the student's responsibility to inform the clinical site if you will be late or unable to be there.

Pratt Regional Medical Center	Connie Adelhart, R.T. (R) (M) Valerie Klitzke R.T.(R)	620-672-6476 888-900-7762 ext. 136
Newman Regional Health (Emporia)	Chelsea Ginn R.T. (R) Baily Gilbreath R.T.(R)	620-341-7893
Hutchinson Regional Medical Center	Tristina Herl R.T. (R)(CT) Sharron Marker R.T.(R)	620-665-2126
Hutchinson Clinic	Leann Tobias, R.T.(R) Melinda Brooks R.T.(R)	620-669-2618
Newton Medical Center	Stephanie Higinbotham R.T. (R) Casandra Korir RT (R)	316-804-6170 316-804-6173
Susan B. Allen Memorial Hospital (El Dorado)	Crystal Schlegal R.T (R)	316-322-4515 316-322-5104
Health Ministries Clinic (Newton)	Jane Fitch, R.T. (R) (M)	316-283-3600 316-284-5114
McPherson Hospital	Tom Scott, R.T. (R) (CT) (BD)	620-241-2251
Via Christi Clinic, Founders' Circle (Wichita)	Patty Warkentine, R.T.(R)	316-613-4611

ACADEMIC STANDARDS

A grade of "C" or better is required in every course in the curriculum. A student failing to meet this requirement in the first year may repeat the course if it is not a radiology course. If a student earns less than a "C" in radiology courses, they will not be allowed to continue the program. The student may request to reapply to the program for the following year to the readmission committee. A student who earns less than a "C" grade in any course in the curriculum in the second year of training will be dismissed and will not be allowed to continue in the program or reapply.

In addition, a student who is not able to score at least an 85% in the laboratory competency examinations in the first year of training after three attempts, will not be allowed to continue in the program, regardless of academic grade. A score of least 85% after three attempts is also required for second year competency examinations.

It is felt that a student who is not able to attain average level comprehension in all courses in the curriculum could unwittingly present a health hazard to him/herself, patients, or co-workers.

HutchCC Academic Honesty Policy

Students who engage in academic dishonesty bring discredit upon Hutchinson Community College as well as themselves. HutchCC students are thus required to maintain honesty in their academic pursuits. The administrators and faculty at Hutchinson Community College require students to do the following:

1. Submit examinations, themes, reports, drawings, laboratory notes and other work that represent the students' best efforts without cheating, plagiarizing, or misrepresenting.
2. Provide all academic records such as transcripts and test scores that are free of falsification, forgery or alteration.
3. Refrain from participating in the academic dishonesty of any person.

Sanctions for Violation: Students suspected of engaging in academic dishonesty may be charged in writing by the instructor and be subject to failure of the work in question and/or failure and dismissal from the course in which the dishonesty occurs. Students failed and/or dismissed by an instructor from a course as a result of academic dishonesty will not be allowed to take a "W" for the course. Instructors may also recommend to the Vice President of Academic Affairs that such students be dismissed from the program and/or the institution.

Students charged with academic dishonesty have the right of appeal and are assured of due process by the institution *through the Academic Appeal process*.

READMISSION TO THE PROGRAM

A student who has failed to meet the academic standards required to continue normal progression through the program during the first year may request a meeting with the Reapplication Committee.

A Program Reapplications Committee consisting of radiology faculty, didactic faculty and one representative from administration will grant readmission to the program. The program director will notify the student in writing with the committee's decision within three days of the committee meeting.

A student may not re-enter the program if academic or clinical standards were not met during the clinical training year of the program.

CLINICAL ASSIGNMENTS

Clinical assignments are not finalized until the week after the first year spring semester ends. Assignment will be made by a committee consisting of radiology program faculty as well as one non-faculty member. These assignments will be on the basis of education objectives and will not take into account other factors. You should not undertake this program unless you are able to accept assignment to ANY clinical education center affiliated with the program. The following sites are affiliated:

	Hutchinson Regional Medical Center, Hutchinson
	Hutchinson Clinic, P.A., Hutchinson
26 miles	McPherson Hospital, Inc., McPherson
110 miles	Newman Regional Health, Emporia
56 miles	Pratt Regional Medical Center, Pratt
70 miles	Susan B. Allen Memorial Hospital, El Dorado
35 miles	Health Ministries Clinic, Newton
35 miles	Newton Medical Center, Newton
50 miles	Via Christi Clinic Founders' Circle, Wichita

Please be aware that in order to fulfill clinical and course outcomes you may be required to travel to clinical education centers other than your assigned facility or to the HCC campus. These travel times will be scheduled. However, the program faculty reserves the right to reschedule and/or relocate classes or clinical experience if necessary.

Should a student commit an infraction, which causes the hospital/clinic to deny him/her access from that site, the student will not be given a transfer to another site. Once assigned to a particular clinical education center, the student must conduct him or herself in such a manner that he/she is able to complete training at that site. In the case a student is denied access, that student will have nowhere to complete the clinical phase of the program, and will be dismissed from the program.

RADIOLOGY PROGRAM SITE SELECTION

Students will be required to perform observation hours at no less than 5 clinical sites affiliated with the program. It is recommended students observe at all sites since they may be assigned to any site in the program.

1. Supervisors submit to the program names of students who meet their criteria.
2. Students submit to the program a listing of all clinical sites in order of their preference.
3. Program faculty provide input and make final selection.
4. Final draft reviewed with the Department Chairperson.

CLINICAL PLACEMENT CRITERIA GOALS

1. Locating each student in a clinical site suitable to foster and grow correct professional attitudes and judgments.
2. Matching the learning style of the student to the environment of the clinical department and the teaching styles of the technologists.
3. Avoiding placing students at a clinical site where they have previously worked.
4. Placing students at clinical sites who will learn and work harmoniously.
5. Avoiding placing students at a clinical site where they have created a negative impression during their first year of observations.
6. Creating a blend of student scholarship levels at clinical sites.

SITE ASSIGNMENTS ADDENDUM

It has been brought to the attention of HCC radiology program faculty that students have solicited themselves to clinical education centers prior to clinical site assignments. Clinical education centers have requested that students not approach them for placement. This action tends to make a negative impression upon the clinical site, since it implies that the site should be bias towards a particular student. The clinical education centers believe that considering any verbal or written request for placement is discriminatory.

Your actions, motivation and attitude during observations will provide the necessary information the sites will need to make input into the clinical site placement committee.

CLINICAL ORIENTATION

Second year students in the clinical area shall be given an orientation to the hospital/clinic and x-ray department. Students shall not be expected to perform without a proper orientation to the x-ray department.

While in the clinical setting, students will perform examinations with a registered technologist. As the student demonstrates proficiency in performing examinations, he/she will gradually be allowed to perform learned skills with different levels of supervision. Students are not permitted to attempt examinations independently should they not have previously demonstrated proficiency.

Radiation safety is of prime importance to oneself and others. Any violations of accepted radiation safety practices may be grounds for a two-week suspension. Continued disregard of radiation safety practices could be grounds for dismissal.

PROGRAM DIRECTOR VISITATION

The program director will regularly visit the clinical education centers to visit with students and assist them with any problems. Clinical evaluations may be discussed at this time, should a particular problem be indicated. Discussion of such evaluations shall be with the individual student involved.

The director will also visit with staff technologists and the clinical supervisor concerning student progress.

Discussion with students also provides a means of strengthening the clinical experience phase of the program. The clinical coordinator will also visit clinical sites on a regular basis. Students should take advantage of these visits, since the clinical coordinator also has instructional duties and can therefore be a primary source person in assisting students encountering difficult subject matter.

LAB HOURS

Freshman students may use the energized laboratory upon request. It will be necessary, however, that a faculty registered radiographer be present. A schedule of open lab times will be posted on the door. You are encouraged to make as much use of the laboratory as possible.

NOTE: Faculty radiographers will not be available for use of the laboratory during evening hours or on weekends.

EXPENSES

Freshman

Books:	Approximately \$750.00 for the first year	
Uniform:	Purchased through Meridy's Uniforms Must include shoes, name tag, lab coat with patch optional	
Tuition:	See college catalog	
Logbook:	\$10.00 - \$20.00	
Laboratory Fees:	Radiographic Exposures I	\$75.00
	Radiographic Exposures II	\$75.00

Sophomores

Books:	Approximately \$200.00	
Uniforms:	A minimum of two to include name tag	
Tuition:	As per college catalog	
Fees:	Clinical Training I	\$75.00

REQUIRED TEXTBOOKS

Freshman

Basic Medical Techniques: Patient Care in Imaging Technology, by Torres
Radiographic Anatomy & Positioning, by Bontrager
Radiographic Anatomy & Positioning Workbook, by Bontrager
Radiographic Pathology for Technologists, by Mace
Medical Terminology, A Systems Approach, by Gyls
Fundamentals of X-ray and Radium Physics, by Selmans
Radiation Protection in Medical Radiography, by Statkiewicz-Sherer
Radiographic Imaging and Exposure, by Fauber
Radiologic Science for Technologists, by Bushong

Sophomores

Radiologic Science for Technologists, by Bushong
Radiologic Science Workbook & Laboratory Manual, by Bushong
Fundamentals of X-ray and Radium Physics, by Selmans
Radiographic Anatomy & Positioning, by Bontrager
Radiographic Anatomy & Positioning Workbook, by Bontrager
Lange Q&A Radiography Examination, by D.A. Saia

Do not sell your books at the end of a semester. You will need them for the next semester the entire 2 years.

Book Scholarships – Be sure and indicate to the bookstore that you will need all of your books for the next semester. Scholarships are not offered for the summer semesters. You can buy them for the summer and the bookstore will buy them back in August at a lower price than you bought them. You will then be eligible for second year fall and spring.

LIABILITY AND MEDICAL INSURANCE

For the entire time that a student is in the program, the college will maintain a professional liability insurance policy covering x-ray students. The cost of this policy is paid from student laboratory fees.

The Kansas Department of Education has informed programs that medical insurance cannot be a mandatory requirement. We strongly recommend that students enrolled in the radiology program carry medical insurance. Any medical care cost incurred by the student is the responsibility of the student and is not the responsibility of HCC or any of the clinical education centers affiliated with the program.

CLINICAL TRAINING SCHEDULE/ATTENDANCE 2nd YEAR

Clinical schedules are designed to ensure that examination volume is sufficient and as equally distributed as possible. The rotation schedule is determined by the clinical coordinator and is designed to meet the objectives of the curriculum. Students who fail to follow the schedule will be dismissed from the program.

Policies regarding student schedules are as follows:

- Students and clinical supervisors will be provided clinical schedules each semester.
- **Students are required to be present at the designated training time.**
- Students may transfer to any area listed on the schedule or within the imaging department only with approval from the clinical supervisor. **Scheduled times will not change.**
- The student will not leave the imaging department without notifying the supervisor or a supervising technologist.
- Changes to scheduled training time are to be requested by the clinical supervisor or clinical instructor and must be approved by the clinical coordinator.
- Approved schedule changes are binding.
- **Students will clock in only when they have arrived in the radiology department on the computer designated for student use.**
- Students will not knowingly misrepresent theirs or another student's clinical training time, nor will they allow a technologist or other student to do the same to theirs.
- Time clock errors or malfunctions must be appropriately reported to the clinical instructor/coordinator.
- The student must clock out and back in anytime they leave the training facility.
- **Failure to follow the program attendance policies will result in disciplinary action.**

Important: Misrepresentation of clinical training time is considered a violation of HCC program policy as well as a violation of the ARRT standard of ethics. Individuals who have misrepresented theirs or another student's clinical time will be subject to immediate dismissal from the radiology program and will be reported to the ARRT.

Documentation of Clinical Training Time

Students are required to utilize the online time keeping system onlineradschool.com to keep an accurate record of their clinical time.

Time Clock Error or Malfunction

Procedure: Any error or exception that prevents a student from clocking in or out at the scheduled time can and will only be corrected by the clinical instructor if the instructor is given a completed time clock exception form or receives an email from a supervisor or technologist which verifies the student attended the scheduled clinical training time.

Failure to provide an exception form or email will result in a 1-hour deduction from the students 56 hours of personal time. Exceptions deemed habitual may result in disciplinary action.

Lunch Break

Students will observe departmental policies regarding lunch break. Occasionally, there will be times when your normal lunch break may be delayed due to emergencies or heavy caseloads. In this instance you will take your lunch break when caseload allows. Lunch breaks cannot be skipped and taken at the end of the clinical day. Students do not need to clock out if lunch is taken at the clinical training facility.

OVERTIME

Occurs when a student has stayed past the scheduled clinical day. Students will be compensated for valid overtime by being allowed to leave early or arrive late on a preapproved day.

Overtime and Compensation time policies are as follows:

- Overtime is valid for educational purposes only. Validity is verified by the student supervisor the clinical coordinator and the technologist working with the student when the overtime occurred.
- Students must submit appropriate documentation of the overtime and comp time.
 - **See: Overtime Verification Form.**
- The student is to notify radiology faculty via phone or e-mail of the occurrence before the end of the training week. The only exception is the overtime occurred on the last day of the training week.
- Comp time must be pre-approved by a clinical supervisor and be taken the same week the overtime occurred unless the overtime occurred on the last scheduled training day of the week.
- Comp time must be taken before the next occurrence of overtime or it is lost.
- The following may result in a deduction of personal time:
 - Failure to notify faculty of the overtime.
 - Failure to correctly document overtime and comp time approval.
 - Comp time taken for invalid overtime.

Personal Time:

Within the clinical training schedule, the student is given 40 hours “personal time” (PT) to use as he or she wishes. Any missed scheduled training time or time designated by faculty as clinical training time will be deducted from the 40 hours in no less than 30 minute increments, unless it is classified as an excused absence.

Notice regarding use of personal time:

- PT is to be taken in no less than 30 minute increments.
- PT may not be earned back by working late or on unscheduled training days.
- Every effort should be made to give the clinical site a minimum of a week’s notice prior to taking personal time.
- Any missed clinical training time, with the exception of excused absences, will be used as personal time.
- Any missed clinical training time in excess of the 40 hours that is not considered excused will result in dismissal from the radiology program.
- Any unused PT may be taken the last week of clinical training III. With the exception of scheduled class time.

Attending clinical training is a measure of professionalism and a reflection of the student’s attitude and work ethic. It is the goal of the HCC radiology program to train students in both imaging and professional skills. As such it is the expectation that students do everything within their capabilities to practice good attendance. Students should strive to clock in at least 5 minutes prior to the scheduled start time.

Policies Regarding Attendance to Clinical Training I, II and III are as follows:

Tardy Defined: Any clock in time more than 5 minutes past scheduled time

- Time missed due to tardiness will be deducted in 30 minute increments from the students 40 hours of personal time.

