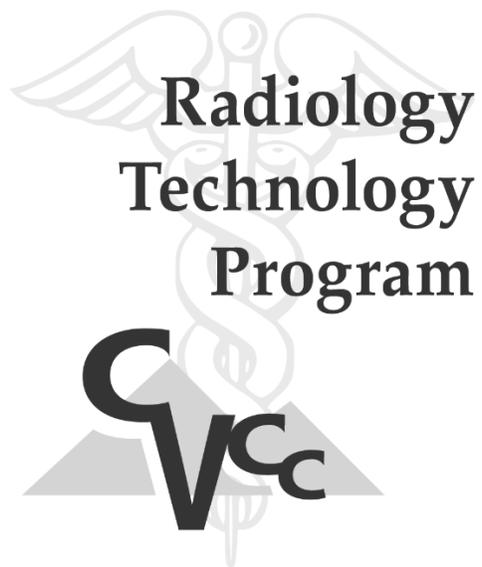


RADIOLOGIC TECHNOLOGY PROGRAM

STUDENT HANDBOOK



CENTRAL VIRGINIA COMMUNITY COLLEGE

2021 rev

Contents

<i>RADIOLOGIC TECHNOLOGY PROGRAM</i>	1
<i>STUDENT HANDBOOK</i>	1
<i>CENTRAL VIRGINIA COMMUNITY COLLEGE</i>	1
PROGRAM INFORMATION.....	5
Introduction	6
PROGRAM TYPE AND LENGTH	8
Degree Awarded	8
Program Mission Statement	9
Student Goals/Outcomes.....	9
ADVISEMENT AND EVALUATION	10
Classroom:.....	11
Clinical:.....	11
The grading system.	11
COURSE DESCRIPTIONS: PROFESSIONAL COURSES	11
CURRICULUM OUTLINE.....	14
CLINICAL EDUCATION MODEL	15
CLINICAL PRACTICE	16
Clinical Schedules and Weekly Assignments	16
<i>Clinical hours and times:</i>	16
Freshman:	16
Sophomores:.....	16
Evening hours:.....	17
Clinical Patient Care Guidelines	17
RADIOLOGIC TECHNOLOGY PROGRAM PERSONNEL.....	19
General Information.....	20
CERTIFICATION EXAMINATION (ARRT)	21
GRADUATION REQUIREMENTS.....	21
HONORS CEREMONY	21
HONOR SOCIETY	22
LEADERSHIP OPPORTUNITIES.....	22
PROFESSIONAL ORGANIZATIONS.....	22
STATE LICENSURE	23
STUDENT COSTS: Summary of Needs.....	24
Malpractice Insurance	24

Physical Exam/Drug Screen/ and Background Check	24
CPR Certification	24
Meals.....	25
Professional Memberships	25
ARRT Examination Fee	25
VA License Fee	25
WHO DO I CONTACT and WHEN?	25
1. A student will need to be absent from class.....	25
2. A student is sick or must miss clinical	25
3. Clinical Concerns	25
4. On campus harassment and discrimination	26
5. Questions about course work.....	26
6. Concerns about an instructor or faculty member	26
7. Questions about clinical policies.....	26
8. Questions about program policies or JRCERT standards	26
9. Honor Code violations.....	26
College Policies	27
DIVERSITY STATEMENT:	28
SEXUAL MISCONDUCT POLICIES.....	28
STUDENT ACCESSIBILITY SERVICES:	29
STUDENT HONOR CODE:.....	30
Program Policies.....	31
ACADEMIC STATUS.....	32
ATTENDANCE POLICIES	33
BEREAVEMENT POLICY	35
CHANGE OF NAME/ADDRESS.....	35
CLINICAL AFFILIATES: STUDENT CONDUCT	35
CLINICAL SUPERVISION POLICIES	36
DISCIPLINE POLICY:.....	37
DRESS CODE	39
DRUG SCREEN POLICY	40
GRIEVANCE POLICY: PROGRAM	41
HOSPITAL POLICIES	42
I.D. BADGES.....	42
INCLEMENT WEATHER POLICY.....	42

INSURANCE	43
MEAL POLICY.....	43
MENTORSHIP POLICY	43
MRI Safety Screening Protocol.....	44
OBSERVATION POLICY (currently observations suspended due to COVID).....	46
OFFICIAL RECESS POLICY (includes holidays)	47
PARKING POLICY	47
PART-TIME EMPLOYMENT	48
PICTURE USE	48
PREGNANCY POLICY.....	48
RADIATION MONITORING POLICY	49
Radiation Monitoring- Excessive Exposure	50
SEMINAR POLICY	50
SOCIAL MEDIA POLICY:	51
TELEPHONE USE POLICY.....	52
TIME SHEETS	52
WITHDRAWAL.....	52
Appendix A: Clinical Competency Process	53
Appendix B: Competency Forms and Evaluations.....	56
Appendix C: Radiation Protection Policies	74
Appendix D: JRCERT Standards and Resolution of Complaints.....	78
<i>A Word About Professionalism.</i>	84

PROGRAM INFORMATION

Introduction

Established as a degree program in 1968, the CVCC Radiologic Technology Program is fully accredited by the Joint Review Committee on Education in Radiologic Technology and the Southern Association of Colleges. Over 600 students have graduated from the program, providing highly qualified radiologic technologists to health care facilities throughout Virginia and surrounding states.

The purpose of the program is to educate motivated individuals in the varied aspects of becoming a qualified medical imaging professional, including such areas as technical skills, patient care considerations, medical knowledge, and appropriate work habits. Upon successful completion of all courses in the Radiologic Technology curriculum, the student is eligible to take the national registry examination administered by the American Registry of Radiologic Technologists.

A two-year (six semester) program leading to the Associate in Applied Science Degree, the Radiologic Technology program includes general education courses, professional courses, and coordinated practice providing hands-on education and experience in the hospital and clinic setting. Specific information regarding these courses can be found in the CVCC Catalog and Student Handbook or online at www.centralvirginia.edu or specifically to the radiography program on page 11 or at <https://centralvirginia.edu/Programs-Classes/Health-Sciences/Radiologic-Technology/Radiologic-Technology-AAS>

Beginning with the first semester of the program, students are actively involved in the clinical setting, working directly with patients, and learning from staff technologists as well as program faculty and staff. Lynchburg General Hospital, Virginia Baptist Hospital, Radiology Consultants Inc. /Central Va. Imaging, Southside Community Hospital, Gretna medical Center, and Bedford Memorial Hospital serve as clinical affiliates. The staff and administration of these institutions provide enormous support and assistance in maintaining the quality of the educational program.

The Radiologic Technology Student Handbook has been designed specifically for students in the Radiologic Technology Program and is to be used in conjunction with the CVCC Catalog and Student Handbook. The information contained in this publication provides specific information concerning college, program, and hospital policies of which the student must be aware, in addition to general material related to the profession. The information in this Handbook is subject to change, in which case the program students will be informed. It is the responsibility of each student to read both the College and Program Handbooks very closely and adhere to all policies. CVCC reserves the right to make changes to any provision or requirement within these sources, as well as changes to any curriculum or program, whether during a student's enrollment or otherwise.

Program Accredited By:

Southern Association of Colleges and Schools

1866 Southern Lane
Decatur, GA 30033-4097
404-679-4501

Joint Review Committee on Education in Radiologic Technology

20 North Wacker Drive
Suite 2850
Chicago, Illinois 60606-3182
312-704-5300

Program Handbook Disclaimer, Agreement and Signature Form

This Radiologic Technology Program Handbook is provided to you as a guide and to ensure that you understand the academic and conduct expectations that the College has for you during your enrollment in the program. There is no mutuality between you and the College concerning it, and thus your reliance upon the information contained within it when making academic decisions does not constitute, and should not be construed as, a contract with the college. Furthermore, the College reserves the right to make changes to this handbook at any time, unilaterally and without notice; however, students will not be held responsible for any associated conduct expectations contained in such changes until notified of them.

I, the undersigned student, having read and reviewed the Central Virginia Community College Radiography Program Student Handbook do agree to adhere to and abide by all College as well as Program policies and/or their amendments during my matriculation as a Radiography student at CVCC. I agree to adhere to and abide by the conduct and performance policies of the clinical education sites. I clearly understand that failure to adhere to and abide by the policies and regulations of the College, Program or Clinical Site may result in disciplinary actions or dismissal from the program.

Student's name (printed)

Date

Student's Signature

PROGRAM TYPE AND LENGTH

The Radiologic Technology Program is a specialized college program, which includes didactic instruction and clinical experience at cooperating hospitals and imaging centers. The program is twenty-three (23) months, involving six (6) semesters of academic studies and coordinated practice in the radiology departments to complete requirements for achieving professional certification through the American Registry of Radiologic Technologists (ARRT). The student will complete approximately 1850 hours of clinical experience during the program and will study such topics as patient care, radiation protection, radiographic positioning and related anatomy, radiographic pathology, medical terminology, radiation science, image production, and equipment operation.

The Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) www.jrcert.org The JRCERT is the only organization recognized by the US Department of Education and the Council for Higher Education Accreditation for the accreditation of educational programs in radiography, radiation therapy, magnetic resonance imaging, and medical dosimetry.

Degree Awarded

Upon completion of program requirements, the student will be awarded an Associate in Applied Science in Radiologic Technology (A.A.S.) and will be eligible to sit for the ARRT Certification Examination and apply for their VA State License upon passing of the ARRT Certification Examination.

Program Mission Statement

Radiologic Technology at Central Virginia Community College is dedicated to providing excellence in quality education in the imaging sciences while graduating qualified entry-level radiographers who support the needs of the healthcare system.

Student Goals

1. Students will demonstrate the effective communication and computer skills necessary for employment in the medical field.
2. Students will demonstrate clinical competency in the radiography skills necessary to function as entry-level radiographers
3. Students will demonstrate problem solving and critical thinking skills relating to the duties of a radiographer.
4. Students will demonstrate good ethical behavior and professionalism

Student Learning Outcomes

- Students will demonstrate age and gender appropriate communication skills
- Students will demonstrate effective computer skills necessary to complete a procedure
- Students will apply the ALARA concept in practicing radiation protection to the patient, self, and others.
- Students will demonstrate accuracy and speed in producing quality radiographic images
- Students will demonstrate the ability to select/modify positioning and procedural techniques relative to patient condition and ability.
- Students will demonstrate the ability to recognize quality radiographic images and suggest corrections as needed
- Students will demonstrate professional conduct and knowledge of ethical behavior
- Students will treat patients, staff, and others in a professional manner

ADVISEMENT AND EVALUATION

Advisement

Student advisement is an ongoing process in the program. Students receive formal advisement and counseling for clinical twice a semester. Midterm and final counseling sessions are held individually with each student to address their current status in the clinical setting. This includes a review of their overall performance, attitude, and adherence to policies. Students are asked their opinion of how they think they have performed and are encouraged to discuss weaknesses or areas they may be concerned about. Action plans for students who are falling behind are put into place to help a student achieve the required status. Students may receive counseling or advisement at any time during the semester if behaviors or attitudes change; if there are discipline actions in need of correction; or if a student appears to be in distress. Students in distress may be required by the program to go to the counseling center to speak with a qualified counselor to ensure the student's mental wellness and safety. This counseling is confidential and free of charge to the student.

Students are advised academically on an as needed basis. If a student does poorly on a test, the instructor will meet with that student to discuss the performance and offer solutions such as better study methods or tutoring with a sophomore student or the instructor. If behavior changes are noticed in the student or there are signs of distress, the instructor will meet with the student. Students in distress may be required by the program to go to the counseling center to speak with a qualified counselor to ensure the student's mental wellness and safety. This counseling is confidential and free of charge to the student.

The program director acts as the student's course advisor and will ensure the students enroll in the appropriate courses each semester. Any additional courses a student wishes to take during the program must be discussed with the program director prior to enrollment in those courses. Students may not add or drop any courses without discussing the changes with the program director.

All faculty members maintain an open-door policy. Any student may come to the instructor at any time to discuss their performance in the program to seek guidance or advice.

Evaluation

The radiography program evaluates students' affective, cognitive, and psychomotor domains throughout the 6 semesters. The affective domain is behavioral based and targets the awareness and growth in attitudes, emotion, and feelings. The cognitive domain is knowledge based and targets students' understanding and application of concepts. The psychomotor domain assesses students' mechanical and physical skills as well as speed and dexterity. Assessments (tests) in the classroom will assess cognitive and psychomotor domains. Clinical assessment will include all three areas (cognitive, psychomotor, and affective domains).

Classroom:

The grading system for RAD courses may differ from the College's system. The grading and evaluation methods for RAD courses are described in each course's syllabus. The grading scale for RAD classroom assessments is: A: 100- 93, B: 92.9-85, C: 84.9- 75, D:74.9- 65, F: 64.9- 0

Any student making a final course grade of 74.9 or lower has failed that course and will be withdrawn from the program. **GRADES ARE NOT ROUNDED.**

Clinical:

The grading system for RAD (Clinical Education) will differ from other RAD courses.

- The clinical grading scale is based on 5 points. Below an 85 is considered a failing grade. If the final clinical grade for a semester is 84.9 or lower, a student will be considered to have failed clinical and must withdraw from the program.
- Clinical grades will be based on instructor evaluations, image critiques, clinical competencies, written examinations, appropriate work habits, and other factors that may be applicable as described in the course syllabus.
- The student will receive a formal clinical evaluation each mid-term and a final evaluation at the end of the semester. Any student whose clinical performance or evaluations are unsatisfactory may be asked to meet with Program personnel to discuss their progress and means for correcting deficiencies.
- At the beginning of the first semester, a full explanation of the clinical grading system will be presented.

COURSE DESCRIPTIONS: PROFESSIONAL COURSES

Professional course descriptions *only* are listed below and come from the CVCC Catalogue. Courses are listed by ascending number. This does not reflect the order in which the courses are taken. Reference the Curriculum Outline (PAGE 15) for order of completion.

RAD 105 Introduction to Radiology, Protection and Patient Care (2 cr.)

Presents brief history of radiologic profession, code of ethics, conduct for radiologic students, and basic fundamentals of radiation protection. Teaches the care and handling of the sick and injured patient in the Radiology Department. Introduces the use of contrast media necessary in the investigation of the internal organs. Lecture 2 hours per week.

RAD 111-112 Radiologic Science I-II (4 cr.) (4 cr.)

Teaches concepts of radiation, radiography physics, and fundamentals of electromagnetic radiation, electricity and magnetism, and application of these principles to radiography. Focuses on X-ray production, emission, and X-ray interaction with matter. Lecture 3 hours. Laboratory 3 hours.

Total 6 hours per week.

RAD 121 Radiographic Procedures I (4 cr.)

Introduces procedures for positioning the patient's anatomical structures relative to X-ray beam and image receptor. Emphasizes procedures for routine examination of the chest, abdomen, extremities, and axial skeleton. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

RAD 131-132 Elementary Clinical Procedures I-II (3 cr.) (3 cr.)

Develops advanced technical skills in fundamental radiographic procedures. Focuses on manipulation of equipment, patient care, osseous studies, skull procedures, and contrast studies. Provides clinical experience in cooperating health agencies.
Clinical 15 hours per week.

RAD 190 Coordinated Practice (4 cr.)

Supervised practice in selected health agencies coordinated by the College.
Credit/Practice ratio maximum 1:5 hours.
May be repeated for credit variable hours (36 hours/week)
Prerequisite: RAD 131-132

RAD 205 Radiation Protection and Radiobiology (3 cr.)

Studies methods and devices used for protection from ionizing radiation. Teaches theories of biological effects, cell and organism sensitivity, and the somatic and genetic effects of ionizing radiation. Presents current radiation protection philosophy for protecting the patient and technologist.
Lecture 3 hours per week.

RAD 215 Correlated Radiographic Theory (2 cr.)

Presents intensive correlation of all major radiologic technology subject areas. Studies interrelationships of biology, physics, principles of exposure, radiologic procedures, patient care, and radiation protection.
Lecture 2 hours per week.

RAD 221 Radiographic Procedures II (4 cr.)

Continues procedures for positioning the patient's anatomical structures relative to X-ray beam and image receptor. Emphasizes procedures for routine examination of the skull, contrast studies of internal organs, and special procedures employed in the more complicated investigation of the human body. Prerequisite: RAD 121. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

RAD 231-232 Advanced Clinical Procedures I-II (5cr.) (5 cr.)

Reinforces technical skills in fundamental radiographic procedures. Introduces more intricate contrast media procedures. Focuses on technical proficiency, application of radiation, protection, nursing skills, and exposure principles. Teaches advanced technical procedures and principles of imaging modalities, correlating previous radiographic theory, focusing on full responsibility for patients in technical areas, perfecting technical skills, and developing awareness of related areas utilizing ionizing radiation. Provides clinical experience in cooperating health agencies.
Clinical 25 hours per week.

RAD 240 Radiographic Pathology (3 cr.)

Presents a survey of common medical and surgical disorders that affect radiographic image. Discusses conditions related to different systems of the human body. Studies the correlation of these conditions with radiographs. Includes instruction and practice in oral communications skills.

Lecture 3 hours per week.

RAD 255 Radiographic Equipment (3 cr.)

Studies principles and operation of general and specialized X-ray equipment. Lecture 3 hours per week.

