



Radiologic Technology Program

STUDENT HANDBOOK

It is the policy of Jefferson College that no person shall, on the basis of age, ancestry, color, creed, disability, genetic information, marital status, national origin, race, religion, sex, sexual orientation, or veteran status, be subject to discrimination in employment or in admission to any educational program or activity of the College. In compliance with Federal Rules and Regulations, Jefferson College has adopted a procedure for resolving complaints of discrimination.

Additional Policies in the Jefferson College Course Catalog & Student Handbook

Jefferson College
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College Mission

Jefferson College serves our community by delivering quality learning opportunities that empower individuals to achieve their goals.

College Vision

Jefferson College strives to inspire our community to explore, develop, and engage in innovative learning experiences in a supportive and inclusive environment.

College Values

Jefferson College fosters a culture of excellence for its community of students, faculty, and staff by embracing the following values:

- *Success:* Supporting a focus on achievement, self-discovery, scholarship, creativity, completion, and skill mastery;
- *Accessibility:* Fostering an environment of diversity and inclusion where a culture of collaboration responds to the needs of our communities through quality and affordable educational opportunities;
- *Integrity:* Encouraging open, honest, and respectful communication; committing to accountability in all interactions, operations, and procedures;
- *Learning:* Establishing a high-quality learning environment that features collaborative and innovative engagement, academic freedom, professional development, and continuous assessment for improvement; and
- *Service:* Infusing a spirit of civil engagement through community volunteer initiatives, cultural enrichment, and service-learning opportunities.

Program Mission

The Radiologic Technology Program at Jefferson College is committed to preparing liberally educated, competent, caring and socially responsible medical imaging technologists by providing an accessible, quality college experience as it strives to meet the diverse needs of the students and the community.

Program Vision

The Radiologic Technology Program at Jefferson College is committed to preparing clinically competent, educationally prepared, caring and socially responsible medical imaging technologists by providing an accessible, quality college experience as it strives to meet the diverse needs of the students and the community.

Radiology Goals and Student Learning Outcomes

Goal #1 – Student will demonstrate clinical competence.

- 1.1** Students will perform radiography procedures.
- 1.2** Students will obtain radiographic images of acceptable diagnostic quality.
- 1.3** Students will provide appropriate patient care.

Goal # 2 – Students will exhibit critical thinking skills.

- 2.1** Students will adapt procedures for non-routine situations.
- 2.2** Students will critique images for diagnostic quality.

Goal # 3 – Students will communicate effectively.

- 3.1** Students will develop the ability to communicate through written correspondence.
- 3.2** Students will demonstrate verbal communication skills.

Accreditation

The Jefferson College Radiologic Technology Program is an accredited program through the North Central Association of Colleges and Schools Higher Learning Commission (HLC) and is a recognized accredited program by the American Registry of Radiologic Technologists. More information on accreditation can be found on the ARRT website at: www.ARRT.org

The program is also accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The JRCERT assures employers and prospective students that our program provides educational excellence and patient and professional safety. Many states which require licensure of radiologic technologists will only recognize graduates of JRCERT accredited programs. JRCERT accreditation assures graduates that they will be eligible for licensure or certification in all 50 states.

It is the faculty's desire to create the highest quality radiologic technology program available. If a student has concerns with program policies or practices, please bring them to the attention of the Program Director or the Clinical Coordinator first. Issues may be easily resolved once we are aware of them.

Grievances may be initiated by students, employees of Jefferson College, or other interested parties if they believe the Program is not in compliance with JRCERT policies and procedures. All complaints are subject to the Grievance and Appellate Process. The grievance and appellate process can be found within the student handbook at the following link: <https://www.jeffco.edu/information/publications>

If the complainant believes the program still to be in violation of JRCERT policies, the JRCERT may be contacted directly at:

Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive
Suite 2850
Chicago, IL 60606-3182
(312) 704-5300
www.jrcert.org

Licensure Disclosure

Upon successful completion of the Jefferson College Radiologic Technology Program, graduates are eligible to take the American Registry of Radiologic Technologist (ARRT) certification and registration exam in Radiography. Most states require that Radiologic Technologists graduate from a JRCERT accredited program and are credentialed through the ARRT. No other national registration and certification exams exist for radiologic technologists.

Some states have established requirements regarding state licensure, certification, or recognition of the R.T. profession for the performance of medical imaging. Forty-two of the 50 states have regulations regarding radiography. Furthermore, some states do not require any licensure or standards to perform medical imaging exams (Alabama, Idaho, and Missouri). For a complete list of state requirements please visit: <https://www.asrt.org/main/standards-and-regulations/legislation-regulations-and-advocacy/individual-state-licensure>

Admissions

Students in the Radiologic Technology Program are admitted to the college on the same basis as other students, but admission to the college does not ensure admission into the Radiologic Technology Program. A selection committee comprised of at a minimum the Program Director and Clinical Coordinator will review all application

material. Members of the advisory committee and possibly other college personnel may evaluate students for the Program.

The prospective student should print the application packet from the Jefferson College Radiologic Technology website (www.jeffco.edu/RAD), and submit all required documentation included in that packet, by the application due date.

The Program's requires the student to pay an application fee of \$50, which covers processing, partial fees for background check, drug screening, and immunization tracking. The remainder of payment, \$100, for a total of \$150, will be due upon admission into the program. Payments may be submitted to the Cashier's office at any Jefferson College Campus location. Questions about forms of payment can be directed to 636-481-3124.

Transfer Students

Students who are completing prerequisites or co-requisite courses at colleges other than Jefferson College must send an official transcript documenting completion of, or enrollment in, prerequisite/co-requisite coursework for those courses to be recognized as complete/in progress in the selection process. Jefferson College transfer policies can be found at <https://www.jeffco.edu/transfer-resources/jeffco>

Currently, the Radiography Program does not accept the transfer of radiology specific coursework from other programs into their curriculum. Credit may be eligible for elective credit as assigned by the college. Please see an Enrollment Services Specialist for more information regarding transfer of credit.

Minimum Requirements

To submit for application and be presented to the selection committee, the applicant must:

1. **Be able to complete all prerequisite coursework, listed below, by the end of the summer semester in which the student is applying.**
2. **Have a cumulative college GPA of 2.75 or greater on a 4.0 scale.**

Applicants not meeting the minimum requirements will not be presented to the selection committee.

Prerequisites

All prerequisite courses must be completed by the end of the summer semester in which the student is applying. Anatomy & Physiology must be completed in the past 5 years; all other prerequisites must be completed within the past 10 years.

1. **BIO211 - Anatomy & Physiology I with Lab** (4 credit hours – must pass with a B or higher)
2. **BIO212 - Anatomy & Physiology II with Lab** (4 credit hours – must pass with a B or higher)
3. **ENG101 - English Composition 1** (must pass with a C or higher)
4. **MTH128 - Intermediate Algebra** (must pass with a C or higher)
5. **COL101, COL100 or GUD136 – First Year Experience** (with a C or higher)
6. **CIS125 or EDU205 - Computer Literacy** met by coursework or exam (with a C or higher)

Co-Requisites

Although not required prior to the start of the program, students should make every effort to complete the following courses prior to starting the program. These courses must be completed prior to graduation.

1. **HST103, HST104 or PSC102 - Civics** (must pass with a C or higher)
2. **PHL203 - Medical Ethics** (must pass with a C or higher)
3. **PSY101 or SOC101 - General Psychology or General Sociology** (must pass with a C or higher)

Students with prior degrees – Certificate Option

Students that hold previous degrees (Associate, Bachelor, Master's or Doctorate), wishing to apply for the radiography program, are encouraged to speak with a program advisor or the Program Director prior to enrolling in pre-requisite or co-requisite coursework. The Radiography Program offers a certificate track option for these students if they meet eligibility requirements.

Essential Qualifications

All individuals, including persons with disabilities, who apply for admission to the radiologic technology program, must be able to perform specific essential functions with or without reasonable accommodation.

The following outlines the abilities and behavioral characteristics necessary for the radiologic technology program at Jefferson College. These are the standards of the profession.

The applicant should carefully review the essential qualifications for the program and ask questions if not familiar with the activities or functions listed. The applicant must decide if he or she has any limitations that may restrict or interfere with the satisfactory performance of any of the requirements. It is ultimately the applicant's responsibility to meet these essential qualifications if accepted into the program. These requirements are consistent with the employment requirements of our clinical education sites. Prior to final admission to the program, students will be asked to obtain a physical exam from their physician ensuring the student abilities.

Hearing

- Able to hear and understand patients and staff; assess and monitor patient sounds.
- Communicate and interact with patients, staff, and families from a variety of cultural backgrounds.
- Follow verbal instructions.
- Use a stethoscope to hear heart and breath sounds.
- Detect and discriminate between sounds of normal conversation.
- Able to hear verbal directions when the person giving the direction is not facing the student or is wearing a surgical mask.
- Ability to hear sounds of a variety of equipment alarms and monitors. Hear faint body sounds (for example: blood pressure sounds).

Mobility

- Possess sufficient functional strength and mobility to support and move patients.
- Be able to remain in a standing position for 90 minutes.
- Be able to move quickly from place to place to perform patient care.
- Support and transfer patients safely from bed/ table to wheelchair, wheelchair to bed/table, and modify patient position on table or in bed.
- Move in and out of treatment areas.
- Respond to emergency situations in a timely manner.
- Reach equipment and parts of patient's body. Reach above shoulder height to manipulate equipment. Reach below waist level to manipulate equipment. Bend, stoop, and squat.