- Students tardy more than 1 time in the same week will receive a 2-hour deduction of personal time per incident.
- In the event a student will be more than 10 minutes tardy on an assigned clinical day, he/she must make their best attempt to notify the department supervisor prior to their arrival. Failure to do so may result in disciplinary action.

Absence Defined: Student is not present for 30% or more of the scheduled clinical training time. (2 hrs and 24 minutes.)

- Students are required to make their best attempt to notify the clinical supervisor of an absence at least 15 minutes prior to the student's scheduled clock in.
- All absences will be deducted from the student's personal time with the exception of Jury duty or legal subpoena.
- Students will follow the program inclement weather policy.
- Any absences or tardy in excess of the 40 hours of personal time must be *excused*.
- Any unexcused absence or tardiness in excess of the 40 hours of personal time may result in dismissal from the program.
- Disciplinary action may be taken in the event that a student is demonstrating habitually poor attendance (including tardiness). Disciplinary action may proceed the students use of all 40 hours of personal time.

Excused Absence

Absences that do not count against personal time and which the student must make up, unless the student elects to use personal time instead. Examples include: inclement weather, jury duty or legal subpoena, and documented illness.

Excused Absence Defined: Any absence or tardiness in which the student can verify with appropriate documentation: illness, illness or death of an immediate family member, jury duty, or legal subpoena, or in compliance with the program inclement weather policy as stated below.

- Immediate Family Member: Spouse, life partner, fiancée, sibling, parent, grandparent or child of the student. Or any family member whose care is the responsibility of the student.
- Appropriate Documentation:
 - Documentation from a licensed medical provider that the student or immediate family member was seen and treated by them the day of the absence or within the time frame of the absence.
 - Notification from the clinical site that the student did not pass the health screening process required upon entry to the facility
 - Death certificate or obituary.
 - Copy of summons, subpoena or documentation signed by a court officer.
 - Verification of school closure.

Completion of Clinical Training for Excused Absence.

In the event a student has excused absence, the clinical coordinator, the student and clinical supervisor will create a plan to ensure all clinical training time is completed. As part of the plan a student may request additional training opportunities that would extend the 8-hour clinical training day or 40-hour clinical training week. Policies regarding extended training are listed on the form used to request extended training. The extended training plan may require the student to complete their training at a facility other than where they were originally assigned.

HCC Radiology Inclement Weather Policy, Clinical Training

In the event that the school district, in which the clinical training facility is located cancels school, or dismisses students early due to inclement weather, students have the option of taking an excused absence from clinical training. Students are responsible for determining the status of the school districts that may affect their schedule. Faculty suggests consulting local news media or the school district web site.

The student must make every effort to immediately contact the clinical supervisor and email the clinical coordinator of their decision.

Note: Students are advised to live as close to their assigned clinical training facility as possible. In the event that weather has compromised road conditions and the respective school district has not closed, students are to be advised to use good judgment when considering road conditions and the 56 hours of personal time allotted him or her at the beginning of clinical training.

College Closed/Classes Canceled

In the event that HCC closes or cancels day classes, all students will be excused from clinical training. There will be no makeup of clinical time missed due to the closing of HCC. The student is asked to contact the clinical supervisor to inform them of the closing.

Clinical Facilities and local school districts.	
Clinical Training Facility	School District
Hutchinson Regional Medical Center	USD 308 (Hutchinson Schools)
Hutchinson Clinic	USD 308 (Hutchinson Schools)
Health Ministries Clinic, Newton	USD 373 (Newton Schools)
Newman Regional Health	USD 253 (Emporia Schools)
Pratt Regional Medical Center	USD 382 (Pratt Schools)
McPherson Hospital	USD 418 (McPherson Schools)
Susan B. Allen, El Dorado	USD 409 (El Dorado Schools)
Via Christi Clinic, Founders' Circle	USD 259 (Wichita Public Schools) and/or USD 385 (Andover Public Schools)

ORIENTATION SESSION

The orientation session prior to the beginning of the second year of the program is an important part of your clinical experience and is required for all students. If you are unable to attend, the time missed will be deducted from your 56 hours of personal time.

INTER-PROFESSIONAL EDUCATION EVENTS (IPE)

During the clinical training year, the allied health department asks that radiology students participate in interpersonal education (IPE). These events are considered clinical training. As such all clinical attendance policies are enforced. The student is expected arrive to each event in uniform, act professionally and participate. Dates of events will be provided.

GRADUATION

The program administers the final exam for the spring semester the same day as graduation. Students who attend the ceremony will be excused from their clinical assignment for that day.

A student may be excused from graduation only by the Vice President of Academic Affairs. If excused from the graduation ceremony, the student will take the final examination and then report back to their clinical assignment. Faculty will determine reporting back time based upon driving time and lunch periods.

ATTENDING PROFESSIONAL MEETINGS

The Kansas Society of Radiologic Technologists sponsors an annual student/educator symposium, as well as an annual convention. A few hospitals also sponsor regional meetings.

Attending professional meetings is a privilege offered to the students and is strongly encouraged by faculty and clinical training staff. Students choosing to attend such meetings will be expected to dress and behave professionally and to be present during the entire meeting. Failure to do so will be dealt with in the same manner as if the infraction occurred during clinical training. Attendance at professional meetings IS NOT required by the college, nor are such meetings college sponsored. The college assumes no liability at such meetings.

Overtime Verification Form

Student: _____

Month _____

Policy: Overtime is valid for educational purposes only. Validity is verified by the student supervisor the clinical coordinator and the technologist working with the student when the overtime occurred. Failure to submit this completed form or in following of any overtime policies as stated on page 32-33 of the student handbook may result in a deduction of personal time.

Date of Overtime _____ Technologist Verifying Occurrence _____

Purpose of Overtime: _____

Date Comp Time to Be Taken _____ Clinical Supervisor _____

Date of Overtime _____ Technologist Verifying Occurrence _____

Purpose of Overtime: _____

Date Comp Time to Be Taken _____ Clinical Supervisor _____

Date of Overtime _____ Technologist Verifying Occurrence _____

Purpose of Overtime: _____

Date Comp Time to Be Taken _____ Clinical Supervisor _____

Date of Overtime _____ Technologist Verifying Occurrence _____

Purpose of Overtime: _____

Date Comp Time to Be Taken _____ Clinical Supervisor _____

**Hutchinson Community College
Radiologic Technology
Clinical Training I,II and III**

Time Clock Exception Form:

Policy: Any error or exception that prevents a student from clocking in or out at the scheduled time can and will only be corrected by the clinical instructor if the instructor is given a completed time clock exception form or receives an email from a supervisor or technologist which verifies the student attended the scheduled clinical training time. (Pg. 31 Student Handbook)

Failure to provide an exception form or email will result in a 1-hour deduction from the students 56 hours of personal time. Exceptions deemed habitual may result in disciplinary action.

Date of Exception _____

Clock-In or verified time of student's arrival to clinical training _____

Clock-Out or verified time of student's completion of clinical training _____

Reason for Exception: _____

Verifying Technologist or supervisor: _____ Date: _____

Student Signature: _____ Clinical Instructor: _____

Or email the above information to

sazamat@hutchcc.edu or hoskinsonl@hutchcc.edu

UNIFORM POLICY UPDATE NOTIFICATION

While working in the clinical education center with other professional personnel and patients, the student's personal appearance and hygiene is of the utmost importance.

The following policy applies to both Males and Females.

Lab Coat:	Sports coat type. No long lab coats. White or Navy Blue, clean, and pressed. Purchased through health care uniform retail store. Lab coats must have HutchCC Radiology patch on right shoulder.
Pants:	Solid navy blue, clean, pressed. Cherokee brand.
Shirts:	Solid navy blue, clean, pressed. Cherokee brand. White, gray, or black short or long sleeve shirt may be worn underneath.
Patch:	HCC patch on right sleeve.
Shoes:	Mostly white, gray or black and clean.
Name Tag:	Worn on left upper portion of uniform
Exposure Badge:	Worn at collar level.

1. Hair must be clean and moderate in length. Longer hair must be pulled back. Hair ornaments are not allowed.
2. Male students with beards or mustaches must keep them well groomed. You are **not** allowed to start growing a beard or mustache during clinical.
3. Excessive use of perfume or cologne is not permitted.
4. Excessive jewelry will not be worn. (1 ring per hand, 1 watch, no necklaces or bracelets.)
5. Use a deodorant and bathe daily.
6. Hair dyes must be natural hair colors.
7. Post style earrings only. Hoops, earrings that dangle or gauges are not allowed. One pair only.
8. No Tongue rings or visible body piercings allowed
9. No visible tattoos are allowed. Students may wear single sleeves to cover if needed.
10. No artificial fingernails are allowed.
11. No gum chewing.
12. No nail polish is allowed.
13. Jackets, hoodies or other cover-ups are not allowed.

Surgery scrubs should only be worn at times students are scheduled and assisting with surgery examinations. They cannot be worn if not assigned to surgery or outside the clinical facility.

Failure to comply with the uniform policy will result in the student being barred from the training facility until they satisfy the requirements of the uniform policy. If the infraction occurs in the second year the time missed will be deducted from the student's personal time or be considered an unexcused absence.

Clinical education personnel in a supervisory capacity have the authority to send students home for not honoring the uniform policy, or for any violation of hospital and/or college regulations.

**Hutchinson Community College and Area Vocational School
Radiologic Technology Program
Performance Appraisal Form (Fall)**

Student _____ Date of Rating _____ Time in Clinical _____

Evaluator: _____ Score: _____

Grading Scale	Clinical I
94 – 100	A
87 – 93.9	B
80 – 86.9	C

Dependability: Consider how efficiently the student makes use of training time. Consider how long the student has been in training, and how much supervision is required. Can the student be relied upon?

1. Dependability:	Unsatisfactory 7.4 or Below	Below Average 7.5 – 7.9	Average 8.0 – 8.6	Above Average 8.7 – 9.3	Excellent 9.4 – 10
a. Quantity of time spent at work station.					
b. Quality of time spent at work station					
c. Amount of Supervision Required.					
d. Reliability					

Comments:

Quantity & Quality of Work: Consider neatness, accuracy, and general efficiency of work. How does the student’s work compare to the established standards for thoroughness, care, and lack of mistakes? Consider the amount of work the student turns out and the promptness in which the student performs tasks.

2. Quantity & Quality of Work:	Unsatisfactory 7.4 or Below	Below Average 7.5 – 7.9	Average 8.0 – 8.6	Above Average 8.7 – 9.3	Excellent 9.4 – 10
a. Repeat Rate					
b. Accuracy					
c. Thoroughness					
d. Neatness of work place					
e. Amount of Work output					

Comments:

Safety Consciousness: Consider radiation protection principles demonstrated by the student. How conscious is he/she about safety to self, patients, personnel, and equipment.

3. Safety					

Comments:

Attitude toward Job & Supervision: Consider the attitude of the student toward the profession and staff. How will he/she be the student to work with and help others? Is the student willing to assume his/her fair share of the work? How does the student respond to supervision, constructive criticism and suggestions?

4. Attitude toward Job & Supervision:	Unsatisfactory 7.4 or Below	Below Average 7.5 – 7.9	Average 8.0 – 8.6	Above Average 8.7 – 9.3	Excellent 9.4 – 10
a. Students interest in job.					
b. Student’s responsibility					
c. Ability to Cooperate					
d. Attitude toward supervision					
e. Attitude: Constructive Criticism & Suggestions.					

Comments:

Adaptability: Consider how quickly the student learns new concepts, and how well he/she retains what he/she has learned. How well does the student follow instructions? How well does the student adjust to changes in policies and procedures? Consider the students ability to calmly, logically and rapidly arrive at intelligent decisions, even in stressful situations.

5. Adaptability:	Unsatisfactory 7.4 or Below	Below Average 7.5 – 7.9	Average 8.0 – 8.6	Above Average 8.7 – 9..3	Excellent 9.4 – 10
a. Comprehension of concepts.					
b. Personal Adjustment					
c. Judgment					

Comments:

Professionalism: Consider the student’s appearance, tactfulness, self-confidence, integrity, loyalty, and impression he or she makes upon other staff, patients and physicians.

6. Professionalism:	Unsatisfactory 7.4 or Below	Below Average 7.5 – 7.9	Average 8.0 – 8.6	Above Average 8.7 – 9..3	Excellent 9.4 – 10
a. Professional Appearance					
b. Professional Attitude					

Comments:

Final Comments: Describe the areas in which you think the student is strongest and where he/she needs improvement. Summarize the student’s overall performance.

Evaluators overall impression: Regarding the student’s professionalism and performance skills do you feel that this student is performing at the appropriate level for this stage in his or her training?

Should this student continue clinical training? (Please check one)

- Yes, this student should continue clinical training.
 No, this student should not be allowed to continue clinical training.

Student Remarks:

Evaluator _____ **Date:** _____

Student _____ **Date:** _____

Clinical Instructor _____ **Date:** _____

**Hutchinson Community College and Area Vocational School
Radiologic Technology Program
Performance Appraisal Form (Spring and Summer)**

Eval# _____
Semester _____

Student _____ Date of Rating _____ Time in Clinical _____

Evaluator: _____ Score: _____

Grading Scale

Clinical II & III
96 – 100 A
90 – 95.9 B
85 – 89.9 C

Dependability: Consider how efficiently the student makes use of training time. Consider how long the student has been in training, and how much supervision is required. Can the student be relied upon?

1. Dependability:	Below Average 8.4 or Below	Average 8.5 – 8.9	Above Average 9.0 – 9.7	Excellent 9.8 or Above
a. Quantity of time spent at work station.				
b. Quality of time spent at work station				
c. Amount of Supervision Required.				
d. Reliability				

Comments:

Quantity & Quality of Work: Consider neatness, accuracy, and general efficiency of work. How does the student’s work compare to the established standards for thoroughness, care, and lack of mistakes? Consider the amount of work the student turns out and the promptness in which the student performs tasks.

2. Quantity & Quality of Work:	Below Average 8.4 or Below	Average 8.5 – 8.9	Above Average 9.0 – 9.7	Excellent 9.8 or Above
a. Repeat Rate				
b. Accuracy				
c. Thoroughness				
d. Neatness of work place				
e. Amount of Work output				

Comments:

Safety Consciousness: Consider radiation protection principles demonstrated by the student. How conscious is he/she about safety to self, patients, personnel, and equipment.

3. Safety				

Comments:

Attitude toward Job & Supervision: Consider the attitude of the student toward the profession and staff. How will the student to work with and help others? Is the student willing to assume his/her fair share of the work? How does the student respond to supervision, constructive criticism and suggestions?

4. Attitude toward Job & Supervision:	Below Average 8.4 or Below	Average 8.5 – 8.9	Above Average 9.0 – 9.7	Excellent 9.8 or Above
a. Students interest in job.				
b. Student’s responsibility				
c. Ability to Cooperate				
d. Attitude toward supervision				
e. Attitude: Constructive Criticism & Suggestions.				