RAD 290 Coordinated Practice (3 cr.)

Supervised practice in selected health agencies coordinated by the College.

Credit/Practice ratio maximum 1:5 hours.

May be repeated for credit variable hours (36 hours/week)

Prerequisite: RAD 231-232

CURRICULUM OUTLINE

Radiologic Technology — Degree Requirements

First Year

Course No. Course Title	1st Sem.	2nd Sem.	Sum. Sem.
RAD 131-132 Elementary Clinical Procedures I-II	3	3	-
BIO 141 Human Anatomy and Physiology I	4	-	-
RAD 105 Introduction to Radiology, Protection and Patient Care	2	-	-
RAD 121 Radiographic Procedures I	4	-	-
SDV 100 or SDV 101 Orientation	1	-	-
RAD 111 Radiologic Science I	-	4	-
RAD 221 Radiographic Procedures II	-	4	-
MTH 130 Introduction to Mathematics	-	3	-
HLT 143 Introduction to Medical Terminology	-	3	-
RAD 190 Coordinated Internship in Radiologic Technology	-	-	4
RAD 240 Radiographic Pathology	-	-	3
Total	14	17	7

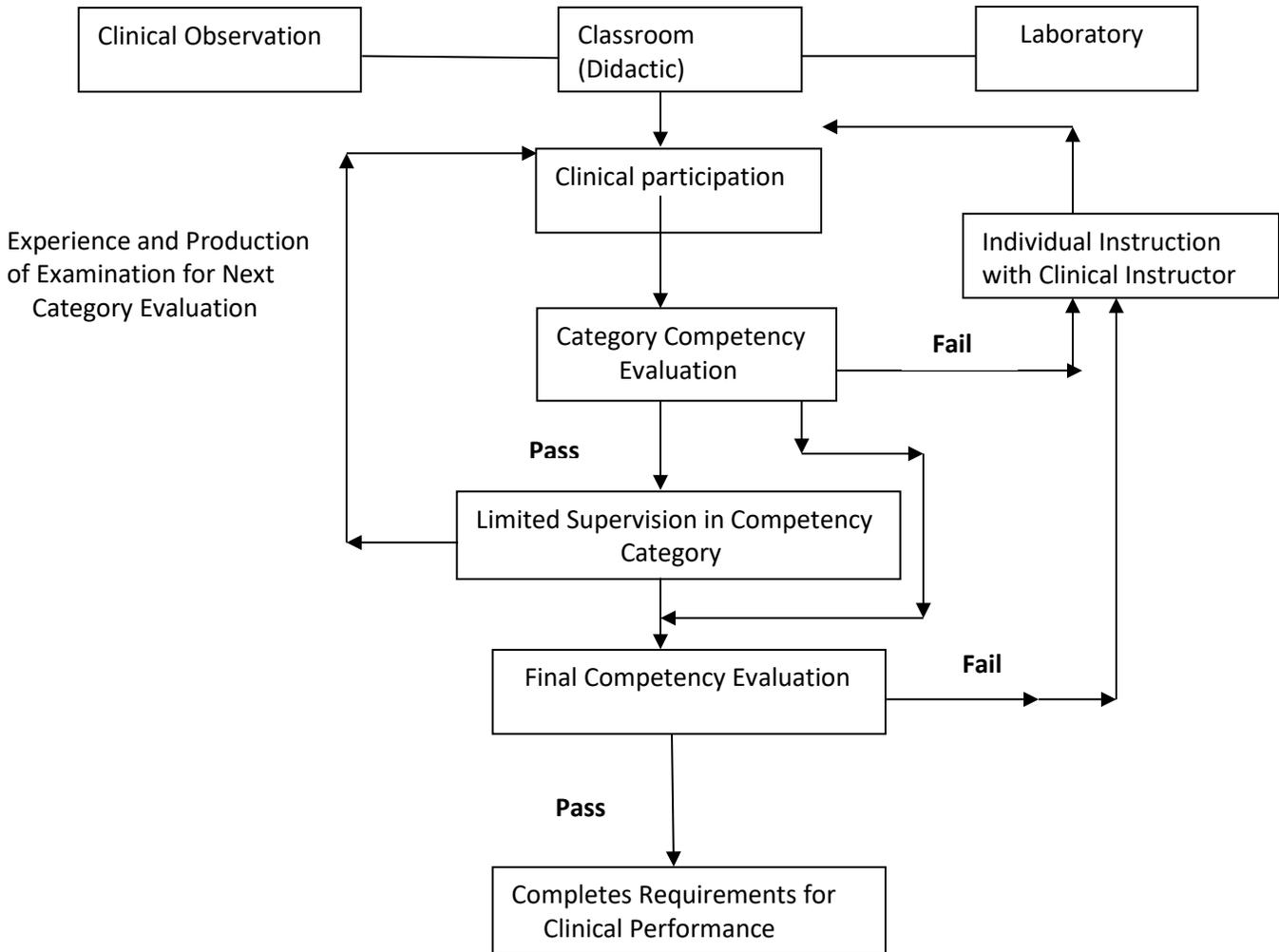
Second Year

Course No. Course Title	1st Sem.	2nd Sem.	Sum. Sem.
RAD 231-232 Advanced Clinical Procedures I-II	5	5	-
ENG 111 College Composition I	3	-	-
RAD 112 Radiologic Science II	4	-	-
Social Science Elective ¹	3	-	-
Humanities Elective ¹	-	3	-
RAD 205 Radiation Protection and Radiobiology	-	3	-
RAD 255 Radiographic Equipment	-	3	-
RAD 215 Correlated Radiographic Theory	-	-	2
RAD 290 Coordinated Internship in Radiologic Technology	-	-	3
Total	15	14	5

Minimum credits required to graduate 72

¹ For a list of approved courses see CVCC catalogue

CLINICAL EDUCATION MODEL



CLINICAL PRACTICE

Clinical Schedules and Weekly Assignments

Students in the Radiologic Technology program will complete approx. 1850 hours of clinical time over the course of the 6-semester program. Clinical locations are discussed during the interview process.

Coordinated Practice will be conducted at the following clinical sites:

Centra Lynchburg General Hospital	434 200 3090
Centra Southside Community Hospital	434 315 2770
Centra Virginia Baptist Hospital	434 200 4621
Radiology Consultants, Inc. /Central VA Imaging	434 237 4004
Centra Bedford Memorial Hospital	540 587 3245
Centra Gretna Medical Center	434-200-4563

At least one week prior to the start of a semester, a clinical schedule will be distributed to all students. The schedule will indicate all day, evening and weekend hours and assignments, and will include 16 clinical hours per week (1st and 2nd semesters) and 24 clinical hours per week (4th and 5th semesters). The summer schedule (3rd and 6th semesters) will consist of 35 clinical hours per week for semester 3 and a minimum of 24 for semester 6.

Clinical hours and times:

Freshman:

Freshman clinical hours for Fall and Spring semesters are 7:00 am- 3:30pm, 7:30am- 4pm, or 8:00am-4:30pm every Tuesday and Thursday

*Freshman Summer clinical hours are Monday, Wednesday, Friday 7:00am-3:30pm
& Tuesday /Thursday 7:30am-11:30am (class at CVCC from 1pm-3pm on Tuesday/Thursday)
Evening rotation hours are 2-10:30 or 3-11.

Sophomores:

*Sophomore clinical hours for Fall and Spring semester 7am- 3:30pm, 7:30-4pm, 8:00 am-4:30pm, or 6:00am- 2:30pm every Monday, Wednesday, and Friday
Evening rotation hours are 2-10:30 or 3-11. Weekends are assigned from 7-3:30.

*Sophomore Summer clinical hours are Monday, Wednesday, and Friday 7:00am- 3:30pm, 7:30-4pm, 8:00 am-4:30pm, or 6 am- 2:30pm No clinical on Tuesdays & Thursdays (class at CVCC from 9am- 10:30 am every Tuesday/Thursday morning)
Evening rotation hours are 2-10:30 or 3-11. Weekends are assigned from 7-3:30.

Evening hours: 2- 10:30 or 3pm-11pm will be required each semester beginning in the 3rd semester and Continuing through the rest of the program.

Weekend hours: 7:00am-3:30pm will be required for weekends each semester beginning in the 3rd semester.

Clinical hours and rotations may change at any time to reflect changes in workflow or meet accreditation requirements. Students must be flexible to meet these changing conditions. Clinical hours are determined by the clinical facility you are assigned.

All students will go to all clinical sites when assigned. There is no program option for a student to skip a clinical rotation at any clinical facility. Evening and weekend rotations are required of all students beginning in the third semester. Clinical rotations will not be altered to fit a student's work schedule or other extracurricular activity.

Students are responsible for transportation to and from clinical sites. Carpooling is an option that is encouraged when possible.

Clinical Patient Care Guidelines

During the course of clinical education in the radiography program, students will be assigned to care for patients with communicable diseases which could include HIV/AIDS, hepatitis, chicken pox, measles, meningitis, whooping cough, and tuberculosis. Students may be exposed to blood or other potentially infectious materials while caring for these and other patients. The program expects that students will adhere to the **American Registry of Radiologic Technologist (ARRT) Code of Ethics**, which states in part:

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

Students will be taught current information about communicable diseases, their transmission, and standard protective precautions to be used while caring for patients or handling potentially infectious materials during orientation to the clinical component and before patient contact begins as well and in the RAD 105 Patient Care course. Students are expected to assume responsibility for using the precautions while caring for patients to minimize the risk of disease transmission.

Vaccination Requirements

Because students may be at risk for acquiring hepatitis B viral infection, it is **strongly recommended** that students be vaccinated with hepatitis B vaccine prior to caring for patients. Those who do not wish to receive the hepatitis B vaccine upon entry into the program must sign a declination form to this effect. If a student does obtain the Hepatitis B vaccination during the program, proof of vaccination shall be provided to the Program Director or Clinical Coordinator upon completion of the vaccination series.

Yearly, students in the program *will be required* to obtain a PPD test and the flu vaccination when

directed by the Clinical Coordinator. Students may obtain the PPD at their doctor's office or at their local health department. The flu vaccination is offered many places around the area including local drug stores, Walmart, and of course the doctors' offices. These vaccinations are a requirement of the clinical facilities and are as much about protecting the patients as they are about protecting you. The flu can be deadly to the elderly and the very young. **Please note: If a student declines a required shot, like the flu shot, they must provide documentation from their doctor or religious affiliation giving support for why they have declined.*

COVID Vaccination: At this time, the COVID vaccination is not required by the clinical facilities. If this changes at any time, students will have to follow the clinical site rules to remain in the radiography program.

Exposure to a Communicable Disease

During clinical orientation students will be made aware of the entire procedure to follow if they have been exposed to a communicable disease during the clinical rotation. The basics of the procedure is as follows:

If the student is aware of being exposed following the completion of a patient examination, the student will immediately tell the clinical coordinator, clinical instructor/ supervisor on duty. A risk assessment report will be written, and the student will be advised as to the next step (ie obtaining an antibiotic or a PPD test at the clinical facility) depending on the type of communicable disease the student was exposed to.

If the student was exposed to a communicable disease and the patient's disease was not identified until after the student has gone home, the clinical coordinator will be notified and will get in touch with the student. A risk assessment report will be written, and the student will be advised as to the next step (ie obtaining an antibiotic or a PPD test at the clinical facility) depending on the type of communicable disease the student was exposed to.

Student exposure to a communicable disease is rare but the risk is not zero. As discussed during the interview process, this is a risk taken by all persons who work in the healthcare field. Following all standard precautions for infection control will greatly reduce the risk of exposure. Students are informed of all infection control practices before patient contact begins.

RADIOLOGIC TECHNOLOGY PROGRAM PERSONNEL

Medical Advisor:	Eric Kline, M.D.
Radiologists Central Virginia Imaging	John Alfieri, M.D. Kevin Hicks, MD Ken Hite, MD Tim Hellewell, MD Matt Tomlin, MD Eric Kline, MD Parham Fox, MD Sean Higginson, MD Beth Vettiyl, MD Richard Newton MD Louis Amblard, MD Ethan Silver MD Ojore Jones MD
Program Director:	Susan M Fitzsimons, MAED RT(R) (ARRT) (CORU)
Clinical Coordinator:	Priscilla M. Liggon, BS, RT(R) (ARRT)
Science Faculty:	N. Tim Wilhelm, M.Ed, RT(R) (ARRT)
Clinical Preceptors	Amanda Woodall, RT(R) (ARRT) Kate Jones, RT(R) (ARRT) Stacey Preston, RT(R) (ARRT) Vicky Ressler, RT (R) (M) (CT)
Director of Radiology: Centra Health	Sarah Hudson
Practice Manager, Radiology Consultants: Central VA Imaging	Melissa Ray, CPA
Administrative Director of Radiology: Southside Community Hospital	Stephanie Clabo, RT(R)(CT)(M) (ARRT)
Administrative Director of Radiology: Bedford Hospital	Lisa Jordan RT(R)(CT) (ARRT)
Imaging Operations Manager: Gretna Medical Center	Mary Irby, RT(R) (ARRT)

General Information

CERTIFICATION EXAMINATION (ARRT)

The national examination offered by the A.R.R.T. is conducted in one of many approved testing centers (see current A.R.R.T. Examination Handbook), upon satisfactory completion of all program requirements. Becoming “registered” or certified by the ARRT is the goal of every radiography student.

Eligibility to write the examination of the A.R.R.T. depends on the following:

1. Completion of all requirements for graduation from CVCC
2. Completion of all Radiologic Technology Program requirements
3. Compliance with ARRT Rules of Ethics

Applications will be made available through the Program Director during the students’ 6th semester. Each student must take responsibility for completing application. The Program director will assist students with the application process. **ARRT application fee is \$200 (as of May 2020).**

Certification by the ARRT is nationally recognized as a standard qualification to practice radiologic technology and is considered a prerequisite in for employment in this field by most institutions. Certification is good for a period of 10 years before a student must renew.

Once certified, Radiologic Technologists must renew their registration annually for a fee. Proof of twenty-four (24) hours of continuing education credits is required every two years to maintain registration. After initial certification, students must complete ARRT’s Continuing Qualifications Requirements (CQR) every 10 years. See <https://www.arrt.org/pages/earn-arrt-credentials/ongoing-requirements> for more information.

GRADUATION REQUIREMENTS

In order to be eligible for graduation from CVCC, the student must successfully complete all courses required by the curriculum and clear all obligations to CVCC, including financial, library, and others. Formal graduation ceremonies at the College occur in May of the sophomore year. Radiography program completion is in July. All radiography students walk in the May ceremony of the year you complete your program since you will be within 6 credits of program completion. All students are encouraged to walk in the graduation ceremony. You are **asked** to present a valid written excuse approved by the radiography program director in order to miss the graduation exercises. The cost of graduation attire is approximately \$80.

HONORS CEREMONY

This Ceremony is held each year at the end of the students’ 6th semester and recognizes the accomplishments of the graduating sophomore radiography student. Students are presented with a professional pin, which signifies their entry into their new profession: Radiologic Technology.

The Honors Ceremony is not a graduation exercise but is an intimate celebration/reception with family and friends. Participation in the Honors Ceremony does not always indicate an individual has completed all program requirements though this is usually the case.

Each year an award is presented at the Honors Ceremony. The award recognizes the Radiologic Technology student who has achieved the highest CVCC cumulative Grade Point Average (G.P.A.) in coursework leading to the Associate in Applied Science Degree in Radiologic Technology (through 5th semester-spring second year). Additional awards may be presented at the discretion of the Program Director.

HONOR SOCIETY

The Radiologic Technology Program is the Virginia Chi Ro Chapter of the Lambda Nu National Honor Society of Radiologic and Imaging Sciences at Central Virginia Community College. It was established and recognized April 23, 2014. The purpose of this Chapter is to foster academic scholarship at the highest academic levels; promote research and investigation in the radiologic and imaging sciences; and recognize exemplary scholarship.

LEADERSHIP OPPORTUNITIES

Select students who demonstrate initiative, leadership, enthusiasm, and professionalism may be asked by program personnel to participate in leadership activities.

These activities include:

- Students may apply to be a VSRT intern (information provided in Freshman year)
- Two students will be chosen to assist with Club day or recruiting activities representing the radiography program
- Two sophomore students will be chosen to sit on the Radiography Program Advisory Committee

Other leadership opportunities may arise during the two years and may include leading a fundraising activity and assisting with Honor Ceremony preparations.

PROFESSIONAL ORGANIZATIONS

Several professional organizations have been established for individuals practicing in the field of Radiologic Technology. The primary purpose of these professional societies is to provide continued educational opportunities for student and practicing technologists. Numerous seminars and workshops are held throughout the year to serve this purpose.

An additional benefit associated with membership is the camaraderie established with technologists and students. Opportunities for professional growth or potential employment often result from communication with or recognition by other members of the societies. These organizations also serve as the primary representative for our profession in legislative and socio-economic developments.

Students are **required** to join the **CVDSRT and the VSRT**. Applications are given to students in the first and second semesters.

American Society of Radiologic Technologists (A.S.R.T.)

