



# **RADIOGRAPHY PROGRAM STUDENT HANDBOOK**

This handbook is prepared for use by students in the Associate in Science Degree- Radiography Program. This handbook contains specific information about the Radiography Program. For general GCSC policies, see the GCSC Student Handbook and GCSC Catalog.

*The information in this handbook is current at the time it is printed. However, policies, guidelines, and procedures are subject to change. Final interpretation of program policies and procedures will be made by the Radiography Program Director/Coordinator.*

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## Table of Contents

<b>Section I: Radiography Program Overview .....</b>	<b>1</b>
<u>American Registry of Radiologic Technologists (ARRT).....</u>	1
<u>State of Florida Bureau of Radiation Control.....</u>	2
<u>Programmatic Accreditation (JRCERT) .....</u>	2
<u>Professional Organizations.....</u>	3
<u>American Society of Radiologic Technologists (ASRT) .....</u>	3
<u>Florida Society of Radiologic Technologists (FSRT).....</u>	3
<u>Philosophy.....</u>	3
<u>Program Development, Growth &amp; Integrity .....</u>	4
<u>Mission Statement .....</u>	4
<u>Program Goals &amp; Student Learning Outcomes .....</u>	5
Program Effectiveness Data .....	5
Program Advisory Board .....	6
Clinical Education Committee .....	6
<u>Clinical Education Affiliation Sites.....</u>	7
<u>Clinical Preceptors.....</u>	8
<u>Radiography Program Faculty .....</u>	8
Program Administration & Faculty Responsibilities/ Roles .....	9
<u>Non-Discrimination Policy.....</u>	11
Technical Standards .....	11
<b>Section II: Institutional Policies and Procedures .....</b>	<b>14</b>
<u>Student Services.....</u>	14
Withdrawals .....	16
Non-Academic Appeal.....	17
<u>Student Academic Grievance Procedure .....</u>	17
Initial Informal Procedures.....	18
Formal Grievance Procedures .....	18
<u>Non-Compliance of JRCERT Standards.....</u>	20
Academic & Personal Integrity.....	21
Student Code of Conduct.....	22
College Commencement Graduation Ceremony .....	25
Bookstore .....	26
Culinary Arts John Holley Dining Room.....	26
Dental Clinic .....	26
Housing.....	26
Internet, E-mails & Computers.....	27
MYGCSC.....	27
Password Unlock/Reset .....	27
Mobile App.....	27
Library .....	27
Lost & Found .....	28
Lockers for Students.....	28
Mail & Messages .....	28
Parking & Campus Security .....	28

Fitness Facilities .....	29
<u>College Transfer Policy</u> .....	29
<u>Radiography Program Transfer Policy</u> .....	30
Family Educational Rights & Privacy Act (FERPA) .....	30
Student ID Number .....	31
Notification of Social Security Number Collection and Use .....	31
<u>Drug- Free Campus Policy</u> .....	31
Smoke-Free Campus Policy .....	31
<u>Emergency Preparedness</u> .....	32
Inclement Weather .....	32
Fire .....	33
Explosions.....	34
Hazardous Material.....	34
<u>Harassment Policy</u> .....	35
Emergency Accident Procedure .....	36
Emergency Notifications .....	37
<b>Section III: Radiography Program Policies &amp; Procedures .....</b>	<b>39</b>
Criminal Background Check .....	39
Alcohol/ Drug Policy (See the Alcohol/Drug Policy Reasonable Suspicion Testing Form) .....	41
Safe Practice Policy .....	44
Health Records .....	44
Immunizations.....	44
CPR- Cardiopulmonary Resuscitation .....	44
Health Sciences Orientation Courses .....	44
Division of Health Sciences Policy Statement on Infection Control .....	45
Division of Health Sciences Bloodborne Pathogens and Personal Protective Precautions .....	46
Division of Health Sciences Hazards of the Environment.....	47
AIDS Policy.....	49
Needle Stick, Blood or Potentially Infectious Body Fluids Exposure Policy/Protocol.....	50
<u>Pregnancy Policy</u> .....	51
Declaration of Pregnancy Form.....	53
Written Documentation to Withdraw Declaration of Pregnancy .....	54
<u>Venipuncture Policy</u> .....	55
Children on Campus .....	55
Student Bereavement Policy .....	55
Jury Duty Policy .....	55
Tablets & Laptop Computers .....	55
<u>Cell Phones, Smart Watches, &amp; Ear Phones</u> .....	55
Use of Recording Devices.....	56
Student Program Advisement .....	56
<u>Radiation Safety Policy</u> .....	56
<u>Laboratory Participation</u> .....	57
<u>Attendance Policy</u> .....	57
Tardiness .....	58
Leaving Early .....	58

In Case of Absence .....	58
Current Address .....	59
<u>Social Media Policy</u> .....	59
Holidays.....	60
<u>Transportation</u> .....	60
National Honor Society for The Radiologic & Imaging Sciences .....	60
Radiography Program Pinning Ceremony & Graduation Reception.....	60
Radiography Program Awards .....	60
Course Progression/ GPA .....	61
Academic Counseling .....	61
<u>Radiography Program Grading Scale</u> .....	61
Academic Warning .....	61
Faculty Expectation .....	62
GCSC Radiography Program Contingency Plan.....	63
<b>Section IV: Didactic/Clinical Education .....</b>	<b>65</b>
Program Curriculum Sequence .....	65
<u>Textbooks for The Radiography Program Courses</u> .....	66
<u>Clinical Education Eligibility</u> .....	67
<u>Clinical Attendance Policy</u> .....	67
<u>Clinical Tardiness</u> .....	68
<u>Clinical Absences</u> .....	68
<u>Clinical Make-Up Time</u> .....	69
<u>Total Clinical Hours Required</u> .....	70
<u>Clinical Education Site Supervision Policies</u> .....	70
Direct Supervision .....	71
Indirect Supervision .....	71
Image Repeats.....	71
Removal from Clinical Education Site .....	71
<u>Contrast Administration</u> .....	71
<u>Patient Transportation</u> .....	72
Responsibilities/Obligations of the Student Participating in Clinical Education Courses .....	72
<u>Clinical Affiliate Education Rotation Assignments</u> .....	72
<u>Mammography Policy</u> .....	74
<u>Magnetic Resonance Imaging Safety Policy &amp; Screening Protocol</u> .....	74
<u>Computed Tomography Safety Policy</u> .....	74
<u>Elective Advanced Modality Rotations</u> .....	74
<u>Mobile/Surgical/ Emergency Room Supervision</u> .....	75
<u>Personal Safety Policy</u> .....	75
<u>Patient Safety Policy</u> .....	75
<u>Radiography Clinical Guidelines</u> .....	76
<u>Absolute Program Policy</u> .....	77
<u>Hospital Job Actions or Strikes</u> .....	77
<u>Student Evaluation of The Clinical Education Site</u> .....	78
<u>Clinical Preceptor Evaluation of The Student</u> .....	78