Comments:

Adaptability: Consider how quickly the student learns new concepts, and how well he/she retains what he/she has learned. How well does the student follow instructions? How well does the student adjust to changes in policies and procedures? Consider the students ability to calmly, logically and rapidly arrive at intelligent decisions, even in stressful situations.

5. Adaptability:	Below Average 8.4 or Below	Average 8.5 – 8.9	Above Average 9.0 – 9.7	Excellent 9.8 or Above
a. Comprehension of concepts.				
b. Personal Adjustment				
c. Judgment				

Comments:

Professionalism: Consider the student’s appearance, tactfulness, self-confidence, integrity, loyalty, and impression he or she makes upon other staff, patients and physicians.

6. Professionalism:	Below Average 8.4 or Below	Average 8.5 – 8.9	Above Average 9.0 – 9.7	Excellent 9.8 or Above
a. Professional Appearance				
b. Professional Attitude				

Comments:

Final Comments: Describe the areas in which you think the student is strongest and where he/she needs improvement. Summarize the student’s overall performance.

Evaluators overall impression: Regarding the student’s professionalism and performance skills do you feel that this student is performing at the appropriate level for this stage in his or her training?

Should this student continue clinical training? (Please check one)

- Yes, this student should continue clinical training.
- No, this student should not be allowed to continue clinical training.

Student Remarks:

Evaluator _____ **Date:** _____

Student _____ **Date:** _____

Clinical Instructor _____ **Date:** _____

**Hutchinson Community College and Area Vocational School
Radiologic Technology Program
Professional Impression (Fall)**

Evaluation# _____
Semester _____

Student _____ Date of Rating _____ Time in Clinical _____
Evaluator: _____ Score: _____

Grading Scale	Clinical I
	94 – 100 A
	87 – 93.9 B
	80 – 86.9 C

Consider the following professional behaviors and the student by asking, “Does the Student:”

1. Demonstrate proper Confidentiality?

By:	Unsatisfactory 3.6 or Below	Below Average 3.7-3.9	Average 4-4.3	Above Average 4.4-4.6	Excellent 4.7-5.0
e. Showing respect for the patients' modesty?					
f. Discussing patients in an appropriate manner?					
g. Keeping all medical matters confidential?					

Comments:

2. Demonstrate proper patient/student relationship?

By:	Unsatisfactory 3.6 or Below	Below Average 3.7-3.9	Average 4-4.3	Above Average 4.4-4.6	Excellent 4.7-5.0
a. addressing the patient by name.					
b. explaining the exam in terms the patient understands.					
c. continually informing the patient of exam progress.					
d. demonstrating compassion.					

Comments:

3. Demonstrate Cooperation?

By:	Unsatisfactory 3.6 or Below	Below Average 3.7-3.9	Average 4-4.3	Above Average 4.4-4.6	Excellent 4.7-5.0
a. showing respect to Radiologists and staff physicians?					
b. showing respect for technologists?					
c. showing respect for other personnel?					
d. accepting criticism positively?					
e. observing regulations of the department, hospital and college?					
f. accepting job assignments?					

Comments:

4. Demonstrate an effort and willingness to become involved?

By:	Unsatisfactory 3.6 or Below	Below Average 3.7-3.9	Average 4-4.3	Above Average 4.4-4.6	Excellent 4.7-5.0
a. offering assistance to staff?					
b. seeking responsible assignments?					
c. keeping busy?					

Comments:

5. Demonstrate dependability?

By:	Unsatisfactory 3.6 or Below	Below Average 3.7-3.9	Average 4-4.3	Above Average 4.4-4.6	Excellent 4.7-5.0
a. following instructions?					
b. Completing assignments?					
c. Maintaining acceptable standards?					
d. Operating at an appropriate rate.					

Comments:

6. Adhere to the program dress code, and demonstrate good personal hygiene?

By:	Unsatisfactory 3.6 or Below	Below Average 3.7-3.9	Average 4-4.3	Above Average 4.4-4.6	Excellent 4.7-5.0
a. wearing a clean appropriate uniform?					
b. use of good personal hygiene?					

Comments:

7. Demonstrate professionalism?

By:	Unsatisfactory 3.6 or Below	Below Average 3.7-3.9	Average 4-4.3	Above Average 4.4-4.6	Excellent 4.7-5.0
a. show and ability to adapt?					
b. Demonstrate kindness and courteousness to patients?					
c. adhere to professional ethics?					
d. use appropriate interaction with patients?					

Comments:

Final Comments: Describe the areas in which you think the student is strongest and where he/she needs improvement. Summarize the student's overall performance.

Evaluators overall impression: Regard the student's professionalism. Do you feel the student's interactions with personnel and patients are reflective of a health care professional?

Should this student continue clinical training? (Please check one)

- Yes, this student should continue clinical training.
 No, this student should not be allowed to continue clinical training.

Student Remarks:

Evaluator _____
 Student _____

Date: _____
 Date: _____

Clinical Instructor _____

Date: _____

Student _____ Date of Rating _____ Time in Clinical _____

Evaluator: _____ Score: _____

Grading Scale	Clinical II & III
96 – 100	A
90 – 95.9	B
85 – 89.9	C

Consider the following professional behaviors and the student by asking, “Does the Student:”

8. Demonstrate proper Confidentiality?

By:	Below Average 4.1 or Below	Average 4.2 – 4.5	Above Average 4.6 – 4.8	Excellent 4.9 or Above
h. Showing respect for the patients' modesty?				
i. Discussing patients in an appropriate manner?				
j. Keeping all medical matters confidential?				

Comments:

9. Demonstrate proper patient/student relationship?

By:	Below Average 4.1 or Below	Average 4.2 – 4.5	Above Average 4.6 – 4.8	Excellent 4.9 or Above
e. addressing the patient by name.				
f. explaining the exam in terms the patient understands.				
g. continually informing the patient of exam progress.				
h. demonstrating compassion.				

Comments:

10. Demonstrate Cooperation?

By:	Below Average 4.1 or Below	Average 4.2 – 4.5	Above Average 4.6 – 4.8	Excellent 4.9 or Above
g. showing respect to Radiologists and staff physicians?				
h. showing respect for technologists?				
i. showing respect for other personnel?				
j. accepting criticism positively?				
k. observing regulations of the department, hospital and college?				
l. accepting job assignments?				

Comments:

11. Demonstrate an effort and willingness to become involved?

By:	Below Average 4.1 or Below	Average 4.2 – 4.5	Above Average 4.6 – 4.8	Excellent 4.9 or Above
d. offering assistance to staff?				
e. seeking responsible assignments?				
f. keeping busy?				

Comments:

12. Demonstrate dependability?

By:	Below Average 4.1 or Below	Average 4.2 – 4.5	Above Average 4.6 – 4.8	Excellent 4.9 or Above
e. following instructions?				
f. Completing assignments?				
g. Maintaining acceptable standards?				
h. Operating at an appropriate rate.				

Comments:

13. Adhere to the program dress code, and demonstrate good personal hygiene?

By:	Below Average 4.1 or Below	Average 4.2 – 4.5	Above Average 4.6 – 4.8	Excellent 4.9 or Above
c. wearing a clean appropriate uniform?				
d. use of good personal hygiene?				

Comments:

14. Demonstrate professionalism?

By:	Below Average 4.1 or Below	Average 4.2 – 4.5	Above Average 4.6 – 4.8	Excellent 4.9 or Above
e. show and ability to adapt?				
f. Demonstrate kindness and courteousness to patients?				
g. adhere to professional ethics?				
h. use appropriate interaction with patients?				

Comments:

Final Comments: Describe the areas in which you think the student is strongest and where he/she needs improvement. Summarize the student’s overall performance.

Evaluators overall impression: Regard the student’s professionalism. Do you feel the student’s interactions with personnel and patients are reflective of a health care professional?

Should this student continue clinical training? (Please check one)

- Yes, this student should continue clinical training.
 No, this student should not be allowed to continue clinical training.

Student Remarks:

Evaluator _____
 Student _____
 Clinical Instructor _____

Date: _____
 Date: _____
 Date: _____

Additional Imaging Modality Rotations

Beginning in the fall semester, students will be required to spend 1 day (8 hours) observing in each of the following imaging modalities.

Radiation Therapy

Cardiovascular Interventional Therapy/Interventional Radiography

Ultrasound

Magnetic Resonance Imaging

These rotations are to be scheduled by the clinical supervisor in conjunction with the student and clinical coordinator. In the event that a training facility does not offer one or more of the modalities the student will be scheduled by the clinical coordinator to observe at a facility that does. Students interested in applying to an imaging program following graduation should contact the clinical coordinator ASAP.

Students will be required to meet a set of objectives and to be evaluated for each of the modality rotations.

Request for Additional Modality Rotation

Once all four of the rotations are complete a student may request an additional four (4) days of training and observation in any one of the four modalities or in CT or nuclear medicine or mammography.

This request must be in writing and include the dates of the rotation. The request must be approved by the Clinical Supervisor, and the Clinical Coordinator.

All rotations must be completed by the date specified by the Clinical Coordinator.

ELECTIVE ROTATIONS

Starting in January, during the second year of the program, the student may elect an evening and/or weekend rotation. No more than 8 evenings or 2 weekends per month may be chosen. Students will be evaluated based on the objectives for the rotation.

Regardless of a student's schedule, they will not be allowed more than 40 hours per week of clinical and academic involvement.

The clinical training week is considered to begin on Sunday and end on the following Saturday. Once an elective rotation has been requested and approved the student must attend training during the requested time.

Clinical Objectives for Elective Evening and Weekend Rotations

- 1.0 Perform or assist, according to supervision level, with radiographic examinations frequently seen during evening and weekends.
 - 1.1 Demonstrate the ability to perform radiographic procedures with a variety of patient conditions. Examples of these conditions include trauma, as well as patients under influence of drugs and/or alcohol.
 - 1.2 Provide the appropriate patient care for a variety of patient conditions. Examples of these conditions include trauma, as well as patients under influence of drugs and/or alcohol.
- 2.0 Develop the independent actions and judgment necessary to work effectively during an evening or weekend shift.
 - 2.1 Determine protocol differences from day shift.
 - 2.2 Organize the "unscheduled" patient work load with emphasis on determining patient priorities.
 - 2.3 Maintain personal control, poise and demonstrate appropriate judgment under the pressure of a trauma situation or in situations that are not governed by specific guidelines.
- 3.0 Demonstrate knowledge and skill of all trauma radiography.
 - 3.1 Perform multiple trauma procedures.
 - 3.2 Demonstrate safe transfer techniques for trauma patients.
 - 3.3 Demonstrate appropriate universal precautions when performing trauma radiography.

**Hutchinson Community College and Area Vocational School
Radiologic Technology Program
Clinical Experience II, III**

Elective Evening and Weekend Rotation Request Form

I, _____ am requesting an evening/weekend rotation for the month of _____.

Dates of clinical training requested by the student:

Dates of compensated training time:

Dates approved by the Clinical Supervisor:

The above dates are acceptable to both the student and student supervisor as indicated by the following signatures.

Student _____

Clinical Supervisor #1 _____

*Clinical Supervisor #2 _____

Clinical Coordinator _____

The maximum number of evening shifts a student may request is eight in one month. No more than 8 evenings or 2 weekends per month may be chosen. Students may not be assigned more than 40 hours per week from Sunday to Saturday. Students should not request rotations that conflict with class days.

* A second supervisor's approval is necessary only if the requested rotation involves attending clinical training at a facility other than the student's assigned facility. The form must be signed by a supervisor from each facility.

Hutchinson Community College and Area Vocational School Radiologic Technology Program

Evening and Weekend Performance Appraisal

Student _____ Date of Rating _____ Time in Clinical _____

Evaluator: _____ Score _____

Grading Scale 96 - 100 A
90 - 95.9 B
85 - 89.9 C

Adaptability: Consider how the student performs when presented with a variety of patient conditions, including multiple trauma procedures. Consider the students reliability to follow through with tasks according to his or her competency level.

Adaptability: Does the student:	Unsatisfactory 7.4 or Below	Below Average 7.5 - 7.9	Average 8.0 - 8.6	Above Average 8.7 - 9.3	Excellent 9.4 - 10
demonstrate the ability to perform procedures when presented with a variety of patient conditions?					
perform multiple trauma procedures?					
demonstrate reliability when performing tasks common to trauma and off-shift situations					

Comments:

Quality of Care: Consider the students repeat rate and accuracy as well as his or her ability to provide appropriate patient care in an emergency or trauma situation.

Quality of Care Does the student:	Unsatisfactory 7.4 or Below	Below Average 7.5 - 7.9	Average 8.0 - 8.6	Above Average 8.7 - 9.3	Excellent 9.4 - 10
demonstrate a level of accuracy that is consistent with other students with the same level of training.					
demonstrate appropriate patient care and the ability to adapt his or her patient care techniques to the conditions encountered in an emergency or trauma situation?					

Comments:

Safety Consciousness: Consider radiation protection principles, universal precautions and transfer techniques demonstrated by the student. How conscious is he or she about safety to self, patients, personnel, and medical equipment in a trauma or emergency situation.

Safety Consciousness: Does the student:	Unsatisfactory 7.4 or Below	Below Average 7.5 - 7.9	Average 8.0 - 8.6	Above Average 8.7 - 9.3	Excellent 9.4 - 10
demonstrate radiation safety of self, others and medical equipment in all types of situations?					
demonstrate safe transfer techniques in trauma situations?					
demonstrate appropriate universal precautions?					

Comments:

Attitude toward Job & Supervision: Consider the attitude of the student toward the profession and staff. How willing is the student to work with and help others? Is the student willing to assume his or her fair share of the work? How does the student respond to supervision, constructive criticism and suggestions?

Attitude toward Job & Supervision: Does the student:	Unsatisfactory 7.4 or Below	Below Average 7.5 - 7.9	Average 8.0 - 8.6	Above Average 8.7 - 9.3	Excellent 9.4 - 10
show an appropriate level of interest in the training opportunities offered on evening and weekend shifts?					
demonstrate a level of responsibility that instills trust in his or her ability to perform tasks common to off shift personnel?					
demonstrate the ability to cooperate with department and medical staff?					
demonstrate an appropriate attitude toward supervision?					
respond appropriately to constructive criticism.					

Comments:

Ability to Adjust to Trauma and Emergency Situations: Consider how the student adjusts to changes in schedule, and procedure protocols as they occur in a trauma situation. Is the student able to establish proper priorities when performing examinations? Consider the students ability to calmly, logically and rapidly arrive at intelligent decisions, even in stressful situations.

Ability to adjust: Is the student able to:	Unsatisfactory 7.4 or Below	Below Average 7.5 - 7.9	Average 8.0 - 8.6	Above Average 8.7 - 9.3	Excellent 9.4 - 10
use appropriate protocols for off-shift schedule.					
quickly adjust to changes as they occur?					
effectively establish proper exam and patient priorities in for an unscheduled work load?					
maintain personal control, poise and demonstrate appropriate judgment under the pressure of a trauma situation or in situations that are not governed by specific guidelines?					