Known as the national organization, the A.S.R.T. is composed of technologists and students from across the country. Individual states, as well as some larger cities, serve as affiliates of the A.S.R.T. Membership is available in several categories, including one as a student. As a member of the A.S.R.T. you will receive the bi-monthly publication Radiologic Technology. An A.S.R.T. national meeting is held annually in Albuquerque, NM. (Student membership **not required**).

***Central Virginia District Society of Radiologic Technologists (C.V.D.S.R.T.)**

The Central Virginia District, an affiliate of the V.S.R.T., is the local society for technologists within this area. Within the District, a student may hold certain offices, in addition to becoming a member. The District sponsors seminars and hosts educational meetings periodically throughout the year and offers a scholarship for a selected sophomore student in the program. ***Student membership is required at a cost of \$10 for the 2 years in the program.**

***Virginia Society of Radiologic Technologists (V.S.R.T.)**

As the name implies, the V.S.R.T. is the state professional society. It is composed of technologists, students, and other professionals employed in the technical or educational aspects of medical imaging modalities. An active, educationally oriented organization, the V.S.R.T. sponsors the following events and activities:

- Annual Student, Educator, & Technologist Seminar
- Board meetings
- Scholarships for students and technologists

*** Student membership is required at a cost of \$25 per year**

STATE LICENSURE

In addition to certification from the ARRT, many states require an additional state license to practice. The Commonwealth of Virginia **REQUIRES** all radiologic technologists who are not employed by a hospital setting to hold a Virginia License. Cost of \$130.00 The Program will assist students with filling out appropriate forms in the final semester of the program.

STUDENT COSTS: Summary of Needs

Tuition

Tuition is as established by the College (see CVCC website for current tuition and fees).

Books

Books for the Radiologic Technology courses will cost approximately \$600 over two years. This does not include cost of books for non-RAD courses.

Uniforms

Students are responsible for furnishing their own uniforms. Students must have uniforms before beginning clinical rotations; therefore, uniforms must be purchased before the first semester. The uniforms must be of a given style, material, and color (Ref. Dress Code p. 40). Costs vary throughout the area.

I.D. badges

I.D. Badges will be supplied by the clinical education settings. They must be worn at all times while at the clinical sites

Shoes

White LEATHER nursing shoes (white LEATHER dress shoes for males) or all white leather tennis shoes. Particular attention should be given to comfort since much standing and walking is required. Cost of footwear is too variable to estimate.

Transportation

It is the responsibility of the student to provide transportation to and from the College and clinical education sites and any scheduled field trips.

Image Markers

Students are furnished one set of anatomical side markers during fall semester first year. These become each student's responsibility to maintain. Additional sets must be purchased by the student and must conform to CVCC standard. Replacement cost \$14.00

Malpractice Insurance

The Virginia Community College System provides malpractice insurance for each Allied Health Science student at no cost.

Physical Exam/Drug Screen/ and Background Check

Students will be required to complete a health examination and all required immunizations and booster shots before entering the program. A health care sheet will be given to students during program orientation for completion before entering the program in the fall semester of the first year. Before orientation, the student will need to have completed the Drug Screen (\$42) and the Background Check (\$20). Students will also be required to have the flu vaccine and TB test each year (prices vary). **The Program STRONGLY encourages students to have the Hepatitis B vaccination.**

CPR Certification

All students will be certified in CPR during the fall semester. Students must purchase the book for the class through the school bookstore (approx. \$20)

Meals

Students will receive a discount on meals through cafeterias at the clinical education settings. During class days, students may bring their own meals, purchase meals through the CVCC cafeteria, or go out for lunch. Students will also be responsible for lunch, or lunch and dinner, when attending the various educational seminars.

Professional Memberships

Students are required to become members in the local and state societies

- o VSRT student membership (**required**): \$ 25 per year
- o CVDSRT student membership (**required**): \$ 10 for the 2 years

ARRT Examination Fee

ARRT Certification Examination Application Fee \$ 200.00

Application requires a passport quality photo (fees vary per location)

VA License Fee

Students who obtain their VA license will do so after Program completion. The cost for this license is \$130.00 (as of 5/2019).

WHO DO I CONTACT and WHEN?

Situations arise from time to time, in which a student may need to contact a Radiography Program Member or may be unaware of what they should do. Here are a few situations in which students should notify appropriate program personnel:

1. A student will need to be absent from class

Students who have to miss a class are responsible for contacting the course instructor prior to the absence when possible. Students are responsible for any material in which they miss due to an absence.

2. A student is sick or must miss clinical (see page 34 for specific instructions on missing clinical time)

Students are required to call in to the clinical site in which they are scheduled. It is NOT ACCEPTABLE to text a classmate to relay information regarding your attendance.

3. Clinical Concerns

The Clinical Coordinator will handle all clinical concerns. The Clinical Coordinator will notify the Program Director as appropriate. *If an incident arises during weekend or evening rotations, students should immediately notify the Radiology Supervisor on duty.*

a. Anytime a student has a concern at clinical, whether it be a something they heard, witnessed, or was involved in, the clinical instructor on duty should be notified and will handle the concern in the appropriate manner.

b. In the rare event that a student has a concern or complaint about treatment at a clinical site, the clinical instructor on duty should be immediately notified. The clinical instructor will then notify the Clinical Coordinator as needed. No student should take matters into their own hands or engage in verbal disputes with hospital personnel.

c. If a student becomes ill or injured at the clinical site, the technologist that the student is assigned to should be immediately notified as well as the clinical instructor on duty. They will advise the student on the next steps based on the nature of the injury or illness.

d. Harassment at a clinical site. If a student feels they are the object of harassment or discrimination at a clinical site, the clinical instructor or supervisor on duty should be immediately notified. The clinical instructor or supervisor will then notify the Clinical Coordinator and Program Director and hospital administration for investigation into the matter. The student will need to submit a written account of the incident to the program director.

4. On campus harassment and discrimination

These situations will be dealt with according to the policies and procedures of CVCC. These policies and procedures are located in the CVCC College Catalog and Student Handbook on the CVCC website. In the event of this type of occurrence, the Program Director and campus police should be immediately notified.

5. Questions about course work

Students who have concerns about classroom material or didactic instruction should notify the instructor of the course for resolution of concerns.

6. Concerns about an instructor or faculty member

Students who have concerns about an instructor or feel their reported concerns have not been appropriately addressed, should notify the Program Director.

If a student has a problem with the Program Director, resolution should be first attempted by addressing these concerns with the Program Director. If these concerns remain unresolved, the student may go to the Dean of Business and Allied Health: (see grievance policy page 42.)

7. Questions about clinical policies

All questions regarding policies at the clinical sites should be directed to the Clinical Coordinator.

8. Questions about program policies or JRCERT standards

All questions regarding policies of the program should be directed to the Program Director.

9. Honor Code violations

In the classroom, all suspected honor code violations must be reported to the course instructor who will notify the Program Director. Honor Code violations at the clinical site should be reported to the Clinical Coordinator who will contact the Program Director. All honor code violations will be dealt with according to the CVCC Catalog and Student Handbook see: <https://www.centralvirginia.edu/Campus-Life/Campus-Policies/Student-Conduct/Academic-Misconduct>

College Policies

The Radiologic Technology program fully supports and follows Central Virginia Community College's Policies and Procedures for Diversity, Sexual Harassment, Student Accessibility Services, and Student Honor Code. All Program students are to read and familiarize themselves with all College policies.

CVCC college policies can be found on the CVCC website at: <https://www.centralvirginia.edu/Campus-Life/Campus-Policies>

DIVERSITY STATEMENT:

We believe that all individuals should feel valued, included, engaged, respected, and connected as we strive in all endeavors to reflect and celebrate the diversity of the CVCC community. CVCC encourages all students, faculty, and staff to participate in or apply to any educational, employment and/or other opportunity at the college.

SEXUAL MISCONDUCT POLICIES:

The Virginia Community College System shall not tolerate sexual misconduct in any form. Sexual misconduct is a flagrant violation of the values and behavioral expectations for a college community and all reported violations shall be investigated. Sexual misconduct may be punishable through civil and criminal proceedings, as well as through college disciplinary processes.

An educational institution is a community of trust whose very existence depends on the recognition of each individual's importance and value. This trust creates the freedom for each individual to live, think, act, and speak without fear of physical harm. Sexual misconduct shatters the bond of trust within a college community.

ANY Radiologic Technology Program student who feels they have been harassed at the clinical facility should immediately go to their clinical preceptor or contact the clinical coordinator. If the student feels they have experienced harassment at the college, the student should immediately go to their professor or to the Program Director.

Policy on Sexual Violence, Domestic Violence, Dating Violence, and Stalking

As a recipient of federal funds, Central VA Community College is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. ("Title IX"), which prohibits discrimination on the basis of sex in educational programs or activities, admission and employment. Under certain circumstances, sexual misconduct, sexual harassment, and similar conduct constitute sexual discrimination prohibited by Title IX.

Policy

Central VA Community College is committed to providing an environment that is free from harassment and discrimination based on any status protected by law. This Policy supplements the following general policy statement set forth by the Virginia Community College System: This institution promotes and maintains educational opportunities without regard to race, color, sex, ethnicity, religion, gender, age (except when age is a bona fide occupational qualification), disability, national origin, or other non-merit factors. This Policy also addresses the requirements under the Violence Against Women Reauthorization Act of 2013, (also known as the Campus SaVE Act).

Applicability

This Policy applies to all campus community members, including students, faculty, staff and third parties, e.g., contractors and visitors. Conduct that occurs off campus can be the subject of a complaint or report and will be evaluated to determine whether it violates this Policy, e.g. if off-campus harassment has continuing effects that create a hostile environment on campus.

Inquiries concerning the application of Title IX may be referred to the College's Title IX Coordinator or to the U.S. Department of Education's Office for Civil Rights. The Title IX Coordinator is Marc Zoccola, whose office is located in Amherst Hall, room #2102, and he may be contacted by phone at 434.832.7804 or by email at zoccolam@centralvirginia.edu or titleix@centralvirginia.edu .

STUDENT ACCESSIBILITY SERVICES:

Consistent with Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990, the VCCS guarantees that no qualified individual shall by reason of disability be denied access to, participation in, or the benefits of college. Each qualified person shall receive appropriate, reasonable accommodations upon request to insure full and equal access to educational opportunities, programs and activities.

College Freshmen, including Dual Enrollment students, are encouraged to begin their accommodation process with the ADA/504 Plan Coordinator in early spring, prior to fall enrollment. Accommodations are granted throughout each semester.

Early application with documentation assists students in securing accommodations prior to the beginning of each semester. No action may be taken on behalf of the student, until the student self-declares their need for services and SAS has received their application and supporting documentation.

Responsibilities for selection of the most appropriate accommodations rests with the college.

Contact Student Accessibility Services:

Phone: 434.832.7299

Fax: 434.832.6699

Email: ada@centralvirginia.edu

Located in Amherst Hall, Room 2119

** In the clinical setting, all students must be able to perform all duties within the scope of practice as discussed in the interview process. **

STUDENT HONOR CODE:

In accordance with a belief in the value of fundamental honesty, the student body of Central Virginia Community College hereby declares its unwillingness to tolerate within itself anyone who knowingly engages in unauthorized practices pertaining to any classroom or College procedure. Therefore, it establishes the Honor Code of Central Virginia Community College, hereafter called the Code, to require fundamental honesty among all members of the student body, both full-time and part-time. The College exercises its privilege to assume responsibility for maintaining a standard of honorable conduct, including the right to investigate any breach of this Code and, if a student is found guilty, to recommend action to the Vice President for Academic and Student Affairs.

Students of the College are obligated to conduct themselves in accordance with the Honor Code and must guard against any action that would weaken the Code or bring it into disrepute. Students are reminded to abide by the Honor Code. An application for admission to CVCC implies that a student, if admitted, will read the Honor Code in the Catalog/Handbook and will uphold the honor of the College by observing the Honor Code.

Each student will be honor bound to report any breach of this Code. Finally, it is the responsibility of the student to become thoroughly acquainted with the Code and any changes thereafter. It will be assumed that all students' work, each assignment, quiz, test, or examination, including work delivered other than by written means, is covered by the Honor Code.

The Honor Pledge will be written on the work at the direction of the instructor.

Upon admission to the College, the following statement shall be accepted and signed by all students:

The Honor Code

1. The Honor Code is based on the principle that the student will not cheat, lie or steal. An application for admission to CVCC implies that a student, if admitted, will read the Honor Code in the Catalog/Handbook, will uphold the honor of the College by observing the Code, and will report any violation witnessed.

2. The Honor Pledge shall read "I have neither given nor received unauthorized assistance on this assignment (paper, quiz, test, etc.). Neither have I observed cheating."

The honor code is strictly enforced in the Radiologic Technology Program.

The CVCC Radiologic Technology Program will follow all rules and regulations of the college regarding the honor code.

Program Policies

ACADEMIC STATUS

Academic Misconduct: Students, who are found guilty of academic misconduct as defined in the CVCC Student Handbook after investigation by the Office of the Dean of Student Services, will be immediately dismissed from the program and may not reapply in the future. Academic Misconduct includes but is not limited to the following examples:

- Cheating
- Copying
- Use of unauthorized materials
- Unauthorized use of electronic devices
- Buying, selling, stealing, or providing examinations or other work
- Substituting for another person or arranging for a substitute for yourself
- Collusion
- Plagiarism
- Falsifying documentation

The course instructor will follow the college policy in the event of academic misconduct. See: <https://www.centralvirginia.edu/Campus-Life/Campus-Policies/Student-Conduct/Academic-Misconduct>

GPA: Students must earn a grade of “C” or better in all Allied Health professional courses including Medical Terminology and Anatomy and Physiology. Students are required to maintain a minimum 2.0 cumulative Grade Point Average and a minimum 2.0 per semester for all their courses. Any student who fails to do so will be dismissed from the program.

Failing a course: A student who earns below a 75 in a radiology course and below an 85 in a clinical course has failed that course. In the event a student fails to maintain the minimum required course grade, the following steps are taken:

1. The student is contacted by the program director in regard to their failing grade. A meeting is set for the student to attend and review the details of their academic standing with the program.
2. The student must withdraw from the program and must turn in their radiation monitoring dosimeter and their hospital ID to the program director.

Re-entry into the program: Any student who is withdrawn from the program for failing a course and who wishes to reenter the program must complete the following option:

1. Complete the admissions process as a new student
2. Contact the program director by letter requesting reentry into the program by stating the reason for re-entry, why they should be allowed reentry, and what they will do differently if allowed to reenter.
3. During the application process, the radiography admissions committee will determine the feasibility of re-admission as well as the conditions required for reentry. If a student is allowed to return, the student will be required to retake all courses in the program regardless of their

grade in the course due to the length of time they would be out of the program and the need to have this knowledge for their certification examination. Exceptions to this rule may occur and will be decided on by the admissions committee and the counseling department.

4. No student is guaranteed re-admission.

5. A student who is accepted back into the program will receive a letter stating the details of their re-admission and current standing in the program.

6. A student who is allowed to return to the program and then fails to comply with the terms of their acceptance or fails to maintain their minimum course grade will again be withdrawn from the program and will not be eligible for readmission to the radiography program in the future.

ATTENDANCE POLICIES

Classroom: If a student misses more than 10% of scheduled classes in a RAD course or more than 1 lab session, the student will have their final course grade lowered by one letter grade. Each radiography course syllabus has a specific attendance policy relating to tardiness. ***Students are expected to inform their respective didactic instructors if a class must be missed.*** If extended absence is anticipated, this must be discussed **in person with the program director, NOT by email or text!**

Clinical: Students are expected to be present and on time for all clinical assignments. However, each student is provided twelve (12) hours of leave time per semester (8 hours for summer semester) to be used in case of illness. While **all** absences from the clinical setting affect the student's clinical education and shall affect their grade, make-up time for absences due to illness will be required only after the student has used up the twelve or eight hours of leave time.

• **ABSENCE DUE TO ILLNESS:**

- The student must notify a Radiology Department technologist, supervisor, or the Clinical Coordinator prior to the beginning of **every** scheduled clinical day the student will miss (***messages may not be left with department secretaries***). **You must call in to the hospital in which you are scheduled for clinical rotation. Texting or emailing program staff is unacceptable.**
- If the student knows or suspects that he/she has a communicable disease, they must not report to the clinical site and must follow the protocol as described above. A student may re-enter clinical education after consultation and clearance through employee health services at Lynchburg General Hospital and verification by a doctor's note. An example of a communicable disease is exposure to chicken pox if you have not had chicken pox. Clinical Sites and their phone numbers can be found on page 17.
- Absences in excess of allowable semester clinical hours will be made up at the clinical facility in which the student was absent. Students missing time on second shift or a weekend rotation will make up that time on the shift they missed or on the weekend day they missed.

- **ABSENCES NOT RELATING TO ILLNESS:**

- When the student knows ahead of time that he/she will have to be absent during a clinical assignment, he/she must notify the **Clinical Coordinator** in advance of the assigned day. An example of a pre- approved absence is a court subpoena, jury duty, or death in a family. If a student must miss clinical for any other reason, the student should notify a Radiology Department technologist, supervisor, or the Clinical Coordinator prior to the beginning of the scheduled clinical day. You must call in to the hospital in which you are scheduled for clinical rotation. Texting or emailing program staff is unacceptable. Clinical Sites and their phone numbers can be found on page 17.
- All absences not relating to an illness must be made up at the discretion of the Clinical Coordinator. *Absences will be made up at the clinical facility in which the absence occurred.*

- **LEAVING EARLY:** No student will be allowed to leave early from clinical by skipping lunch or break times. Students who may need to leave early from an assignment must contact the clinical coordinator or clinical instructor preferably PRIOR to the day on which they need to leave early.