<u>Student Accident &amp; Incident Insurance</u> .....	78
<u>Progressive Disciplinary System</u> .....	79
<u>Progressive Disciplinary Infractions &amp; Actions</u> .....	80
<u>Re-Admission Procedure</u> .....	81
<u>Radiography Program Graduation Requirements</u> .....	82
<b>Section V: Clinical Education/Scheduling/Evaluation</b> .....	<b>83</b>
<u>Standard Uniform Policy</u> .....	83
<u>Surgical Attire</u> .....	85
<u>Personal Radiation Safety Monitors (Dosimeters)</u> .....	85
<u>Documentation of Radiation Monitoring Badge Bi-Monthly Readings Over 40 mrem</u> .....	87
<u>Required Levels of Clinical Supervision</u> .....	88
<u>Requirements for Repeat Images</u> .....	88
<u>Adjunct/Clinical Coordinator Clinical Evaluations</u> .....	88
<u>Prerequisite for Clinical Competency Examinations</u> .....	89
<u>Clinical Competency Policies &amp; Procedures</u> .....	89
<u>Criteria for Clinical Competency Examination</u> .....	89
<u>Clinical Competency Form</u> .....	94
<u>Image Analysis Form</u> .....	95
<u>Impromptu Competencies</u> .....	96
<u>Clinical Education Documents</u> .....	96
<u>Schedule of Clinical Evaluations</u> .....	96
<u>Continual Competency Examinations</u> .....	97
<u>Terminal Competency Examinations</u> .....	97
<u>Evaluation of Student Professional &amp; Performance Skills Form</u> .....	99
<u>Clinical Competency Record</u> .....	102
<b>Section VI: Appendices</b> .....	<b>104</b>
<u>Appendix A</u> .....	104
<u>Appendix B</u> .....	106
<u>General Information</u> .....	108
<u>Radiography Program Acknowledgement Form</u> .....	109

## SECTION I: RADIOGRAPHY PROGRAM OVERVIEW

Gulf Coast State College's Radiography Program is a twenty-one-month, full-time degree program for adult students who desire to learn medical imaging procedures. Students are instructed in theory and application in the classroom and the x-ray laboratory. They receive extensive clinical experience at several sites in the surrounding area.

Graduates are prepared for employment in all areas of radiography, including diagnostic procedures, fluoroscopy, surgery, portables, and trauma. They have participated in procedures in computed tomography (CT) and have been didactically introduced to magnetic resonance imaging (MRI), mammography, vascular and cardiovascular interventional procedures, ultrasound, nuclear medicine/ molecular imaging, medical dosimetry, and radiation therapy procedures. Students will be scheduled to observe various advanced modalities. Second-year students have the opportunity to rotate for two weeks in the second half of the final semester in an elective rotation of their choice for possible future advancement. To be eligible for an elective rotation, the student must have all required program and ARRT competencies completed by the due date as indicated by the clinical coordinator.

The Radiography program is competency-based and follows the current American Society of Radiologic Technologists (ASRT) Curriculum guidelines and the Florida Department of Education Curriculum Frameworks in Radiography. Graduates may be eligible to take the radiography exam offered by the American Registry of Radiologic Technologists (ARRT). ARRT certification or exam eligibility is the standard for entry-level employment in most hospitals and medical facilities throughout the United States.

### AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS (ARRT)

The candidate for certification by the American Registry of Radiologic Technologists (ARRT) must be of good moral character. The conviction of a felony or misdemeanor (with the sole exceptions of speeding and parking violations or juvenile offenses that were adjusted in Juvenile court) may indicate a lack of good moral character for registry purposes.

Anything less than complete and total disclosure of any and all convictions will be considered as having provided false or misleading information to the ARRT. This is grounds for permanent denial of eligibility for certification.

The ARRT strongly encourages students with misdemeanor or felony convictions to submit a pre-application review of eligibility. This review can be started at any time, but should be completed six months prior to graduation. All violations must be cleared before an applicant is determined eligible and assigned to a testing window. Pre-application review forms and instructions are available by contacting the Ethics Department at the ARRT office.

The "Pre-application Review of Eligibility" form can also be downloaded from the ARRT's website at [www.arrt.org](http://www.arrt.org).

### STUDENTS INVOLVED IN A CRIMINAL PROCEEDING

A charge or conviction of, a plea of guilty to, or a plea of nolo contendere (no contest) to an offense, which is classified as a misdemeanor or felony, constitutes a conviction for ARRT purposes. This includes situations in which the result is deferred or withheld adjudication or suspended or withheld sentence.

Students that have been involved in a criminal proceeding may request a "Pre-Application Review of Eligibility" from the ARRT to avoid delays in processing an Application for Examination at the time of program graduation. The "Pre-Application" form may be obtained directly from the ARRT web page. There is a fee

associated with the assessment that does not waive the application for examination fee, the application deadline or any of the other application for examination procedures.

The ARRT may be contacted using the following:

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

## STATE OF FLORIDA BUREAU OF RADIATION CONTROL

As specified in Chapter 468 Part IV F.S. and Chapter 64E-3 F.A.C. The Department of Health Office of Radiation Control must license all persons who practice Radiography in the State of Florida. After successfully completing the program, a student may apply for a General Radiographer state license. The state may issue a temporary license number, which will remain in effect until the graduate and state receive notice of the graduate successfully completing the ARRT exam. After successfully completing the exam, the temporary number will be converted to a permanent number. A graduate who fails the examination will lose their temporary license and will not be allowed to work until the examination has been successfully completed.

The State of Florida requires all radiographers to hold a state certification.

Bureau of Radiation Control  
Radiologic Technology Program  
4052 Bald Cypress Way Bin C21  
Tallahassee, FL 32399-1741  
Telephone: (850) 245-4266  
Website: [www.floridahealth.gov/environmental-health/radiation-control/](http://www.floridahealth.gov/environmental-health/radiation-control/)

## PROGRAMMATIC ACCREDITATION (JRCERT):

Gulf Coast State College's Radiography Program is programmatically accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), the national accrediting agency for radiography programs. The accreditation process has been developed to assure that radiologic programs follow education standards that ensure academic excellence. The Joint Review Committee on Education in Radiologic Technology (JRCERT) accredits the Radiography Program in accordance with the Standards for an Accredited Educational Program in Radiologic Sciences (STANDARDS).

The STANDARDS require a program to articulate its purposes and scope; demonstrate that it has adequate human, financial, and physical resources effectively organized for the accomplishment of its purposes; document its effectiveness in accomplishing its purposes; and provide assurance that it can continue to meet accreditation standards.

It is the policy of the Radiography program that all students be made aware of the STANDARDS and the actions to be taken in the event that any student believes that the program is not in compliance with the STANDARDS. A copy of the "Standards for an Accredited Educational Program in Radiologic Sciences" is available for review at <https://www.jrcert.org> and via the JRCERT web link on the radiography website. Questions regarding accreditation matters are directed to:



Joint Review Commission on Education in Radiologic Technology  
20 North Wacker Drive, Suite 2850  
Chicago, IL 60606-2901

Telephone: (312) 704-5300      Fax: (312) 704-5304  
Website: [www.jrcert.org](http://www.jrcert.org)      E-mail: [mail@jrcert.org](mailto:mail@jrcert.org)

## PROFESSIONAL ORGANIZATIONS

### AMERICAN SOCIETY OF RADIOLOGIC TECHNOLOGISTS (ASRT)

Radiography students are encouraged to become a member of professional organizations, such as the American Society of Radiologic Technologists (ASRT). This is the national organization that sets the educational guidelines for our profession and keeps us updated with the latest information available on the profession. The mission of the American Society of Radiologic Technologists is to advance and elevate the medical imaging and radiation therapy profession and to enhance the quality and safety of patient care.

ASRT strives to be the premier professional association for the medical imaging and radiation therapy community through education, advocacy, research and innovation. Publications include the "Radiologic Technology" as well as the "ASRT Scanner."

American Society of Radiologic Technologists 15000  
Central Ave. SE  
Albuquerque, NM 87123-3909

Telephone: (800) 444-2778 (505) 298-4500  
Fax: (505) 298-5063 E-mail: [memberservices@asrt.org](mailto:memberservices@asrt.org)

### FLORIDA SOCIETY OF RADIOLOGIC TECHNOLOGISTS (FSRT)

Students are encouraged to join the Florida Society of Radiologic Technologist.