Visual

- Able to monitor and assess patient and equipment function; to provide safe and effective care.
- Read written instructions/orders.
- Read fine print, monitors, and gauges.
- Differentiate between subtle differences in shades of gray (i.e., radiographic densities such as metal density, water density, fat density, and air density).
- Chart (write) procedures and observations legibly in a permanent medical record.
- Ability to see and discriminate between a variety of equipment visual alarms.
- Ability to observe demonstrations and patients close up and at a distance to learn skills and to gather patient data (e.g., observe a patient's gait, appearance, posture, breathing, etc.).
- Use of depth perception.
- Use of peripheral vision.

Motor Skills (fine and gross)

- Perform multiple motor tasks simultaneously.
- Fine and gross motor skills sufficient to handle equipment and provide safe and effective patient care steady arm and hand movements while manipulating objects or assisting patients.
- Be able to lift 50 pounds.
- Move, adjust, and manipulate a variety of x-ray equipment (including the physical transportation of portable x-ray machines weighing up to 200 lbs.) in order to arrange and align the equipment with respect to the patient and image receptor according to established procedure and standards of speed and accuracy.

- Carry up to 20 lbs.
- Prepare equipment and materials for administration of contrast media and other fluids. Manipulate a syringe and needle to prepare medications and perform venipuncture.
- Prepare equipment to suction patients and adjust gauges.
- Lift and transport oxygen cylinders; attach regulators; move in and out of treatment areas.
- Push/pull hospital beds, transport patients.
- Lift at least 25-100 pounds (in assisting in patient transfer) and move patients safely.
- Perform airway management and CPR.
- Squeeze with fingers.
- Enter data into a computer (usually done by typing).

Physical Endurance

- Maintain physical tolerance (stand/walk) for an entire assigned shift (typically 8 or 10 hours).
- Able to tolerate leaded apparel for extended periods of time (up to 90 minutes).

Tactile

- Able to assess patient's response to therapy tactilely.
- Distinguish textures, degrees of firmness, temperature differences, pulse rate, vibrations, and strength.

Smell

- Detect and distinguish odors from client and environment.

Communication

- Able to communicate in English orally and in writing with patients and members of the healthcare team using correct grammar, punctuation, and spelling.
- Verbal communication must be clear and easily understood.
- Able to read and comprehend written material in English.
- Communicate verbally in an effective manner in order to explain and direct patients as it relates to their examinations and to physically place patients in proper positions for the examination according to established procedure and standards of speed and accuracy.

Intellectual, Cognitive and Critical Thinking

- Problem solves - able to measure, calculate, reason, analyze, synthesize, integrate, and apply information.
- Use long-term and short-term memory.
- Identify cause-effect relationships.
- Plan/control activities for others.
- Sequence information.

Behavioral and Social

- Possess the emotional health required to use their intellectual abilities fully, such as exercising good judgment, promptly completing all responsibilities attendant to the diagnosis and care of patients, and developing mature, sensitive, and effective relationships with patients and other healthcare workers.
- Candidates must be able to deal effectively with the stresses encountered in nearly 40 hours of class work per week in addition to family and life demands.
- Able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties and ambiguities inherent in the clinical problems of many patients.
- Have compassion, integrity, concern for others, interpersonal skills, interest, and motivation.

- Monitor your own emotions and be able to keep emotional control.

Ethical Standards

- Demonstrate professional demeanor and behavior and must perform in an ethical manner in all dealings with peers, faculty, staff, and patients.

Ethical Behavior Eligibility Requirements

The American Registry of Radiologic Technologists (ARRT) ethical behavior eligibility requirements specify that every applicant for certification must "be a person of good moral character and must not have engaged in conduct that is inconsistent with the ARRT Rules of Ethics," and they must "agree to comply with the ARRT Rules and Regulations, the ARRT Standards, and the ARRT Standards of Ethics."

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 the individual enters a plea of guilty or nolo contendere. All potential violations must be investigated by the ARRT to determine eligibility. Further information may be found on the ARRT web site in the handbooks for radiography certification.

Individual clinical sites may prohibit students to rotate through their facilities if a felony conviction is found on the background check, regardless of ARRT ethics board results/investigation. If the Program cannot place a student in a clinical site due to ethics violations, the student may not be able to complete the clinical component of the Program and may be subject to dismissal from the program.

If after being accepted into the Program, a student receives a felony conviction, the student is subject to a Review Board Hearing and may be dismissed from the Program due to the inability to place in a clinical site. Students must immediately inform the Program Director of any convictions while in the Program.

Applicants should be aware of these limitations at clinical sites and on certification prior to entering the Radiologic Technology Program. Practice of deceit in the application procedure is the cause for dismissal from the Program.

If a student has concerns regarding eligibility to sit for the ARRT examinations, please contact the ARRT at:

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

We cannot offer admission to all the qualified applicants; the Program's enrollment is limited to clinical placement and accreditation standards. Only students meeting the minimum requirements will be presented to the Admissions Committee. Final selection will be made by the Admissions Committee and the students with the highest total scores will be selected for the Program. The following information is evaluated during the selection process:

Personal References, observation time and evaluation, completion of pre-requisite/co-requisite coursework, GPA in prerequisite and general education classes, Work-Keys Testing scores, and interview scores based on: professionalism, critical thinking ability, and written essay based on: motivation for the profession, previous healthcare experience and realistic expectations.

The information above is directly related to the program's Mission, Vision and Goals and is the only information that is considered during the selection process. Every effort is made to ensure that the selection process is fair and equitable to all applicants. Multiple interview ratings and essay ratings are averaged in determining the final score. The selection process strives to achieve a well-rounded assessment of the student.

It is the policy of Jefferson College that no person shall, based on age, ancestry, color, creed, disability, genetic information, marital status, national origin, race, religion, sex, sexual orientation, or veteran status, be subject to discrimination in employment or in admission to any educational program or activity of the College. In compliance with Federal Rules and Regulations, Jefferson College has adopted a procedure for resolving complaints of discrimination.

Criminal Background Checks

Providing patient care is an important and sensitive aspect of being a radiologic technologist. There are certain moral and ethical standards required of people who provide patient care. To assure our clinical sites of the high moral character of our students, all Radiologic Technology students must submit to a Criminal Background Check. The student is responsible for the cost of background checks, which covers processing, fees for background check, drug screening, and immunization tracking. A total of \$150 dollars will be paid by the student.

This profile accesses:

1. Child Abuse/Neglect Records – Division of Family Services
2. Senior Care Registry (EDL) Disqualification List
3. Missouri Statewide Criminal History Record Search
4. Social Security Number Trace
5. Residential History Search
6. Nationwide Sex Offender Registry
7. Federal Criminal History Record Search
8. Office of the Inspector General (OIG) Sanction Report
9. General Services Administration (GSA) Excluded Parties List
10. Missouri State Highway Patrol- Missouri Automated Criminal History System (MACHS)

Students listed on the Employee Disqualification lists will not be allowed to continue in the program. Students who have criminal convictions but are not listed on the Employee Disqualification lists must submit to a Pre-application Review of Eligibility for the American Registry of Radiologic Technologists and be found eligible to sit for the ARRT examination to continue in the program. The cost for the Pre-application Review is \$75.00.

Student Complaint Policy

It is the policy of the Radiologic Technology Program (Program) to welcome comments, suggestions, ideas, and constructive criticism as part of the continuous and systematic Program evaluation and improvement.

In the event of a complaint regarding the Program, or anyone affiliated with the Program, the following procedures will be followed:

Individuals formally or informally affiliated with Jefferson College have the right to express their concerns regarding the Program or any of its affiliates. The Program supports the chain of command that encourages any individual with a concern, complaint, or problem to address the issue with the involved person first. Should a resolution of the problem not occur after a reasonable attempt or within a reasonable amount of time, the Program Director, or Division Chair of Health Occupation Programs, be notified in writing. If a complaint/grievance appeal is related to discrimination or harassment, the Director of Human Resources should be notified. If a complaint or grievance is related to Title IX or within its provision, the Title IX Coordinator and

the Associate Vice President of Student Services should be notified. These policies are outlined below and in the “*Student Conduct Code*” section of the Jefferson College Student Handbook.

Grievance Procedure

In addition to defined College policies, students may address issues and/or concerns at the Program level. It is always best to solve issues with the person(s) directly involved. If, after discussion, an issue cannot be resolved the student is encouraged to address the appropriate Program faculty: course instructor, Clinical Coordinator, or Program Director. The Program faculty member has two (2) business days to address the issue with the student after being alerted of the situation by the student or instructor. If the issue has not been resolved, the student must bring the issue to the Radiologic Technology Program Director by expressing his/her concern in writing. The Director, within two (2) business days of receipt of the correspondence, will respond to the student with a verbal and written explanation. If the issue/concern is not resolved, the student may address the issue to the Division Chair of Health Occupation Programs. If needed the student will be referred to the “*Student Appeal Process for Misapplication of College Policies, Procedures and Practices*” in Jefferson College Student Handbook.

Grade Reports and Appeals Process

Upon receipt of the grade in question, the student shall immediately contact the instructor of record to determine why the discrepancy exists between the grade expected and the grade received. This contact shall be in person whenever possible, and every effort must be made by both parties to satisfactorily settle the matter at this level.

If the issue cannot be settled on an informal basis to the satisfaction of both parties, the appellant shall follow the guidelines as set forth in the “*Grade Appeal Process*” in the Jefferson College Student Handbook.

Appellate Process

Alleged violations of a student’s right, including violations of the Sexual Harassment Policy, the Student Conduct Code, the Substance Abuse Policy, the Family Educational Rights and Privacy Act, the Campus Security Policy, and the ADA Policy, are subject to a Grievance and Appellate Process. Cases where the dispute involves a purely academic matter, such as an allegedly unfair grade are handled through normal academic channels as listed above, and this process does not apply. Grievances may be initiated by students, employees of Jefferson College, or other interested parties. Please refer to the “*Student Appeal Process for Misapplication of College Policies, Procedures and Practices*” in Jefferson College Student Handbook.