- **PATTERN OF ABSENTEEISM:** Students establishing a pattern of absences at a particular clinical facility or absences only at facilities outside of the Lynchburg sites will be required to obtain a doctor’s note for ALL absences. The Program Director and Clinical Coordinator will determine if a pattern exists. The student will be given one written warning to adjust behavior before the doctor’s note is required.

- **DOCTOR’S EXCUSE:** the clinical coordinator can require a written doctor’s note at any time and for any illness that requires a student to miss clinical time. A doctor’s excuse is REQUIRED if a student misses three or more consecutive days, if a student has a communicable disease, or the student has established a pattern of absenteeism.

- **MAKE-UP TIME:** Clinical hours missed for an absence, or in excess of the twelve (12) hours leave time per semester (8 hours for summer semester) due to illness MUST be made up (up to 10% of scheduled clinical assignment hours).
 - Hours will be made up at the facility in which they were missed.
 - If the hours missed were on second shift the make-up hours will be assigned on second shift
 - Students may not use “free time” earned hours as make up time for missed clinical days.

Clinical Attendance Policy by Semester		
Students missing more than 10% of their clinical assignment hours will be penalized by the lowering of their final clinical grade by one letter according to the following:		
Fall/Spring Semesters:	1 st year	missing more than 24 hours
Summer Semester	1 st year	missing more than 32 hours
Fall/Spring Semesters:	2 nd year	missing more than 40 hours
Summer Semester	2 nd year	missing more than 32 hours
Time (up to the 10% of the hours missed) will be made up according to the above noted attendance and make up policies.		

It is strongly suggested that all first semester Freshmen attend all clinical times. Orientation, teaching, and in-services cannot be made up. The student will miss out on valuable educational sessions that could hinder their professional growth or ability to continue in the program.

BEREAVEMENT POLICY

The student who experiences a death in his or her immediate family (i.e. spouse, parent, grandparent, brother, sister, child or in-laws) will be provided with up to three (consecutive) days excused absences from class and clinical assignments without grade penalty. Time must be made up for missed clinical assignments. Missing clinical assignments due to the death of individuals outside of the immediate family must be dealt with as an Absence (grade penalty and make up time apply).

CHANGE OF NAME/ADDRESS

Whenever there is a change of name, address, or phone number, it is the student's responsibility to ***IMMEDIATELY*** notify the CVCC Records Office **AND** the Radiologic Technology Program Director. We must have accurate information on file for you in the event of an emergency.

CLINICAL AFFILIATES: STUDENT CONDUCT

Students enrolled in the radiography program have a responsibility to always conduct themselves in a professional manner while on the property of the clinical affiliates regardless of the relationship between the student and the clinical affiliate. Examples of relationships between students and the affiliates can include

- student as an employee or volunteer of the clinical affiliate
- student as a visitor to the clinical affiliate
- student as a patient at the clinical affiliate
- or a student on clinical time at a clinical site

If any student in any relationship situation fails to conduct him or herself in a professional and courteous manner the repercussions could severely hinder the student's ability to remain in the program, take their boards, or work for that facility upon graduation.

If a student working at a clinical facility is fired or resigns from a clinical affiliate, the student should notify the clinical coordinator as soon as possible. Students are taken out of the computer system at the clinical facilities when fired or if they resign their positions. We cannot put you back into the system until we talk to the HR department about your status and we need to be informed of the details before doing so.

If at any time, under any circumstance, a student is asked to leave a clinical affiliate or is banned from returning to that affiliate, the student's ability to continue in the program is severely impacted and will likely result in dismissal from the program.

CLINICAL SUPERVISION POLICIES

All clinical assignments are carried out under the direct supervision of a qualified radiographer until the student achieves and documents competency in any given procedure.

Direct Supervision

All students must be directly supervised until competency has been proven.

- A qualified radiographer reviews the procedure in relation to the student's achievement
- A qualified radiographer evaluates the condition of the patient in relation to the student's knowledge
- A qualified radiographer is present during the conduct of the procedure
- **Regardless of the student's level of competency, a qualified radiographer will approve all images prior to submission for interpretation and will confirm whether a patient may leave or not following an examination**

Repeat Image policy: *Students regardless of level of competency will **NEVER** repeat an image without a qualified radiographer immediately present (direct supervision)*

C-Arm Policy: *Students regardless of level of competency will **NEVER** operate the C-arm (in surgery or the department) without a qualified radiographer immediately present (direct supervision)*

- Students are **NOT** to perform mobile radiography independently. A qualified radiographer must be immediately available

Indirect Supervision

Supervision is provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use.

Additional Radiation Safety Policies to be followed always at ALL Clinical Sites

- Students **MUST** wear a lead apron if they are in the patient room while making the exposure during mobile radiography.
- Students are **NEVER** to hold patients or image receptors for any examination
- Students must wear their dosimeters in accordance with program policy for all examinations.

DISCIPLINE POLICY:

Discipline simply means working, cooperating, and behaving in a normal and orderly way, as any reasonable person would do. Your actions, favorable or unfavorable, reflect not only on yourself but also on the clinical education sites and the program as well.

The purposes of the discipline policy for the Radiologic Technology Program are fivefold:

1. Obtain compliance with established rules of conduct.
2. Correct improper conduct.
3. Foster a feeling of confidence and mutual respect between faculty and student.
4. Protect the rights and safety of everyone.
5. Keep the students satisfied while maintaining order.

As a member of the medical team, it is the responsibility of every student in the program to maintain a high standard of professional ethics and conduct at all times. Improper conduct requiring disciplinary action falls into one of two categories, each involving a different disciplinary procedure.

Serious Infractions that will result in immediate dismissal from the Program:

1. The use of unauthorized drugs or alcohol on the clinical facility premises or on campus grounds.
2. Fighting on the clinical facilities premises or campus grounds.
3. Theft while in the clinical facilities or on the campus grounds.
4. Falsification of records or lying in the clinical facilities or on the campus grounds.
5. Malicious damage or destruction of property in the clinical facilities or on the campus grounds.
6. Discrimination: Actions or words of a discriminatory nature against anyone is strictly forbidden.
7. Sexual harassment.
8. Disorderly conduct or bullying including the use of vile, abusive language, or threatening, intimidating or coercing others through words or deeds in the clinical facilities or on the campus grounds.
9. Violating patient privacy and confidentiality (HIPAA) regulations.
10. Soliciting tips from patients.
11. Use of social media that violates the Program social media policy.
12. Academic Misconduct as defined by the CVCC Student handbook which includes cheating
13. Violating any College policy that would result in expulsion from the College.
14. Any incident which endangers a patient, staff, or fellow student.
15. Refusal to follow instructions given by clinical instructor or supervisor that impact patient or employee safety.
16. Refusal to take drug screen test if asked; failure of a drug screen test
17. Engaging in malicious gossip

Disciplinary Procedures for Serious Infractions

- Either the program personnel or the clinical supervisor (if program personnel are not available) will send the student home and the incident will be reported immediately to the Program Director and Clinical Coordinator.

- A Review Committee, consisting of the Program Director, Clinical Coordinator and Dean of the Professional and Career Studies Division will investigate the incident. The student will be suspended until the investigation is complete.
- If the student is to be dismissed, they will be dismissed in a meeting with the Program Director and one other committee member.
- If the student disagrees with the committee's decision, they may appeal to Vice President for Academic and Student Affairs. The Vice-President will make a thorough investigation of the incident and give a final ruling. Student must follow proper college grievance procedures.

Improper Conduct in Need of Corrective Action

1. Tardiness
2. Failure to report to clinical or call in for absence
3. Not remaining in assigned clinical area
4. Failure to report accidental injury or broken equipment, in clinical or on campus.
5. Use of mobile phones during clinical or class time
6. Smoking/eating/parking in prohibited areas, in clinical or on campus.
7. Failure to obey Program policies to a lesser extent than serious infraction
8. Violation of dress code
9. Failure to obey hospital fire or safety regulations
10. Unprofessional conduct, in clinical or on campus which includes idle gossip.
11. Unauthorized use of hospital/classroom computers
12. Failure to wear and store radiation monitoring devices appropriately
13. Insubordination to a lesser degree than for immediate dismissal

Disciplinary Procedures for Improper Conduct

- Any violations will be reported to Radiography Program personnel; hospital personnel will administer no disciplinary action.
- The student is counseled relative to the problem and given a verbal warning.
- A second violation of the same offense: The violation is then written up along with a brief summary of the counseling session, signed by the student and the Disciplinary Officer, and then the documentation is placed in the student's file.
- On the third violation of the same offense, the student will be suspended from the clinical facility or classroom for up to three scheduled days, or a total of twenty-four hours. The student's grade may be affected. The signed document will be placed in the student's file.
- In cases of multiple unrelated violations, the student's record will be presented to a Review Committee consisting of program personnel for consideration of student's status in the program.

DRESS CODE

When students are taking courses on the CVCC campus, they are to abide by the dress standards prescribed by the College.

When the student is attending a seminar, they are required to wear casual business attire. No jeans! This is to show respect for the speakers as well as our profession.

When the student is at the clinical site, they are required to abide by the following dress code as well as the policies of the particular Radiology Department to which they are assigned. The major aspects of the clinical dress codes are as follows:

- Navy blue uniform pants and white uniform tops will be worn. Tops must not be sleeveless and must not be low-cut or tight. Pants cannot drag the floor and must not be “low riding”
- White hosiery or white socks and white **LEATHER** nursing shoes (or all white leather sneakers with no stripes or designs) will be worn.
- Minimal perfume, cologne, makeup, and jewelry (see list of limitations) must be worn.
- Nails must be kept to a reasonable length, with clear or light polish only (no artificial nails).
- Hair must be well kept. If extending below the shoulders, hair must be pulled back or put up without the use of large bright clips, ribbons, or cotton twisters.
- Well-groomed beards and mustaches are permitted but not encouraged.

Uniforms will be neatly pressed, clean, and in good repair. Shoes will be polished frequently. White lab coats or solid dark blue sweaters may be worn over the prescribed uniform top.

Limitations:

Perfumes, aftershave lotions, and scented cosmetics should not be worn. Strong scents may be nauseating to patients and co-workers.

Jewelry that may be worn with the uniform is limited to:

1. Class ring and wedding or engagement rings
2. Watch
3. Earrings: **One** per ear that are small post-type earrings or very small hoops
4. A single chain or necklace that does not lay on the uniform front

No other jewelry is permissible.

- Tongue, nose, or other visible piercing apparatuses are not allowed.
- Tattoos must be covered
- Chewing gum is not allowed at the clinical sites.
- Hair color must be normal: no alternative colorings (blue, green, stripes, etc) are permitted

Hospital I.D. badges will be worn at chest level on uniform front, will face outward without obstruction, and will be attached by approved hospital issue. Marking pens will not be worn on chains or ropes.

Radiation monitoring dosimeters will be worn at the collar and are required anytime a student is in the clinical setting or the energized lab setting on campus. Students who do not have their dosimeter will be sent home to retrieve it.

This prescribed dress code must be adhered to for infection control and the safety and well-being of the patient and personnel. The dress code also promotes a positive professional image. Any questions regarding interpretation of the policy should be directed to the clinical coordinator or program director.

DRUG SCREEN POLICY

All students who have received an acceptance letter into the program will have to complete a Drug Screening with the results available to the Program Director before the program's orientation date. Information about how and where to complete the drug screen is provided to students in their acceptance letter. The policy is discussed with students during the interview process.

Drug Screening is provided through CastleBranch. Students will perform their drug test at:

Blue Ridge Scientific Transport
102 Archway Ct
Lynchburg, VA
24502

The cost of the Drug Screen is \$42 per student and is due when scheduling the test date. The Drug Screen tests for Amphetamine (methamphetamine), barbiturates, benzodiazepine, cocaine, marijuana, methadone, methaqualone, opiates (codeine, morphine), phencyclidine and propoxyphene.

Any of these drugs found in the student's drug screen, will result in the student failing the drug screen. In cases of failure, CastleBranch will reach out to the student and, if the student failed due to a valid prescription, the student can send prescription documentation, which may result in the student passing the drug screen. However, if no prescriptions cover the failure, the student's acceptance will be immediately withdrawn, and that student is not eligible to reapply the following year.

Random drug screening may be repeated during the program.

A student may be directed to complete a random drug screen at any point in the program (at his/her cost of \$42) based on clinical requirement and/or instructor/clinical site concerns related to observed behaviors or reasonable suspicion.

Reasonable suspicion includes:

- Direct observation of drug use or physical symptoms of drug use (slurred speech, uncoordinated movement, lethargy, and bloodshot eyes, etc.)
- Abnormal and unusual conduct

- Violent behavior or outbursts
- Evidence that a student has tampered with his/her drug results
- Erratic behavior while at clinical/in the classroom or significant unexplainable deterioration in work performance
- Evidence that the student has used, possessed, sold, solicited, or transferred drugs while in clinical or at school

If at any time, a student fails a drug screen and no prescriptions cover the failure, the student will be administratively withdrawn from the program and will not be eligible for re-admission to the program the following year.

A student may not refuse a drug screen if asked to perform one. If a student refuses to take a drug screen, the student will be administratively withdrawn from the program as a refusal is considered an admission of guilt. The Program has a zero-tolerance drug policy.

GRIEVANCE POLICY: PROGRAM

A grievance is defined by the JRCERT as a claim by a student that there has been a violation, misinterpretation, or inequitable application of any existing program policy, procedure, or regulation.

The program has in place the following procedure for a student to pursue a grievance:

Students who have a grievance (as defined above) must file written documentation with the Program Director within 5 days of the occurrence. Written documentation must include the student's name and contact information, date and time of occurrence, a description of the events that occurred, the names of the parties involved, and the names of any witnesses to the occurrence.

The program director will meet with the student to discuss the grievance within 5 days of receiving the written documentation. The program director and the student will then attempt to resolve any grievance. All discussion of a grievance will be documented and may be recorded at the program director's discretion.

If the student and program director cannot come to a resolution of the grievance, the student may take the unresolved grievance to the Dean of Business and Allied Health. The student must inform the program director that he/she considers the grievance unresolved during the director- student resolution process. The student must petition the Dean in writing within 5 days of attempted resolution with the program director. The Dean will meet with the student within 5 days of receiving the student's written petition. Within 7 days after the meeting, the Dean will release his/her decision.

If the grievance remains unresolved after the Dean's decision, the student may petition the Vice President of Academic Affairs and Student Services in writing within 5 days after the Dean's decision. The student must inform the Dean and Program Director of this decision. The Vice President will follow the rules set forth in the Student Handbook for resolution of the student's grievance which includes the formation of an ad hoc committee and a formal hearing. The rules and timeline may be found on page on the CVCC website at <https://www.centralvirginia.edu/Campus-Life/Campus-Policies/Student-Conduct/Academic-Misconduct>

GRIEVANCE POLICY: SCHOOL

Students who have a grievance with the school policies unrelated to the Program must follow CVCC grievance procedures found on the CVCC website.

HOSPITAL POLICIES

Orientation Meetings will be conducted by hospital personnel and CVCC staff at the beginning of Fall Semester (and at other times as necessary). The student will be required to adhere to specific hospital policies that are not described in this Handbook. The student will be informed of and adhere to the rules, regulations, policies, and procedures of each Clinical Facility. Radiation Protection, Standard Precautions, Occupational and Safety Health Administration (OSHA) regulations, and Health Insurance Portability and Accountability Act (HIPAA) regulations will be included in these sessions. It is a requirement for students to be updated yearly (and more often as deemed necessary) on these policies and procedures.

I.D. BADGES

I.D. Badges will be provided by the hospital and the student is required to wear the appropriate I.D. badge whenever he/she is in the clinical setting. The I.D. badge must be worn at chest level on uniform front (see Dress Code). If I.D. badges are lost, the student may be responsible for the cost of replacement.

INCLEMENT WEATHER POLICY

Please refer to your CVCC Catalog and Student Handbook for radio and television stations that carry information concerning class delays and cancellations. Refer to the CVCC website to sign up for e2Campus, the official early warning and cancellation system for students, faculty, and staff.

Classroom: As described in the CVCC Catalog and Student Handbook:

- If the college is closed, no classes will be held.
- If the college is closing early, all students will need to leave at closing time.
- If the college operates on a delay, students report to the class that is scheduled at the time the college opens (ex: if the college opens at 10 am, students report at 10 am to the class they are scheduled for at that time).

Clinical: When the College cancels or postpones classes due to inclement weather conditions, the student's clinical assignment will be canceled or postponed accordingly. When the student has a weekend clinical assignment and the weather is so severe that he/she is unable to be present, it is up to the student to make that decision and notify the Radiology Department technologist supervisor.

INSURANCE

It is the responsibility of each student to provide his or her own personal health insurance. The College will provide Professional Liability Insurance for all students enrolled the program.