The Florida Society of Radiologic Technologists  
Website: [www.fsrt.wildapricot.org](http://www.fsrt.wildapricot.org)

## PHILOSOPHY

The philosophy of the Radiography Program is based in the provision of quality education. The educational program aspires to graduate professionals who have strong technical skills, high ethical standards of practice and compassion for all the people encountered with the practice of the profession.

The philosophy of the Radiography program will be demonstrated through standards based upon competencies developed by the program staff and supported by specific behavioral objectives documented throughout the didactic and clinical curriculum and shall include but not be limited to, the following knowledge areas.

1. Apply knowledge of anatomy, physiology, positioning, and radiographic technique to accurately demonstrate anatomical structures on imaging receptors.
2. Apply principles of radiation protection to patient, self, colleagues, and general public.

3. Safely administer ionizing radiation to humans for diagnostic purposes by correctly determining exposure factors to achieve optimal radiographic techniques.
4. Apply knowledge of human systems to provide patient care and comfort in a professional manner regardless of patient's personal attributes, nature of disease or illness, and without discrimination.
5. Apply problem solving skills to recognize and respond to emergency conditions and initiate lifesaving first aid and basic life support procedures.
6. Apply photographic and geometric principles of radiologic technology to evaluate radiographic images for image quality.
7. Apply critical thinking skills to utilize knowledge of radiographic systems to evaluate performance of these systems, identify the safe limits of equipment operation, and respond to malfunctions properly, thus ensuring high performance standards within a quality assurance program.
8. Exercise independent judgment and discretion in the technical performance of medical imaging procedures.
9. Communicate effectively in the medical environment and function as a team member in a Radiology Department.
10. Practice the profession in a manner compatible with the ethical values enhanced by the profession of radiologic technology.
11. Participate in professional activities and continuing education to obtain a feeling of pride in self and the profession. Demonstrate an understanding of other imaging disciplines and advanced imaging modalities to facilitate professional growth and continue improvement of patient care.
12. Utilize insights gained in general education courses to promote continued professional and personal growth and increase usefulness as a citizen of society.

## PROGRAM DEVELOPMENT, GROWTH AND INTEGRITY

Gulf Coast State College and the various clinical affiliates provide a unique opportunity for students to earn an AS degree in radiologic technology. Students are provided with a combination of classroom instruction of general education and theory classes taught on the GCSC campus. The didactic/classroom component of the course work is taught at GCSC, utilizing the equipment and facilities of the various clinical sites.

The Radiography Program will experience growth and maintain high ethical standards on an ongoing basis. The program will solicit input from various communities of interest. These communities of interest shall include program faculty, college faculty, and/or administration, clinical employees, and students.

This input can be provided through various tools and instruments such as annual surveys (student, graduate, and employer) and the organization of meetings of the communities of interest in various forms including faculty meetings (Program, Division, and College), Advisory Board meetings, Curriculum and Calibration workshops, and selection committee meetings.

The Advisory Board Committee is comprised of communities of interest regarding the Radiography Program, and the membership is selected in consultation with the college administration. **The program will review its mission and goals every three years, program's student learning outcomes and program effectiveness data will be reviewed on an annual basis (Advisory Board Committee).** The program curriculum, policies and procedures and master plan of education will be reviewed annually at Advisory Board Committee meetings and by program faculty at the Curriculum and Calibration Workshop. Changes to the program will be shared through the various committees comprised of the communities of interest for the program.

## MISSION STATEMENT

The Radiography Program is designed to provide the diagnostic imaging team with a student who, under the

supervision of a radiologist, investigates the function and structure of bodily organ systems, which helps in the diagnosis of disease and injury.

The student will develop technical skills through active participation in an organized sequence of classroom, laboratory, and clinical experiences provided in the curriculum.

The student will learn to perform diagnostic imaging examinations with the skill and knowledge of total patient care appropriate to radiology and with consideration of radiobiological effects.

The highly developed technical abilities of the Radiographer will enable the healthcare team to improve community health services. Instruction also prepares for continuing career development following completion of the AS Degree in Radiography.

## PROGRAM GOALS AND STUDENT LEARNING OUTCOMES

Program Goals	Student Learning Outcomes
Goal #1: Students will be clinically competent	1.1 Students will apply positioning skills 1.2 Students will implement appropriate exposure factors 1.3 Students will utilize radiation protection
Goal #2: Students will demonstrate communication skills	2.1 Students will demonstrate written communication skills 2.2 Students will demonstrate oral communication skills
Goal #3: Students will develop critical thinking skills	3.1 Students will modify standard procedures for non-routine patients 3.2 Students will critique images to determine diagnostic quality
Goal #4: Students will model professionalism	4.1 Students will demonstrate work ethics 4.2 Students will summarize the value of life-long learning

## PROGRAM EFFECTIVENESS DATA

The Radiography Program Effective Data consists of the national certification (ARRT) pass rates, the program graduation rates, and the graduate's employment rates. Please visit the radiography program's website to view the current program effectiveness data at: <https://www.gulfcoast.edu/academics/academic-division/health-sciences/radiography/program-effectiveness-data.html>

### ARRT Exam Pass Rate

This percentage is calculated based on the number of students who are first time examinees and took the exam within six months of graduation. The five-year average benchmark established by the JRCERT is 75%.

### Job Placement Rate

This percentage is calculated based on the number of graduates who are seeking employment and are employed within twelve months of graduation. The five-year average benchmark established by the JRCERT is 75%.

### Program Completion Rate

This percentage is calculated by dividing the number of graduates in each class who completed the entire clinical and didactic phase of the program within the stated program's length by the number of students initially enrolled in the graduating class. The program length for the Radiography Program is 21 months. The annual benchmark established by the program is 75%.

## ADVISORY BOARD COMMITTEE

The Radiography Program's Advisory Board Committee functions in accordance with institutional guidelines and supports the missions of the institution and program. The committee is representative of clinical education agencies, academic interests, institutional representatives, radiography students, and/or communities of interest.

The committee shall meet on a bi-annual basis. The committee Chairperson distributes the agenda, and the minutes are recorded and filed. The Advisory Board Committee's responsibilities are inclusive of program planning, evaluation, and external validation. The committee acts as an information resource.

Specifically, the committee periodically reviews the curriculum ensuring that new techniques and procedures are reflected, revisits the program goals and outcomes, assists in exit and post-graduate evaluations of student capabilities, serves in a public relations capacity with the medical and allied health communities, and assists in the placement of graduates. *The Program Advisory members serve a two-year rotation on the board.*

PROGRAM ADVISORY BOARD MEMBERS	
Dr. Paul Hulsberg Radiologist HCA Florida Gulf Coast Hospital	Lacy Newsom Radiography Program Director Gulf Coast State College
Marylee Locey Director Imaging Services HCA Florida Gulf Coast Hospital	Emily Speakman Radiography Clinical Coordinator Gulf Coast State College
Ashley DaCosta Women's Imaging Center Bay Radiology	Mallorie Shiver Clinical Adjunct Instructor Gulf Coast State College
Daniel Jackson Imaging Director Ascension Sacred Heart Bay	Sherrie Lock Continuing Education Gulf Coast State College
Sherri Sullivan Manager Southern Orthopedic Spine Surgery	Samantha Thurman Director of Imaging Services Jackson Hospital
Laura Justice Health Sciences Division Chair Gulf Coast State College	Shawn Sellers Director of Imaging Services Northwest Florida Community Hospital
Delford Greggs Administrator Orthopaedic Associates	Rebecca Acton Senior Administrative Assistant Gulf Coast State College
Connie Pimentel Academic Programs Specialist Gulf Coast State College	Maria Goodwin Director Workforce Board Gulf Coast State College
Kami Canet Radiology Manager Ascension Sacred Heart Hospital Gulf	Tiffany Laughlin Director of Radiology and Cardiology Ascension Sacred Heart Bay

## CLINICAL EDUCATION COMMITTEE

The committee will all meet annually at the college to ensure uniformity of practices and procedures. This committee may meet as part of the program advisory board. The following are the members of the

#### Committee on Clinical Education:

- Clinical Preceptors from each facility
- Program Director
- Clinical Coordinator
- Clinical Adjunct Faculty

## RESPONSIBILITIES OF THE CLINICAL EDUCATION COMMITTEE

The responsibilities of the Committee on Clinical Education are:

- Discuss students' progress.
- Identify and suggest possible solutions to individual student's weaknesses.
- Review program policies including clinic competency evaluation instruments.
- Recommend disciplinary measures for individual students to the Advisory Board Committee.
- Recommend policy modifications to the Advisory Board Committee.
- Inform Clinical Coordinator of changes in site policies.
- Updates required on radiographic routines and in-service training on new radiographic equipment.