Comments:

Professionalism: Consider the student's appearance, tactfulness, self-confidence, integrity, loyalty, and the impression that he or she makes upon other staff, patients and physicians.

Professionalism: Does the student demonstrate appropriate:	Unsatisfactory 7.4 or Below	Below Average 7.5 - 7.9	Average 8.0 - 8.6	Above Average 8.7 - 9.3	Excellent 9.4 - 10
professional appearance?					
professional attitude?					
ethical behavior?					

Comments:

Final Comments: Describe the areas in which you think the student is strongest and where he/she needs improvement. Summarize the student's overall performance.

Evaluators overall impression: Regarding the student's professionalism and performance skills do you feel that this student is performing at the appropriate level for this stage in his or her training?

Should this student continue clinical training? (Please check one)

- Yes**, this student should continue clinical training.
- No**, this student should not be allowed to continue clinical training.

Student Remarks: Please make any comments regarding this evaluation or your clinical experience to this point in your training.

Evaluator: _____ **Date:** _____

Student: _____ **Date:** _____

Clinical Instructor: _____ **Date:** _____

Hutchinson Community College Radiologic Technology Program

Student Request for Additional Modality Rotation

Please complete the following form and return it to the clinical supervisor. The clinical supervisor will contact the department that you are requesting to visit and verify that the dates are acceptable.

I, _____, am requesting an additional 4-day educational opportunity in the _____ department.

The dates that I am requesting are _____ to _____. I understand that I should not schedule dates that correspond with class times and that the dates I am requesting must be approved by the clinical supervisor and the clinical instructor. I also understand that the dates I have requested must be acceptable to the modality department that I wish to visit.

The student request has been evaluated and the following dates can be assigned for an elective rotation in the _____ department.

Student _____

Clinical Supervisor _____

Clinical Instructor _____

FINANCIAL AID

The Financial Aid Office is located in the Parker Student Union. Students are encouraged to view specific information about financial aid on the HCC web site at www.hutchcc.edu or contact the Director of Financial Aid, Nathan Bunche at (620) 665-3569 or E-Mail address: bunchen@hutchcc.edu. To view the status of your financial aid, go to your Dragon Zone account.

PERSONAL COUNSELING

Guidance & Counseling is located in the Parker Student Union directly behind the Information Center. Counselors are available from 8:00 a.m. to 5:00 p.m., Monday-Friday. To schedule an appointment call Christopher Lau or Michelle Wortham at 620-665-3583 or 620-665-3377.

Professional counselors provide a confidential and empathetic environment in which students may seek assistance with issues they face. Personal counseling services are designed to assist students with emotional and behavioral problems that may interfere with the successful attainment of college goals. Typical counseling needs among college students include stress and anxiety, alcohol and drug abuse, loneliness, eating and sleeping disorders, and relationship problems. Students in need of long-term or clinical psychological treatment are referred to outside agencies and services.

CRISIS INFORMATION

If you are experiencing a mental health emergency and need professional intervention, the mental health crisis number for Hutchinson is 1-800-794-0163 or 620-665-2299.

For those individuals located outside of Hutchinson who are in a crisis situation, look in the front pages of the local phone book under emergency phone numbers for your mental health crisis line. Individuals who are seeking information about additional community resources for therapy can look in their yellow pages under the titles of psychologist, psychotherapist, mental health counselor or therapist.

UNSATISFACTORY PERFORMANCE REMEDATION

Any infraction of the policies of the Hutchinson Community College, the HCC Radiologic Technology Program and the clinical education center, in which you are assigned, may warrant disciplinary action. Unprofessional behavior will be handled in the same manner.

The clinical training facility has the authority to immediately suspend a student and/or deny further access to the facility.

In the event that a student is not following program or clinical site policy, or if a student's attitude or actions are hindering his/her or another students learning, the student supervisor may ask the student to leave the clinical setting for a determined amount of time. In this instance the time missed from clinical training will be deducted from the student's 56 hours of personal time.

Process: The radiologic technology faculty shall investigate any infraction of program, clinical site policy, or behavior expectations and decide upon the proper disciplinary action to pursue. The student may be placed on immediate suspension for the duration of the investigation. Once the disciplinary action is determined

faculty will meet with the student to initiate the disciplinary action. All disciplinary decisions are final. Students may appeal any disciplinary action according to the HCC appeals process. (HCC Catalog. Policy Number 1001, Academic Appeal, <http://www.hutchcc.edu/catalog/policy/?id=1> or student code of conduct. <http://www.hutchcc.edu/catalog/policy/?id=47>)

Disciplinary actions fall into one of the following categories: (*categories are not sequential*)

1. **Verbal Warning:** Date, time and subject of the verbal warning is documented by the clinical faculty, clinical supervisor and/or technologist issuing the warning.
2. **Performance Interview (Plan of Improvement):** Performance interview will contain a written warning (see Unsatisfactory Performance Report/Remediation form.) Program personnel will discuss the problem with the student and may suggest remediation that may include behavior modifications that will improve behavior, or academic performance.
3. **Probation:** Period of time designated by program faculty, in which any further student behavior which would normally result in disciplinary action will result in program dismissal.
4. **Suspension:** Period of time in which the student is suspended from access to affiliated training facilities. Suspension may be immediate, defined or indefinite. It may be required as a remediation action or during investigation of an infraction. The student may be asked to comply with other remediation requirements during the suspension, in which case the duration of the suspension and/or reinstatement may be tied to such requirements. Any missed training time due to suspension must be made up at the end of clinical training and must not interfere with the training of new students in the clinical setting.
5. **Dismissal:** Complete program dismissal, resulting in withdrawal from all program courses and labs, as well as immediate denial of access to clinical training facilities. The student may be dismissed from the program for severe or habitual infractions of hospital/clinic or program policies or behavior expectations. In the event a student is dismissed he or she will be withdrawn from all radiology classes. Dismissal is permanent.

(Continued)

Grounds for Immediate Suspension and Program Dismissal

The following is a list of behaviors that will not be tolerated or excused and thus cause for immediate suspension from training at a partner clinical training facility. Evidence of the behavior will be evaluated by the program coordinator/director who will determine if program dismissal is in order. Students dismissed from their program of study will be withdrawn from all courses associated with that program. All documentation will be forwarded to the Vice President of Student Services and the Vice President of Academic Affairs for review.

- Attendance in any educational environment while under the influence or in possession of alcohol or illegal drugs, or while impaired due to purposeful misuse of medication.
- Possession of any substance or item that is banned from a clinical training facility while attending training or observing at that facility.
- Theft or willful destruction of patient, college or clinical training facility property.
- Unsanctioned use of video and/or audio recording devices within the clinical environment.
- Unsanctioned collection and/or distribution of patient information or any willful violation of HIPAA law.
- Unsupervised performance of an invasive procedure which the student has not been adequately trained and/or successfully demonstrated competency.

- Performance of, or providing an order for any medical procedure outside the scope of practice for the specific discipline in which the student is training.
- Knowingly misrepresenting credentials or level of training.
- Knowingly placing self or others in physical danger.
- Verbal, electronic, or physical harassment and/or abuse of a patient, HCC employee or student, or employee or representative of a clinical training facility.
- Unauthorized entrance or unsanctioned escort of unapproved individuals into known restricted areas of the clinical training facility.
- Knowingly falsifying patient information, clinical facility records, or personal or clinical training records.

Note: It is the ethical responsibility of all licensed health care professionals to report any incident that is in violation of ethical standards for their respective profession. HCC Allied Health Faculty will report any ethical violation to the appropriate agency. Furthermore, any such violation will be shared with other HCC program coordinators and may disqualify the student from enrolling in any HCC Allied Health programs.

Dismissal will also occur for a grade less than "C" in any course in the curriculum. A person may not reenter the program if the below "C" grade occurred in the clinical year of training.

**Hutchinson Community College
Radiologic Technology Program
Unsatisfactory Performance Report/Remediation**

Student Name _____ Date _____

Notice of unsatisfactory performance is issued for the following reason(s)

- | | | |
|--|---------------------------------------|---|
| <input type="checkbox"/> Academic Growth | <input type="checkbox"/> Appearance | <input type="checkbox"/> Attitude |
| <input type="checkbox"/> Dependability | <input type="checkbox"/> Patient Care | <input type="checkbox"/> Department/Program Policies/Procedures |
| <input type="checkbox"/> Professional Growth | <input type="checkbox"/> Other | |

Incident or Activity Requiring Remediation:

Instructor Signature _____ Date: _____

Student Comments Regarding the Incident or Activity:

Remediation Taken

- | | |
|---|-------------------------------------|
| <input type="checkbox"/> Performance interview with student | <input type="checkbox"/> Probation |
| <input type="checkbox"/> Consult with Program Director | <input type="checkbox"/> Suspension |
| <input type="checkbox"/> Plan of Improvement | <input type="checkbox"/> Dismissal |

(over)

Terms of Remediation/Plan of Improvement:

Beginning Date of Remediation: _____

End Date of Remediation: _____

Instructor Notes from Remediation Meeting:

Student Comments Regarding Remediation Meeting or Terms:

By signing I agree to meet the terms of remediation, and understand that failure to do so will result in further disciplinary actions.

Student Signature _____ Date: _____

PROFESSIONALISM

The educational process in Radiologic Technology is directed toward assisting the student in acquiring psychomotor, cognitive, and affective behaviors necessary to become a Radiologic Technologist who is competent to function as a professional. To this end, the faculty has the responsibility to plan learning experiences designed to assist the student in becoming competent as a Radiologic Technologist. Students must learn to acquire affective behaviors consistent with those required to acquire and maintain employment and to function effectively as part of the medical team.

"Professionalism" is defined as the conduct, aims, or qualities that characterize or mark a profession or a professional person. Behavior and attitudes required by Allied Health professionals are expected of Radiologic Technology students and include:

1. Punctuality and consistent attendance.
2. Respect for all members of the educational team, fellow students, clinical affiliate staff, physicians and patients.
3. Utilizing language and communication skills that are appropriate and effective in relating to patients, peers, and faculty.
4. Conducting one's self in a manner considered to be appropriate, legal, and ethical by members of the Allied Health professions.
5. Assuming responsibility for one's own academic and professional development.
6. Complying with appropriate dress standards.

PROFESSIONAL CONDUCT

The Student

The clinical setting is a most important time period in your radiologic technology training. You are expected to conduct yourself as a mature and responsible individual. There is no room for unethical behavior in the clinical setting.

The Patient

The patient's condition and/or diagnosis is confidential, and a student must not relay information pertaining to patient's conditions or diagnosis to anyone without specific authorization of the patient's physician or the radiologist.

The Physician

The student will show due respect to all "in house" or visiting physicians and give quick, accurate, and deliberate service.

The Radiologist

The radiologist has been specially trained in the field of radiology. He/she is the person you are working for/with during and after your training. Show him/her your professional courtesy and respect, and utilize his/her expertise to increase your knowledge.

The Technologist

The student will show due respect and be helpful in assisting the technologists. The technologists on the staff will be your primary resource for learning during the time that you are in training. Remember: WATCH, LISTEN, ASK QUESTIONS, PERFORM, AND LEARN!

RADIATION MONITORING

Each student will be given a radiation monitoring badge which will require changing each month. Exchanges should be made no later than the 5th day of the month. At the end of the semester, the badges must be exchanged or returned by the last day of finals week. It is the student's responsibility to exchange his/her own badge each month. If a student fails to exchange their badge, he/she will not be allowed in the clinical setting and will be charged a \$5.00 fee.

The badge is to be worn in all laboratory sessions on campus as well as all clinical visitations. It is the student's responsibility not to lose or damage the badge. Any badges which are lost will be replaced at the student's expense.(\$20.00) A student who discontinues the program must turn in the badge or pay for its replacement. Failure to do so will result in a "hold" being placed on the student's transcript until such time as the badge is returned or \$20.00 is remitted.

In the sophomore year, individual clinical education centers will provide badging for students. Students will be provided with monthly readings and a copy will be mailed to the college in order to keep track of accumulated dose.

Badge reports will be made available to students within 30 days of receipt of the report. It will be the student's responsibility to indicate to the program the method of being informed of radiation exposure readings. Students can either sign a form allowing posting of exposure readings by name or contact the radiation safety officer for a personal disclosure. Exposure readings with confidential information will NOT be posted or located in an uncontrolled area. If departments do not post readings, it is the responsibility of the student to contact the radiation safety officer for personal disclosures. Personal disclosures will only be made in a controlled area.

In the event of a reading of 50 mrems or higher in any month, either in the first or second year, the student will be given written notification, receive counseling, and sign a form indicating counseling was received. A copy will be maintained in the student's file at the college.

In order to keep radiation monitoring readings as low as reasonably achievable, students must not hold image receptors and should not hold patients if other immobilization methods are appropriate.

**HUTCHINSON COMMUNITY COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM**

SUBSTANCE ABUSE POLICY

HCC Policy

The possession, use, or distribution of illicit drugs and alcohol by students or employees on the property of Hutchinson Community College or as part of any of the activities of the college is strictly prohibited.

Radiologic Technology Program Policy

Students in the Radiologic Technology Program work directly with patients and have a special responsibility to abstain from the use of illicit drugs and/or alcohol. A student whose judgment and/or motor skills are affected by illicit drugs and/or alcohol could injure a patient. Consequently, this special drug and alcohol policy is applicable to students in the program. Hutchinson Community College Radiologic Technology students who are involved in clinical activities at Health Care facilities must comply with substance abuse regulations of the facilities as well.

It is further an expectation that students will abstain from the use of illicit drugs and/or alcohol within the 8-12 hours prior to participation in a learning experience in which care is provided to a patient in a work setting.

In the event the use of drugs and/or alcohol is suspected the college will be notified immediately. Cause for suspicion of illicit drug and/or alcohol use may be based upon such things as appearance, behavior, speech, breath, odor, possession of use of alcohol or drug containers or paraphernalia. Cause may also be based on involvement in a poor safety record, impairment of job performance, evidence or suspicion of impairment, or involvement in an incident or incidents which may pose a threat or potential liability to the clinical site.

Testing

The clinical site and college maintains the right to require students to provide urine and blood samples for chemical tests/analysis and to submit to breath analysis or other tests as necessary. The program will use the confirmatory method drug/alcohol screen. This is a two-step process. If a positive result is obtained from the screening method, the sample will be retested using the confirmatory method. Should the confirmatory test result be positive, the student will be dropped from the program. If the test result from the 1st step is positive, the student will be notified and will have the opportunity on that same day to submit a sample for testing at their own expense.

Students have the right to refuse to consent and cooperate in the required tests. Refusal to consent and cooperate in such tests by any student will be cause for dismissal from the program.