MEAL POLICY

Students will receive employee discounts for meals in the hospitals. Students may bring their lunch if they choose. Students may purchase lunch at the college in the student center cafeteria. Students may also choose to bring their lunch to the college.

MENTORSHIP POLICY

Purpose: To establish a network between 1st and 2nd year students with the intent of providing a support mechanism in the early learning process.

Goal: The 1st year student will enhance their knowledge and skills and develop professional attributes by sharing experiences with upper-class students.

Mentorship Guidelines:

1. Each fall semester, the Clinical Coordinator will assign one sophomore student to 1-2 incoming freshmen students. The matching of students will consider the student's geographical location and their primary clinical site.
2. Each mentor will be given a set of instructions to follow for a one-year appointment.
3. Mentorship activities will be monitored by program personnel and a follow-up questionnaire will be administered after one year to evaluate the outcomes of the initiative.
4. The entire class of freshmen and sophomore students will meet on two occasions minimally, at a fall Radiologic Technology Week Celebration and a Summer Picnic. Students will also have the opportunity to meet at local seminars hosted by the District.

Mentor Instructions:

1. Contact your assigned student(s) within 2 weeks of the beginning of fall semester (this contact may be made by phone, card, or personal contact).
2. Introduce yourself and explain how you can assist them. Give them a contact; a phone number or address.
3. Make a minimum of two contacts per semester.
4. Document your mentoring activities for one year. Submit this documentation to the Clinical Coordinator.

Helpful Tips for the Mentor:

1. Introduce yourself as soon as possible
2. Make contacts often
3. Send notes or messages for encouragement
4. Plan outings with other mentors and students

5. Give advice on good study habits.
6. Give advice on organizational skills.
7. Give them a guided tour of the college campus.

REMEMBER: ENCOURAGE ACADEMIC, CLINICAL, AND PROFESSIONAL GROWTH

MRI Safety Screening Protocol

In the first semester, all Radiography students will participate in a safety screening protocol in-service and again participate before access to a rotation in the Magnetic Imaging environment during the fifth semester. A qualified MRI technologist will provide MRI safety information regarding the potential dangers of implants and foreign bodies in this modality.

During this in-service, radiography students will be properly screened by a qualified MRI technologist with a safety protocol questionnaire that will be kept on file in the MRI modality for the duration of the Radiography student's clinical training. This assures that Radiography students are appropriately screened for magnetic waves and radiofrequency hazards in the Magnetic Imaging environment. A copy of the screening worksheet is provided:

MRI Screening Worksheet-Personnel and Visitors

Warning: The following items can be hazardous to your safety in the MRI environment. Not all implants are MRI compatible. You may be asked to provide additional information before being allowed to enter MRI Zone 4 (The MRI Scan Room).

Name:	Date:
Department:	Phone:
Patient Name/MRN:	Relationship:

(If visitor with patient, scan document into PACS with patient's documents)

Please answer the following questions carefully:

Yes	No	Have you ever had metal in your eyes?	For Technologist Use Only:		
			Orbits Clear	Y	N
Yes	No	Cardiac Pacemaker, Defibrillator or Wires			
Yes	No	Head or Brain Surgery			
Yes	No	Eye Surgery			
Yes	No	Ear Surgery			
Yes	No	Aortic Clips, Heart Valves			
Yes	No	Vascular Stents			
Yes	No	Shrapnel or Gunshot Wound			
Yes	No	• Electrodes, Neurostimulators, TENS Unit			
Yes	No	• Insulin Pump, Infusion Pump			
Yes	No	• Shunts or Drainage Tubes			
Yes	No	• Small Bowel Endoscopy Capsule			
Yes	No	• Hearing Aides			
Yes	No	Males: Penile Implant			
Yes	No	Males: Prostate Radiation Seeds			
Yes	No	Females: Pregnant			
Yes	No	Females: Breast Tissue Expanders			

- *Must be removed prior to entering MRI Zone 4*

Before entering the MRI Scan Room:

1. Remove jewelry, hairpins, keys, pagers, cell phones, wallets
 - a. A locker will be provided
2. All equipment must be cleared by MRI technologist
3. When unsure of safety, STOP. MRI Personnel are prepared and trained in MRI Safety
4. If conditions change after this screening sheet has been approved, please contact the MRI department to conduct additional screening

OBSERVATION POLICY (currently observations suspended to the orthopedic center due to COVID)

Observation Assignment

Each student enrolled in the 6th semester of the Radiography Program will be assigned one opportunity (8 hours) to OBSERVE ONLY according to the *Guidelines and Criteria* listed below.

- The student will receive a statement of purpose and limitations for observing (see following objectives and attached waiver).
- The student will acknowledge a statement regarding the definition of OBSERVE ONLY and sign a document (see attached waiver).
- Only one student will be assigned to the observation site at a time.
- The student will be assigned by the program Clinical Coordinator.
- The assigned student will be under the direct supervision of a qualified facility radiographer who has read and understands the Guidelines and Criteria for Observation Only.
- The student will document observations (A written summary taken from observation notes will be submitted to the Clinical Coordinator within 7 calendar days. This documentation will be placed in the student's file.

Observation Objectives:

The student will be able to:

1. Observe the procedural protocol for examination of patients requiring orthopedic or urgent care x-ray studies.
2. Understand and appreciate the significance of follow-up radiologic studies for diagnosis of a patient's progress.
3. Enforce knowledge of medical terminology used in conjunction with the orthopedic and/or urgent care x-ray exams.
4. Observe special projections taken in orthopedic and urgent care cases not seen in routine examinations.
5. Correlate observations with courses in the radiologic technology curriculum (Radiographic Trauma/Orthopedic Procedures, Medical Terminology, and Radiographic Pathology).

OBSERVATION WAIVER (will be provided to students before observation rotation begins)

To Student:

During the observation assignment, which is supervised by a qualified radiographer, you may come into contact with (see or hear) personal health information relevant to patients.

I understand the significance of keeping personal health information confidential according to Federal Law and HIPAA regulations and will not disclose any personal patient information.

By signing this document, I state my awareness of the Law and its penalties and will not breach any confidential rules.

This observation assignment is "Observation Only". Ref. JRCERT Guidelines: "The student cannot participate in any type of patient procedures."

By signing this document, I state my awareness of the definition of Observation Only and agree not to participate in any patient procedures. Violation of this policy will result in disciplinary action as described under Serious Infractions Ref. Radiologic Technology Student Handbook.

Student Signature

Date

Student Printed Name

OFFICIAL RECESS POLICY (includes holidays)

The student will follow the College calendar as it relates to breaks between or during semesters.

PARKING POLICY

CVCC: as described in the CVCC Catalog and Student Handbook. Do **NOT** park in the faculty lots.

Clinical: Parking is free of charge. Students are required to park in areas designated for student parking only. Car-pooling is encouraged. Authorized parking areas and rules will be defined during orientation sessions.

PART-TIME EMPLOYMENT

Some part-time employment may be available at the clinical sites. Students desiring to work beyond their regular schedule of clinical hours should contact the appropriate Radiology administrative directors to discuss employment possibilities. If the student does work for the hospital, he/she will be under the control of the hospital as an employee during that time. Absolutely no clinical credit or make-up time will be counted when a student is working for the Radiology Department. Students must realize that, although employment may be financially necessary, commitment to the successful completion of the Radiography Program must take priority over other endeavors.

Students are again reminded that the recommendation for work hours per week is no more than 20.

PICTURE USE

There are several times in which student pictures may be taken and shared:

Senior students have a “graduation” picture taken (a group photograph of the entire class). This picture will be used in the following ways:

- The graduation picture will be used on the front of the Honor Ceremony program
- The graduation picture will be used on the CVCC Radiography Program web page
- The graduation picture is sent to VSRT: where it is used to showcase all of the graduates of radiography programs in Virginia. The picture will be posted online on the VSRT website.

All students will sign a release form stating their agreement to this use. If a student does not agree, they will not have their picture taken with the graduating class for publication and will simply be mentioned as “not pictured” in the caption.

Student pictures are also taken during the first few weeks of class for access at the supervisor’s desk in the clinical facilities and given to the medical director. These images are necessary for student safety so clinical radiology department employees can identify the students. Student pictures will also be taken at the clinical facility for the identification/name tag that must be worn during clinical hours.

PREGNANCY POLICY

The pregnancy policy allows a female student the option of whether or not to inform program officials of her pregnancy.

If the student chooses to voluntarily inform officials of her pregnancy, they must inform the Program Director in writing. The student will then complete the Declaration of Pregnancy form that includes the date of conception. In the absence of this voluntary, written disclosure, a student cannot be considered pregnant.

If the student chooses to disclose her pregnancy, she will have the option of continuing her education without modifications. She will be provided other options for continuance in the program. Other options include modification in clinical assignments, leave of absence from clinical assignments, and/or leave of absence from the program.

The student will be able to complete educational objectives with reasonable accommodation. Program faculty will consider options that are most appropriate for the student to meet required objectives. Ref. JRCERT Standards; Ref. U.S. Nuclear Regulatory Guide.

The basic premise is that the pregnant student be allowed to make an informed decision based on her individual needs and preferences.

The U.S. Nuclear Regulatory Commission Regulatory Guide with its Appendix will be made available to all female students before training begins.

The U.S. Nuclear Regulatory Commission Regulatory Guide is available in the Program Director's office and is posted on the radiology classroom bulletin board for review.

Each case will be reviewed by the following:

1. Program Director
2. Clinical Coordinator
3. Medical Advisor
4. Radiation Safety Officer

When the Program Director receives in writing a Declaration of Pregnancy, she will inform the Medical Advisor, Clinical Coordinator and Radiation Safety Officer. The student will meet with the Program Director, Clinical Coordinator, and Radiation Safety Officer to review and discuss radiation protection procedures for the student and fetus. Instructions for adhering to the procedures and proper wearing of personnel monitoring devices will be addressed. A copy of the Declaration of Pregnancy and documentation of the meeting proceedings will be placed in the student's program file.

A pregnant female student also has the option of un-declaring her pregnancy status at any time if she so chooses. The student may un-declare her pregnancy at any time by meeting with the program director and submitting a written change of declaration letter at this meeting.

Forms for declaration and revocation are found in the Directors office.

RADIATION MONITORING POLICY

For radiation safety purposes, the student will be provided with a badge type radiation-monitoring device (personnel dosimeter). Students are given an in-service by the radiation safety officer and given their radiation badges the first day of orientation to the clinical facility.

- The monitoring device must be worn on the collar and be worn outside the lead apron during fluoroscopy.
- Dosimeters are to be worn at all times in clinical and for lab sessions at the college.

The student is responsible for their dosimeter. The monitoring devices will be replaced monthly, and dosimetry reports will be available monthly to students at the clinical facilities and in the classroom. Individual reports are given to students yearly. Students are told when the new reports are posted.

Students who show up to lab or clinical without their dosimeter will be given a verbal warning the first time and sent home to retrieve it. If it happens again, students will be written up, and further suspended on a third violation.

Radiation Monitoring- Excessive Exposure

Investigative Levels:

Area of Body	Level I (mrem per quarter)	Level II (mrem per quarter)
Whole body, head, trunk including male gonads, arms above the elbow, or legs above the knee	125 (1.25 mSv)	375 (3.75 mSv)
Hands, elbow, arms below the elbow, feet, knees, legs below the knee, or skin	1250 (12.5 mSv)	3750 (37.5 mSv)
Lens of eye	375 (3.75 mSv)	1125 (11.25 mSv)

If a student receives a reading on their dosimeter that is deemed too high or unusual, the following actions are taken:

- Any monthly reading deemed high by the RSO will be reported immediately to program personnel.
- If the student levels are less than the Investigational Level 1, no action is needed
- If the dose is equal to or greater than the Investigational Level 1, but less than the Investigational Level 2, the RSO will contact the Clinical Coordinator, review the student schedule and discuss the student’s actions, and may meet with the student to discuss radiation safety during that time. Suggestions will be made by the RSO if warranted.
- If the student level is equal to or greater than Investigation Level 2, the RSO will contact the Clinical Coordinator and the student to inquire about the elevated readings. A meeting would be held with the student, RSO, and program director/clinical coordinator to discuss actions needed based on inquiry findings.
- Copies of the CVCC Energize Lab policy as well as Centra and Sentara Policies can be found in APPENDIX C, at the clinical facilities, and in the classroom

SEMINAR POLICY

Five seminars will be held during the students’ two years in the program. Each Fall and Spring, a Saturday seminar will be held in Lynchburg sponsored by the Central Virginia District Society of Radiologic Technologists (CVDSRT). All students will attend these meetings. The student will be given a free day to use later in the semester for attending. The free day CANNOT be used to cover a missed day for sickness or other clinical absence.

In the sophomore year of the program, students will participate in the annual Student and Educator Seminar usually held outside of the local area during the spring semester. Students are provided the opportunity to raise money through fundraising events. Funds usually are sufficient to pay for

registration and lodging. Other expenses may require out-of-pocket money. While participation in the spring student seminar is not mandatory, it is highly encouraged. The rewards for attending are numerous. The student will have the opportunity to participate in refresher courses, acquire new knowledge, and participate in a registry review. Interaction with students and instructors from other radiography programs, gathering information on job employment, and attending social events are other important aspects of the student seminar.

Any student who does not participate in the spring Student/Educator Seminar will be required to attend clinical for each day the class is away.

Students will be expected to provide their own transportation to the clinical education centers and to any field trips, including the spring student/educator seminar and the CVDSRT local seminars.

Students attending the seminars will be expected to present themselves in a professional manner at all times, in support of the high standards of the profession as well as the Radiography Program in which they are enrolled. *Dress will be casual business attire for all seminar attendance. No jeans!*

SOCIAL MEDIA POLICY:

Central Virginia Community College's Radiography Program urges all students to be conscious and careful when using social media (Twitter, Facebook, My Space, YouTube, online chat rooms, etc.). Inappropriate use can diminish your own personal reputation as well as the reputation of your school, the program, employers, and the community. False and defamatory comments that are written and seen are called libel. False and defamatory comments that are spoken and heard are called slander. Together libel and slander are referred to as defamation. Legal actions have been taken when inappropriate content has been published and confidentiality has been compromised.

Policy:

- CVCC radiography students may not use any hospital computer for personal use unless a clinical instructor has given permission.
- Students will not discuss any clinical affiliate business on any social media (this includes remarks about patient workloads, types of patients seen, or any other clinical affiliate business)
- Students will not discuss patient related information
- Students will not post unauthorized pictures of the clinical affiliates
- Students must avoid making statements on social media which could adversely affect the clinical affiliate, college, or program's reputation and or relationships with patients, the community, employees, business partners, or competitors (ex. Stating that a particular clinical site is so bad you would not let your snake be treated there)
- Students must not disparage (belittle, mock, ridicule, criticize) the clinical affiliates or their employees, the college, the program or its employees, the patients, the business partners or competitors in any online forum. (ex. Stating you hate a certain technologist or a certain clinical facility)

Posting any of the above mentioned types of information is considered an ethical breach of confidentiality and will result in disciplinary actions to include immediate dismissal from the program. This policy is not meant to inhibit freedom of expression; however, extreme caution is urged when

mixing professional and personal on-line information. A good rule to live by...if you have any doubts about posting something...you probably should not post it. This policy is adapted from policies that are in place at each of the clinical affiliates.

TELEPHONE USE POLICY

Telephones in the Radiology Departments are for business purposes only. Other than in an emergency, personal phone calls are not allowed (both incoming and outgoing).

1. Cell phones are to be turned off at all times during clinical hours. If you have an emergency or are waiting on an important call you are to inform the clinical instructor on duty at your facility.
2. At no time will a student text, accept or make calls from their cell phones or use the internet while in an x-ray room or work area at clinical. Phones may be used on breaks or at lunch.
3. **NO** pictures will be taken at any time in the clinical setting. Taking photographs of images (even those used for education) is a HIPAA violation. Taking photographs inside of the clinical facility is strictly forbidden without special permission from administration.

TIME SHEETS

Time sheets are maintained at all clinical education sites. The student is responsible for filling out the time sheet daily, with the accurate number of hours he/she is present at the clinical setting. Time sheets are not to be filled out in advance. All time sheets must be signed by the students for each month.

WITHDRAWAL

When withdrawal from the Radiography program becomes necessary for reasons other than poor academic performance, the student is responsible for following the procedure as described in the CVCC Catalog and Student Handbook. Students cannot withdraw from **ANY** required course or they may jeopardize their program status.

The student **must** consult the Program Director before withdrawing from courses or the program, or if situations arise which may interrupt their education. Students withdrawing from the program will be expected to put their intentions and reasons in writing. Students who are withdrawing must meet with the Program Director. Sending an email or text is not adequate and may affect your overall GPA.

HOSPITAL ID BADGES AND PERSONAL DOSIMETER MUST BE RETURNED TO THE PROGRAM DIRECTOR IMMEDIATELY UPON PROGRAM WITHDRAWAL.

Appendix A: Clinical Competency Process

1. Clinical Competency process. P 54
2. Clinical Competency Exams per Semester P. 62

CLINICAL COMPETENCY PROCESS

In order to sit for the ARRT Certification Examination, students must demonstrate clinical competency by performing clinical procedures specified by the ARRT.