### CLINICAL EDUCATION AFFILIATION SITES:

The Radiography Program uses various local and surrounding counties medical facilities.

CLINICAL EDUCATION SITE	ADDRESS	CITY
Ascension Sacred Heart Bay	615 N. Bonita Ave.	Panama City, FL
Ascension Sacred Heart Beach	11111 Panama City Beach Blvd.	Panama City Beach, FL
Ascension Sacred Heart Hospital Gulf	3801 US-98	Port St. Joe, FL
Bay Radiology Associates	330 W. 23rd St.	Panama City, FL
Emerald Coast Rheumatology	3890 Jenks Ave.	Lynn Haven, FL
HCA Florida Gulf Coast Hospital	449 W. 23rd St.	Panama City, FL
HCA Florida Gulf Coast Hospital Outpatient Rehabilitation and Diagnostic Center	2024 State Ave.	Panama City, FL
HCA Florida Panama City Emergency	3711 Hwy 231	Panama City, FL
HCA Florida Breakfast Point Emergency	9318 Panama City Beach Pkwy	Panama City Beach, FL
Jackson Hospital	4250 Hospital Dr.	Marianna, FL
Northwest Florida Community Hospital	1360 Brickyard Rd.	Chipley, FL
Northwest Florida Surgery Center	767 Airport Rd.	Panama City, FL
Orthopaedic Associates	1827 Harrison Ave.	Panama City, FL
Panama City Open MRI & Imaging	2525 Martin Luther King Jr. Blvd.	Panama City, FL
Southern Orthopedic Spine Surgery	1399 Jenks Ave.	Panama City, FL

## CLINICAL PRECEPTORS

CLINICAL EDUCATION SITE	PHONE #	CLINICAL PRECEPTOR(S)
Ascension Sacred Heart Bay	(850)804-6914	Heather Keiser Destiny Lykins
Ascension Sacred Heart Beach	(850)804-7035	Lori Cox
Ascension Sacred Heart Hospital Gulf	(850)229-5600	Tammy Hall
Bay Radiology Associates	(850)763-2451	Ashley Dacosta Kim Staten
Emerald Coast Rheumatology	(850) 215-6400	Mandi Hodges
HCA Florida Gulf Coast Hospital	(850)747-7120	Brenda Suggs James Clark
HCA Florida Gulf Coast Hospital Outpatient Rehabilitation and Diagnostic Center	(850)747-7894	Lindy Bengtson Grace Burns
HCA Florida Panama City Emergency	(850)772-6200	Jared Mamoran
HCA Florida Breakfast Point Emergency	(850)708-6555	Andrea Taylor
Jackson Hospital	(850)718-2580	Samantha Thurman Jeanna Wambles Genika Williams
Northwest Florida Community Hospital	(850) 415-8131	Shawn Sellers
Northwest Florida Surgery Center	(850) 747-0400	Brandy Cox
Orthopaedic Associates	(850) 785-4344	Tina Bassett
Panama City Open MRI & Imaging	(850) 873-6900	Rachel Soper
Southern Orthopedic Spine Surgery	(850) 771-2001	Colette Merrill

## RADIOGRAPHY PROGRAM FACULTY

Program Director/ Coordinator	Lacy Newsom, M.Ed., RT(R) Gulf Coast State College 5230 U.S. Hwy 98 West, HS 317 Panama City, FL 32401 Work Phone: (850) 913-3318 E-mail: lnewsom@gulfcoast.edu
Clinical Coordinator/Asst. Program Coordinator	Emily Speakman BAS, RT(R)(M) Gulf Coast State College 5230 U.S. Hwy 98 West, HS 313 Panama City, FL 32401 Work Phone: (850) 769-1551 ext. 5846 E-mail: espeakma1@gulfcoast.edu
Radiography Program Clinical Faculty Adjunct	Mallorie Shiver RT(R) Gulf Coast State College 5230 U.S. Hwy 98 West Panama City, FL 32401 Phone: (850) 370-0027 E-mail: mshiver4@gulfcoast.edu

## PROGRAM ADMINISTRATIONS AND FACULTY RESPONSIBILITIES/ ROLES

The responsibilities of faculty and clinical staff are delineated as follows:

### PROGRAM DIRECTOR

- Assures effective program operations
- Oversees ongoing program assessment
- Participates in budget planning
- Participating in didactic and/or clinical instruction as appropriate
- Maintains current knowledge of the professional discipline and educational methodologies through continuing professional development
- Assumes the leadership role in the continued development of the program
- Organizes, administers, reviews, develops, and assures medical imaging program effectiveness
- Maintains a master plan of education
- Safeguards the health and safety of students associated with educational activities through the implementation of published policies and procedures that are in compliance with Nuclear Regulatory Commission regulations and state laws as applicable
- Provides academic, behavioral, and clinical advisement to students enrolled in the program and perspective students
- Complies with requirements to achieve and maintain JRCERT accreditation
- Develops and implements an assessment plan that identifies benchmarks for the measurement of outcomes in relation to the mission statement and goals
- Create medical imaging program strategic planning
- Develops and implements a system of planning and evaluation to determine its effectiveness and uses the results for program improvement
- Demonstrates integrity in representations to communities of interest and the public, in pursuit of educational excellence, and in treatment of and respect for students, faculty, and staff
- Organizational and administrative structures support quality and effectiveness of the educational process
- Creates curriculum and academic practices promote the synthesis of theory, use of current technology, competent clinical practice, and professional values

### CLINICAL COORDINATOR

- Correlates clinical education with didactic education
- Evaluates students
- Participates in didactic and/or clinical instruction
- Supports the program director to help assure effective program operation
- Coordinates clinical education and evaluates its effectiveness
- Participates in the assessment and accreditation processes
- Cooperates with the program director in periodic review and revision of clinical course materials
- Maintains current knowledge of the discipline and educational methodologies through continuing professional development
- Maintains current knowledge of program policies, procedures, and student progress
- Provides academic, behavioral, and clinical advisement to students enrolled in the program and perspective students
- Complies with requirements to achieve and maintain JRCERT accreditation

- Develops and implements an assessment plan that identifies benchmarks for the measurement of outcomes in relation to the student learning effectiveness
- Participates in creating medical imaging program strategic planning
- Demonstrates integrity in representations to communities of interest and the public, in pursuit of educational excellence, and in treatment of and respect for students, faculty, and staff
- Organizational and administrative structures support quality and effectiveness of the educational process
- Create curriculum and academic practices promote the synthesis of theory, use of current technology, competent clinical practice, and professional values
- Safeguards the health and safety of students associated with educational activities through implemented policies and procedures regarding workplace hazards, harassment, communicable diseases, and substance abuse
- Participates in the clinical assessment process
- Assigns students to clinical rotation schedules
- Communicates with clinical preceptors and adjuncts regarding student progress
- Monitors student radiation exposure
- Serves as radiation safety officer for the program