Non-Discrimination Notification

Under Title IV, Title IX, Section 504, and The Americans with Disabilities Act

Jefferson College is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs, activities, and facilities. Discrimination or harassment against employees, students, or others based on age, ancestry, color, creed, disability, genetic information, marital status, national origin, race, religion, sex, gender identity or expression, sexual orientation, or veteran status, or any other characteristic protected by law is strictly prohibited. The College also prohibits:

1. Retaliatory actions based on making complaints of prohibited discrimination or harassment or based on participation in an investigation, formal proceeding or informal resolution concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination or harassment.
3. Discrimination or harassment against any person because of such person’s association with a person protected from discrimination or harassment due to one (1) or more of the above-stated characteristics.

All employees, students and visitors must immediately report to the district for investigation of any incident or behavior that could constitute illegal discrimination or harassment.

The procedure is available to any Jefferson College student, employee, or applicant who feels that he or she has been discriminated against in employment, student programs, or student activities. The Americans with Disabilities Act (ADA) Coordinator for students is the Accessibility Resource Office Coordinator, (636) 481-3169. TTY users dial 711. The College Coordinator for Title IX can be reached at (636) 481-3200. TTY users dial 711.

Students with concerns regarding any alleged discriminatory act or occurrence falling within the provisions of any of the Federal Rules and Regulations other than Title IX or ADA as specified above may contact the Associate Vice President of Student Services, (636) 481-3200. TTY users dial 711.

Employees, applicants, or other individuals with concerns regarding any alleged discriminatory act or occurrence falling within the provisions of any of the Federal Rules and Regulations other than Title IX or ADA as specified above may contact the Director of Human Resources, (636) 481-3157. TTY users dial 711.

Sexual Harassment Policy

Sexual harassment is a violation of both state and federal laws and of Jefferson College's policy. Any unwelcome conduct of a sexual nature that interferes with the work or education of its victims, their co-workers or fellow students will not be tolerated. Such actions may subject the responsible party to appropriate disciplinary action up to and including dismissal or expulsion. In accordance with the law, any person who knowingly and intentionally files a false complaint against another shall be subject to disciplinary action up to and including dismissal or expulsion. Please refer to the "*Sexual Assault Awareness and Reporting Procedure*" in the Jefferson College Student Handbook for further information.

Academic Dishonesty/ Misconduct

Students are encouraged to assist each other and exchange information to master the concepts and skills covered in this class and to seek tutoring if necessary. However, collaboration on any graded assignment or exam to the extent that it is not an individual student's total, personal effort will be considered as a violation of the "*Student Conduct Code*" as printed in the Jefferson College Student Handbook. Any assignment assigned is considered a student's individual assignment; group work will be assigned by the instructor at his/her discretion.

When an academic exercise is designed to result in a grade, any of the following activities constitute violations of academic honesty unless expressly authorized in advance by the instructor.

I. Academic Dishonesty

Plagiarism: The unauthorized use of materials not written or created by the person claiming authorship.

Plagiarism includes but is not limited to the following:

1. Turning in a written essay produced by someone else.
2. Collaborating on a written assignment without the specific approval of the instructor.
3. Borrowing materials from any source—professional or amateur—and turning them in as original.
4. Failure to acknowledge through appropriate citations any words, ideas, research, graphics, etc. produced by someone other than the person claiming authorship.

Cheating: Dishonest acts committed while being tested or evaluated.

Cheating includes but is not limited to the following:

1. Copying from another person's tests or assignments.
2. Using unauthorized test aids such as notes, drawings, books, cellphones, etc., during an examination.
3. Submitting a paper which was turned in to another instructor in another class to fulfill part of that course's required work—unless agreed upon ahead of time by the instructor of the second course.
4. Aiding another student in dishonesty such as producing written work, sharing homework assignments, aiding in completion of assigned work or sharing information during a test period.
5. Fabricating research or source materials.
6. Stealing, buying, or somehow obtaining a test from an instructor's work area or computer files.
7. Sharing of information for the purpose of completing an assignment
8. The act of dishonesty to gain an advantage

Penalties for Academic Dishonesty/ Misconduct

If any violations of academic dishonesty or misconduct occur, the course instructor has the option to give a minimum of a zero grade for the paper, assignment, or test on which the violation occurred. Instructors may recommend a more stringent course of action or recommend an appeal to the Program Director. In very serious or repeated cases of academic misconduct, the penalty may include academic probation, failure of the class or expulsion from the program and/or college. All faculty shall make the Program Director aware of any acts of academic dishonesty/misconduct and a written statement will be placed in the students' permanent file.

Initiation of Action.

If a faculty member believes a student has committed an act of academic misconduct while performing work under his or her supervision, the instructor shall provide a written document to the student that details the alleged violation and the proposed penalty for that violation. The student must sign a copy of this document to acknowledge receipt (this does not indicate agreement with the allegation). The student will then have 5 working days to meet with the instructor to further discuss the allegations of academic misconduct and the proposed penalty. Either party may choose to have a witness present at the meeting. Should the student fail to meet with the instructor within 5 days, the penalty will be imposed, and the matter considered closed. It is the responsibility of the instructor to provide copies of the document describing the violation and the proposed action to the student. The Program faculty member shall inform the Program Director of all academic misconduct, supply documentation of the alleged violation and the proposed penalty. The Program faculty will also supply copies of any written documentation that has been given to the student.

Faculty/Student Meeting.

The faculty member shall, at this meeting, present the penalty imposed on the student. The student shall indicate either written acceptance or non-acceptance of the penalty. The issue will be considered resolved at this level if both parties sign in acceptance of the penalty imposed. If the issue/concern is not resolved, the student needs to address the issue with the Program Director within two (2) for resolution. The Program Director then has two (2) days to review the case and provide a written response to the student and Program faculty involved. If needed the student will be referred to the Associate Dean and/ or the Dean of Education. If the matter still cannot be resolved the student will be referred to the *“Student Appeal Process for Misapplication of College Policies, Procedures and Practices”* in Jefferson College Student Handbook.

If persistent counseling, violations of academic dishonesty or misconduct occur, the student will be subject to a Review Board hearing to determine his/her continuance in the program.

Probation

Probation is a formal warning to the student concerning their performance in a particular area. At the time the student is placed on probation, an improvement plan will be developed and the probationary period set.

Students may be placed on probation for the following reasons:

1. **Academic** - Any subject with a grade below a “C.” Counseling will occur at the first signs of academic difficulties or if a student fails to meet the grading requirements as outlined in each course syllabus. Students failing any class or failing to meet testing requirements must appear before the Review Board, for a hearing, to determine continuance in the program and course of action.
2. **Clinical** - Any clinical rotation with a grade below 86%, or failure to meet the critical skill areas outlined in the clinical evaluation/clinical syllabus such as: safety, documentation, procedures, patient care, etc. Students failing any clinical area for the semester must appear before the Review Board for a hearing, to determine continuance in the program and course of action.
3. **Attendance** - Attendance probation will be issued when the student exceeds the maximum number of allowable absences. The student will be provided with a written reminder of the attendance/tardy policy. On any absence over the limit student must appear before the Review Board for a hearing if they would like to remain in the Radiologic Technology program. If the student fails to appear before this board at the scheduled time, automatic dismissal will result.
4. **Behavioral** – Examples of behavioral misconduct include poor attitude, poor interpersonal relationships, hygiene, lack of initiative, sleeping in class, violating tobacco, smoke-free policy, etc. Counseling will occur at the first signs of behavioral difficulties and a plan of action will be developed. Students failing to meet the requirements set forth in the plan of action must appear before the Review Board to determine continuance in the program.
5. **Essential Qualifications** – Student regularly fails to meet the Essential Qualifications due to illness or injury. Counseling will occur at the first signs of difficulties and a plan of action will be developed. Students failing to meet the requirements set forth in the plan of action must appear before the Review Board for a hearing to determine continuance in the program.

At the close of the stated probationary period the student's progress will be re-evaluated by the Program Director. At that time the student will be removed from probation or required to appear before the Review Board, for a hearing, to determine continuance in the Program.

Radiologic Technology Grading Scale Grades and Credits

A=92-100%
B= 86-91.9%
C=80-85.9%
D=70-79.9%
F=69.9% and below
I Incomplete
W Withdraw

Review Board

The Review Board shall meet to consider student appeals regarding program dismissal pursuant to academic, clinical, attendance, behavioral, or Essential Qualifications policies.

The Board shall include, but is not limited to, the following: a member of Jefferson College's administration, the Program Director of Radiologic Technology, the Clinical Coordinator of Radiologic Technology, a program advisory board member and/or other Department of Health Occupations faculty. Other people may be designated by the Program Director to serve on the Review Board as deemed appropriate.

Initiation of Review Board Process

The following steps will be taken when initiating the Review Board process by the Program Director.

1. The Program Director shall discuss, consult, and advise with any student whose conduct is called into question. The student is entitled to a written notice of the alleged violation(s), its source in the Radiologic Technology Handbook and/or policies, and a notice of formal Review Board hearing. The student should attend such consultations as requested.
2. The student shall have at least five (5) days to prepare for the Review Board hearing and will be given a date to appear before the Review Board. The student will be allowed to attend classroom and /or clinicals until the Review Board hearing, unless the Program Director and /or faculty feels that the violation is seriously disruptive or there is reason to believe that the student is in violation of College Code of Conduct and the student's continued presence will cause further violations.
3. The student will be allowed to have a school representative with him/her when he/she appears at the formal Review Board Hearing. The student must inform the Program Director of the representative's presence prior to the hearing, or the representative will not be allowed to partake in the hearing.
4. Any request for continuance shall be made in writing to the Program Director, who shall have the authority in his/her discretion to continue the hearing if he/she determines the request is timely and made for good cause. The student is expected to appear on the date given, non-appearance will automatically trigger acceptance of the infraction, and the student will be dismissed from the program.