Consent

Students shall be required to sign a consent form authorizing an immediate urinalysis and/or blood test and/or breath test when testing is required under this policy. The consent form also authorizes the laboratory to inform the college of the test results. Students refusing to sign a consent form or to be tested, including refusing to submit to tests in a timely manner will be dismissed from the program. The student agrees that there is no physician-patient privilege implicated in obtaining the screen and that Hutchinson Community College is entitled to know the results of the screen.

Positive Results

If the result of the above screening is positive, the student will be allowed to continue in the Radiologic Technology Program on a probationary status. The student will be allowed to participate in the classroom and lab settings. No admittance to clinicals will be permitted. On the day of positive screening results, arrangements for transportation from the classroom, lab or clinical site will be made in collaboration with the student, the college, and the student's supervisor. Follow-up referral will be made within two working days to the chairperson of the HCC Substance Abuse Committee or appropriate designee. The committee will determine what sanctions and/or intervention referral the student will be subject to as described in the HCC policy.

Cost of Testing

The college will be responsible for the cost of the initial drug and/or alcohol testing.

Retesting

If the test result from the 1st sample is positive, the student will be notified and will have the opportunity on that same day to submit a second sample for testing at their own expense. The student will remain on probation and allowed to participate in classroom and lab setting, but will not be allowed to participate in clinical. Any recurrence will result in documentation by an instructor, notification of the program coordinator, and dismissal from the program.

ALCOHOL TESTING CONSENT FORM

I consent to provide samples of my blood, urine, or breath for the purpose of testing to detect the presence of alcohol.

I authorize the disclosure of test results to representatives of Hutchinson Community College.

I have read and fully understand the above consent and am aware that the results of this test may be subsequently used for discipline purposes, including dismissal.

Date

Print Name

Signature

Witness

DRUG TESTING CONSENT FORM

I consent to provide samples of my blood or urine for the purpose of testing to detect the presence of drugs.

I authorize the disclosure of test results to representatives of Hutchinson Community College.

I have read and fully understand the above consent and am aware that the results of this test may be subsequently used for discipline purposes, including dismissal.

Date

Print Name

Signature

Witness

Radiologic Technology Program

Declared Pregnancy Policy

A student who becomes pregnant has two options:

1. Student may voluntarily inform program officials in writing of the confirmed pregnancy and projected date of delivery.
 - a. The student would then withdraw from clinical Radiologic Technology courses during the pregnancy or sign a waiver allowing continuance in the program until delivery.
 - b. The student will meet with the program director and clinical coordinator to evaluate the clinical experience required for completion of the program.
 - c. The written notification can be withdrawn at any time.
2. Student may not inform program officials of pregnancy. The student cannot be considered pregnant without a voluntary written disclosure.

Each student must complete any clinical experience lost in excess of the current absence policy before she will become eligible for graduation and The ARRT National Registry examination. The student may have to delay completion of the clinical courses until space is available and/or be transferred to another site.

The student is expected to comply with the above procedures. Hutchinson Community College will not be held responsible for any complication relating to student pregnancy or delivery.

I have read, and agree to the policy stated above. My signature indicates full understanding of the policy.

Print Name _____

Student Signature _____

**ASSUMPTION OF RISK AGREEMENT
RELEASE AND INDEMNIFICATION AGREEMENT**

READ CAREFULLY BEFORE SIGNING

WHEREAS, the undersigned has been enrolled as a student in clinical radiologic technology courses offered by Hutchinson Community College; and

WHEREAS, the undersigned is pregnant and has informed the program coordinator of her pregnancy; and

WHEREAS, it is the policy of Hutchinson Community College that any student who becomes pregnant shall withdraw from clinical radiologic technology courses during pregnancy; and

WHEREAS, the undersigned does not desire to withdraw from such courses during pregnancy;

NOW THEREFORE, in consideration of the undersigned being permitted to continue in clinical radiologic technology courses during her pregnancy, the undersigned hereby releases and discharges Hutchinson Community College, and its trustees, agents, officers, servants and employees, of and from any and all liability, claims, demands, actions and causes of action whatsoever, arising out of or related to any loss, damage or injury, present or future, whether known or unknown, anticipated or unanticipated, to herself and/or to her child arising out of, or incident to the undersigned's participation in clinical radiologic technology courses offered by Hutchinson Community College, and the undersigned assumes the risk of any such damage or injury.

The undersigned further indemnifies and agrees to hold harmless the Hutchinson Community College, its trustees, agents, officers, servants and employees, of and from any and all claims, demands, actions and causes of action whatsoever, arising out of, or incident to the undersigned's participation in clinical radiologic technology courses offered by Hutchinson Community College.

I have read, understand and signed the foregoing Assumption of Risk Agreement, Release and Indemnification Agreement this

_____ day of _____, 20_____.

Print Name: _____

Student Signature: _____

Witness: _____

ACKNOWLEDGMENT OF RADIATION RISK DURING PREGNANCY

I _____, do acknowledge that I have received counseling
from _____, regarding my responsibilities during pregnancy.

The reading material listed below has been made available to me to demonstrate that the additional risk during my pregnancy is much less than that for most occupational groups. I further understand that although a second radiation monitor has been made available; this is simply added precautions and does not in any way convey that any assignment in an X-ray department is especially hazardous.

1. Medical Exposure of Pregnant and Potentially Pregnant Women.
2. Responses, Effects of Irradiation in Utero, and Protective Measures for the Pregnant Radiographer.

The completion of clinical courses have explained to me and I have had any questions answered to my satisfaction.

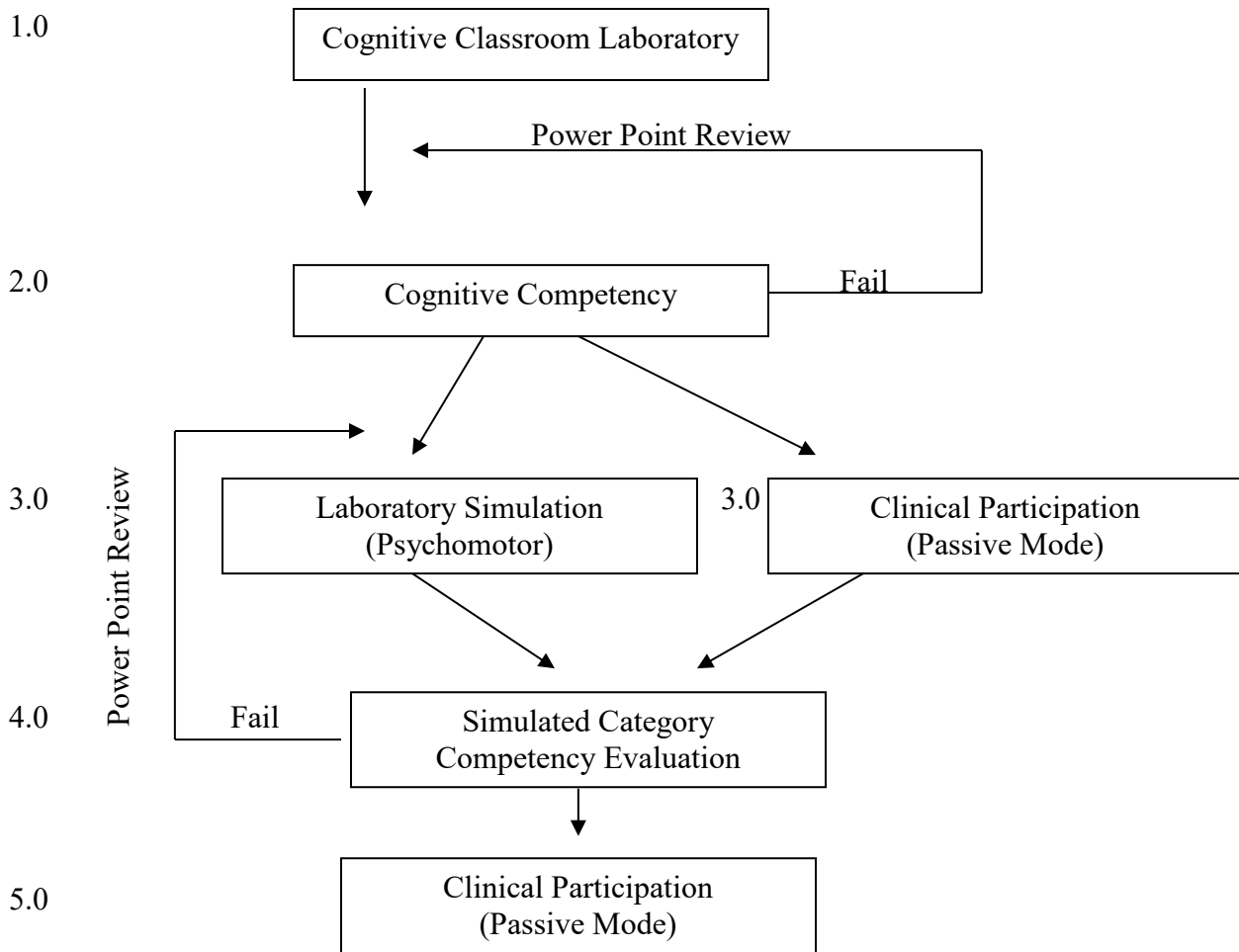
Date

Print Name

Signature

Program Director

**Chart I – First Year of Training Schematic
Flow Chart**



CLINICAL BASED COMPETENCY FLOW CHART DESCRIPTION FIRST YEAR

Cognitive

The student will attend lectures related to the subject matter deemed necessary to assure a meaningful clinical participation in the program. [1.0]

Cognitive Competency [2.0]

The student will attain those cognitive objectives as presented in the course. If the student fails, he/she will be assisted in reaching those objectives by means of a power point tutorial system.

Affective and Psychomotor [3.0]

The students proceed to laboratory simulation and the passive mode of clinical participation. [3.1]

Simulated Category Competency [4.0]

After sufficient laboratory experiences, the student will perform a simulated category competency examination from the program director at the end of each semester. If the student fails, he/she will be required to gain additional experiences in the laboratory. The student will then be re-evaluated.

The student must successfully complete all simulated competency evaluations before entering his second year of the program.

Clinical Participation [5.0]

The student will perform clinical observation in the passive mode under the direct supervision of a Radiologic Technologist. The student will continue clinical participation in the passive mode with the remaining categories until the simulated category competency has been completed in those categories.

FIRST YEAR CATEGORY COMPETENCY

Students in the first year of training will be required to successfully pass categories I, II, and III. When competency has been demonstrated in any category, clinical education centers will be notified. You are encouraged to assist examinations in that category under the direct supervision of a registered radiographer.

Category I - Upper Extremity

Chest	Humerus
Fingers	Shoulder
Hand	Scapula
Wrist	Clavicle
Forearm	Abdomen
Elbow	Abdominal Series
AC joints	

Category II - Lower Extremity

Toes	Femur
Foot	Hip
Ankle	Pelvis
Lower leg	Os Calcis
Knee	Patella
Intercondyloid fossa	S-I joints

Category III - Thorax and Spine

Ribs	Lumbar spine
Cervical spine	Sacrum
Thoracic spine	Coccyx
Sternum	

You must bring another classmate with you for the simulation. You will be required to simulate the examinations on that person. To pass the competency examination, you must perform three projections from that category with 85% accuracy. You will be given three opportunities to meet the 85% accuracy.

First Year Competency Evaluation

Radiologic Technology



Name _____ Projections _____

Criteria	Evaluation Scale			
Tube Angled Properly	0 or 5			
Tube Center Locked When Necessary	0 or 5			
Manipulate Equipment Safely	0, 1 or 2			
Proper Collimation	0, 3, or 5			
Patient Shielding	0 or 5			
Bucky (Image Receptor) Centered	0 or 5			
Image Receptor Placed Properly	0 or 2			
Patient/Part Centered Properly	0, 1, or 2			
Central Ray Directed Properly	0, 3, or 5			
Body part in Correct Position	0, 1, or 2			
Correct SID Used	0 or 5			
Correct Markers in Correct Location	0, 3, or 5			

Patient Comfort Taken into Account	0, 1, or 2			
Clear Instructions To Patient	0, 1, or 2			
Complete Instruction s Appropriate For Exam	0, 1, or 2			
Proper Breathing Instructions	0 or 5			

Comments:

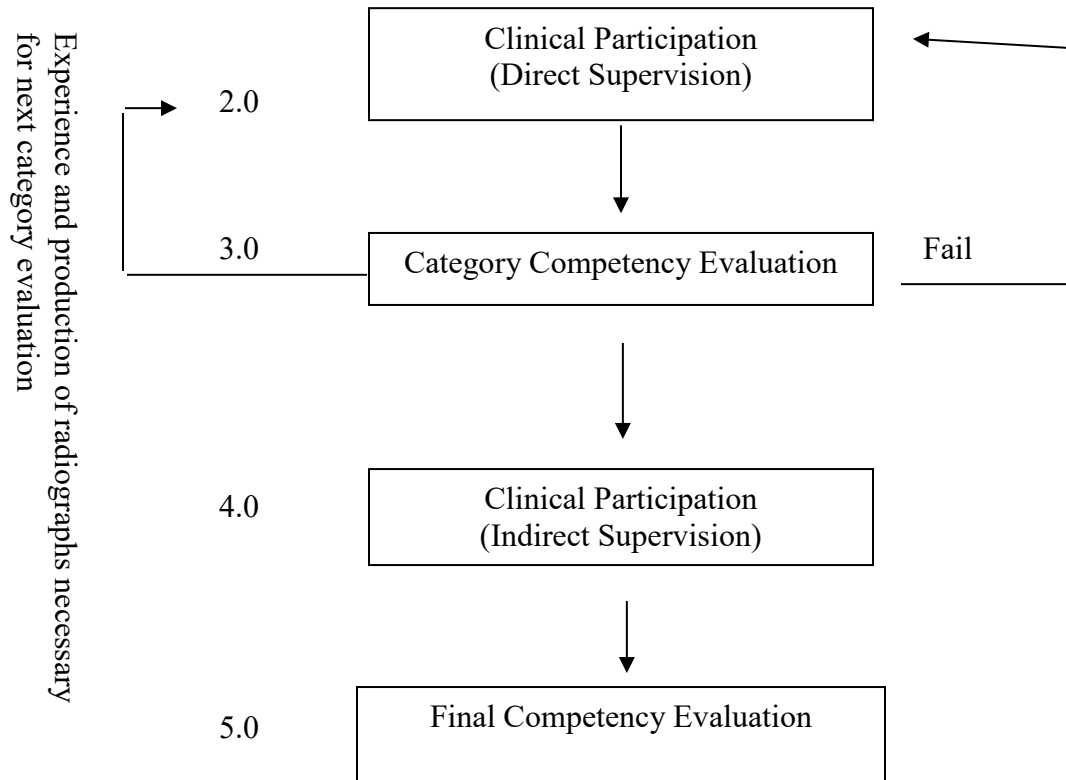
Student _____

Instructor _____

Date _____

Date _____

**Chart I –Second Year of Training Schematic
Flow Chart**



CLINICAL BASED COMPETENCY SCHEMATIC FLOW CHART DESCRIPTION

SECOND YEAR

2.0 Clinical Participation

- 2.1 The student begins his/her clinical participation by observing a practicing radiologic technologist.
- 2.2 Participation moves from a passive mode to a more active mode of assisting the radiologic technologist in radiographic examinations. The rate of student progress at this point is dependent upon the ability to comprehend and perform the various assigned tasks.
- 2.3 The student will be under the direct supervision of a radiologic technologist. When the student is able to demonstrate competency, the student will be under indirect supervision. A technologist must accompany a student for all portable and surgery exams in order to assure proper supervision.
- 2.4 The clinical instructor will determine the required number of times a specific radiologic examination must be satisfactorily performed or simulated prior to competency evaluation.