#### ADJUNCT FACULTY

- Preparing and maintaining course outlines and objectives, instructing, and evaluation student progress
- Participating in the assessment process, as appropriate
- Participating in periodic review and revision of course materials
- Maintaining current knowledge of the professional discipline as appropriate
- Maintaining appropriate expertise and competence through continuing professional development

#### CLINICAL PRECEPTORS

- Maintaining knowledge of program mission and goals
- Understanding the clinical objectives and clinical evaluation system and evaluating students' clinical competence
- Providing students with clinical instruction and supervision
- Participating in the assessment process, as appropriate
- Maintaining current knowledge of program policies, procedures, and student progress and monitoring and enforcing program policies and procedures

#### CLINICAL STAFF

- Understanding the clinical competency system
- Understanding requirements for student supervision
- Evaluating students' clinical competence, as appropriate
- Supporting the educational process
- Maintaining current knowledge of program clinical policies, procedures, and student progress.



## NON-DISCRIMINATION POLICY

Gulf Coast State College does not discriminate against any person in its programs, activities, policies or procedures on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status. All questions or inquiries regarding compliance with laws relating to non-discrimination and all complaints regarding sexual misconduct or discrimination, may be directed to Lee Wood, Executive Director, Human Resources/ Title IX Coordinator, 5230 West U.S. Highway 98, Human Resource Building, Room 105, Panama City, FL 32401 850-872-3866. This policy will be reviewed annually.

The program will make available the Technical Standards for the Radiographer to all interested individuals to provide the opportunity for applicants to review the physical activities common to the practice of the profession of radiologic technology. This will afford interested parties the opportunity to determine their ability to meet these standards in consultation with their physician.

## TECHNICAL STANDARDS

Gulf Coast State College's mission is to assist students in reaching their academic potential and achieving their educational goals. A "qualified individual with a disability is one who, with or without reasonable accommodation or modification, meets the essential eligibility requirements for participation in the program." Radiography is a practice discipline with cognitive, affective, and psychomotor performance requirements. Based on those requirements, a list of "Technical Standards" has been developed. Each standard has an example of an activity or activities that a potential student will be required to perform while enrolled in the Radiography program. These standards are a part of a radiographer's professional role expectation. These standards should be used to assist students in determining whether accommodations or modifications are necessary to meet performance standards. Students who identify potential difficulties with meeting the Technical Standards must communicate their concerns to the Radiography Program Coordinator.

TECHNICAL STANDARDS	DEFINTION	EXAMPLES OF REQUIRED ACTIVITIES (NOT ALL INCLUSIVE)
Cognitive Qualifications	Sufficient ready, language and math skills; intellectual and emotional functions, necessary to plan and implement patient care for individuals	<ul style="list-style-type: none"><li>▪ Ability to comprehend and interpret written material</li><li>▪ Follow and deliver written and oral direction</li></ul>
Critical Thinking	Critical thinking ability sufficient for clinical judgment; synthesize information from written material and apply knowledge to clinical situations	<ul style="list-style-type: none"><li>▪ Identify cause-effect relationships in clinical situations</li><li>▪ Develop order of multiple imaging exams</li><li>▪ Make rapid decisions under pressure</li><li>▪ Handle multiple priorities in stressful situations</li><li>▪ Assist with problem solving</li></ul>
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, educational, cultural, and intellectual backgrounds	<ul style="list-style-type: none"><li>▪ Establish rapport with patients and colleagues</li><li>▪ Function effectively under stress</li><li>▪ Cope with anger, fear, hostility of others in calm manner</li><li>▪ Cope with confrontation</li><li>▪ Demonstrate high degree of patience</li><li>▪ Display compassion, professionalism, empathy, integrity, concern for others with interest and motivation</li></ul>

Communication	Communication abilities sufficient for interaction with others in verbal and non-verbal form (speech, reading, and writing)	<ul style="list-style-type: none"> <li>▪ Explain imaging procedures</li> <li>▪ Document patient history and incident reports</li> <li>▪ Write legibly</li> <li>▪ Communicate clearly and effectively (oral, written) with patients, co-workers, and other health care providers by use of the English language and medical terminology</li> </ul>
Mobility	Physical abilities sufficient to move from room to room, to maneuver in small spaces and to perform procedures necessary for emergency intervention	<ul style="list-style-type: none"> <li>▪ Ambulate around in clinical operatories, workspaces, classrooms, laboratories and other treatment areas</li> <li>▪ Administer cardio-pulmonary resuscitation procedures</li> <li>▪ Assist all patients, according to the individual's needs and abilities in moving, turning, transferring from transportation devices to the x-ray table, etc.</li> <li>▪ Push a stretcher or wheelchair without injury to self, patient, or others</li> <li>▪ Push mobile x-ray equipment from one location to another, including turning corners, getting on and off elevator, and manipulating equipment around patient rooms and in small spaces</li> </ul>
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective care	<ul style="list-style-type: none"> <li>▪ Calibrate and manipulate x-ray equipment and supplies</li> <li>▪ Position patients</li> <li>▪ Perform repetitive tasks</li> <li>▪ Able to grip</li> <li>▪ Bend at knee and squat.</li> <li>▪ Reach above shoulder level</li> <li>▪ Lift with assistance 150 pounds</li> <li>▪ Exert 20-50 pounds of force (pushing, pulling)</li> <li>▪ Complete a CPR Healthcare Provider certification course</li> <li>▪ Climb stairs</li> <li>▪ Remain in standing position for 3-5 hour periods</li> </ul>
Hearing	Normal, corrected, or audible - Auditory ability sufficient to interpret verbal communication from patients and health care team members and to monitor and assess health needs	<ul style="list-style-type: none"> <li>▪ Hear monitor alarms, emergency signals, cries for help</li> <li>▪ Hear telephone interactions</li> <li>▪ Hear audible stethoscope signals during blood pressure screenings</li> <li>▪ Hear patient speaking from a 20 ft distance</li> </ul>

Visual	Normal, corrected - Visual acuity sufficient for observation and patient assessment and equipment operations and departmental protocols.	<ul style="list-style-type: none"> <li>▪ Observe patient condition and needs from a 20 ft distance</li> <li>▪ Identify and distinguish colors</li> <li>▪ Accurately read radiation exposure readings on x-ray equipment</li> <li>▪ View radiographic images and medical reports</li> <li>▪ Assess direction of and correctly direct the central ray to anatomical part being imaged and align image receptor</li> <li>▪ Read departmental protocol for imaging procedures, the radiographic examination request and physician orders</li> </ul>
Tactile	Tactile ability sufficient for patient assessment and operation of equipment.	<ul style="list-style-type: none"> <li>▪ Perform palpation, tactile assessment, and manipulate body parts to ensure proper body placement alignment</li> <li>▪ Manipulate dials, buttons, and switches of various sizes</li> </ul>
Environmental	Ability to tolerate environmental stressors	<ul style="list-style-type: none"> <li>▪ Be able to tolerate risks or discomforts in the clinical setting that require special safety precautions, additional safety education and health risk monitoring (i.e. ionizing radiation, chemicals), working with sharps, chemicals and infectious diseases. Student may be required to use protective clothing or gear such as masks, goggles, gloves, and/or lead aprons for up to 12 hours.</li> <li>▪ Work with chemicals and detergents</li> <li>▪ Tolerate exposure to fumes and odors</li> <li>▪ Work in areas that are close and crowded</li> <li>▪ Adapt to shift work</li> </ul>