Procedure for Review Board Hearing

1. The Program Director shall preside at the hearing, call the hearing to order, call the roll of the committee in attendance, ascertain the presence or absence of the student charged, establish the presence of any representative of the student, read the notice of hearing and charges, and certify the receipt of notices of charges by the student, and report any continuances requested or granted.
2. shall present case (15 minutes allotted).
3. Questions and clarification entertained from Board members (15 minutes allotted).
4. At this time, the student is dismissed from a meeting with date and time to meet with the Board chairperson in regard to the decision of the board.
5. The Board will consider all the facts under the circumstances of each case in deciding whether to grant or deny the relief requested.
6. Board discusses the appeal and decides regarding the request. The board chairperson will issue in writing the decision of the board.

If the student is not in agreement with the final decision of the Review Board, he/she is referred to the *“Student Appeal Process for Misapplication of College Policies, Procedures and Practices”* section of the Jefferson College Student Handbook and is to make a written appeal to the Vice President of Student Services within five (5) days after notification of the Review Board’s decision. A copy of this decision should accompany the appeal.

All information discussed within the Review Board meeting is confidential.

Records of all grievances and resolutions shall be confidentially maintained by the Program Director for five (5) years in accordance with institution’s / programs retention policy and in compliance with the Family Educational Rights and Privacy Act of 1974 as amended.

Family Educational Rights and Privacy Act (FERPA)
(Policy Regarding Student Records)

Official records are maintained of each student enrolled in the College. Procedures for development and use of cumulative record files are written to comply with the Family Educational Rights and Privacy Act of 1974 as amended. Information placed in student records is limited to those items necessary to fulfill the purpose of student records as stated above or as may be required by law, by state regulation, or as authorized by the Board of Trustees. Please refer to the *“Official Student Records”* policy and the *“Notification of Rights Under FERPA”* policy in the Jefferson College Student Handbook for further information.

Prohibition Policy Against Drug and Alcohol Abuse

Jefferson College and the Radiologic Technology Program intends to provide a drug free, healthful, and safe educational environment for students and other members of the College community and the patients we serve in the clinical setting.

The following policy is set forth to:

- Maintain a working, learning and clinical education environment that is safe and healthy for students, faculty, staff, and the patients we care for.
- Ensure a positive reputation of the College and its graduates within the community.
- Minimize the number of accidental injuries to our property.

All students and program faculty members are prohibited from being under the influence of alcohol or illegal drugs during classroom/clinical hours. The unlawful manufacture, distribution, dispensing, possession, or use of an illegal or controlled substance while in a college vehicle, on college property, or at a college sanctioned activity is strictly prohibited. Possession of prescription drugs, on campus or at clinical sites, by any person other than the one for whom it was prescribed is prohibited. Such drugs will be used only in the manner, combination, and quantity prescribed.

An alcoholic beverage is any beverage that may be legally sold and consumed and has an alcoholic content in excess of 3% by volume. A drug is any substance capable of altering an individual’s mood, perception, pain level, or judgment. A prescription drug is any substance prescribed for individual consumption.

The Jefferson College Radiologic Technology program will adhere to the clinical sites’ requirements for drug and alcohol testing. Drug screenings will be performed on all admitted students prior to the start of clinical education in the fall of their first year. Random drug/alcohol tests may be requested periodically throughout the year. Drug testing may be required if the student is involved in an accident at the clinical site, if he or she is observed using a prohibited substance, if he or she exhibits a severe and prolonged reduction in productivity, or any other reasonable cause. If the initial testing is positive, a second test may be required to determine the

exact substance. **All tests will be performed at the student's expense.** If the results of testing prohibit the student from entering the clinical site, the student must appear before the Review Board, for a hearing to determine continuance in the Program. The Review Board will determine the appropriate course of action which may include immediate dismissal from the program. Positive results will be reported to appropriate authorities and to the clinical site. During the period in which the student is awaiting a Review Board Hearing, they will not be allowed to participate in any clinical activity or classroom lab activity. Any student who fails to submit to a required testing will be considered positive and subject to discipline, including immediate dismissal from the program. Please refer to the *"Prohibition Policy Against Drug and Alcohol Abuse"* in Jefferson College Student Handbook for further information and sources of assistance.

Because Jefferson College receives federal funds, we are legally bound to comply with federal statutes regarding controlled substances and the enforcement of drug-free workplace policies, as well as programs to prevent the unlawful possession, use, or distribution of illicit drugs by students and employees. As a public higher education institution, the College will continue to adhere to federal law prohibiting the use, possession, and distribution of marijuana, including medical marijuana.

It is important for students, employees, and campus visitors to remember that they cannot consume, smoke, possess, or be under the influence of marijuana while on campus, even though they might have a card or prescription permitting them to do so.

Substance Abuse Counseling

Students needing assistance in dealing with drug/alcohol dependency are encouraged to contact college counselors who will provide confidential assistance, information, or appropriate assistance sources in the area.

Jefferson College will inform students and employees of the College Drug and Alcohol Abuse Policy on an annual basis and provide information on community resources available to assist individuals deal with drug/alcohol related problems. Additionally, the College will make drug/alcohol abuse information and educational information available to members of the College community on an ongoing basis and will review its Drug and Alcohol Abuse Policy and prevention efforts biennially. Please refer to the *"Prohibition Policy Against Drug and Alcohol Abuse"* policy in the Jefferson College Student Handbook for further information.

Smoke-Free/ Tobacco Free Policy

Clinical educational sites may limit smoking and use of smokeless tobacco products on grounds. All students will be required to follow the facilities smoking/tobacco policies. If a student is found in violation of these policies, they will immediately be placed on Behavioral Probation.

To promote health and safety, while maintaining the cleanliness of college property, all Jefferson College campuses are smoke-free/tobacco-free environments under a policy adopted by the Board of Trustees.

The use of tobacco and all smoke-related products (**including cigarettes, cigars, pipe tobacco, smokeless/chewing tobacco, electronic cigarettes, electronic nicotine delivery systems (ENDS), herbal smoke products, hookahs, Juuls, vapes, and beedies etc.**) is restricted to inside personal vehicles. The policy pertains to all students, faculty, staff, other employees, contractors, performers, and visitors. Those who violate the policy are subject to a \$25 fine.

Federal and State Financial Aid

Jefferson College participates in many types of federal and state student financial aid programs. The goal of the College's financial aid program is to help individuals who meet a demonstrated financial need to acquire funds to enter and succeed in college. Therefore, the student carries the responsibility to demonstrate satisfactory academic progress.

Students who wish to be considered for financial assistance must apply for admission to Jefferson College. Students may submit their FAFSA (Free Application for Federal Student Aid) to the Federal Processing Center by mail or online at www.fafsa.gov. Paper copies of the FAFSA are only available by contacting the Federal Student

Aid Information Center at (800) 433-3243. Students without Internet access may submit their FAFSA online by using computers located in the Student Financial Services Office at the Hillsboro campus. Students will need to indicate that Jefferson College is to receive the electronic report from the processing center. The Jefferson College Title IV School Code is 002468. FAFSA worksheets are available at all Jefferson College locations.

Financial assistance is available at Jefferson College through scholarships, grants, loans, and part-time employment. Several scholarships sponsored by area civic clubs, businesses, and individuals are available for qualified students. Some provide funds for only one year, while others are renewable for the second year. Eligibility for many scholarships is determined by information provided on the Jefferson College scholarship application. Applications are available online or in the Student Financial Services Office at Hillsboro, or the offices at Jefferson College Arnold, Jefferson College Northwest, or Jefferson College Imperial. Applications are due each year by March 1 for graduating high school seniors and June 1 for continuing students, returning students, and non-traditional aged students.

Students are encouraged to read “*Financial Aid Guidelines*” and “*Financial Aid Implication Related to Attendance*” in the Jefferson College Student Handbook for a full description of their financial aid responsibilities.

Student Health

Upon selection for the upcoming class, students must provide the following health information. A list of all required documentation will be given to students during summer orientation. This documentation must be completed by the due date listed on the handout. All students are required to upload all documentation to <https://www.castlebranch.com>, a username and PIN will be provided to the student during orientation. **If the student does not have the required vaccinations completed by the due date given to them at orientation, the student will not be allowed to perform clinical rotations and will lose one day of personal time for each day beyond the due date.** Please note that **titers are acceptable instead of vaccinations** to comply with some of the below requirements.

1. Documentation of hepatitis B vaccine prior to the first day of clinicals. Hepatitis B vaccine is a 3-vaccine series that is completed at intervals recommended by the CDC. If a negative HBsAB is found after a completed first series, a second series may be indicated. If a second negative HBsAB is resulted after a completed second series, diagnosis of non-responder.
2. **2 step** TB Skin test (2 TB skin tests administered 1-3 weeks apart) within the last 12 months.

---OR---

blood test results within the last 12 months - TB blood tests are also called interferon-gamma release assays or IGRAs. Two TB blood tests are approved by the U.S. Food and Drug Administration (FDA) and are available in the United States: The QuantiFERON®--TB Gold In-Tube test (QFT-GIT) and the T-SPOT®.TB test (T-Spot).

3. An immunization history with proof of 2 doses of Two MMR vaccinations at least 1 month apart given after age 1.

--OR--

Born prior to 1957 (exempt)

---OR---

Positive titers to Measles, Mumps, and Rubella

---OR---

Documentation of 2 Measles, 2 Mumps, and 1 Rubella vaccination

4. Tetanus/Diphtheria/Pertussis (Td/Tdap) within the last 10 years
5. Yearly Influenza vaccination
6. Varicella (chickenpox), series of two doses vaccine or positive blood titers (documentation of disease NOT accepted).
7. Polio vaccination
8. Physical Exam (physical from application can be utilized)
9. COVID-19 vaccinations. Vaccinations are not mandatory, however clinical placement is based on hospital requirements and clinical placement may be hindered/delayed due to vaccination status.