From the ARRT website:

“Statement of Purpose: The purpose of the clinical competency requirements is to verify that individuals certified by the ARRT have demonstrated competence performing the clinical activities fundamental to a particular discipline. Competent performance of these fundamental activities, in conjunction with mastery of the cognitive knowledge and skills covered by the certification examination, provides the basis for the acquisition of the full range of clinical skills typically required in a variety of settings. Demonstration of clinical competence means that the candidate has performed the procedure independently, consistently, and effectively during the course of his or her formal education.”

Steps in the Competency Process

1. Student summons evaluator (qualified radiographer or clinical instructor) for performance of competency examination (***note: only clinical instructors can evaluate first semester freshmen and 6th semester sophomore terminal competencies***). There are times when a Clinical Instructor may summon a student for competency performances.
2. Student presents the proper evaluation form with their portion completed to the evaluator before performing the competency.
3. Evaluator verifies that student has performed required number of pre-competency examinations to perform competency for grade.
4. Evaluator observes entire examination, documenting areas performed in less than a satisfactory manner (note: the evaluator should NEVER allow an exposure that would result in a known repeat).
5. Evaluator completes and signs Competency Evaluation Form. If the evaluator is an approved technologist rather than a clinical instructor, the student will receive the completed form from the technologist and will place it in the locked student locker until a clinical instructor can review the competency and complete part 2 with the student.
6. Clinical Instructor completes Radiographic Image Evaluation (Part II); discusses evaluation and radiographs with student.
7. Student signs evaluation form and places it in the locked student locker. If the student has successfully completed the competency, the student will check off the competency on the hospital master list.
8. The completed evaluation form will be graded and placed in the student's clinical file.

Clinical Competency Examinations Per Semester

<p><u>FIRST SEMESTER (FALL)</u></p> <ul style="list-style-type: none"> *Chest *Abdomen (KUB) *Hand *Ankle 	<p><u>SECOND SEMESTER (SPRING)</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">*Finger or Thumb</td> <td style="width: 50%;">*Wrist</td> </tr> <tr> <td>*Foot</td> <td>*Clavicle</td> </tr> <tr> <td>*Forearm</td> <td>*Knee</td> </tr> <tr> <td>*Elbow</td> <td>*Femur</td> </tr> <tr> <td>*Lower leg</td> <td>** Toes</td> </tr> <tr> <td>*Humerus (non- trauma)</td> <td>*Pelvis</td> </tr> <tr> <td>*Shoulder (non-trauma)</td> <td>**Scapula</td> </tr> <tr> <td>**Patella</td> <td>**AC Joints</td> </tr> </table>	*Finger or Thumb	*Wrist	*Foot	*Clavicle	*Forearm	*Knee	*Elbow	*Femur	*Lower leg	** Toes	*Humerus (non- trauma)	*Pelvis	*Shoulder (non-trauma)	**Scapula	**Patella	**AC Joints																												
*Finger or Thumb	*Wrist																																												
*Foot	*Clavicle																																												
*Forearm	*Knee																																												
*Elbow	*Femur																																												
*Lower leg	** Toes																																												
*Humerus (non- trauma)	*Pelvis																																												
*Shoulder (non-trauma)	**Scapula																																												
**Patella	**AC Joints																																												
<p><u>THIRD SEMESTER (SUMMER)</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">*C-Spine</td> <td style="width: 50%;">**CUG</td> </tr> <tr> <td>*T-Spine</td> <td>*Hip</td> </tr> <tr> <td>*L-Spine</td> <td>*Ribs</td> </tr> <tr> <td>**Sacrum and/or Coccyx</td> <td>**Sternum</td> </tr> <tr> <td>**Calcaneus (os calcis)</td> <td>**SI Joints</td> </tr> <tr> <td>**Chest decubitus</td> <td>*Trauma Hip</td> </tr> </table> <p>* AP Chest (wheelchair/stretchers)</p> <p>**UGI (single/double contrast)</p> <p>**Esophagram</p> <p>**Barium Enema (single/double contrast)</p> <p>** IVU (IVP)</p> <p>*Upright abdomen</p> <p>** Decubitus abdomen</p> <p>** Small Bowel Series</p>	*C-Spine	**CUG	*T-Spine	*Hip	*L-Spine	*Ribs	**Sacrum and/or Coccyx	**Sternum	**Calcaneus (os calcis)	**SI Joints	**Chest decubitus	*Trauma Hip	<p><u>FOURTH SEMESTER (FALL)</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">** Skull</td> <td style="width: 50%;">** Mandible</td> </tr> <tr> <td>**Nasal Bones</td> <td>** Zygomatic Arches</td> </tr> <tr> <td>**Sinuses</td> <td>**Facial Bones</td> </tr> <tr> <td>**TMJ's</td> <td>**Orbits</td> </tr> <tr> <td>*Portable Chest</td> <td>*Portable Abdomen</td> </tr> <tr> <td>*Portable Orthopedic</td> <td>*Trauma Shoulder</td> </tr> <tr> <td>* Cross Table Lateral Spine</td> <td></td> </tr> <tr> <td>**Upper Airway (soft tissue neck)</td> <td></td> </tr> <tr> <td>*Trauma Upper Extremity (non-shoulder)</td> <td></td> </tr> <tr> <td>*Trauma Lower Extremity</td> <td></td> </tr> <tr> <td>*Geriatric Chest</td> <td></td> </tr> <tr> <td>*Geriatric Upper Extremity</td> <td></td> </tr> <tr> <td>* Geriatric Lower Extremity</td> <td></td> </tr> <tr> <td>*Geriatric Chest</td> <td></td> </tr> <tr> <td>*Geriatric Upper Extremity</td> <td></td> </tr> <tr> <td>*Geriatric Lower Extremity</td> <td></td> </tr> </table>	** Skull	** Mandible	**Nasal Bones	** Zygomatic Arches	**Sinuses	**Facial Bones	**TMJ's	**Orbits	*Portable Chest	*Portable Abdomen	*Portable Orthopedic	*Trauma Shoulder	* Cross Table Lateral Spine		**Upper Airway (soft tissue neck)		*Trauma Upper Extremity (non-shoulder)		*Trauma Lower Extremity		*Geriatric Chest		*Geriatric Upper Extremity		* Geriatric Lower Extremity		*Geriatric Chest		*Geriatric Upper Extremity		*Geriatric Lower Extremity	
*C-Spine	**CUG																																												
*T-Spine	*Hip																																												
*L-Spine	*Ribs																																												
**Sacrum and/or Coccyx	**Sternum																																												
**Calcaneus (os calcis)	**SI Joints																																												
**Chest decubitus	*Trauma Hip																																												
** Skull	** Mandible																																												
**Nasal Bones	** Zygomatic Arches																																												
**Sinuses	**Facial Bones																																												
**TMJ's	**Orbits																																												
*Portable Chest	*Portable Abdomen																																												
*Portable Orthopedic	*Trauma Shoulder																																												
* Cross Table Lateral Spine																																													
**Upper Airway (soft tissue neck)																																													
*Trauma Upper Extremity (non-shoulder)																																													
*Trauma Lower Extremity																																													
*Geriatric Chest																																													
*Geriatric Upper Extremity																																													
* Geriatric Lower Extremity																																													
*Geriatric Chest																																													
*Geriatric Upper Extremity																																													
*Geriatric Lower Extremity																																													
<p><u>FIFTH SEMESTER (SPRING)</u></p> <p>** Myelography</p> <p>** Arthrography</p> <p>**ERCP</p> <p>**Hysterosalpingography</p> <p>*Pediatric Routine Chest (age 6 or younger)</p> <p>**Pediatric Upper Extremity (age 6 or younger)</p> <p>** Pediatric Lower Extremity (age 6 or younger)</p> <p>** Pediatric Abdomen (age 6 or younger)</p> <p>** Pediatric Mobile (age 6 or younger)</p> <p>**Scoliosis Study</p> <p>*C-Arm Procedure (orthopedic) (Requiring manipulation to obtain more than one projection)</p> <p>*Surgical C-Arm Procedure (non-orthopedic) (Requiring manipulation around a sterile field)</p>	<p><u>NOTES</u></p> <p>All competencies should be completed by the end of the 5th semester.</p> <p>Terminal competencies will be performed in the 6th semester.</p> <p>* Indicates mandatory competency (all 37 must be performed)</p> <p>** Indicates elective competency: must demonstrate 15 of 34 (1 elective must be from headwork and 1 elective must be either an UGI or BE <u>and</u> 1 other fluoroscopy elective)</p> <p>Geriatric Competencies are performed on those over age 65 with physical and cognitive impairments associated with aging</p> <p>Trauma indicates serious injury and procedure should be modified. Modification of procedure may include variations in positioning, minimal body movement, etc</p>																																												

Appendix B: Competency Forms and Evaluations

1. Freshmen Routine Clinical Competency Evaluation
2. Sophomore Routine Clinical Competency Evaluation
3. Pediatric Competency Evaluation
4. Mobile Radiography Competency Evaluation
5. Surgical Radiography Competency Evaluation
6. Fluoroscopy Competency Evaluation: Overhead Images
7. Fluoroscopy Competency Evaluation: No Overhead Images
8. Technologist Evaluation of Student
9. Clinical Instructor evaluation of Student

Central Virginia Community College

Radiography Program

FRESHMEN ROUTINE CLINICAL COMPETENCY EVALUATION

STUDENT _____ DATE _____

EVALUATOR _____ 1st 2nd 3rd Attempt (circle one)

RADIOGRAPHIC PROCEDURE _____

PATIENT LAST NAME _____

CASE NUMBER _____

Students will be assessed by demonstrating competence during the radiographic performance examination in the following categories:

- I. Communication
- II. Patient Care
- III. ALARA
- IV. Procedure Performance
- V. Image Critique

I. **Communication: 10pts** _____

Students will adequately locate the patient for the examination, take appropriately detailed history, use age specific communication to explain the procedure to the patient, appropriately communicate with other medical personnel as required, and give post procedure instructions

II. **Patient Care: 10pts** _____

Students will act in a caring and responsible manner to ensure patient comfort during exam

III. **ALARA: 20pts** _____

Students will follow all radiation safety rules for the patient and others during the examination. This includes verifying pregnancy status, shielding, collimating, selecting appropriate exposure factors, and ensuring safety for anyone involved in the procedure (such as shielding a parent if holding a child, ensuring exposure made when everyone is protected, and watching the patient during exposure) **Any breach of ALARA results in no points given.**

IV. **Procedure Performance: 40 pts** _____

Students will know the routine projections required (as well as any modifications necessary for patient status) and completing the examination in a reasonable length of time demonstrate: proper patient preparation, proper equipment manipulation and set up, proper selection of exposure factors, proper computer entries, proper patient positioning for each projection, proper CR location for each projection, proper use of markers, proper use of accessory equipment as needed, collimation, and post processing of images

V. **Image Critique: 20 pts (Evaluated by clinical instructor)** _____

Students will correctly answer questions as asked by the clinical instructor regarding anatomy, positioning, pathology (or clinical indication), CR location, and image evaluation for diagnostic acceptability.

COMMENTS:

Repeats (circle one) Yes (#) _____ No _____

Total Points Earned _____ / Possible Points _____
= Grade _____

Instructor Signature _____

****One correctly repeated radiograph will result in maximum score of 85. A third attempt at competency will result in a maximum score of 70. Student will receive no grade penalty for circumstances occurring beyond their control**

Student Signature _____

**Central Virginia Community College
Radiography Program
Sophomore Routine Clinical Competency Evaluation**

Student: _____ Date: _____

Evaluator: _____

Procedure: _____ Patient Last Name: _____ Case# _____

Part I: Performance Objective: *Given a patient and the necessary radiographic equipment, the student will demonstrate abilities in the following categories:*

A. Room Preparation (maximum 5 points) _____

- Room prepared for the patient and exam.
Adequate stock of supplies and use of linens, urinals, emesis basins, lead aprons, sponges, compensating filters, pads.

B. Communication (maximum 7 points)..... _____

- Verify patient has a doctor's order for the exam.
- Properly locate, transport, and ID patient (2 identifiers).
- Ask and document an accurate history on Patient Requisition and in MRM.
- Verified correct exam to be performed with the patient.
- Have patient dress appropriately and privately for the exam.

- **Use age/ gender specific communication to explain procedure and answer questions; communicate with patient effectively and professionally. (Max 3 points)** _____

C. X-ray System Set-up (maximum 10 points)..... _____

- Start patient in Patient Tracking System and complete tech/rooms, exam room, ambulatory status tech ID, and clinical indications.
- Document in Notes appropriately for ID, pregnancy status, shielded, side verified by order/patient.
- Select appropriate patient and technical factors including focal spot size to the IR used for the
- Detent tube to wall or table bucky or center to table top IR.
- Set x-ray tube to proper SID appropriate for the projection.
- Select appropriate image receptor size and alignment (LW or CW) for exam.

D. Radiation Protection/ALARA (maximum 15 points) *Any breach of ALARA results in no points given. _____

- Apply gonadal shielding.
- Verify pregnancy status
- Apply proper collimation
- Apply radiation protection principles or devices to those remaining in the room with patient (lead aprons or step behind console, no exposure made until all in room are applying radiation safety).

E. Performing the Examination (maximum 25 points)..... _____

- Recall routine projections required for the exam.
- Position patient properly for the exam (modify for atypical condition)
- Perform routine in appropriate systematic sequence
- Correct marker use.
- Correct CR location.
- Angle tube at the correct degree and in the correct direction for the projection
- Instruct the patient in the proper breathing technique.
- Use proper PPE/infection control procedures as indicated.

- Maintain integrity of tubes, lines and catheters.
 - Make exposure while observing the patient.
 - Complete the exam in a reasonable length of time.
 - Exhibit self-confidence to perform the exam.
 - Aseptic technique used to disinfect exam room after patient has left and readied room for next patient.
- **Use of accuracy and speed in manipulation of x-ray equipment and patient positioning (Max 5 points) _____**

- F. Post-Imaging Procedures (maximum 10 points)..... _____**
- Send Images to PACS.
 - Finish patient in Patient Tracking System.
 - QC images in PACS (proper order, orientation and direction).
 - Close Study as reviewed in PACS to correct dictation room and entered performed by.
 - Scan Documents.
-

Part II: (To Be Evaluated by Clinical Instructor Only)

Performance Objective: *Given a patient and the necessary radiographic equipment, the student will demonstrate the ability to evaluate their radiographs for the following:*

- A. Student Evaluation of each image (maximum 10 points)..... _____**
- No visible opaque artifacts in anatomy of interest.
 - Inclusion of all anatomic structures on Radiograph.
 - Marker presentation on Radiograph (straight, in exposure field, etc.)
 - Adequate radiographic density/exposure index range/deviation index.
 - Adequate radiographic contrast.
 - No visible motion, rotation, or tilt.
 - Proper collimation presented on Radiograph.

- B. Student Critique of Images (maximum 10 points)..... _____**
- Student able to identify projections and anatomic positions of each image.
 - Student able to determine if radiograph presents accurate position of anatomy.
 - Student able to state the centering reference for each image.
 - Student able to identify any anatomy and pathology seen on each image.

Instructor Comments:

Total Points Earned _____/Possible Points 100

Repeats (circle one) Yes (#) _____ No _____ = Grade: _____

****One correctly repeated radiograph will result in a maximum score of 85. A third attempt at competency will result in a maximum score of 70. Students will receive no grade penalty for circumstances occurring beyond their control**

Instructor Signature: _____ Student Signature: _____

**Central Virginia Community College
Radiography Program
Pediatric Clinical Competency Evaluation**

Student: _____ Date: _____

Evaluator: _____

Procedure: _____ Patient Last Name: _____ Case# _____

Part I: Performance Objective: Given a pediatric patient age 6 or under and the necessary radiographic equipment, the student will demonstrate abilities in the following categories:

A. Room Preparation (maximum 5 points) _____

- Room prepared for the patient and exam.
Adequate stock of supplies and use of linens, urinals, emesis basins, lead aprons, sponges, compensating filters, pads.

B. Communication (maximum 15 points) _____

- *Use age/ gender specific communication to thoroughly explain procedure to the patient and answer questions; communicate with patient effectively and professionally according to age/gender*
- *Establish rapport with child*
- *Communicate effectively with parent/ guardian*
- *Provide explanation of procedure to parent/guardian*

C. Set Up (maximum 10 points) _____

- Verify child has a doctor's order for the exam.
- *Ask child's name and Verify child ID and exam with parent/guardian.*
- Ask and document an accurate history on Patient Requisition and in MRM.
- *Check for and remove radiopaque material from area of interest.*
- Start patient in Patient Tracking System and complete tech/rooms, exam room, ambulatory status, tech ID, and clinical indications.
- Document in Notes appropriately for ID, pregnancy status, shielded, side verified by order/patient.
- *Select appropriate pediatric technical factors including focal spot size to the IR being used for the exam on the operating console.*
- Detent tube to wall or table bucky or center to table top IR.
- Set x-ray tube to proper SID appropriate for the projection.
- *Select appropriate image receptor size and alignment (LW or CW) for pediatric exam.*

D. Radiation Protection/ALARA (maximum 15 points) _____

- *Apply gonadal shielding to patient.*
- *Verify pregnancy status as appropriate for parent/guardian*
- *Apply proper collimation*
- *Apply radiation protection principles or devices to those remaining in the room with patient (lead aprons or step behind console, no exposure made until all in room are applying radiation safety.*

E. Performing the Examination (maximum 25 points) _____

- *Recall routine projections required for the exam according to the patient age*
- *Modify patient position as appropriate for age*
- Perform routine in appropriate systematic sequence
- Correct marker use.
- *Adjust CR location as appropriate for pediatric exam.*
- Angle tube at the correct degree and in the correct direction for the projection
- Instruct the patient in the proper breathing technique.