## SECTION II: INSTITUTIONAL POLICIES AND PROCEDURES

### STUDENT SERVICES

#### ACADEMIC ADVISING

The mission of Gulf Coast State College's academic advising program/pathway navigation is to engage all students in dynamic academic and career planning. The Pathway Navigation Program has been developed that enables students to partner with Pathway Navigators who assist in initial academic planning and college guidance, and Faculty Advisors who are experts in the academic fields related to student's field of study or career choice. All students must consult with a Pathway Navigator prior to registering for first semester classes. Pathway Navigators are assigned to students and reach out to students shortly after the college application is processed. Every first-time student at Gulf Coast State College will meet with a Pathway Navigator who will assist the student in the transition to college and aid in scheduling the student's first semester courses. Students will be assigned a Faculty Advisor during their first semester of enrollment. This assignment is based upon the student's chosen field of study. During the student's first semester of classes, the student will schedule a meeting with the Faculty Advisor to map out the student's educational plan. The student's assigned Faculty Advisor will continue to work with the student throughout the student's academic career at Gulf Coast. The Student Navigation Center is located on the 2nd floor of the Student Union East.

#### TRiO PROGRAMS

GCSC's TRiO Programs consist of Upward Bound, Educational Opportunity Center, and Student Support Services (SSS). Full-time degree seeking college freshmen may be particularly interested in the SSS program, which provides academic support for students who are first-generation (i.e., whether your parents have a four-year bachelor's degree), low-income, or disabled. Once admitted into SSS, students remain eligible for services throughout their tenure at GCSC. Support includes one-on-one and group tutoring in English and Math by qualified tutors. Additional support is provided through individual and group activities that focus on transfer to a 4-year university, cultural trips, study-skills development, financial literacy, career exploration, and other strategies for achieving success in college. Visit [gulfcoast.edu/trio](http://gulfcoast.edu/trio) to learn more about TRiO or stop by the first floor of Student Union West to see us in-person. You can also contact TRiO by calling (850) 913-3344 or emailing [TRiO@gulfcoast.edu](mailto:TRiO@gulfcoast.edu)

#### STUDENT ACCESSIBILITY RESOURCES (SAR)

As a department of Student Affairs, Student Accessibility Resources (SAR) helps to create a fair and inclusive learning environment through specific educational accommodations and support services guided by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. We are here to assist you in your education, career, and personal achievement/goals with equal access to all programs using both on-campus and off-campus resources. In addition, we advocate for you in order to lift educational barriers while empowering and embracing differences by exploring new awareness campaigns and trainings for the GCSC population. If you believe you have a disability or to find out if you qualify for services, please contact SAR, located in room 27 of the Student Union East. SAR Phone Number: 850-747-3243

SAR Email: [sar@gulfcoast.edu](mailto:sar@gulfcoast.edu)

Location: Student Union East, Room 27

## COUNSELING SERVICES

Counseling services are available for students who need help with academic success, personal concerns, and/or referral services. Care is taken to assure the confidentiality of each student.

**Counselor** – 850-769-1551 x4861 - Student Union East - First Floor

**Academic/Career Coach** - 850-769-1551 x2829 - Student Union East - First Floor

**Licensed Mental Health Counselor** - 850-873-3598 - Student Union West - First Floor  
[www.gulfcoast.edu/current-students/counseling-center/index.html](http://www.gulfcoast.edu/current-students/counseling-center/index.html)

The following are, but not limited to, services provided to students by the Counseling Center:

- **Academic Counseling** – for students that are struggling with courses or would like to take a proactive approach to learning strategies.
- **Short-term Personal Counseling** – Support for students' personal and/or mental health wellness
- **Counseling for Students on Academic Suspension or Probation.**
- **Community Services Information and Referral Sources**- connection to resources for students for students in need.
- **Drug and Alcohol Referral Sources** - Connection to resources for students in need
- **Learning Strategies Workshops** - Guidance for students struggling with courses or those who would like to gain new strategies for learning, studying, and succeeding in class - Fall and Spring Semesters
- **Need It Now! Emergency Fund** - Financial assistance for students facing a financial crisis
- **New Beginnings** – Monthly peer Support meetings for students with lunch provided - features a different topic at each meeting - Fall and Spring Semesters
- **Career Oriented Workshops** - Guidance and exploration for students who are undecided about their career path, as well as resume and interviewing assistance

## CAREER DEVELOPMENT CENTER

The Career Development Center is here to support your exploration of career options, development of professional skills and connections to opportunities after graduation.

While some aspects of your future career plans are uncertain, we are committed to helping you make confident and informed decisions about your ability to leverage your experience as a Commodore.

Plan for success and take advantage of unexpected opportunities. We encourage you to use our services as you experience different phases of the career preparation process. Phone: 850.769.1551 ext. 2829, Student Union East, Room 41

## MILITARY & VETERAN SERVICE CENTER (MVSC)

At Gulf Coast State College, we want to help you sort through the mire of your military education benefits so you get the education you deserve. Whether you are active military and need help processing your tuition assistance (TA benefits), a new veteran coming back to school on the GI bill, or a military spouse, or dependent, Military and Veteran Services is here to help. GCSC is certified by the state-approved agency for training qualified individuals, a member of Service members Opportunity Colleges (SOC), 2017 Military Friendly® School. Partner, My Spouse Career Advancement Accounts (MyCAA), General Education Mobile (GEM) program school, providing online courses for the Community College of the Air Force (CCAF), and an approved provider of general education classes for the Community College of the Air Force on Tyndall Air Force Base. Applicants who expect to attend college under veteran's benefits

must consult with the veteran's services office at the college to ensure proper documentation is obtained. VA students are responsible for reporting all changes of status so that changes may be reported to the Veterans Administration without delays. Contact information: Panama City Campus at 850-747-3210 or Tyndall Air Force Base at 850-769-1151 x2910, or visit our website: [www.gulfcoast.edu/current-students/military-veterans-services/index.html](http://www.gulfcoast.edu/current-students/military-veterans-services/index.html). The Military & Veteran Services offices and Resource Center are located in the Military and Veterans building.

## FINANCIAL AID (GRANTS, WORKSTUDY, SCHOLARSHIPS, & LOANS)

Financial aid is any grant, scholarship, part-time employment opportunity, or student loan that helps you pay for your educational related expenses (e.g. tuition, fees, and books.) Financial aid may be provided by federal, state, institutional, and/or private agencies. The Financial Aid office at Gulf Coast State College serves students by providing information and access to financial aid programs. We are committed to high-quality customer service and continually strive to improve the accurate processing of financial aid to students in a fair, consistent, and efficient manner. Please visit [www.gulfcoast.edu/tuition-aid/financial-aid](http://www.gulfcoast.edu/tuition-aid/financial-aid), call 850-872-3845, or email [fa@gulfcoast.edu](mailto:fa@gulfcoast.edu) for more information on the financial aid opportunities that are available at Gulf Coast State College.

## PAPERCUT PRINT SYSTEM

The PaperCut printing system is installed in all computer labs and in the Library. Your username is the first part of your GCSC e-mail address and can be found by accessing Lighthouse. Your password is your myGCSC password. Adding funds may be done online using PayPal or through one of the PaperCut kiosks located in the library. Money added by a student shows as a real balance on the student account. Some courses have a lab fee that may load credit to your account and show up as a free balance; any unused amount in the free balance is removed at the end of the course.

## MATH TUTORING

The Math Lab is here to help you and offers free tutoring in developmental mathematics up through Calculus I, including Math for Liberal Arts, Statistics and Health Math. We encourage you to come do your math homework in the lab so you can ask questions as you practice the material.