Prior to beginning clinical experience and continuing throughout the program students will be instructed in the technical skills and knowledge necessary to protect themselves when exposed to communicable diseases. Information on handling of body fluids and methods of infection control will be included in the course content.

Students are required to report any illness, communicable disease or other condition that might affect the health of the student, patients, or staff to the program director as soon as they become aware of such conditions. Appropriate student confidentiality will be maintained.

If the student is exposed to body fluids by needle stick, other puncture wounds or by other means such as splashes in the classroom or during clinical experience it is the responsibility of the student to report the incident immediately to an instructor. The instructor will inform the student of the appropriate action to be taken.

Each Radiologic Technology Program student is responsible for his/her own health and hospital insurance coverage. Neither Jefferson College nor any of the affiliated clinical sites are responsible for payment of charges incurred due to student's illness or injuries. Use of the Emergency Department will be billed to the student. **Students are not covered under Workman's Compensation; therefore, all students are urged to have some type of medical hospitalization insurance. Clinical site rotations may be limited if the student does not possess their own healthcare insurance, however health insurance is not mandatory.**

Covid-19 Policy

Jefferson College Radiology Program does NOT require its students to receive the Covid-19 vaccine currently. However, the Program and students are required to remain in compliance with our clinical partners. It is for this reason that you will be required to provide your current **vaccination status** so the Program will be able to effectively prepare for clinical placements.

Clinical sites that require vaccinations do not allow exemptions for students. This means only vaccinated students will be allowed at most clinical rotations. If the student chooses not to be vaccinated, clinical site placement may be limited and based on availability. Any delay in clinical placement will/may delay graduation beyond the scheduled date and/or result in non-completion of the Program. Every effort will be made to place un-vaccinated students into a clinical rotation, but the Program cannot guarantee placement nor guarantee future restrictions from clinical partners.

If vaccinated, a copy of the student's vaccine card showing the series is completed will be needed for compliance. Vaccine card with Lot number, administration date, and manufacturer will be needed for proof of vaccination. A copy of the vaccination card will be uploaded to Castle Branch prior to clinical placement.

If choosing to NOT be vaccinated, the student needs to schedule a meeting with the Director and Clinical Coordinator for further discussion.

Pregnancy Policy

Students should be aware that there is a possibility of radiation injury to an unborn fetus with the greatest risk occurring during the first trimester. A female student has the option of whether she wants to notify program officials of her pregnancy. If the woman chooses to voluntarily inform officials of her pregnancy, it must be in writing and indicate the expected date of delivery. The pregnant student can also withdraw her declaration of pregnancy at any time during the pregnancy; this must be done in writing to the Program Director or Clinical Coordinator.

A student who notifies the program of her pregnancy has the following options:

Option #1: The student may continue the educational program without modification or interruption.

Option #2: The student may continue in the program with the following restrictions being imposed on clinical rotations:

The pregnant student will have limited exposure to the following:

1. Fluoroscopic procedures
2. Portable procedures
3. Surgical procedures
4. Procedures involving radium-implant patients
5. Nuclear Medicine procedures

Substitute clinical rotations will not be provided. All clinical rotations missed by the student will be made up at the end of the program. This will result in a delay in the completion of the program. In addition to the clinical restrictions, the pregnant student will be expected to complete all the standard clinical requirements.

Option #3: A pregnant student may request a leave of absence not to exceed one year and either withdraw from or attempt to complete the courses she is currently enrolled in. There would be a place reserved for the student in the next accepted class, and it would not be necessary to submit another application for admission to the program.

Option #4: A pregnant student may request to withdraw from the program for an indefinite period. If she wishes to be reinstated, she must apply and compete for readmission to the program. Any previous coursework taken would be reevaluated at the time of readmission to assure that competency has been maintained.

Program Patient Care Criteria

When students are in a patient care area, they are to realize that the goal of providing quality patient care supersedes all other individual or personal objectives, including teaching, learning and research. In arranging priorities, the first and most important objective must always be to provide patient care. When that goal is addressed properly, the student's educational objectives of learning radiologic technology will automatically

follow, and the knowledge that they seek will be acquired as a natural by-product of the rendering of patient care.

In summary, the criteria which students utilize to prioritize their efforts should list patient care first and foremost, followed by education and training, and lastly, research.

Radiation Protection

There are potential hazards associated with exposure to ionizing radiation. The biological effects of ionizing radiation can depend, among other factors, on the amount of the dose and the rate at which it is received; the type of tissue irradiated; and the age and gender of the exposed person. The biological damage is primarily due to the fact that charged particles (ion pairs) that result from ionization yield highly reactive free radicals. These radicals then readily interact with molecules in the irradiated cells to break chemical bonds or produce other chemical changes.

Because it is difficult to demonstrate the relationship between low levels of occupational dose and effect (somatic, genetic, or developmental), it is imperative that all students and staff take the proper precautions when in the room during ionizing radiation exposures.

In the Jefferson College Radiologic Technology Code of Ethics, it states the "Radiation Protection Standards must always be maintained in, and outside of the radiology department." In the ARRT's Code of Ethics for Radiologic Technologists, it states "The radiologic technologist utilizes equipment and accessories, employs techniques and procedures...and demonstrates expertise in limiting the radiation exposure to the patients, self and others of the health care team."

No excuses will be acceptable for not taking the proper radiation safety precautions. Students **MUST** take the proper precautions when performing portable exams or any other radiographic procedure. Lead aprons **MUST** always be worn when in the room when ionizing radiation is being produced.

The radiography program administration and faculty view this issue to be serious. Failure to follow these standards will warrant appropriate disciplinary action. Student safety is important.

Radiation Monitors

As radiation exposure is known to be hazardous, student exposure will be monitored on an on-going basis. Students will be provided with radiation monitoring device during their first fall semester and will return the badge upon completion of the program. If at any time the radiation badge is lost or damaged the student must report immediately to the Program Director for a replacement. Students will be monetarily responsible for replacement badges. Students are expected to always wear their radiation badges in the clinical setting and during laboratory experiences when exposures are being made. Badges should be worn outside the lead apron, at the collar level during fluoroscopy and surgical procedures when the student is present in the room for the exposure. Students not wearing a radiation badge will receive one percentage point deducted from the clinical grade for each occurrence. In addition, the student may be sent home or placed in a non-radiation area for that day. Please see the Personal Dosimeter policy located in the clinical handbook.

LAMBDA NU- Missouri Gamma Sigma Chapter
(Radiologic and Imaging Sciences – National Honor Society)

Lambda Nu is a national honor society for the radiologic and imaging sciences. Its objectives are to:

- foster academic scholarship at the highest academic levels.
- promote research and investigation in the radiologic and imaging sciences.
- recognize exemplary scholarship.

Lambda Nu's name is derived from the lowercase Greek characters in the formula $\lambda = \frac{c}{f}$, which represents the physics of the inverse relationship between wavelength and frequency, an essential parameter across the diversity of modalities comprising the professions.

In a similar manner, **Lambda Nu uses the uppercase Greek characters (Lambda) and (Nu) to represent the inverse relationship and delicate balance required between the art and the science inherent in the radiologic and imaging sciences professions of:**

- radiography
- radiation therapy
- nuclear medicine
- diagnostic medical sonography
- cardiovascular-interventional technology
- mammography
- computed tomography
- magnetic resonance imaging
- quality management
- bone densitometry
- medical dosimetry

Lambda Nu's Home Chapter is at Arkansas State University.

Lambda Nu's colors are **maroon** for the radiologic and imaging sciences, **forest green** for the health professions and **gold** the ancient color of honor.

Individuals who have achieved academic honors are welcome to apply for acceptance to their local chapter of Lambda Nu. The national criteria are a 3.0 grade point average (4.0 scale), "B" average, or equivalent academic measure after one full time semester of a professional program, although school chapters may set higher

standards. Exemplary honors may be achieved upon evidence of additional professional recognition (i.e., academic paper or poster presentation, publication, etc. according to individual Chapter standards).

Membership is earned by radiologic and imaging sciences students, alumni, and faculty according to the following standards:

Student Professional course GPA of 3.0 or higher on 4.0 scale after completing one full time semester (or equivalent) of a professional program.

- a. Enrollment in a radiologic or imaging sciences program as a full-time student for at least two years.
- b. Evidence of professional commitment beyond the minimum requirements of the program, including, but not limited to:
 - a. GPA higher than Chapter minimum.
 - b. Actively pursuing an independent research project.
 - c. Clinical based employment in a radiologic or imaging sciences field.
 - d. Active membership in a professional organization, as evidenced by:
 - i. Holding office or committee appointments.
 - ii. Preparing for presentation of a professional paper or poster.
 - iii. Preparing for competition in a Quiz-Bowl.

Faculty Members are eligible for membership upon meeting the following criteria:

- a. Actively teaching at the institution of the above chapter (full time, part time, adjunct, or guest faculty).

Alumni Members of Jefferson College are eligible for membership upon meeting each of the following criteria:

- a. Evidence of a cumulative GPA of 3.0 or higher on 4.0 scale after completion of a radiologic or imaging science program.
- b. Active membership in a radiologic or imaging professional organization, as evidenced by:
 1. Serving as an officer or a committee appointment.
 2. Presentation of a professional paper or poster.
 3. Document current "active" professional certification (i.e., American Registry of Radiologic Technologists (ARRT) or other nationally recognized credentialing body).

Faculty &

Alumni All members must register and pay national dues as well as meet all chapter obligations.

Exemplary

Honors Exemplary honors may be achieved upon evidence of advanced professional recognition (i.e., presentation at state/national, recipient of noted award, publication in a peer-reviewed journal, etc.)