- Use proper PPE/infection control procedures as indicated.
- *Assist child through exam, maintain modesty, and ensure child safety by providing constant adult supervision.*
- Use of dexterity and speed in manipulation of x-ray equipment and patient positioning.
- Complete the exam in a reasonable length of time.
- *Exhibit self-confidence to perform the exam and exhibit appropriate comfort level with pediatric patient.*
- Aseptic technique used to disinfect exam room after patient has left and readied room for next patient.

F. Post-Imaging Procedures (maximum 10 points)..... _____

- Send Images to PACS.
- Finish patient in Patient Tracking System.
- QC images in PACS (proper order, orientation and direction).
- Close Study as reviewed in PACS to correct dictation room and entered performed by.
- Scan Documents.

Part II: (To Be Evaluated by Clinical Instructor Only)

Performance Objective: *Given a patient and the necessary radiographic equipment, the student will demonstrate the ability to evaluate their radiographs for the following:*

A. Student Evaluation of each image (maximum 10 points)..... _____

- No visible opaque artifacts in anatomy of interest.
- Inclusion of all anatomic structures on Radiograph.
- Marker presentation on Radiograph (straight, in exposure field, etc.)
- Adequate radiographic density/exposure index range/deviation index.
- Adequate radiographic contrast.
- No visible motion, rotation, or tilt.
- Proper collimation presented on Radiograph.

B. Student Critique of Images (maximum 10 points)..... _____

- Student able to identify projections and anatomic positions of each image.
- Student able to determine if radiograph presents accurate position of anatomy.
- Student able to state the centering reference for each image.
- Student able to identify any anatomy and pathology seen on each image.

Instructor Comments:

Total Points Earned ____/Possible Points 100

Repeats (circle one) Yes (#) ____ No ____ = Grade: ____

* 5-point deductions can be given for each italicized item that is not performed*

****One correctly repeated radiograph will result in a maximum score of 85. A third attempt at competency will result in a maximum score of 70. Students will receive no grade penalty for circumstances occurring beyond their control**

Instructor Signature: _____ **Student Signature:** _____

Central Virginia Community College
Radiography Program
Clinical Competency Evaluation
Mobile Radiography

Student _____ Patient Case # (Last name) _____

Procedure _____ Evaluator _____

Date _____ Facility: _____

		<u>Possible Points</u>	<u>Actual Points</u>
I.	General Evaluation		
	Evaluate Request. Identify correct patient, procedure, and routine. Perform computer operations.	___ 10 ___	_____
II.	Patient Care		
	Communicate effectively & professionally. Attend to patient's comfort & needs.	___ 15 ___	_____
III.	Positioning & Technical Skills		
	Prepare room, manipulate equipment with appropriate speed & dexterity. Use correct image receptor; position & center correctly. Use anatomical markers correctly.	___ 35 ___	_____
IV.	Exposure		
	Determine and correctly set exposure factors.	___ 10 ___	_____
V.	Radiation Protection		
	Evaluate for pregnancy. Collimate beam as necessary. Use gonadal shielding & other standard protection practices for patient & operator.	___ 15 ___	_____
VI.	Image Critique		
	Evaluate quality of images. Suggest improvements in exposure & positioning. Identify anatomy/pathology	___ 15 ___	_____
		___ 100 ___	Total _____

Instructor Comments _____

Instructor Signature _____ Student Signature _____

**Central Virginia Community College
Radiography Program
Clinical Competency Evaluation
Surgical Radiography**

Student _____ Patient Case # (Last name) _____

Procedure _____ Evaluator _____

Date _____ Facility: _____

	<u>Possible Points</u>	<u>Actual Points</u>
I. Equipment Setup:		
Equipment Familiarity	__ 10 __	_____
Maneuverability & Manipulation	__ 10 __	_____
Speed & Dexterity	__ 10 __	_____
II. Annotation of Patient Information	__ 10 __	_____
III. Positioning:		
Alignment of X-ray Source to Image Receptor	__ 10 __	_____
Orientation & Collimation of X-ray Beam	__ 10 __	_____
IV. Exposure:		
Selection of Correct Image Program	__ 10 __	_____
V. Select appropriate images to send to PACS	__ 10 __	_____
VI. Evaluation of Images:		
Identifying Areas for Improvement in Positioning & Exposure	__ 10 __	_____
Identification of Anatomy & Pathology	__ 10 __	_____
		<u>Score</u>
	__ 100 __	_____

Instructor Comments & Signature: _____

Student Signature _____

**Central Virginia Community College
Radiography Program
CLINICAL COMPETENCY EVALUATION
Fluoroscopic: No Overhead Images**

STUDENT _____ DATE _____
 EVALUATOR _____ 1st 2nd 3rd Attempt (circle one)
 PROCEDURE _____
 PATIENT LAST NAME _____ CASE NUMBER _____

STANDARD: The evaluator will rate the student’s competencies according to the numbered rating scale as indicated with each category.

Part I **PERFORMANCE OBJECTIVE:** *Given a patient and the necessary radiographic/fluoroscopic equipment, (Evaluated by qualified radiographer) the student will demonstrate abilities in the following categories:*

	Score
A. <u>Room Preparation and Equipment Set-up</u> (maximum 10 points: less than 8 points results in repeat)	
Prepare and arrange room/supplies in neat and presentable manner.....	
Properly set-up equipment; radiographic table, fluoroscopic unit, viewing devices.....	
Properly set fluoroscopic and operating console controls	___
B. <u>Radiation Protection</u> (maximum 10 points: less than 6 points results in repeat)	
Apply proper radiation protection principles and devices for patient and operator(s); pregnancy question, lead shielding, Inverse Square Law.....	___
C. <u>Patient Preparation/Handling/Instructions</u> (maximum 15 points: less than 6 points results in repeat)	
Check/verify orders, pertinent lab results; properly identify and dress patient.....	
Accurately explain procedure to patient and answer questions/ Use proper PPE as necessary	___
D. <u>Preparation of Contrast Media and Supplies</u> (maximum 10 points: less than 6 points results in repeat)	
Demonstrate familiarity/knowledge of contrast media and related supplies.....	
Select proper contrast media and related supplies.....	
Demonstrate skill in preparing contrast media and related supplies; syringes, catheters, etc.....	
Accurately prepare sterile trays; demonstrate application of aseptic and sterile techniques.....	___
E. <u>Performing the Examination</u> (maximum 20 points: less than 15 points results in repeat)	
Assist radiologist/physician in prepping patient.....	
Assist radiologist/physician in administration of contrast media/medication.....	
Assist radiologist/physician in positioning patient during procedure.....	
Demonstrate expertise in carrying out related orders by radiologist/physician.....	
Perform procedural steps accurately and timely without being guided.....	
Attend to patient comfort.....	
Adapt to atypical situations.....	___

F. For all studies make accurate computer entries (5 pts max) _____
Student must make notation of contrasts used, dose, and fluoro time on their own

****Student must be in charge of the exam, a tech telling a student every step to perform does not indicate student competence****

Part II PERFORMANCE OBJECTIVE (Evaluated by clinical instructor)

Given film-based or digital images, the student will demonstrate the ability to evaluate images demonstrating the following

1. Identification of opaque artifacts (**maximum 2 points**)..... _____
2. Inclusion of all anatomic structures
Includes identification of anatomy/pathology (**maximum 10 points**) _____
3. Identification of proper centering/ patient position demonstrated (**maximum 5 points**)..... _____
4. Identify adequate radiographic contrast/density (**maximum 2 points**)..... _____
5. Determine proper collimation (**maximum 2 points**) _____
6. Determine correct usage of markers (**maximum 2 points**)..... _____
7. Determine motion/distortion (**maximum 2 points**) _____

Total 25 points

* For DR/DF studies, retrieve images on computer monitor (**maximum 5 points**)..... _____

COMMENTS:

Total Earned ____/Possible Points **100**

Grade _____

Instructor Signature _____

****Less than required points in individual category will result in a repeat competency with a maximum score of 85. A third attempt at competency will result in a maximum score of 70.**

Student Signature _____

**Central Virginia Community College
Radiography Program
CLINICAL COMPETENCY EVALUATION
Fluoroscopic: Overhead Images**

STUDENT _____ DATE _____

EVALUATOR _____ 1st 2nd 3rd Attempt (circle one)

PROCEDURE _____

PATIENT LAST NAME _____ CASE NUMBER _____

STANDARD: The evaluator will rate the student's competencies according to the numbered rating scale as indicated with each category.

Part I **PERFORMANCE OBJECTIVE:** *Given a patient and the necessary radiographic/fluoroscopic equipment, (Evaluated by qualified radiographer) the student will demonstrate abilities in the following categories:*

	Score
A. <u>Room Preparation and Equipment Set-up</u> (maximum 10 points: less than 8 points results in repeat)	
Prepare and arrange room/supplies in neat and presentable manner.....	
Properly set-up equipment; radiographic table, fluoroscopic unit, viewing devices.....	
Properly set fluoroscopic and operating console controls	_____
B. <u>Radiation Protection</u> (maximum 10 points: less than 6 points results in repeat).....	
Apply proper radiation protection principles and devices for patient and operator(s); pregnancy question, lead shielding, Inverse Square Law.....	_____
C. <u>Patient Preparation/Handling/Instructions</u> (maximum 15 points: less than 6 points results in repeat)	
Check/verify orders, pertinent lab results; properly identify and dress patient.....	
Accurately explain procedure to patient and answer questions/ Use proper PPE as necessary.....	_____
D. <u>Preparation of Contrast Media and Supplies</u> (maximum 10 points: less than 6 points results in repeat)	
Demonstrate familiarity/knowledge of contrast media and related supplies.....	
Select proper contrast media and related supplies.....	
Demonstrate skill in preparing contrast media and related supplies; syringes, catheters, etc.....	
Accurately prepare sterile trays; demonstrate application of aseptic and sterile techniques.....	_____
E. <u>Performing the Examination</u> (maximum 20 points: less than 15 points results in repeat)	
Assist radiologist/physician in prepping patient.....	
Assist radiologist/physician in administration of contrast media/medication.....	
Assist radiologist/physician in positioning patient during procedure.....	
Demonstrate expertise in carrying out related orders by radiologist/physician.....	
Perform procedural steps accurately and timely without being guided.....	
Attend to patient comfort.....	
Adapt to atypical situations.....	_____

F. For all studies make accurate computer entries (5 pts max) _____
Student must make notation of contrasts used, dose, and fluoro time on their own

****Student must be in charge of the exam, a tech telling a student every step to perform does not indicate student competence****

G. Producing Still Images (maximum 10 points):

- Recall routine projections required of the exam; preliminary/after-filming.....
- Select the appropriate size, type and alignment of cassette/image receptor.....
- Place the patient/part straight on the table/cassette/detector plate.....
- Position the patient for the radiographic/fluoroscopic procedure; use of sponges, restraints, etc.....
- Direct CR to anatomic part; correct tube angle and direction; alignment of CR to image receptor.....
- Select correct mAs, kVp, focal spot size using an exposure chart or A.E.C; measure if applicable.....
- Select the proper source-image receptor distance.....
- Apply proper collimation.....
- Mark the image receptor correctly.....
- Instruct the patient in proper breathing technique _____

Part II PERFORMANCE OBJECTIVE

(Evaluated by clinical instructor)

T the student will demonstrate the ability to evaluate their images (and others if a full routine was not performed) by demonstrating the following

- 1. Identification of opaque artifacts (**maximum 2 points**)..... _____
- 2. Inclusion of all anatomic structures
 Includes identification of anatomy/pathology (**maximum 10 points**) _____
- 3. Identification of proper centering/ patient position demonstrated (**maximum 5 points**)..... _____
- 4. Identify adequate radiographic contrast/density (**maximum 2 points**)..... _____
- 5. Determine proper collimation (**maximum 2 points**) _____
- 6. Determine correct usage of markers (**maximum 2 points**)..... _____
- 7. Determine motion/distortion (**maximum 2 points**) _____

Total 25 points

* For DR/DF studies, retrieve images on computer monitor (**maximum 5 points**) _____

COMMENTS:

Total Points Earned ____/Possible Points **110**

Grade _____

Repeats (circle one) Yes (#) ____ No

Instructor Signature _____ Student Signature _____

****One or more repeated radiographs, or less than required points in individual category, will result in a repeat competency with a maximum score of 85. A third attempt at competency will result in a maximum score of 70.**

Terminal Competencies

Purpose of Evaluation: To observe and measure the level of terminal competency of student performance in an appropriate and challenging examination with reference to Patient Communication/Interaction skills, ALARA, and Accuracy of Procedural Performance Tasks. The student is expected to determine necessary modifications in patient positioning and technical factors due to atypical situations at a level expected of an entry-level graduate radiographer

Application: Each student in the 6th semester will be required to perform 3 Terminal Competencies. The terminal competencies will consist of a Geriatric Stretcher Chest and a Spine with the instructor choice of a Fluoroscopy or Mini Multiple Exam.

A clinical instructor will administer the terminal competencies. The clinical instructor will carefully choose the patient on which the procedure is to be performed, keeping in mind the appropriateness of the patient for the expectation level and the safety of the patient.

Expectation level: All students are expected to score 90 or higher on their terminal competencies.

Rev. 2021

**Central Virginia Community College
Radiography Program
TERMINAL COMPETENCY EVALUATION**

STUDENT _____

DATE _____

EVALUATOR _____

PROCEDURE _____ PATIENT LAST NAME _____ CASE # _____

STANDARD: The evaluator will rate the student's competencies according to the numbered point scale as indicated in each category.

PERFORMANCE OBJECTIVE: *Given a patient and the necessary radiographic equipment, the student will demonstrate entry-level radiographer abilities in the following categories:*

A. Room Preparation and Equipment Set-up (maximum 5 points)

Properly set-up all equipment and computers for examination _____

B. Radiation Protection (maximum 10 points)

Students will apply all ALARA principles in radiation protection to the patient, self, and others..... _____

C. Patient Preparation/Communication (maximum 10 points)

Using age/gender appropriate communication skills, students will accurately explain procedure to patient; answer questions; communicate instructions and identify patient in an effective and professional manner ... _____

D. Performing the Examination (maximum 30 points)

Student will select/modify positioning, procedural and/or exposure techniques relative to patient condition and ability throughout the exam _____

Fluoroscopy: selection, preparation, and use of appropriate contrast _____

E. Producing Images (maximum 20 points)

In a systematic sequence, students will demonstrate accuracy and speed in producing quality images _____

F. Image Evaluation: (maximum 15 points:) Throughout the exam, students will recognize quality radiographic images and suggest corrections/ determine repeats as needed..... _____

G. Post Procedure Image Critique (maximum 10 points)

1. Identify projections (2 points) _____

2. Verify accurate positioning and collimation (2 points).. _____

3. Verify centering and marker placement (2 points) _____

4. Knowledge of anatomy/pathology (2 points) _____

5. Discuss image density, contrast and detail (2 points) _____

INSTRUCTOR COMMENTS:

Total Points Earned ____/Possible Points ____

Repeats (circle one) Yes (#) ____ No ____ = Grade ____

Instructor Signature _____ **Student Signature** _____

Technologist Evaluation of Student

Student: _____

	Always	Usually	Sometimes	Rarely
Attitude: interest in learning, responds well to constructive criticism, positive attitude, smiles				
Initiative: Uses free time wisely, seeks out work, volunteers to help others				
Maintenance of work area: room neat, clean and stocked, table/wall board/IRs cleaned after every patient, linens and pillowcases changed after every patient. Supplies for exam brought to room BEFORE patient brought to room.				
Patient Care: ID patients correctly, introduce self, provide patient modesty, recognize and meet need of patient to ensure maximum safety and comfort				
Communication skills: Uses age and gender appropriate communication with patients, staff, visitors, and others. Uses appropriate language and terminology for conversation				
Professionalism: and treats patients, staff and others in a professional manner, demonstrates respect for self				
Positioning skills: know department routines, position patient accurately, direct CR to appropriate area, use appropriate markers, perform exam with speed and accuracy expected at current level				
Technical Skills: with appropriate speed and accuracy manipulate equipment, select exposure factors from chart or select appropriate setting on computer reflecting age and body habitus for each examination				
ALARA practices: shield all children and patients of child bearing age, confirm pregnancy status, provide shielding for those in radiation area, use close collimation				
Follow up: completes all paperwork and computer input, releases patient as per protocol				
Ethics: Respects patient confidentiality, has appropriate conversations while in the clinical area				

Technologists: Please include any comments you feel are relevant on the back of this paper.