3.0 Competency Evaluation

When the student has demonstrated his/her ability to perform an examination, he/she will request a competency examination by the instructor or clinical supervisor. The student will demonstrate skills and competency of that particular radiographic examination with at least 85% accuracy. If the student fails the competency evaluation, he/she will be re-evaluated. The student will have two additional opportunities to receive 85% accuracy. If the student fails the competency upon the third attempt, he/she will be dismissed from the program.

4.0 Clinical Participation

- 4.1 Upon successful completion of a competency examination, the student is allowed to perform the examination with indirect supervision.
- 4.2 The student will continue to produce the examination while he/she is pursuing experience in other examinations.

5.0 Final Competency Evaluation

- 5.1 Upon successful completion of the required competency evaluations, the student will request a final competency evaluation from the clinical instructor. If a student fails one or more requirements of this examination, he/she shall return to that area of weakness and obtain additional experience as determined by the clinical instructor or clinical supervisor. After the required experience is completed, the student may request to be reevaluated.
- 5.2 The student must successfully complete the final clinical competency before graduation will be granted from the program. The student will be given only three opportunities to complete the final clinical competency with at least 85% accuracy. If the student does not receive at least 85% on the third attempt, he/she will be dismissed from the program.

NOTE: Students will NOT be granted transfers to other clinical sites for competency testing!

EVALUATING COMPETENCY

SECOND YEAR

A student may challenge a competency when he/she has demonstrated the ability to perform an examination by completing the required number of simulations and practice attempts under the direct supervision of a registered technologist. The clinical instructor, clinical supervisor or staff technologist will accommodate the students request for the competency evaluation as soon as possible.

The student will be given only three opportunities to obtain a minimum 85% score on competencies. If the student fails to achieve 85% or better on the third attempt, he/she will be dismissed from the program.

Students will be asked by the clinical instructors to perform spot competency checks. The spot competency will be assigned from the students list of successfully completed competencies.

Following the student's successful completion of a competency, the student will be under indirect supervision for that particular radiologic examination. The student will remain under direct supervision for those examinations in which competency has not been demonstrated.

Clinical I, II and III syllabi describe competency requirements for each semester. A final competency of five randomly selected projections is required for successful completion of Clinical III.

FINAL COMPETENCY EXAMPLE

Lateral Lumbar Spine
A.P. Knee
Oblique Hand

Oblique Ankle
RAO Stomach

**Hutchinson Community College
Radiologic Technology
Clinical Competency Evaluation
Competency Form**

Student _____ Competency Grade _____
Examination _____ Date of Comp _____ Time: _____

Please Circle: Mandatory or Elective Competency

When presented with the opportunity to perform the competency did the Student:

Evaluate the Requisition Sufficiently? YES () NO ()

Provide Adequate Physical Facility Readiness? YES () NO ()

(Each of the above is worth 1 point toward competency score.)

Procedure Evaluation

Performance Objective: Given a patient and the necessary radiographic equipment, the student should demonstrate with at least 85% competency, the ability to:

1. provide proper patient-student technologist relationship by:	Evaluation Scale	Score
a. addressing the patient by name.	0 or 2	
b. explaining exam in lay terms.	0,1, or 2	
c. instilling confidence in patient.	0,1, or 2	
d. keeping patient clothed and covered modestly	0 or 2	

2. demonstrate proper positioning skills by:	Evaluation Scale	AP	LAT	OBL
a. selection of the proper cassette size	0, or 2			
b. correct alignment of the cassette.	0,1, or 2			
c. correct positioning of the patient and/or part.	0,1, or 2			
d. correct alignment of tube object and film.	0,1, or 2			
e. give proper patient and breathing instructions.	0, or 2			
f. completing exam within a reasonable time.	0,1, or 2			

3. demonstrate proper equipment manipulation By:	Evaluation Scale	AP	LAT	OBL
a. maneuvering the tube, bucky and table properly.	0, or 2			
b. selecting the proper distance.	0, or 2			

4. provide proper radiation protection by:	Evaluation Scale	AP	LAT	OBL
a. properly collimating	0, 1, or 2			
b. appropriately shielding of the patient and staff.	0, or 2			

Comments:

Image Evaluation

Performance objective; Given a patient and the necessary radiographic equipment, the student should produce a satisfactory radiograph with at least 85% competency, that demonstrates:

5. proper anatomical part or parts by:	Evaluation Scale	AP	LAT	OBL
a. demonstrating anatomy in proper perspective (AP,LAT, OBL, etc.).	0, 1, or 2			
b. demonstrating all pertinent anatomy on the radiograph	0, or 2			

6. proper technique selection by demonstrating:	Evaluation Scale	AP	LAT	OBL
a. adequate contrast.	0, 1, or 2			
b. sufficient density.	0, 1, or 2			
c. proper compensation for pathology.	0, 1, or 2			

7. proper film identification by correct placement and visualization of:	Evaluation Scale	AP	LAT	OBL
a. appropriate positioning markers (R/L, upright, decub, etc.).	0, or 2			
b. date and Patient information blocker.	0, or 2			

proper radiation protection by production of an acceptable image	0 through 5			
--	-------------	--	--	--

Comments:

Evaluation Scale-The clinical competency evaluation is written in objective form, with a 0 = unsuccessful performance of an objective, 1 = minor improvement of objective needed, 2 = successful performance of an objective.

Critical Analysis

Performance Objective: Did the student select the appropriate technical factors and show awareness of patient exposure when utilizing an AEC device?

(If the AEC was utilized have the student demonstrate awareness by identifying patient exposure using the mAs indicator.)

Objective	Yes/No/NA	Technical Factor Selected. Or Exposure
Did the student select an appropriate kVp?		
Did the Student select an appropriate mA, time combination?		
Did the Student select the appropriate AEC detectors?		

Performance Objective: List 6 anatomic structures and ask the student to identify each. Indicate if the student correctly identified the structure by placing a Yes or a No in the blank provided.

Projection:	Structure:	Correctly Identified: Yes/No

Performance Objective: Ask the student to list 4 image evaluation criteria for one projection. Indicate with a Yes or No if the student was able to demonstrate those criteria on the radiographic image.

Projection:

Image Criteria:	Correctly Demonstrated: Yes/No

Performance Objective: Ask the student how he or she would correct 2 hypothetical errors on any of the images produced. Indicate if the student was able to develop a plan that would correct each hypothetical error.

Error:	Appropriate Corrective Action: Yes/No

What could the student have done that would have improved performance:

Evaluators overall Impression:

Regarding the student’s professionalism and/or performance skills as compared to others, and in regard to time frame, I suggest that this student should:

() Continue Clinical Training () Dismiss from Clinical Training

Evaluator Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

Clinical Instructor Signature: _____

**Hutchinson Community College
Radiologic Technology
Clinical Competency Evaluation
C-Arm/Surgical Competency Form**

Student _____ Competency Grade _____

Procedure _____ Date of Comp _____ Time: _____

Procedure Evaluation

Performance Objective: Given a patient and the necessary radiographic equipment, the student should demonstrate with at least 85% competency, the ability to:

1. Demonstrate ability to prepare the facility. Was the student able to:	Evaluation Scale	Score
a. Determine the starting position of the c-arm and appropriate placement of the monitor and pedal control?	0 or 2	
b. Examine the surgical suite and remove any obstacles before bringing the c-arm into the room?	0 or 2	
c. Drive the equipment into the correct surgical suite without bumping personnel or other surgical equipment?	0 or 2	
d. Manually enter correct patient and exam information?	0 or 2	

2. Demonstrate knowledge of the c-arm equipment. Was the student able to:	Evaluation Scale	Score
a. Connect the monitor to the c-arm and plug both units into the appropriate electrical outlet?	0, or 2	
b. Switch the unit on and off?	0 or 2	
c. Select the appropriate imaging mode?	0 or 2	
d. Use collimators appropriately?	0 or 2	
e. Correctly orient the image?	0, or 2	
f. Ready the imaging system in a reasonable amount of time?	0,1, or 2	

3. Provide proper radiation and patient protection. Did the student:	Evaluation Scale	Score
a. Ensure that everyone in the room was provided the appropriate radiation safety equipment?	0, or 2	
b. Keep exposure time to a minimum?	0, or 2	
c. Correctly document fluoro time? (if appropriate)	0, or 2	
d. Observe and not interfere with the sterile field?	0, or 2	

4. Demonstrate proper equipment manipulation. Was the student able to:	Evaluation Scale	
a. Use c-arm locks appropriately?	0 or 2	
b. Comfortably move the c-arm? I.e. up/down, Lateral/oblique, in/out, swivel.	0,1, or 2	
c. Quickly and correctly respond to the surgeon's or physician's requests?	0,1, or 2	
d. Instill confidence in the surgical team?	0,1, or 2	

5. Demonstrate proper image manipulation. Was the student able to:	Evaluation Scale	
a. Chose the correct part program (i.e. chest, abdomen, extremity) or select the appropriate technical factors for the part to be imaged?	0 or 2	
b. Correctly reverse or rotate the image when asked?	0,1, or 2	
c. Correctly transfer images from monitor A to monitor B?	0,1, or 2	
d. Correctly freeze, save, recall and forward images as requested?	0,1, or 2	
6. Demonstrate knowledge of department workflow. Did the student:	Evaluation Scale	
a. Correctly print, or digitally send images to the appropriate location?	0 or 2	
b. Disassemble the imaging equipment without disturbing the surgical team?	0 or 2	
c. Return the imaging unit to its storage location and charge it as needed?	0 or 2	

Technologist's Comments:

What could the student have done that would have improved performance:

Evaluators overall Impression:

Regarding the student's professionalism and/or performance skills as compared to others, and in regard to time frame, I suggest that this student should:

Continue Clinical Training **Be dismissed from Clinical Training.**

Evaluator Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

Clinical Instructor Signature: _____

Clinical Competency Evaluation Actual Competency Form Fluoroscopy/Digital Fluoroscopy

Student _____ Competency Grade _____

Examination _____ Date of Comp _____ Time: _____

Please Circle: Mandatory or Elective Competency

Please Circle One: Was this exam performed on a: Actual Patient or Simulated Patient

When presented with the opportunity to perform the competency did the Student:

Evaluate the Requisition Sufficiently? YES () NO () *(this is worth 1 point toward competency score.)*

Fluoroscopic Procedure Evaluation

Evaluation Scale This portion of the clinical competency evaluation is written in objective form, with a

0 = unsuccessful performance of an objective,

1 = minor improvement of objective needed,

2 = successful performance of an objective.

Performance Objective: Given a patient and the necessary fluoroscopic equipment, the student should demonstrate with at least 85% competency, the ability to:

1. Provide proper patient-student technologist relationship by:	Evaluation Scale	Score
a. consistently addressing the patient by name.	0,1, or 2	
b. explaining exam in lay terms.	0,1, or 2	
c. instilling confidence in patient.	0,1, or 2	
d. consistently keeping patient clothed and covered modestly	0,1, or 2	

2. Demonstrate knowledge of fluoroscopic exam by:	Evaluation Scale	Score
a. correct and appropriate room preparation.	0,1, or 2	
b. correct and appropriate preparation of the patient.	0,1, or 2	
c. correctly preparing and administering contrast media.	0,1, or 2	
d. giving the patient correct and appropriate instructions.	0,1, or 2	
e. efficiently and effectively assisting radiologist.	0,1, or 2	

3. Demonstrate proper fluoroscopic equipment manipulation by:	Evaluation Scale	Score
a. appropriately maneuvering the table, fluoroscopy and viewing equipment.	0,1, or 2	
b. appropriately maneuvering the x-ray tube, table, and bucky.	0,1, or 2	

4. Provide proper radiation protection during fluoroscopy by:	Evaluation Scale	Score
a. appropriate shielding of patient, self and staff.	0,1, or 2	
b. appropriate and effective use of distance during exposure.	0,1, or 2	

Post Fluoroscopy Radiographic Imaging

Evaluation Scale This portion of the clinical competency evaluation is written in objective form, award the student 1 point per projection for correctly performing each objective. Please indicate the number of projections performed.

Performance Objective: Given a patient and the necessary radiographic equipment, the student should demonstrate on at least 85% of the projections performed, the ability to:

5. Demonstrate proper positioning skills by:	Score
Please indicate the number of projections performed	
a. selection of appropriate image receptor.	
b. correct alignment of the image receptor.	
c. correct positioning of the patient and/or part.	
d. correct central ray alignment.	
e. give proper patient and breathing instructions.	
f. complete each exposure within a reasonable time.	

6. Provide proper radiation protection by:	Score
a. appropriately shielding of the patient and staff.	
b. proper collimation used for post fluoroscopy images.	
c. producing exposure index numbers within an acceptable range.	
7. Proper radiation protection by production of an acceptable image	

Image Evaluation

Evaluation Scale This portion of the clinical competency evaluation is written in objective form, *award the student 1 point per projection for correctly performing each objective. Please indicate the number of projections performed.*

Performance objective; Given a patient and the necessary radiographic equipment. On at least 85% of the projections performed the student will produce a satisfactory radiograph that demonstrates:

8. Proper anatomical part or parts by:	Score
a. demonstrating anatomy in proper perspective (AP,LAT, OBL, ect.).	
b. demonstrating all pertinent anatomy on the radiograph	

9. Proper KVp and mAs selection by:	Score
a. demonstration of adequate contrast.	
b. demonstration of sufficient density.	
c. properly compensating for a known pathological condition.	

Digital imaging only.

10. Proper post image processing and archiving:	Score
a. by assuring that correct patient identification and image information is displayed on the image.	
b. windowing to an acceptable density.	
c. image set, correctly filled and sent to the appropriate destination.	

Conventional imaging only.

11. Proper film identification by correct placement and visualization of:	Score
a. appropriate positioning markers (R/L, upright, decub, ect.).	
b. correct date and patient information.	

Evaluators overall impression and comments:

Regarding the student’s professionalism and/or performance skills as compared to others, and in regard to time frame, I suggest that this student should:

Continue Clinical Training Be dismissed from Clinical Training.