For more information on Lambda Nu please visit their website: www.LambdaNu.org or contact the Missouri Gamma Sigma Chapter Advisor, Stacy Wilfong, at 636-481-3254., swilfon2@jeffco.edu.

Radiologic Technology Course Descriptions

RAD101 Radiation Protection

This course shall provide the student with an overview of the principles of radiation protection, including the responsibilities of the radiographer for patients, personnel, and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies and health care organizations are incorporated. (F)

RAD105 Introduction to Radiography

Prerequisites: Admission to Program, Reading Proficiency

This course shall provide the student with an overview of Radiologic Technology and its role in health care delivery. Students will be oriented to the academic and administrative structure of the program, radiographer role and responsibility, and to the profession. Basic principles of radiation safety and protective measures will be introduced including regulatory agencies. (F)

RAD111 Image Evaluation

This course shall provide the student with the knowledge and skills necessary to perform radiologic procedures for the chest, abdomen, and extremity studies. An introduction to chest, abdomen, upper extremity, lower extremity, hip & pelvis, and relevant mobile/trauma procedures for adult and pediatric patients is reinforced. Utilization of anatomical landmarks, body planes and line, and film size are reinforced. The student will practice radiation protection standards and evaluate radiographic image quality in simulated clinical conditions. Students will use their knowledge of anatomy, positioning, and exposure factors to critique radiographs and determine if radiographs are of proper diagnostic quality. (F)

RAD115 Radiographic Positioning I

Prerequisites: Admission to Program, Reading Proficiency

This course consists of lecture and practicum in routine radiographic procedures for the chest, abdomen and extremity studies using relevant structural relationships, landmarks in radiographic positioning, types and sizes of image receptors used for each study, routine positioning and techniques of the region, medical terms, definitions, abbreviations, and symbols. Radiographic anatomy, radiation protection and patient care skills are reinforced. This course is a portion of the five steps to clinical competency and must be completed with an 86% or better in both the lecture and practicum sections. (F)

RAD125 Radiographic Positioning II

Prerequisites: Admission to Program, Reading Proficiency

This course consists of lecture and practicum in routine radiographic procedures for the thorax and spine as well as contrast studies using relevant structural relationships, landmarks in radiographic positioning, types and sizes of image receptors used for each study, routine positioning and techniques of the region, medical terms, definitions, abbreviations, and symbols. Radiographic anatomy, radiation protection and patient care skills are reinforced. This course is a portion of the five steps to clinical competency and must be completed with an 86% or better in both the lecture and practicum sections. (F)

RAD130 Patient Care Management

Prerequisites: Admission to Program, Reading Proficiency

This course focuses on technological and assessment skills and concepts required to build a foundation for holistic care of patients. The student gains a beginning understanding of the nurse's responsibilities as a member

of the interdisciplinary health care team so to apply that understanding to the diagnostic imaging environment. Instruction will introduce the basic concepts of cultural and legal aspects of patient care, vital signs, medical asepsis and infection control, hygiene, body mechanics and mobility, safety, documentation, evaluation of physical needs and surgical asepsis. (F)

RAD135 Radiographic Positioning III

Prerequisites: Admission to Program, Reading Proficiency

This course consists of lecture and practicum in routine and trauma radiographic procedures for skull, facial bone and sinus studies using relevant structural relationships, anatomical landmarks in radiographic positioning, types and sizes of image receptors used for each study, routine and non-routine positioning and techniques of the region, body planes and lines, medical terms, definitions, abbreviations, and symbols. Radiographic anatomy, radiation protection and patient care skills are reinforced. The student will evaluate radiographic image quality in simulated clinical conditions. This course is a portion of the five steps to clinical competency and must be completed with an 86% or better in both the lecture and practicum sections. (S)

RAD140 Radiographic Exposures

Prerequisites: Admission to Program, Reading Proficiency

This course introduces the student to the fundamental principles of radiographic exposure: radiation production, equipment function, collimation and filtration of the beam, control of secondary radiation, and automatic processing technique. In addition, the application of anatomical and pathological conditions affecting image quality will be addressed. (F)

RAD145 Radiographic Positioning IV

Prerequisites: Admission to Program, Reading Proficiency

This course consists of lecture and practicum in advanced imaging techniques and approaches for imaging adult, pediatric and geriatric trauma/emergency radiography, routine pediatric studies, angiographic and interventional procedures, digital imaging and computer tomography as well as mobile and operating room equipment and procedures using relevant structural relationships, anatomical landmarks in radiographic positioning, types and sizes of image receptors used for each study, routine and non-routine positioning and techniques of the region, body planes and lines, medical terms, definitions, abbreviations and symbols. Radiographic anatomy, radiation protection and patient care skills are reinforced. The student will evaluate radiographic image quality in simulated clinical conditions. This course is a portion of the five steps to clinical competency and must be completed with an 86% or better in both the lecture and practicum sections. (S)

RAD150 Cross-Sectional Anatomy

Prerequisites: Admission to Program, Reading Proficiency

This course will introduce application techniques, image formation, computer anatomy and picture archiving of digital imaging. Processing and computer tomography concepts are presented. Fundamental study of the human anatomy including bones, organs, vessels, and tissues in cross-section will be conducted. Specific procedures imaged for the head, brain, neck, thorax, abdomen, and pelvis will be addressed. A general review of scanning protocol, patient preparation and evaluation of radiographic image quality will be discussed. Knowledge of cross-sectional anatomy will lead to a greater understanding of modalities such as CT, MRI and Ultrasound. (S)

RAD155 Radiographic Biology

Prerequisites: Admission to Program, Reading Proficiency

This course will provide an overview of the principles of the interaction of radiation on the human body. Radiation effects on molecules, organisms, and factors affecting biological response, and acute and chronic effects of radiation are discussed. This course will also review radiation protection measures. (F)

RAD160 Radiographic Physics

Prerequisites: Admission to Program, Reading Proficiency

This course provides the student with the principles of x-ray generation and use, including the mathematical, electrical, chemical, and physical concepts necessary for x-ray production and beam characteristics. An introduction to the x-ray equipment, instrumentation and control, and the unit of measure is provided. An analysis of production and measurement of radiation, interaction with matter and film, the study of x-ray tubes, rating charts, and x-ray circuits will be presented. (S)

RAD165 Radiographic Pharmacology

Prerequisites: Admission to Program, Reading Proficiency

This course covers the fundamentals of pharmacology including drug absorption, metabolism, and excretion responses for selected drugs and contrast media used in radiology and radiographic procedures. The desired effects, mechanism of actions and adverse effects of contrast media on the human body are discussed. An introduction to venipuncture is included. (F)

RAD170 Radiographic Pathology

Prerequisites: Admission to Program, Reading Proficiency

This course is an introduction to the basic nature and cause of disease, radiographic manifestation of disease processes and acute injury, and their related radiographic significance. (S)

RAD176 Image Intensification & QA/QC

Prerequisites: Admission to Program, Reading Proficiency

This course provides the student with the knowledge of x-ray equipment routinely utilized to produce diagnostic images as well as the quality control measures pertaining to them. An overview of various recording media and image intensification units used in radiology will be discussed. This course also provides the student with the principles of a Quality Management program including theory, tools, procedures, digital imaging equipment, and assessment of images. (F)

RAD182 Introduction to Advanced Imaging Modalities

Prerequisites: Admission to Program, Reading Proficiency

Introduction to Advanced Imaging Modalities provides an overview of the basic understanding and operation of various imaging modalities. Advanced imaging modalities including computed tomography, digital radiography, ultrasound, magnetic resonance imaging, mammography, special procedures, interventional, nuclear medicine, radiation therapy, and bone densitometry will be discussed. (SU)

RAD185 Radiography Curriculum Review and Professional Development

Prerequisites: Admission to Program, Reading Proficiency

This course provides the student with a general review of all previous coursework through multiple examinations on concepts in radiation protection, patient care management, radiographic procedures, image production and equipment operation, to prepare the student for the national registry exam. This course also discusses matters involving current trends in imaging, career options, the importance of critical thinking skills and continuing education to the profession, and professionalism of registered Radiologic Technologists. (S)

RAD190 Radiologic Technology Independent Study (optional) 1-3 credits

Prerequisites: Admission to Program, Reading Proficiency

This independent study course is designed to give the student the opportunity to study and be tested on specific areas of radiologic technology that they may be interested in. This self-paced course is designed to assist the radiologic technology student to obtain a deeper education in the selected area of the radiologic sciences including, but not limited to, CT, MRI, nuclear medicine, radiation therapy and ultrasound career paths. Students can repeat this course as many times as they would like. (F, S, SU)

RAD200 Clinical Practicum I

Prerequisites: Acceptance to Radiologic Technology Program, Reading Proficiency, RAD115 Radiographic Positioning I, RAD125 Radiographic Positioning II

This clinical practicum is the first course in a series of five clinical education courses designed for development, application, analysis, integration, synthesis, and evaluation of clinical competencies that have been taught previously in positioning courses. Supervised clinical rotations will be performed in basic areas of radiologic technology at assigned clinical sites. Radiology students will complete between 1200 and 1300 clinical contact hours over the course of the program to ensure clinical competence. The clinical credit hours have been equally assigned to the five program clinical courses. Over the life of the program, this equates to approximately 80 contact hours per one college credit hour. This course is a portion of the five steps to clinical competency and must be completed with an 86% or better. (S)

RAD210 Clinical Practicum II

Prerequisites: Acceptance to Radiologic Technology Program, Reading Proficiency, RAD115 Radiographic Positioning I, RAD125 Radiographic Positioning II, RAD135 Radiographic Positioning III, RAD145 Radiographic Positioning IV