Technologist Signature: _____

Area and Date worked with student: _____

2018 rev

Clinical Instructor Evaluation of Students

Student: _____ Midterm/ Final Date _____

Freshman/ Sophomore Semester I- VI _____

I. Work Ethics/ Professional Attributes:

1. Attendance and punctuality: The faithfulness of coming to work daily and being on time to clinical assignments.

Outstanding- above ave.	average – below ave.	fair- poor	failing
10 8	6 4	2.5 1	0

2. Appearance and personal hygiene:

Adheres to dress/uniform code of the program; professional hygiene policy is observed.

10	8	6	4	2.5	1	0
----	---	---	---	-----	---	---

3. Dependability: Ability to work conscientiously to follow directions and policy and procedure, remains in assigned area.

10	8	6	4	2.5	1	0
----	---	---	---	-----	---	---

4. Initiative: Ability to think constructively and originate action does not wait to be told every step

10	8	6	4	2.5	1	0
----	---	---	---	-----	---	---

5. Attitude and Interest

10	8	6	4	2.5	1	0
----	---	---	---	-----	---	---

II. Clinical Performance:

1. Follows radiation safety guidelines: asks pregnancy, shields, collimates, wears monitor appropriately

10	8	6	4	2.5	1	0
----	---	---	---	-----	---	---

2. Basic patient care: Student possesses knowledge of basic patient care procedures necessary to assess and react to patient while performing radiographic exams (proper lifting, patient transport, patient safety and comfort)

10 8 6 4 2.5 1 0

3. Positioning skills: Student retains repetitive skills in patient positioning. Take into account student level, willingness to position, patient difficulty, and use of clinical notebook as needed

10 8 6 4 2.5 1 0

4. Technical skills: Student retains repetitive skills in equipment manipulation and understands the basic principles of setting technical factors, moving equipment, and using PACS.

10 8 6 4 2.5 1 0

5. Professional Interactions: Communicates and interacts respectfully with patients, their families, radiology staff and others in hospital

10 8 6 4 2.5 1 0

6. Overall quality of work: radiographic appearance and procedure speed, student knowledge of acceptable images, knowledge of anatomy

10 8 6 4 2.5 1 0

7. Total performance quality: positioning progress, room readiness, radiation protection, patient care and organization of work

10 8 6 4 2.5 1 0

Instructor Comments:

Rev 2018

Appendix C: Radiation Protection Policies

1. CVCC Energized Lab Policy
2. Centra Policy

Full copies of Centra Radiation Policies can be found in the classroom and at each clinical facility

Central Virginia Community College

Energized Radiographic Laboratory Policy

1. If a student is in the energized lab, the student must wear his or her radiation dosimeter at all times.
2. Program personnel never permit students to use the energized laboratory without supervision.
3. It is **NEVER** permissible to make an exposure on a live animal, fellow student, or another person in the energized lab.
4. Students are required to stand behind the control panel if they are in the energized lab when they or the instructor is making exposures.
5. The laboratory door is required to be closed whenever exposures are being made.
6. The laboratory door will be locked anytime instruction is not in progress.
7. There will be no food or drinks permitted in the energized lab at any time.

CENTRA HEALTH
RADIOLOGY DEPARTMENT
RADIATION PROTECTION POLICIES

GENERAL:

All Radiographic/ Imaging equipment will be constantly maintained by a qualified service representative. This will be a representative from the manufacturer or Clinical Engineering Department. The radiological physicist will be informed of any major repairs impacting imaging performance or patient/operator safety.

All Radiographic/Imaging equipment will be surveyed by a Radiological Physicist at least once a year.

Lead aprons and gloves will be inspected once a year by a Radiological Physicist or his designee.

Only qualified Radiologic Technologists or student technologists, under supervision, will operate such equipment.

Radiologic Technologists will not independently perform diagnostic fluoroscopic procedures. The exception to this policy will be the operation of portable C-arm units in areas outside the radiology department.

All monitoring badges will be left in the department when not in use. Appropriate boards for badges are located in assigned areas.

Any malfunction of radiographic/imaging equipment must be reported to a supervisor immediately.

Radiation reports will be monitored on a monthly basis by the Radiologic Physicist or Radiation Safety Officer. Copies of reports will be displayed within the department.

All diagnostic rooms have warning lights installed *over* primary entrances. This light is activated by the rotor switch. DO NOT ENTER a room when the warning light is on.

All doors entering the procedure room must be closed whenever an exposure is being made.

All Technologists will be properly in-services on the use of new equipment. Documentation of this in-service will be made.

PATIENT:

Automatic collimation is available on all radiographic equipment. When automatic collimation is not used, collimation must be visible on all films.

Movable lead shields are available in rooms equipped with upright bucky stands. These shields must be used when the exam is performed.

Gonadal shielding must be used on all patients when the exam permits.

All women of reproductive age must be asked if there is a possibility of pregnancy prior to being radiographed. This policy applies to women between the ages of 12 and 55. Our computer order entry system automatically imprints the words «Pregnant Yes Non on each female requisition within the prescribed age limits. Technologists must circle patient reply on each of these requests. If there is any question of possible pregnancy, the Radiologist must be notified before the examination is performed.

Examinations on any pregnant female will be individually tailored and monitored by the Radiologist. Dosimetric evaluation and/or information is available from the radiological physicist upon request. The abdomen must be shielded whenever possible. The number of exposures, along with technical factors used must be written on the requisition.

EMPLOYEE:

All staff technologists must wear radiation monitoring devices at all times while on duty.

- a. Radiation badges will be worn at the collar level if only one badge is provided.
- b. Technologists issued two monitoring badges will wear one at the collar level, outside the lead apron, and one at the waist level, under the lead apron.
- c. Technologists issued ring badges shall wear the badge whenever the hands may be exposed to radiation.

No individual is to routinely hold patients. Family members may be asked to hold patients when necessary. Technologists may hold patients in emergency situations only.

Anyone holding a patient must wear a lead apron and gloves if indicated.

Employees must wear lead aprons when performing fluoroscopic, portable and surgical procedures.

When performing general radiographic procedures, technologists must stand behind the control panel during exposures.

--

Appendix D: JRCERT Standards and Resolution of Complaints

RESOLUTION OF COMPLAINTS: JRCERT STANDARDS

The following document is the current Joint Review Committee on Education in Radiologic Technology Standards for accredited institutions.

The Joint Review Committee on Education in Radiologic Technology Standards (JRCERT) accredits the CVCC radiologic Technology Program. The integrity of the program is maintained by compliance with the JRCERT standards.

Please be aware that you may seek appropriate resolution of complaints and allegations relating to non-compliance with JRCERT standards in a timely manner. For interpretation of the standards or allegations of non-compliance, you must first contact your program director for assistance.

Students who are unsatisfied with the program director's explanation or response should then contact the Dean of the Business and Allied Health Division. In the event that the Dean is unable to resolve your allegations of non-compliance, the student may choose to contact the JRCERT at the number or address listed below to report the non-compliance. Students who report allegations of non-compliance to the JRCERT must have written documentation and must have first contacted the program director and then the Dean for resolution. See JRCERT website for reporting form: <https://www.jrcert.org/students/process-for-reporting-allegations/>

The radiography program will maintain a record of any such complaint as well as documentation of the resolution.

JRCERT
20 N Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Phone: 312-704-5300

Standards for an Accredited Educational Program in Radiography

EFFECTIVE JANUARY 1, 2021

Adopted by:

The Joint Review Committee on Education in Radiologic Technology – April 2020

Joint Review Committee on Education in Radiologic Technology

20 N. Wacker Drive, Suite 2850

Chicago, IL 60606-3182

312.704.5300 • (Fax) 312.704.5304

www.jrcert.org

The Joint Review Committee on Education in Radiologic Technology (JRCERT) is dedicated to excellence in education and to the quality and safety of patient care through the accreditation of educational programs in the radiologic sciences.

The JRCERT is the only agency recognized by the United States Department of Education (USDE) and the Council on Higher Education Accreditation (CHEA) for the accreditation of traditional and distance delivery educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry. The JRCERT awards accreditation to programs demonstrating substantial compliance with these STANDARDS. Copyright © 2010 by the JRCERT

Introductory Statement

The Joint Review Committee on Education in Radiologic Technology (JRCERT) Standards for an Accredited Educational Program in Radiography are designed to promote academic excellence, patient safety, and quality healthcare. The STANDARDS require a program to articulate its purposes; to demonstrate that it has adequate human, physical, and financial resources effectively organized for the accomplishment of its purposes; to document its effectiveness in accomplishing these purposes; and to provide assurance that it can continue to meet accreditation standards.

The JRCERT accreditation process offers a means of providing assurance to the public that a program meets specific quality standards. The process helps to maintain program quality and stimulates program improvement through program assessment.

There are six (6) standards. Each standard is titled and includes a narrative statement supported by specific objectives. Each objective, in turn, includes the following clarifying elements:

- Explanation - provides clarification on the intent and key details of the objective.
- Required Program Response - requires the program to provide a brief narrative and/or documentation that demonstrates compliance with the objective.
- Possible Site Visitor Evaluation Methods - identifies additional materials that may be examined and personnel who may be interviewed by the site visitors at the time of the on-site evaluation to help determine if the program has met the particular objective. Review of additional materials and/or interviews with listed personnel is at the discretion of the site visit team.

Following each standard, the program must provide a Summary that includes the following:

- Major strengths related to the standard

- Major concerns related to the standard
- The program’s plan for addressing each concern identified
- Describe any progress already achieved in addressing each concern
- Describe any constraints in implementing improvements

The submitted narrative response and/or documentation, together with the results of the on-site evaluation conducted by the site visit team, will be used by the JRCERT Board of Directors in determining the program’s compliance with the STANDARDS.

Standard One: Accountability, Fair Practices, and Public Information

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

Objectives:

- 1.1 The sponsoring institution and program provide students, faculty, and the public with policies, procedures, and relevant information. Policies and procedures must be fair, equitably applied, and readily available.
- 1.2 The sponsoring institution and program have faculty recruitment and employment practices that are nondiscriminatory.
- 1.3 The sponsoring institution and program have student recruitment and admission practices that are nondiscriminatory and consistent with published policies.
- 1.4 The program assures the confidentiality of student educational records.
- 1.5 The program assures that students and faculty are made aware of the JRCERT Standards for an Accredited Educational Program in Radiography and the avenue to pursue allegations of noncompliance with the Standards.
- 1.6 The program publishes program effectiveness data (credentialing examination pass rate, job placement rate, and program completion rate) on an annual basis.
- 1.7 The sponsoring institution and program comply with the requirements to achieve and maintain JRCERT accreditation

Standard Two: Institutional Commitment and Resources

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

Objectives:

- 2.1 The sponsoring institution provides appropriate administrative support and demonstrates a sound financial commitment to the program.
- 2.2 The sponsoring institution provides the program with the physical resources needed to support the achievement of the program’s mission.
- 2.3 The sponsoring institution provides student resources.
- 2.4 The sponsoring institution and program maintain compliance with United States Department of Education (USDE) Title IV financial aid policies and procedures, if the JRCERT serves as gatekeeper

Standard Three: Faculty and Staff

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

Objectives:

- 3.1 The sponsoring institution provides an adequate number of faculty to meet all educational, accreditation, and administrative requirements.
- 3.2 The sponsoring institution and program assure that all faculty and staff possess the academic and professional qualifications appropriate for their assignments.
- 3.3 The sponsoring institution and program assure the responsibilities of faculty and clinical staff are delineated and performed.
- 3.4 The sponsoring institution and program assure program faculty performance is evaluated and results are shared regularly to assure responsibilities are performed.
- 3.5 The sponsoring institution and/or program provide faculty with opportunities for continued professional development

Standard Four: Curriculum and Academic Practices

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

Objectives:

- 4.1 The program has a mission statement that defines its purpose.
- 4.2 The program provides a well-structured curriculum that prepares students to practice in the professional discipline.
- 4.3 All clinical settings must be recognized by the JRCERT.
- 4.4 The program provides timely, equitable, and educationally valid clinical experiences for all students.
- 4.5 The program provides learning opportunities in advanced imaging and/or therapeutic technologies.
- 4.6 The program assures an appropriate relationship between program length and the subject matter taught for the terminal award offered.
- 4.7 The program measures didactic, laboratory, and clinical courses in clock hours and/or credit hours through the use of a consistent formula.
- 4.8 The program provides timely and supportive academic and clinical advisement to students enrolled in the program.
- 4.9 The program has procedures for maintaining the integrity of distance education courses

Standard Five: Health and Safety

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

Objectives:

5.1 The program assures the radiation safety of students through the implementation of published policies and procedures.

5.2 The program assures each energized laboratory is in compliance with applicable state and/or federal radiation safety laws.

5.3 The program assures that students employ proper safety practices.

5.4 The program assures that medical imaging procedures are performed under the appropriate supervision of a qualified radiographer.

5.5 The sponsoring institution and/or program have policies and procedures that safeguard the health and safety of students.

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

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

Objectives:

6.1 The program maintains the following program effectiveness data:

- five-year average credentialing examination pass rate of not less than 75 percent at first attempt within six months of graduation,
- five-year average job placement rate of not less than 75 percent within twelve months of graduation, and
- annual program completion rate.

6.2 The program analyzes and shares its program effectiveness data to facilitate ongoing program improvement.

6.3 The program has a systematic assessment plan that facilitates ongoing program improvement.

6.4 The program analyzes and shares student learning outcome data to facilitate ongoing program improvement.

6.5 The program periodically reevaluates its assessment process to assure continuous program improvement.

A Word about Professionalism

There are many websites and articles to be found on the Internet that relate to the topic of professionalism. Through my perusal of some of these sites, I came across one entitled Tips for Success.Org. On this site, I found an article that may help you to understand professionalism, understand why we have our program rules and regulations, and why we help you to become professionals.

On stumbling across the webpage entitled “Are you a Professional?” the very first sentence caught my eye:

How you look, talk, write, act, and work determines whether you are a professional or an amateur. Society does not emphasize the importance of professionalism, so people tend to believe that amateur work is normal.

Does this remind you of when you were interviewing, and I mentioned that as a program we expect professionalism from everyone? That by being in this program, you would have rules to follow and that you would be taught all aspects of being a healthcare professional, from your appearance to your communication skills to your work ethic?

Many of you may understand, or think you do, what that word “professionalism” means, but I want to share the points of the webpage with you. These points are what we hope you will want to see in yourselves as you begin your journey into the field of Radiologic Technology. Many of these are the points we will help you strive to reach, but in the end, you must ask yourself: **Am I a Professional?**

Are You a Professional?

How you look, talk, write, act, and work determines whether you are a professional or an amateur. Society does not emphasize the importance of professionalism, so people tend to believe that amateur work is normal. Many businesses accept less-than-good results.

Schools graduate students who cannot read. You can miss 15% of the driving-test answers and still get a driver license. "Just getting by" is an attitude many people accept. But it is the attitude of amateurs.

"Don't ever do anything as though you were an amateur.

"Anything you do, do it as a Professional to Professional standards.

"If you have the idea about anything you do that you just dabble in it, you will wind up with a dabble life. There'll be no satisfaction in it because there will be no real production you can be proud of.

"Develop the frame of mind that whatever you do, you are doing it as a professional and move up to professional standards in it.

"Never let it be said of you that you lived an amateur life.

"Professionals see situations and they handle what they see. They are not amateur dabblers.

"So learn this as a first lesson about life. The only successful beings in any field, including living itself, are those who have a professional viewpoint and make themselves and ARE professionals" — L. Ron Hubbard

On Being a Professional:

A professional learns every aspect of the job. An amateur skips the learning process whenever possible.

A professional carefully discovers what is needed and wanted. An amateur assumes what others need and want.

A professional looks, speaks, and dresses like a professional. An amateur is sloppy in appearance and speech.

A professional keeps his or her work area clean and orderly. An amateur has a messy, confused, or dirty work area.

A professional is focused and clear-headed. An amateur is confused and distracted.

A professional does not let mistakes slide by. An amateur ignores or hides mistakes.

A professional jumps into difficult assignments. An amateur tries to get out of difficult work.

A professional completes projects as soon as possible. An amateur is surrounded by unfinished work piled on top of unfinished work.

A professional remains levelheaded and optimistic. An amateur gets upset and assumes the worst.

A professional handles money and accounts very carefully. An amateur is sloppy with money or accounts.

A professional faces up to other people's upsets and problems. An amateur avoids others' problems.

A professional uses higher emotional tones: Enthusiasm, cheerfulness, interest, contentment. An amateur uses lower emotional tones: anger, hostility, resentment, fear, victim.

A professional persists until the objective is achieved. An amateur gives up at the first opportunity.

A professional produces more than expected. An amateur produces just enough to get by.

A professional produces a high-quality product or service. An amateur produces a medium-to-low quality product or service.

A professional earns high pay. An amateur earns low pay and feels it is unfair.

A professional has a promising future. An amateur has an uncertain future.

The first step to making yourself a professional is to decide you ARE a professional.

Are you a professional?

Reprinted with permission: Copyright © 2008 TipsForSuccess.org. All rights reserved. Grateful acknowledgment is made to L. Ron Hubbard Library for permission to reproduce selections from the copyrighted works of L. Ron Hubbard." www.tipsforsuccess.org.

As you can see from the article, professionalism is a way of life. As you begin your new profession as a student in our program, we will help you embrace professionalism as part of your academic and professional lives.

Congratulations again on your acceptance into the Radiography Program at CVCC. We hope you will find this the beginning of a very rewarding career.