Evaluator Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

Clinical Instructor Signature: _____

Simulated Spot Competency Evaluation: Sophomore

Student: _____

Date: _____

Exam Simulated _____

Final Grade _____

Exam Preparation		
In preparing the room and patient for the exam, did the student:		Score
1. identify the projections to be performed?	0,2	
2. adequately describe patient preparation for the exam?	0,1,2,3	
3. adequately prepare the imaging suite for the procedure?	0,1,2,3	
Total Score Exam Preparation:		

Comments:

Positioning					
Did the student simulate the exam correctly by demonstrating appropriate:		AP/PA	Lateral	Oblique	Other
4. Manipulation of the radiographic table or wall unit, and the image receptor holder?	0,1,2				
5. manipulation of the radiographic tube?	0,1,2				
6. alignment of the image receptor?	0, 3, 5				
7. alignment of the central ray?	0, 3, 5				
8. positioning of the part of interest?	0, 3, 5				
9. source to image distance?	0, 3, 5				
Scores					
Total Score Positioning					

Comments:

Radiation Safety					
Did the student protect the patient by:		AP/PA	Lateral	Oblique	Other
10. using appropriate collimation	0, 3, 5				
11. providing shielding when appropriate.	0 or 5				
12. (identify when & why shielding is not appropriate)					
Scores					
Total score Radiation Safety					

Comments:

Patient Care					
Did the student instill patient comfort and confidence by:		AP/PA	Lateral	Oblique	Other
13. providing clear and concise patient instructions?	0,1,2				
14. simulating appropriate protection of the patients modesty?	0,1,2				
15. using appropriate methods to insure patient comfort?	0,1,2				
16. completing the exposure within a reasonable time?	0, 3, 5				
Scores					
Total Score Patient Care					

Comments:

Image Production					
Did the student:		AP/PA	Lateral	Oblique	Other
17. correctly use all image identification markers?	0,1,2				
18. set technical factors that would under normal circumstances produce an acceptable radiograph?	0 or 5				
19. use appropriate breathing instructions?	0 or 5				
Scores					
Total Score Image Production					

Comments:

Additional Comments:

Student Comments:

Scoring (55 points per Position)	
Category	Percentage
Positioning	
Radiation Safety	
Patient Care	
Image Production	
Exam Preparation Questions (9 points possible)	
Final Average	

Instructor Signature: _____

Student Signature: _____

**Hutchinson Community College and Area Vocational School
Radiologic Technology
Final Simulated Competency Evaluation**

Student _____ Competency Grade _____
Projection _____ Date of Evaluation _____

Projection Evaluation

Performance Objective: Given a patient and the necessary radiographic equipment, the student should demonstrate with at least 85% competency, the ability to:

- Evaluate Requisition Sufficiently () Yes () No
- Provide Adequate Facility Readiness () Yes () No
- Provide Proper Patient-Tech Relationship by

Addressing Patient by name	0 or 2	
Explaining exam in lay terms	0, 1 or 2	
Instilling Confidence in Patient	0, 1 or 2	
Assuring patient comfort and modesty	0 or 2	

• **Demonstrate Proper Positioning Skills By:**

Completing exam within a reasonable time	0, 1 or 2	
Selection of proper cassette type and size	0 or 2	
Proper use of bucky and cassette to part alignment	0, 1 or 2	
Correct patient position	0, 1 or 2	
Correct alignment of tube, part and cassette	0, 1 or 2	
Use of appropriate patient instructions (breathing ect)	0 or 2	

• **Demonstrate Proper Equipment Manipulation by:**

Maneuvering tube, bucky, and table top properly	0 or 2	
Selection of proper SID	0 or 2	

• **Provide Proper Radiation Protection By:**

Use of proper collimation	0, 1 or 2	
Use of patient shielding	0 or 2	

Simulated Image Evaluation

Performance Objective: Given a patient and the necessary radiographic equipment, the student will simulate the requirements that would produce a satisfactory radiograph with at least 85% competency through.

• **Proper Technique Manipulation By:**

Appropriate mAs or photo-timer selection	0, 1 or 2	
Appropriate KVP selection	0, 1 or 2	

• **Proper Film Identification By:**

Use of appropriate directional markers in the proper location	0 or 2	
---	--------	--

• **Radiation protection By**

Simulating all requirements that would produce and acceptable image in only 1 exposure	0 to 5	
--	--------	--

Comments

Evaluator's Overall Impression

Regarding the student's professionalism and/or performance on this simulated competency at the end of his or her clinical training this student should:

- () Be recommended for Licensure () Note be recommended for Licensure

Student's Signature: _____ Date: _____

Instructor's Signature: _____

DEFINITION OF TERMS

Passive Mode:	Observation
Direct Supervision:	Student supervision by a qualified practitioner, who reviews the procedure in relation to the student's achievement, evaluates the condition of the patient in relation to the student's knowledge, is present during the procedure, and reviews and approves the procedure. A qualified radiographer is present during the student performance of a repeat of any unsatisfactory radiograph.
Indirect Supervision:	Supervision is provided by a qualified practitioner immediately available to assist students regardless of the level of student achievement.
Immediately Available:	The physical presence of a qualified practitioner adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use.
Qualified Practitioner:	A radiographer possessing American Registry of Radiologic Technologists Certification or equivalent and active registration in the pertinent discipline and practicing in the profession.
Power Point Review:	Bontrager positioning series.
Competency Evaluation:	The procedure by which a student's performance and resulting radiographic images are evaluated. The minimum acceptable level is 85%.
Final Competency Evaluation:	A series of non-related radiographic projections to re-evaluate student's competency prior to second year and graduation.
Simulation:	The student will perform radiographic examinations on the phantom, or on another person. [Not a patient] Exposure will be simulated.
Clinical Participation:	Observation, assisting, performing under direct supervision or indirect supervision.

COMMUNICABLE DISEASE POLICY

The following shall be regarded as program policy:

1. All students are required to have a physical examination with a favorable recommendation prior to entering the program.
2. Students are sometimes subject to exposure to illness which may result in their becoming carriers of a disease, although not actually sick themselves. Each student is responsible for reporting to the head of the radiology department, any colds, sore throats, skin lesions, fever, diarrhea, vomiting, conjunctivitis, or any other condition which could be transmitted to a patient and therefore patient contact should be avoided.
3. If the hospital/clinic deems it appropriate, the student will report to the infection control nurse/officer, and the hospital/clinic will retain the right to exercise any infection control policy for students which applies to their own employees.
4. Students will not participate in any clinical experience with the following illnesses; a physician's release will be necessary before resuming the clinical experience.
 - a. Streptococcal Infections
 - b. Herpes Simplex
 - c. Herpes Zoster
 - d. Dysentery–Confirmed Organism
 - e. Staphylococcal Infections
 - f. Hepatitis
 - g. Tuberculosis
 - h. Influenza
 - i. HIV or AIDS
5. The hospital/clinic will retain the right to require the student to see a physician and to secure a physician's release before permitting the student to return to the department for any condition deemed necessary.

Program Variance Reporting

A program variance is an incidence involving or witnessed by a student which occurs during a student's scheduled training. A variance results in injury or possible injury to the student(s), a patient, a visitor or clinical affiliate employee, or is an action that may be deemed unethical, illegal or violation of a patient's rights.

Immediately following the incident, the student will first comply with clinical affiliate protocol regarding variance (incident) reporting. Once the clinical facility's requirements are met the student is to complete an HCC Radiologic Technology Program Variance Report and immediately submit it to one of the faculty members. In the event the student is injured he or she is to follow clinical facility policy regarding injury to an employee. The student may be required to provide a physician's release before returning to training. Any medical expenses incurred due to injury during training are the responsibility of the student. Any missed clinical training time will be considered an excused absence and subject to the program attendance policy.

HARASSMENT

HCC Policy Number: 1051

Hutchinson Community College ("the College") is committed to maintaining an environment that supports educational programs to develop individuals capable of applying enlightened judgment in their professional, personal, and social lives. In the furtherance of this objective, it is the official policy of the College to prohibit discrimination, harassment (including sexual harassment and sexual violence), and retaliation against individuals or groups of individuals based on race, color, ethnic or national origin, sex, sexual orientation, gender identity, marital status, genetic information, religion, age, ancestry, disability, military status, or veteran status in all aspects of College life and /or employment with the College.

To prevent discrimination, the College has established procedures which are outlined in its Affirmative Action Plan and EEO policies. The goal of these procedures and policies is to prevent the occurrence of these discriminatory acts, to assist victims in obtaining relief, and to provide appropriate consequences for those who by their actions practice, promote, or condone such discrimination.

Discrimination

In this Policy, discrimination is treating an individual adversely in employment, housing, or academic decisions based on race, color, ethnic or national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status without a legitimate, nondiscriminatory reason for the treatment, or maintaining seemingly neutral policies, practices, or requirements that have a disparate impact on employment, on-campus housing, or academic opportunities of members of protected groups without a valid business or academic reason.

Harassment

In this Policy, the term "harassment" can have two different definitions, depending on where the alleged conduct takes place and its context. Harassment meeting either of these definitions is considered discrimination.

- i. In the work and on-campus housing environment, "harassment" is:

Conduct toward a person or persons based on race, color, ethnic or national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status that: (1) has the purpose or effect of: (a) creating an intimidating, hostile, or offensive work environment or on-campus housing environment for the person(s); or (b) unreasonably interfering with the work or on-campus housing of the person(s); and (2) is sufficiently severe or pervasive that it alters the terms, conditions, or privileges of a person's employment or use of on-campus housing.

- ii. In the academic environment, "harassment" is:

Conduct toward a person or persons based on race, color, ethnic or national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status that: (1) has the purpose and effect of: (a) creating an intimidating, hostile, or offensive educational environment for the person(s); or (b) unreasonably interfering with the academic performance or participation in any College-sponsored activity of the person; or (c) threatening the academic opportunities of the person; and (2) is sufficiently severe or pervasive that it alters the terms, conditions, or privileges of the person's academic opportunities or participation in College-sponsored activities.

(Continued)

Whether conduct is sufficient to constitute "harassment" is evaluated under the totality of the circumstances, including the frequency of the conduct, its severity, whether it is physically threatening or humiliating, or merely an offensive utterance. These factors are evaluated from both subjective and objective viewpoints, considering not only the effect that conduct actually had on the person, but also the impact it would likely have had on a reasonable person in the same situation. The conduct must subjectively and objectively meet the definition to be "harassment" under this Policy. Repeated incidents, even where each would not, on its own, constitute harassment, may collectively constitute harassment under these definitions.

Depending on the circumstances, some occurrences may require evaluation under both definitions.

Sexual harassment

Like harassment on the basis of race or religion, sexual harassment is a form of prohibited discrimination. Sexual harassment on campus or in other settings related to College employment or enrollment, is unlawful as well as unethical, and will not be tolerated. The College will respond promptly to complaints of sexual harassment, and, where it is determined that sexual harassment has occurred, will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate. This Policy applies to all activities of the College, whether on campus or off campus. With the adoption of this Policy on sexual harassment, the College reaffirms its commitment to maintaining an environment free of intimidation, fear, reprisal, and coercion—one in which staff, faculty, and students can develop intellectually, professionally, personally, and socially.

While this Policy sets forth the College's goal of promoting a work and educational environment that is free from harassment and/or prohibited discrimination, the Policy is not designed or intended to limit the College's authority to discipline or take remedial action for conduct that the College deems inappropriate or unacceptable, regardless of whether that conduct satisfies the legal definition of harassment and/or prohibited discrimination.

Definition of Sexual Harassment

Both federal and state laws define and prohibit sexual harassment in employment and in providing educational services to students. Sexual harassment is any behavior which, through inappropriate sexual content or disparagement of members of one sex, interferes with an individual's work or learning environment. Behavior, whether verbal or physical, constitutes sexual harassment if:

- A. a person is intimidated by the threat, overt or implicit, that any education or employment decision may be affected by an unwillingness to tolerate or accept sexual attentions (those decisions may involve grades, recommendations, evaluations, and all decisions about the requirements, terms, and conditions of employment or learning);
- B. a person is required to tolerate or accept sexual attentions as a condition of employment or learning;
- C. the behavior creates an environment that is intimidating, hostile, or offensive for members of one sex, and thus interferes with a person's ability to work or learn;
- D. any educational or employment decision has been affected by a person's refusal to comply with or tolerate inappropriate sexual behavior; or
- E. any reprisals are taken for reporting or objecting to sexual harassment.

(Continued)

Under (A) above, direct or implied requests by a supervisor, professor, athletic coach or trainer, or other individual responsible for work or academic evaluations for sexual favors in exchange for actual or promised job or academic benefits constitutes sexual harassment. Benefits include grades, academic assignments, research opportunities, favorable reviews and recommendations, salary increases, promotions, increased benefits, and continued employment or enrollment.

Sexual harassment can occur between individuals of the same gender and regardless of sexual orientation. The same standards that apply to harassment between individuals of the opposite sex apply to harassment involving individuals of the same sex.

Prohibited is any behavior that represents repeated or unwanted sexual attention or sexual advances, including that between co-workers or students.

Examples of Conduct

While it is not possible to list all circumstances that constitute sexual harassment, the following are some examples of conduct that may constitute sexual harassment depending upon the totality of the circumstances, including severity of the conduct and its pervasiveness:

- Unwelcome sexual advances—whether they involve physical touching or not;
- Threats or insinuations that a person's employment, wages, academic grade, promotional opportunities, classroom work assignments or other conditions of employment or academic life may be adversely affected by not submitting to sexual advances;
- Dissemination of sexually explicit voicemail, email, graphics, downloaded material or web sites;
- Unwelcome sexual epithets, sexual jokes, written or oral references to sexual conduct, gossip regarding one's sex life;
- Unwelcome comments about an individual's sexual activity;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, sexual behavior, or sexual gestures;
- Unwelcome inquiries into another's sexual experiences;
- Unwelcome discussion of one's sexual activities;
- Sexual violence;
- Creating a hostile environment for others by engaging in harassing conduct that affects the workplace, or the teaching or research environment, or affects others' ability to compete for grades, research opportunities, academic or work assignments, compensation, and/or employment benefits. In addition to the conduct described above, romantic involvement (even if consensual) between supervisors and subordinates or between a faculty member and a student may create a hostile environment. Depending on the totality of the circumstances and the nature of the complaint, the fact that a relationship began as a consensual relationship may not be a defense to a claim of sexual harassment.

Definition of Sexual Violence

In this Policy, the term "sexual violence" refers to a physical act perpetrated against a person's will, or where a person is so incapacitated that he or she is incapable of giving consent due to the use of drugs or alcohol, or where a person is incapable of giving consent due to an intellectual or other disability. A number of different acts fall into the category of sexual violence, including but not limited to, rape, sexual assault, sexual battery, and sexual coercion. Use of alcohol or other drugs by a perpetrator or victim does not excuse acts of sexual violence.