This clinical practicum is the second course in a series of five clinical education courses designed for development, application, analysis, integration, synthesis, and evaluation of clinical competencies that have been taught previously in positioning courses. Supervised clinical rotations will be performed in basic and advanced areas of radiologic technology at assigned clinical sites. Radiology students will complete between 1200 and 1300 clinical contact hours over the course of the program to ensure clinical competence. The clinical credit hours have been equally assigned to the five program clinical courses. Over the life of the program, this equates to approximately 80 contact hours per one college credit hour. This course is a portion of the five steps to clinical competency and must be completed with an 86% or better. (SU)

RAD220 Clinical Practicum III

Prerequisites: Acceptance to Radiologic Technology Program, Reading Proficiency, RAD115 Radiographic Positioning I, RAD125 Radiographic Positioning II, RAD135 Radiographic Positioning III, RAD145 Radiographic Positioning IV

This clinical practicum is the third course in a series of five clinical education courses designed for development, application, analysis, integration, synthesis, and evaluation of clinical competencies that have been taught previously in positioning courses. Supervised clinical rotations will be performed in basic and advanced areas of radiologic technology at assigned clinical sites. Radiology students will complete between 1200 and 1300 clinical contact hours over the course of the program to ensure clinical competence. The clinical credit hours have been equally assigned to the five program clinical courses. Over the life of the program, this equates to approximately 80 contact hours per one college credit hour. This course is a portion of the five steps to clinical competency and must be completed with an 86% or better. (SU)

RAD230 Clinical Practicum IV

Prerequisites: Acceptance to Radiologic Technology Program, Reading Proficiency, RAD115 Rad Positioning I, RAD125 Radiographic Positioning II, RAD135 Radiographic Positioning III, RAD145 Radiographic Positioning IV

This clinical practicum is the fourth course in a series of five clinical education courses designed for development, application, analysis, integration, synthesis, and evaluation of clinical competencies that have been taught previously in positioning courses. Supervised clinical rotations will be performed in basic and advanced areas of radiologic technology at assigned clinical sites. Radiology students will complete between 1200 and 1300 clinical contact hours over the course of the program to ensure clinical competence. The clinical credit hours have been equally assigned to the five program clinical courses. Over the life of the program, this equates to approximately 80 contact hours per one college credit hour. This course is a portion of the five steps to clinical competency and must be completed with an 86% or better. (F)

RAD240 Clinical Practicum V

Prerequisites: Acceptance to Radiologic Technology Program, Reading Proficiency, RAD115 Radiographic Positioning I, RAD125 Radiographic Positioning II, RAD135 Rad Positioning III, RAD145 Rad Positioning IV

This clinical practicum is the fourth course in a series of five clinical education courses designed for development, application, analysis, integration, synthesis, and evaluation of clinical competencies that have been taught previously in positioning courses. Supervised clinical rotations will be performed in basic and advanced areas of radiologic technology at assigned clinical sites. Radiology students will complete between 1200 and 1300 clinical contact hours over the course of the program to ensure clinical competence. The clinical credit hours have been equally assigned to the five program clinical courses. Over the life of the program, this equates to approximately 80 contact hours per one college credit hour. This course is a portion of the five steps to clinical competency and must be completed with an 86% or better. (S)

Jefferson College Graduation Requirements

To qualify for a degree students must:

1. Comply with all Jefferson College graduation requirements. Jefferson College graduation requirement can be found at <https://www.jeffco.edu/graduation>

Program Graduation Requirements

1. Demonstrate consistent safety and competency in each clinical area.
2. Successful completion of each theory and each clinical area.
3. Satisfactory attendance and punctuality record.
4. Complete application to take the American Registry of Radiologic Technology Examination.
5. Have exit conference with Program Director and/or another designated Jefferson College official.
6. Meet all graduation requirements of Jefferson College (<https://www.jeffco.edu/graduation>).

Program Counseling Scheduling

1. Individual conferences shall be scheduled to assure privacy and adequate time needed.
2. Examples of conference needs are: clarification of assistance with subject matter and/or assignments, extenuating circumstances, semester review, etc.
3. Student should sign all counseling documentation prior to it being placed in his/her file.

Academic Guidance and Student Counseling

Counseling and guidance are available to Radiologic Technology students. Students have access to counseling systems maintained by Jefferson College, such as access to financial aid counselor, job placement counselor, and academic help services. Student guidance shall be available to include assisting students in understanding and observing program policies and practices and provide counseling or referral for personal problems that may interfere with progress of the program. Students may request additional assistance with coursework at any time and should do so at the earliest sign of difficulties.

The Radiologic Technology program will maintain counseling by:

- "Open Door" policy by Clinical Coordinator and Program Director or by scheduling appointments with faculty during their scheduled office hours, as posted.
- One interview between Program Director and Student (written documentation kept in student file).
- Disciplinary counseling in accordance with program procedures and policies, when needed (written documentation kept in student files).
- Referral of student to the Division Chair of Health Occupation Programs or the Dean of Career & Technical Education, when deemed necessary by the Program Director (written documentation kept in student files).

Withdrawal from Program

A student is officially a member of each class in which he or she has enrolled. To withdraw or drop a course, a student must complete the withdrawal process. Any student who does not attend classes and who has not officially withdrawn from a class will receive a failing grade at the end of the semester. Please refer to the

“Withdrawing, Dropping, and Adding Courses” in the Jefferson College Student Handbook for further information.

Refund of Tuition, Fees, and Laboratory Fees

A student is officially a member of each course in which he/she has enrolled. To add, drop, or withdraw from a course, a student must complete and submit the appropriate paperwork at one of the Jefferson College locations by the designated date or complete the add, drop, or withdrawal process online. Deadlines for adding, dropping, or withdrawing from a course vary based on the length of the course and are available on the Jefferson College website. Students who have not paid, or made arrangements to pay tuition, may be subject to a drop for non-payment. For more information refer to the *“Withdrawing, Dropping and Adding Courses”*, *“Financial Aid Guidelines”* and *“US Department of Education Return of Title IV Funds Policy”* in the Jefferson College Student Handbook or online: <https://www.jeffco.edu/classschedule>

Guidelines for Granting Drop & Readmission to the Radiologic Technology Program

A drop - readmission will only be considered for a student with unusual circumstances, requiring him/her to withdraw from school.

The student must:

- Have completed a minimum of one semester of the program.
- Have an overall grade average of B or above.
- Request leave of absence prior to the first day of the semester following withdrawal from the program.
- Verify facts pertaining to request for leave and present them to the Program Director.

Readmission is conditional and students may be readmitted only if readmission does not cause class to exceed limit set forth by JRCERT. If readmission of a student would cause the school to exceed the limits set forth for any class by one student, the student may be admitted provided that the Director of the Radiologic Program feels that the student will not overload the faculty or facilities. Absence shall be for no longer than one year. Any new textbooks must be purchased. Students must abide by rules and regulations as set forth in the current student handbook.

Holidays

The Radiologic Technology program of Jefferson College observes holidays and breaks in accordance with college policies. No student shall be scheduled or allowed in clinical rotations on nationally observed holidays.

Cell Phone Use in Classrooms

As a member of the learning community, each student has a responsibility to other students who are members of the community. When cell phones or pagers ring and students respond in class or leave class to respond, it disrupts the class. Jefferson College prohibits the use by students of cell phones or similar communication devices during scheduled classes. All such devices must be turned off or put in a silent (vibrate) mode and ordinarily should not be taken out during class. Given the fact that these same communication devices are an

integral part of the College's emergency notification system, an exception to this policy would occur when numerous devices are activated simultaneously. When this occurs, students may consult their devices to determine if a college emergency exists. If that is not the case, the devices should be immediately returned to silent mode and put away. Other exceptions to this policy may be granted at the discretion of the instructor. Sanctions for violation of this policy are determined by the instructor and may include dismissal from the class.

Personal phone calls are not to be made or received by students while in clinical. Cell phones may be used during breaks. Only emergency calls will be accepted by the program faculty and staff or clinical reception areas. CELL PHONES ARE TO BE TURNED "OFF" DURING ALL CLINICAL ROTATIONS. This includes texting. Points may be deducted from grade and/or disciplinary action may be taken if a personal phone rings during class or clinical time.

Social Media Usage

Program students are personally responsible for all comments/information and hosted content they publish online. Be mindful that things such as Tweets and Status Updates will be visible and public for a long time. By posting comments, having online conversations, etc. on social media sites you are broadcasting to the world, be aware that even with the strictest privacy settings, what you 'say' online should be within the bounds of professional discretion. Comments expressed via social networking pages under the impression of a 'private conversation' may still end up being shared into a more public domain, even with privacy settings on maximum. Comments related to the Program, its employees, staff and/events related to Jefferson College, should always meet the highest standards of professional discretion. When posting, even on the strictest settings, students should act on the assumption that all postings are in the public domain. Under no circumstances should a student post pictures/images taken inside a clinical site, images of patients, or radiographs taken by them or by another person, as this could constitute a HIPPA violation as this information is confidential. Unless the faculty grants permission, no images of radiographs from the classroom shall be taken and posted on any social media platform, as these images are protected under PHI. Remember, your social networking site is an extension of your personality, and an extension of your professional life and classroom. If a reporter, producer, or other news media contact you for information regarding the Program or Jefferson College refer them to the Program Director or the Director of Marketing. Violation of the social media policy may be subject to disciplinary action including dismissal from the program.

Classroom Attire

Students are required to dress appropriately for class. Clothing which is overly provocative, or which other students may find offensive is not conducive to an appropriate learning environment and should not be worn to class. Students should be prepared for classroom temperature fluctuations by dressing in layers or bringing a sweater.

Children in the Classroom

Students are not permitted to bring children to class, nor should children be left unattended in the halls, offices, Library, Student Center, or outside on campus. The college reserves the right to protect the safety and welfare of unattended children. If students leave their children unattended, the college will institute appropriate action.