The Math Lab is a fun learning environment where you can ask questions, study and learn how to become successful in your math classes. We also have computers so that you can watch course videos and utilize online resources. Student Union West, 2nd Floor, Room 261 (850)-769-1551 ext. 2916. <https://www.gulfcoast.edu/academics/academic-support-tutoring/tutoring-labs/math-lab/index.html>

## WRITING AND READING LAB

The GCSC Writing and Reading Lab is here to support the achievement of our students' academic goals, and our staff is happy to provide tutoring for any of your courses that require academic writing and reading assignments. Our tutors are available for assistance with grammar, punctuation, and mechanics; essay development, reading comprehension, and organization of ideas; and MLA, APA, and Chicago formatting. Furthermore, we can help with other writing-intensive courses such as speech, literature, religion, ethics, psychology, and history. <https://www.gulfcoast.edu/academics/academic-support-tutoring/tutoring-labs/writing-reading-lab/index.html>

## WITHDRAWALS

Two withdrawals are permitted per credit course. After that, a grade will be assigned. Please be concerned about withdrawals. When admitting students into certain programs, universities may calculate withdrawals as grades. It is your responsibility to verify the effects of enrollment and/or

withdrawal upon your financial assistance (financial aid, scholarships, grants, VA etc.). There are two kinds of withdrawals--- student and administrative.

## STUDENT WITHDRAWAL

Students wishing to withdraw must complete a withdrawal form and submit the form to the Office of Enrollment Services before the scheduled withdrawal deadline as published in the college catalog. Student withdrawals initiated prior to the scheduled withdrawal deadline will be recorded as a grade of "W." The withdrawal deadline for an off term or condensed term is one week after midterm.

## ADMINISTRATIVE WITHDRAWAL

A faculty member may withdraw a student up to the published withdrawal deadline for violation of the class attendance policy, in which case the student will receive a grade of "W". The withdrawal deadline for an off-term or condensed semester is one week after midterm.

## NON-ACADEMIC APPEAL

The Appeals Committee reviews non-academic issues. This includes, but is not limited, to requests to appeal a denial of substitutions of graduation requirements for students with disabilities, residency status for tuition purposes (in-state vs out-of-state), and admission to Gulf Coast State College.

Students who wish to file an academic grievance should follow the protocol listed in the current [Gulf Coast State College Handbook](#)

## STUDENT "RIGHT TO KNOW" ACT

The federal law states that an institution shall annually make available campus crime statistics, completion or graduation rate of full-time, first-time, degree seeking students to prospective or entering students, and graduation completion rate of student athletes on athletic aid to prospective student athletes.

## STUDENT ACADEMIC GRIEVANCE PROCEDURE

The term "academic grievance" as used here shall mean a complaint by a student of Gulf Coast State College against a faculty member or other representative of the College. An academic grievance may be filed on the grounds that the student is alleged to have suffered adverse academic consequences due to the fact that (1) the rights and freedoms of the student as described in the Joint Statement have been violated, or (2) that the academic policies of the College have been violated, misinterpreted, or inequitably applied.

Academic grievances may not be used to challenge college policies or procedures of general applicability. The procedures set forth below may be used only by a grievant who is enrolled as a GCSC student at the time of the grieved incident. The person initiating the grievance must be the alleged victim of unfair treatment; a grievance cannot be filed on behalf of another person.

When the student believes there are grounds for an academic grievance, these procedures shall be followed by all parties involved. The failure of any college personnel at any level to communicate a decision to a student grievant within the stated time limits shall permit the student to proceed to the next step in the process. Conversely, the failure of the student to appeal the grievance to the next step within the established time limits shall constitute a withdrawal of the grievance and shall bar further action.

In keeping with the intent and spirit of these statements, it is incumbent upon all parties involved to show respect, restraint, and responsibility in their efforts to resolve grievances and to participate in good faith during all meetings and conferences. In consideration for all parties involved, efforts should be made to resolve grievances and communicate decisions as expeditiously as possible.



This procedure is in no way intended to supplant or duplicate other grievance procedures available either to the student or the College representative(s) named in the grievance, or to prevent such individuals from pursuing other remedies as are provided by law. In instances where a student's legal protections or other avenues for seeking remedies supersede those of the college, these initial informal procedures may be bypassed.

## INITIAL INFORMAL PROCEDURES

The student shall initiate the informal procedures within ten college working days after the student first perceives the alleged violation on which the grievance is based. (For the purposes of this policy, "college working days" are defined as weekdays during which regular credit classes are scheduled, as per the college calendar. For reasonable cause, the Vice President for Academic Affairs (VPAA) may extend this time requirement.)

At any point during the informal procedures, either of the principals may request the assistance of the Dean of Student Life.

The informal procedures outlined as follows must be initiated prior to a formal grievance being filed:

- A. Whenever possible, the student shall meet with the faculty member whose actions are the object of the complaint to discuss the issue and attempt to resolve it satisfactorily.
- B. If the complaint has not been resolved in conference with the faculty member, or if the student cannot meet with the faculty member, the student will discuss the complaint with the faculty member's immediate supervisor / division chair, who will attempt to help resolve the complaint.
- C. If the student does not feel the problem has been resolved within a reasonable time after the conference with the division chair, the student may then initiate the formal academic grievance procedure.

## FORMAL GRIEVANCE PROCEDURES

### A. Statement of Grievance:

Within twenty college working days after the student first perceives the alleged violation on which the grievance is based, the student will file a written statement of grievance in the Office of Academic Affairs. (For reasonable cause, the VPAA may extend this time requirement.)

The written grievance statement submitted by the student should include the following:

- A description of the action(s) which led to the grievance including the name of the instructor(s) or individuals involved, the course title and number if involving a classroom, and the time and place of the alleged grievance.
- A statement of how the decision or action is unfair and/or harmful to the grievant and a list of any policies or laws that have been violated, if known.
- A description of any written documents related to the grievance.
- A statement establishing that a good faith attempt at resolution through informal procedures has been made.
- A statement of action or remedy requested by the student to resolve the grievance.
- The grievance should be dated and signed by the student, and include current contact information including local telephone number, mailing address and email address.

The academic status of the student, pending the outcome of the grievance, shall be determined by the VPAA or his/her designee.

### B. Notifications:

Within five college working days of receipt of the statement of grievance by the Office of Academic



Affairs, the VPAA will send written notification to the student who has initiated the process acknowledging receipt of the formal grievance. At the same time, the VPAA will also send written notification to the faculty member(s) named in the grievance indicating that a formal grievance process has been initiated and provide a copy of the formal grievance statement. (To protect the rights and privacy of other individuals who may be identified by the student complainant, the VPAA will retain the right to expunge the names of those individuals from the complaint.) Also, within five college working days of receipt of the written grievance, the VPAA will inform the Academic Grievance Committee about the grievance and provide a copy of the statement to the committee chair.

#### **C. Grievance Committee Composition:**

The Academic Grievance Committee shall ordinarily be composed as follows:

- one full-time teaching faculty member to serve as committee chairperson, who has the responsibility of reporting the recommendation of the committee in writing to the VPAA.
- one full-time teaching faculty member from the academic division of the faculty member named in the grievance; if one is not available, a full-time teaching faculty member from a related discipline may be used.
- one full-time faculty member from a different academic division
- one full-time staff member from Student Support
- two student members
- A division chair may serve in the place of a full-time teaching faculty member if the timing of the grievance or schedule does not allow a full-time faculty member to participate

The VPAA (or designee) shall arrange for the selection of a meeting date. The student and the named faculty member (the principals) have the right to review the membership of the Committee before the hearing begins and to request the replacement of any one member of the Committee. Any additional request for the replacement of any other member of the Committee requires that either principal submit the reasons in writing to the VPAA. In the event that a member of the Committee perceives a conflict of interest in connection with a grievance, that individual may recuse himself or herself, and a substitute will be found by the VPAA.