(Continued)

The determination regarding the presence or absence of consent shall be based upon the totality of circumstances in a particular case, including the context in which the alleged incident(s) occurred. Consent will not necessarily be inferred from silence or passivity alone.

Sexual violence meeting this definition is considered sexual harassment, and is therefore considered to be discrimination.

Informal Resolution

An individual who believes he or she has been subjected to sexual harassment is advised to make it clear to the offender that such behavior is offensive. Early informal methods are often effective in correcting questionable behavior or resolving incidents of possible harassment.

If such methods are not possible or have not resolved the matter, then the matter should, as soon as possible, be brought to the attention of the Affirmative Action Officer or designee. This will ensure that prompt efforts will be made to help assess the situation, and determine what informal or formal steps are necessary.

Formal Complaint

A formal complaint is considered a written complaint filed with the College's Affirmative Action Officer. A formal complaint should include as much information as possible regarding the alleged conduct or incidents, including but not limited to: the dates and locations of the conduct; the effect the conduct has had on employment, learning or living environment, or the complainant's ability to participate in College programs or activities; and the name of the person alleged to have engaged in the conduct. The individual with a complaint must file his/her written complaint with the College's Affirmative Action Officer.

In the event of a sexual violence complaint, the Vice President of Student Services should interview the complainant, with the understanding that the College is obligated to investigate if it has enough information to do so. The Vice President of Student Services should explain to the complainant that the College may not be able to ensure confidentiality. The Vice President of Student Services should also encourage the complainant to file a complaint with the City Police or County Sheriff with appropriate jurisdiction.

If the Vice President of Student Services determines there is not sufficient information for an investigation, the Vice President of Student Services submits a written report to the College's Affirmative Action Officer explaining why the information was insufficient, and should document

whether the complainant refused to provide information that would be necessary for a College investigation.

When the College's Affirmative Action Officer receives a formal complaint, the Affirmative Action Officer will promptly investigate the allegation. An investigator will determine facts that support

findings about the complaint. The investigation generally will include interviews with (1) the complainant; (2) the respondent; (3) witnesses (if any and if deemed necessary by the College); and others as determined by the investigator.

All employees are expected to cooperate fully in efforts to investigate and enforce this Policy. When the College has completed the investigation, the findings of the investigation will be shared with the complainant, the respondent, and others involved only to the extent appropriate.

Confidentiality

The College recognizes that in the investigation of a sexual harassment and/or prohibited discrimination complaint in most circumstances it will be important to protect the confidentiality of and/or information about the complainant, the accused, and/or witness(es). In each investigation, the need for confidentiality in the investigation will be determined by the investigator. The investigator will take into consideration whether confidentiality is necessary to:

- A. protect the confidentiality of and/or information about an individual (such as the complainant, the accused, a student, another employee);
- B. protect evidence (emails, documents, or other things) that might be destroyed or modified;
- C. protect a witness (such as a student or another employee) from being pressured to change or fabricate a statement; or
- D. avoid an attempt to cover up improper conduct.

Actions taken in each investigation shall be conducted with as much privacy, discretion, and confidentiality as determined necessary by the investigator (using the factors described above) without compromising the thoroughness and fairness of the investigation. The investigator will instruct all persons involved in an investigation concerning the degree of confidentiality determined necessary (as outlined above) for the investigation. Information about individual complaints and their disposition will be shared only on a “need to know” basis. However, even informal efforts to end harassment may require that an accused harasser learn of the identity of the complainant. The College will work closely with students and/or employees to ensure their ability to complete their academic program or continue to work during all stages of investigating a formal complaint of sexual harassment.

Disciplinary Action

If it is determined that an employee or student has engaged in sexual harassment or other inappropriate conduct, the College will take action appropriate under the circumstances. Such action may include written warnings, required counseling, probation, suspension, termination, or expulsion, and it may include such other forms of disciplinary action as the College deems appropriate. Likewise, if it is determined that a complainant invoked the investigatory process in bad faith or knowingly presented false or misleading information, appropriate disciplinary action may be taken.

Grievance Procedure

Reference current published grievance procedure.

No Retaliation for Filing or Assisting with a Complaint of Sexual Harassment

Retaliation against any individual for making a good faith complaint of sexual harassment or for assisting in good faith in the investigation of such a complaint is illegal and will not be tolerated. All acts of retaliation are subject to disciplinary action. Individuals who believe they have been subject to retaliation should immediately report their concerns to the Affirmative Action Officer.

Commitment to Awareness and Response Training

The College provides regular sexual harassment awareness and response training programs for supervisors and individuals identified with responsibilities in this Policy.

State and Federal Agency Complaints

In addition to the above, an individual who believes he or she has been subjected to harassment may file a formal complaint with government agencies with jurisdiction. Using the College's complaint process does not prohibit an individual from filing a complaint with any of these agencies:

- The Kansas Human Rights Commission (KHRC) (www.khrc.net)
- Equal Employment Opportunity Commission (EEOC) (www.eeoc.gov)
- Office of Civil Rights of the Department of Education (www2.ed.gov/ocr)

Specific requirements and time frames exist for filing with these agencies.

Christopher Lau, Affirmative Action Officer
Hutchinson Community College – Student Success Center
1300 North Plum
Hutchinson, KS 67501
1-800-289-3501 x3583
lauc@hutchcc.edu

WORKPLACE HAZARDS **Workplace Violence Policy**

The safety and security of Hutchinson Community College employees, students and patrons are very important. Threats, threatening behavior, acts of violence, or any related conduct which disrupts another's work performance or the organization's ability to execute its mission will not be tolerated.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on owned or leased property, or at a college sponsored event of Hutchinson Community College may be removed from the premises, program or activity pending the outcome of an investigation. Threats, threatening behavior, or other acts of violence executed off college-owned or leased property but directed at Hutchinson Community College employees while conducting official college business, is a violation of this policy. Off-site threats include but are not limited to threats made via the telephone, fax, electronic or conventional mail, or any other communication medium.

Violations of this policy will lead to disciplinary action that may include dismissal, arrest, and prosecution. In addition, if the source of such inappropriate behavior is a member of the public, the response may also include barring the person(s) from college-owned or leased premises, termination of the business relationships with that individual, and/or prosecution of the person(s) involved.

Employees are responsible for notifying their supervisor of any threats that they have witnessed, received, or have been told that another person has witnessed or received. Employees should also report any behavior they have witnessed which they regard as threatening or violent when the behavior is job related or might be carried out on college-owned or leased property or in connection with Hutchinson Community College employment.

Each employee who has received a protective or restraining order which lists college-owned or leased premises as a protected area is required to provide their supervisory with a copy of such order.

CELL PHONES and SOCIAL MEDIA

During the first year and second year, cell phones **must** be turned off during all classes, lab sessions and lab practice times because of their disruptive nature. You will **not** be allowed to carry them with you for your observation times.

During the second year of training, the student's attention should be directed toward the patient and reflect conduct appropriate to the profession. Therefore, students are **not** allowed to carry cell phones or any type of electronic messaging device during clinical training. Cell phones are to be turned off and stored in a secure place at all times. In the event a student intentionally or unintentionally disregards this policy he/she will be asked to remove the device from the clinical facility and one hour will be deducted from their personal time. Students are encouraged to use the clinical facilities phone system in cases of emergency and should collect department phone numbers during the facilities orientation.

Social Media

The use of social media such as Facebook, YouTube, My Space, Twitter, Allnurses.com, blogs, etc., provides the ability for students to communicate with and receive support from their peers. It is your professional responsibility to be aware that information published on any of these sites is available to the public. Therefore, confidential or sensitive information related to any individual or agency associated with your training cannot be disclosed.

HIPAA law must be followed at all times. Personal Health Information concerning clients/patients must not be shared verbally, in writing, or posted in any online forum or web page, even without specific patient identifiers.

HCC Laptops 2nd Year Only

HCC has provided the clinical affiliates with laptops for HCC Radiology student use only. Laptops are to be used to complete HCC radiology coursework and testing only. Coursework should not interfere with clinical training. Therefore, the laptops should only be out of their storage in instances that all other departmental duties and training opportunities are completed. In order to insure that the use of a laptop is appropriate the student is required to ask the clinical supervisor or imaging department director if he or she can bring a laptop out. Use of the HCC laptops is considered a privilege. In the event a clinical supervisor or clinical instructor deems a laptop is being used inappropriately the student will be asked to immediately put it back into storage.

The following are to be considered anytime a laptop is in use:

- The Clinical Supervisor and/or Clinical Instructor may suspend a student's laptop privileges at any time.
- Laptops are not to leave the clinical training facility.
- Students may be held responsible for damage due to inappropriate use or negligent handling of a laptop.

EMPLOYMENT OF STUDENTS

A student who is employed while in the program should be aware that:

1. College liability insurance will not cover the student.
2. Student name tag, school patch, and exposure badge will **NOT** be worn.
3. Such employment will not count toward the student experience.

From the view of the college, this practice should be discouraged, since the person employed is not qualified, and the student is at some risk concerning liability.

Students should be aware that it is often difficult for hospital staff to distinguish the student's performance during training and their performance as an employee. It is not uncommon for comments and grading on student evaluations to be a reflection of the student's performance as an employee. It is impossible for faculty to distinguish one from the other. Therefore, the students grade will likely reflect issues that did not occur during clinical training.

It is imperative that the employed student continue to abide by program policies concerning supervision, and repeat radiographs during clinical training.

Employment does not permit a student to perform radiographic exams unsupervised during clinical training hours.

SURGERY, PORTABLE AND ER POLICY

The JRCERT and Hutchinson Community College Radiography Program have adopted the following policy regarding supervision of all surgery, portable and ER examinations:

Prior to competency testing, a qualified radiographer is physically present during the conduct of the above mentioned examinations.

After successful competency testing, a qualified radiographer must be immediately available (in or adjacent to the room or location) to where the surgery, portable or ER examination is being performed.

Should violation of this policy occur, the following disciplinary action will be taken:

- | | |
|-------------|----------------------------|
| 1st Offense | Warning |
| 2nd Offense | Two Week Suspension |
| 3rd Offense | Dismissal From the Program |

My signature indicates full understanding of the Surgery, Portable and ER Policy.

Signature of Student _____ Date _____

Print Name _____

"REPEAT RADIOGRAPH" POLICY

The JRCERT and Hutchinson Community College Radiography Program have adopted the following policy regarding "repeat radiographs," regardless of the level of a student's competency:

ALL "repeat radiographs" must be performed in the physical presence of a qualified radiographer

A registered technologist must initial the film/form to be repeated for verification of the policy.

Should violations of this policy occur, the following disciplinary action will be taken:

1st Offense Warning

2nd Offense Two Week Suspension

3rd Offense Dismissal from the Program

It is the responsibility of the student to ensure that appropriate supervision is occurring, and that the correct documentation is maintained.

My signature indicates full understanding of the "Repeat Radiograph Policy."

Signature of Student _____ Date _____

Print Name _____

EVIDENCE OF UNDERSTANDING

FRESHMAN

By my signature, I signify that the contents of the Radiologic Technology Program Manual as reviewed by an attorney have been satisfactorily explained to me. I further signify that I have had the opportunity to question any policy and/or procedure until it has been explained to my satisfaction.

My signature further indicates an agreement to abide by the established policies and procedures. In the event that I do not follow the stated policies and procedures, I am willing to abide by the consequences set forth in this manual, in the Hutchinson Community College Student Handbook, and/or college or hospital regulations.

Print Name _____

Signature _____

Date _____

EVIDENCE OF UNDERSTANDING

SOPHOMORES

By my signature, I signify that the contents of the Radiologic Technology Program Manual as reviewed by an attorney have been satisfactorily explained to me. I further signify that I have had the opportunity to question any policy and/or procedure until it has been explained to my satisfaction.

My signature further indicates an agreement to abide by the established policies and procedures. In the event that I do not follow the stated policies and procedures, I am willing to abide by the consequences set forth in this manual, in the Hutchinson Community College Student Handbook, and/or college or hospital regulations.

Print Name _____

Signature _____ Date _____

**Computer Resources
Available at Davis Hall Room 21**

- Basics of Digital Imaging
- Digital Image Quality
- Brightness and Contrast
- Practical CR
- Image Acquisition Challenge
- Physics Challenge
- Radiation Protection Challenge
- Digital Image Quality
- Spatial Resolution
- Radiographic Contrast
- Radiographic Density
- Recorded Detail and Distortion
- Radiographic Procedures
- Exposure to Digital IRS
- Health and Allied Science Publishers
 - Four Simulated Registry Exams

Software Programs

- Concepts of Scrubbing, Gowning and Gloving
- Care of Chest Tubes
- Radiology
- Medical Terminology Image Library
- Radiographic Imaging Mosby's Instructional Series
- Professional Behavior in Healthcare Professions: Professionalism and Self-Presentation
- Patient Assessment in Radiology
- Hospital Infection Control
- Cultural Competence
- Bloodborne Safety: Universal Precautions, Standard Precautions, and Needlestick Prevention
- IV Procedures
- Recognize and Respond
- Body Mechanics: Protecting Yourself

APPENDIX

- | | |
|---|---|
| Papp, Jeffery | <u>Quality Management in the Imaging Sciences</u> , 4 th Edition
ISBN:978-0-323-05761-5 (2011) |
| Snopek, Albert | <u>Fundamentals of Special Radiographic Proecdures</u> ,
5 th Edition
ISBN: 0-7216-0632-6 (April 2006) |
| Statkiewicz, Mary Alice
Visconti, Paula J.
Ritenour, E. Russell | <u>Radiation Protection in Medical Radiography</u> , 6 th Edition
ISBN: 978-0-323-06611-2 (2011) |
| Teitelbaum, Maurice J. | <u>Mangled Medicine</u>
(1972) |
| Towley-Cook, Doreen M.
Young, Terese | <u>Ethical and Legal Issues for Imaging Professionals</u>
ISBN: 0-8151-2966-1 (February 2007) |
| United States Atomic Energy
Commission Division of
Public Information | <u>Now a Word About---Radiation Protection Past, Present,
and Future</u>
(1969) |
| United States. Bureau of
Radiological Health | <u>The Biological Effects of Ionizing Radiation: An
Overview</u>
(1976) |
| Vennes, Carol Hacking
Watson, John C. | <u>Patient Care & Special Procedures</u>
(1959) |

MAGAZINES

HUTCHINSON COMMUNITY COLLEGE LIBRARY

Radiologic Technology
Applied Radiology

ON LINE TIME CLOCK INSTRUCTIONS

1. go to: www.onlineradschool.com
2. Enter
School ID: 110
Username: Your last and first letter of first i.e. sazamat
Password: HCC School ID#, no hyphen
3. Click “Open Time clock” in upper left of screen.
4. Select your clinical training facility from the drop down
5. Enter your HCC School ID# (no hyphen) click submit.
6. Click Log out.
7. Repeat process to clock out.

If you have questions or problems call Todd. (620)665-4939. Passwords and usernames can be changed on request.