In an emergency, a student may contact the instructor by phone or in person prior to class to request permission to bring his/her child. It is the instructor's option to grant or deny permission. An on-campus day care program is available; however, this is not a drop-in service.

Classroom Attendance

Students who attend class regularly and punctually do themselves a service and show instructors and other class members courtesy. Students are not entitled to a certain number of absences. Information presented in the classroom is critical in the learning process. An instructor may consider excessive tardiness as absences in determining if a student may remain in the class. If a student misses more than 15 percent of the total time (including lecture and laboratory) that the class meets in a semester, the student may be prohibited from attending the class by the instructor. In such cases, the student must officially withdraw from the course by the

designated withdrawal date, to reduce the possibility of receiving an “F” for the course. At the beginning of the semester, the instructor will notify his or her students of the attendance and punctuality requirements for the class. Failure to attend class does not constitute an official withdrawal.

When absent, the student is expected to account for the absence with the instructor and be responsible for work missed. Students should notify the instructor as early as possible of each absence. Instructors may penalize students for absences. Students in violation of class attendance policy and wish to remain in the Radiologic Technology program must appear before the Review Board. If the student fails to appear before this board at the scheduled time, automatic dismissal will result. Students must request an appearance before the Review Board within 10 working days of their date of last attendance.

In addition, Jefferson College has the following policy concerning attendance:

Regular and punctual attendance is expected of all students. Any one of these four options may result in the student being removed from the class and an administrative withdrawal being processed: (1) Student fails to begin class; (2) Student ceases participation for at least two consecutive weeks; (3) Student misses’ 15 percent or more of the coursework; and/or (4) Student misses’ 15 percent or more of the course as defined by the instructor. Students earn their financial aid by regularly attending and actively participating in their coursework. If a student does not actively participate, he/she may have to return financial aid funds. Consult the College Catalog or a Student Financial Services representative for more details.

Make Up Policy

Assignments: The first day a student returns to school, he/she is responsible for contacting each instructor regarding material to be made up. Failure to do so will result in a zero for missed assignments. Twenty percent (20%) will be deducted from all assignments that are turned in late. All work must be turned in within 1 week of the due date or as arranged with the instructor. Assignments turned in more than 1 week after the due date will receive a zero.

Quizzes: Missed quizzes may be recorded as zeros and may have to be taken, if applicable, on the next class day of attendance to complete course requirements.

Exams: If an exam is not taken at the scheduled time and arrangements for a make-up exam have not been made prior to the designated exam time, the grade for that exam will be zero. No make-up exam will be considered unless the instructor is personally notified prior to the absence. If a student arranges to take the exam at another time than the scheduled time, 5% will be deducted from the grade on that exam. Make-up exams are scheduled at the convenience of the instructor.

Inclement Weather

It is the policy of the Radiologic Technology program to ensure the safety of its students, adequate clinical supervision, and appropriate professionalism. Inclement weather is any weather that has the probability of interfering with the student’s ability to arrive safely at class or clinicals. In the event of inclement weather, the student should make the determination of the prudence of travel. Students will only be excused from class for inclement weather when the campus is closed. Students may **not** be reassigned to alternate clinical sites in cases of inclement weather, as this may exceed the requirements for appropriate clinical supervision.

Students wishing to delay arrival at the clinical site until road conditions improve should contact both the clinical site and the clinical coordinator prior to the time the student is scheduled to arrive. Students who delay or do not attend clinicals at all will have the time deducted from their allotted clinical absenteeism time. In

accordance with the program's policy on clinical attendance, the student is expected to notify both the clinical site and the clinical coordinator of the absence prior to the start of the clinical day.

When a decision is made to cancel classes, information will be communicated via the Jefferson College automated telephone system, the Jefferson College web site, select radio/television stations, MyJeffco (internal web portal), and the Viking Text Message Service (registration required within MyJeffco). Separate announcements will be made for both day and evening class cancellations. The decision to cancel evening classes will be announced as early as possible (in most cases no later than 4 p.m.) as weather conditions change.

In some instances, it may be up to the Director of Radiology, Clinical Coordinator(s) or faculty to determine if classes/clinical will be excused or late start. Communication shall be made with each student prior to the start of the class/clinical day. **Do not contact the school or program official to ask about inclement weather.**

Natural Disaster/Emergency Contingency Planning

In the event of a natural disaster, global pandemic, or potential crises, where there is risk of safe school operations is threatened, the Program shall implement the following policies if necessary. If regularly scheduled classes and/or clinical site placement is impeded through no fault of the school or student, alternate learning plans may be implemented to safeguard educational continuity for all students. These alternate learning plans may include, but are not limited to the following:

- Online learning (synchronous/asynchronous meetings)
- Hybrid learning
- Instructional methods
- Postponement/delay of clinical fieldwork
- Course schedule changes
- Course sequence changes

Regardless of changes made, every effort will be made by the Program and/or Jefferson College to ensure minimum standards of JRCERT Accreditation and eligibility for ARRT licensure requirements are met. Contingency plans will be implemented to ensure learning objectives are achieved. If objectives cannot be met during the scheduled Program length, every effort will be made by the Program to graduate students as close to their original graduation date as possible. Monitoring, evaluation, and documentation of alternative modes and methods of distance and flexible education will occur to ensure methods are adequate for course material, student learning and continued quality education.

Clinical Education

Students are taught the basic radiography principles and procedures in the didactic and laboratory courses in the first semester and practicum experience is conducted in following semesters. The program has five clinical practicum courses within the curriculum. During each course, students may perform required exam competencies under observation, direct supervision and/or indirect supervision. Students shall rotate through an assigned clinical area for the duration of one semester.

Clinical Education plays a very significant role in a student's development as a professional Radiologic Technologist. Attendance in clinical rotations is not optional. This means that students will need to plan carefully to avoid clinical absences. A student's clinical rotation will occur at a wide variety of locations and unlike traditional college courses, clinical rotations will usually consist of 8-hour shifts. No make-up time will be allowed in the event of a student's absence.

Specific Clinical Regulations

Specific regulations regarding uniforms, how clinical grades are calculated, clinical assignments, etc. are not covered in this handbook. Students will receive the specific clinical regulations with their clinical competency books prior to the start of Clinical Practicum I.

Patient Records and Confidentiality

During clinical rotations students are permitted to obtain patient records from the Medical Records Department of the hospital for the purpose of **preparing a case study only** if allowed by the facility. Obtaining a medical record for any other purpose is strictly prohibited and will be cause for disciplinary action and/or immediate dismissal. (i.e., obtaining your own record during school time or while in school uniform).

Information concerning any patient and his/her illness is private. It is the student's obligation, as well as every member of the hospital, to keep this information **strictly confidential**. Do not discuss patient information with friends, relatives, classmates, or fellow employees. Students are not allowed, at any time, to discuss clinical experiences on any form of social media, doing so may be grounds for immediate dismissal from the Program. The student is required to abide by the Patient Privacy rules and regulations of both the clinical affiliation site and Jefferson College's Radiologic Technology Program.

A student may discuss a patient's medical condition (without disclosing a patient's name) with other RT's, physicians, program instructors and RT students provided they are directly concerned with the care of the patient or if it is in a supervised learning situation. This does not authorize the student to make moral judgments concerning the patient's personal life. This would be an invasion of privacy.

When writing a case study about an assigned patient, use only initials of the patient, physician, or others who care for the patient. A student may use fictitious names in a case study if the use of initials is not chosen.

Students are required to agree to abide by patient confidentiality regulations prior to assignment at a clinical site. All facility guidelines regarding patient's imaging and reports should be followed.

Clinical Education Supervision

Until a student achieves and documents clinical competency in any given procedure, all clinical assignments shall be carried out under the direct supervision of a registered radiographer. Upon completion of the Five Steps to Clinical Competency students may perform radiographic examinations with indirect supervision. **Regardless of the level of competency achieved, students must perform all repeat radiographs in the presence of a registered radiographer. Repeated exams are to be documented in Trajecsys.**

In providing **direct supervision**, the registered radiographer shall:

- Review the request for the examination in relation to the student's achievement.
- Evaluate the condition of the patient in relation to the student's knowledge.
- Be present in the room during the examination.
- Review and approve the radiographs before they are submitted to the radiologist.

In providing **indirect supervision**, the registered radiographer shall:

- Be present in a room adjacent to the room where the procedure is being performed.

Review and approve the radiographs before they are submitted to the radiologist.
Be present in the room for all repeat radiographs.

After Hours in Clinics

Due to insurance reasons, students are not allowed to be in the Radiology Departments of Hospitals unless for specific purposes such as clinical hours as student, paid employee of facility or visiting a patient.

Student Technologist Positions

Many of the clinical sites hire students during their second year of the Program. When working as a student technologist at a clinical site, the student shall not be a representative of the Program. The student shall not wear attire, name badges or radiation badges with the Jefferson College or Program logo. Under no circumstances shall the radiation badge provided by the school be used for monitoring while working at a facility, it is only to be worn when performing clinicals for the Program. The Program is not responsible for students while they are working at a facility, even if it is an affiliated site.

JEFFERSON COLLEGE

RADIOLOGIC TECHNOLOGY PROGRAM

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Hillsboro, MO 63050
(636) 797-3000

Interim Radiology Director: Stacy Wilfong, MAT RT (R)
(636) 481-3524
swilfon2@jeffco.edu

Clinical Coordinator/ Faculty: Rachel Dacus, MBA, RT(R) (CT)(M) (QM)
(636) 481-3497
rdacus@jeffco.edu

I _____, have received and read the student handbook.

This handbook has been reviewed and discussed with me by Program faculty and they have answered all my questions.. By my signature below, I indicate that I have read and understand the contents and will abide by the rules and regulations. This acknowledgement will be placed in my personal file.

Student: _____
Printed Name

Student: _____
Signature

Date: _____

Program Director/Witness: _____
Signature

Date: _____