The Committee will have twenty college working days from the date of receipt of the original written grievance to complete its investigation and deliberations. The final recommendation of the Committee is to be presented in writing to the VPAA within two college working days after the completion of its deliberations.

#### **D. Grievance Hearing:**

The Academic Grievance Committee shall ordinarily conduct a hearing for the purpose of rendering a decision about the grievance. To this end, written and oral statements may be initiated and/or solicited from the principals in the grievance, and/or from other observers who can provide pertinent information about the matter. Both principals must be present for these proceedings. Both principals have the right to the presence of an advocate of their choice at the hearing. The Dean of Student Life will assist any student who wishes to secure an advocate for this purpose. The advocates will not be attorneys or act in the capacity of attorneys. The principals may consult freely with their advocates, but their advocates will not be permitted to speak during these proceedings or to participate directly in any other way unless invited to do so by the Chair of the Committee. Both principals and their advocates have the right to review all written documents pertaining to the grievance. Principals will be accorded equal time for statements and rebuttals.

The hearing will be recorded and subsequently transcribed. The transcript will be available to the student and faculty member upon written request to the VPAA within 6 months of the hearing date.

Both principals may request that the testimony of witnesses be heard. Requests for such witnesses must be made in writing in advance of any hearing scheduled by the Academic Grievance Committee and must be submitted to the Office of Academic Affairs no later than five college working days following the date of written notification to the student and faculty member acknowledging the initiation of a formal grievance procedure. Requests for witnesses must include the complete name of all witnesses, a description of the relationship of the witness to the individual making the request, and a summary of the expected testimony each witness will provide. The Academic Grievance Committee will retain the right to limit the number of witnesses.

In the event that either a witness or the faculty member / college representative who is the subject of the grievance does not appear at the meeting(s) called by the Academic Grievance Committee, or will not provide information or documents as requested, the recommendation of the Committee will be made on the basis of the information available to them.

When voting on an Academic Grievance, only committee members may be present. All members of the Academic Grievance Committee will participate in the vote. A simple majority is all that is required for the committee's recommendation to be forwarded to the VPAA.

The Academic Grievance Committee may decide to accept the arguments of the grievance, in which case they will recommend in writing to the VPAA appropriate action to be taken concerning the grievance.

The Committee may also decide to not accept the arguments of the grievance, which they will so recommend in writing to the VPAA.

As noted above, the Academic Grievance Committee will have completed its work within twenty college working days of the receipt of the original written grievance. (For reasonable cause, the VPAA may extend this time requirement for as many as ten additional college working days.) The Chairperson of the Academic Grievance Committee will submit to the VPAA a written recommendation concerning the appropriate disposition of the grievance, as well as all supporting materials.

#### **E. Recommendations and Decision:**

The VPAA will review the recommendation of the Committee. If the VPAA finds the recommendation and the proceedings complete, reasonable, and just, the VPAA will declare the Committee's recommendation binding upon both principals. If there is some cause to question the recommendation or the proceedings of the Committee, the VPAA will send his or her statements of concern, in writing, back to the Committee for further deliberation and resolution. The Committee will promptly submit its response in writing to the VPAA, who will make the final decision regarding the academic grievance. The final decision and supporting rationale shall be communicated in writing by the VPAA within five working days of the committee's recommendation (which may be extended for due cause) to the principals, the appropriate division chair, and the chairperson of the committee. This written decision constitutes the final step in the resolution of the grievance within the institution.

After receiving the final decision, either principal shall have the right to file a statement with the VPAA to be included in the record of the proceedings.

#### **NON-COMPLIANCE OF JRCERT STANDARDS JRCERT STANDARDS**

Should a student have a grievance concerning whether or not the program is in compliance with the STANDARDS, the student should follow the protocol listed in the GCSC student handbook. If all remediation methods have been exhausted, students have the prerogative to contact the Joint Review Committee on Education in Radiologic Technology using the contact information below.

Joint Review Commission on Education in Radiologic Technology

20 North Wacker Drive, Suite 2850

Chicago, IL 60606-2901

Telephone: (312) 704-5300

Fax: (312) 704-5304

Website: [www.jrcert.org](http://www.jrcert.org)

E-mail: [mail@jrcert.org](mailto:mail@jrcert.org)

## ACADEMIC AND PERSONAL INTEGRITY

Honest participation in academic endeavors fosters an environment in which optimal learning can take place and is consistent with the college's mission. Academic misconduct, including cheating and plagiarism, is destructive to the spirit of an educational environment and therefore cannot be condoned. See the *GCSC Student Handbook* for detailed policy information.

Gulf Coast State College expects students to exhibit high levels of integrity in all activities applicable to the classroom and clinical settings. Students are expected to adhere to the ethical and professional standards set forth by GCSC and the Radiography Program.

**Academic and Personal Integrity** Academic dishonesty/misconduct includes, but is not limited to:

- Cheating on an assignment or examination. Cheating is defined as using or attempting to use materials, information, notes, study aids, or other assistance that has not been authorized by the instructor. This includes the use of positioning notes during a competency testing.
- Falsification, forgery, alteration, or misuse of college and/or affiliate documents, records, or identification.
- Misuse of GCSC material including the illegal use of copyrights, trademarks, trade secrets, or intellectual properties. Misuse of GCSC equipment, radiography program/clinical affiliates equipment/supplies.
- Stealing, accepting, or studying from stolen quizzes or examination materials or CANVAS passwords
- "Plagiarism" includes, but is not limited to, the use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. It can also include overuse of an editing program like Grammarly or submitting work written by an Artificial Intelligence (AI) generator like ChatGPT. Make certain to consult your course syllabi for your instructors' guidelines on AI material.
- Fabrication, defined as the use of invented, counterfeited, altered, or forged information.
  - Forgery, defined as the imitating or counterfeiting of images, documents, signatures, and the like. Obstruction, defined as behavior that limits the academic opportunities of other students by improperly impeding their work or their access to educational resources.
- Multiple submissions, defined as the submission of the same or substantially the same work for credit in two or more courses, including the use of any prior academic afford previously submitted for academic credit at this or a different institution.
- Computer misuse, defined as use of computers that is disruptive, unethical, or illegal use of the College's computer resources. Unauthorized access to the GCSC computer network including its hardware, software, and data.
- Information used to evaluate students' academic performance (homework, quizzes, exams, projects, etc.) is not permitted to be discussed, shared, or removed (i.e. download, copy/paste, screen shot, etc.) from the on-campus or online environment. Students should seek course

instructor approval prior to taking any action that may be considered plagiarism, forgery, falsification of documents, or and/or cheating.

- The term "academic misconduct" includes any or all forms of cheating and plagiarism. In addition, academic misconduct may include the following:
  - Destroying, damaging, or stealing another person's work or work materials including, but not limited to, lab experiments, computer programs/files, term papers, projects, or copy of an examination.
  - Theft, damage, or misuse of library resources; removing uncharged material from the library; defacing or damaging library materials; intentionally displacing or hoarding library materials within the library for one's unauthorized private use, or any other abuse of reserved materials.
  - Theft, damage, or misuse of computer resources including, but not limited to, computer accounts codes, passwords, or facilities; damaging computer equipment or interfering with the operation of any computer system in the college.

Academic or Clinical Dishonesty

Program Dismissal

## STUDENT CODE OF CONDUCT

Gulf Coast State College has established regulations governing student conduct that are considered necessary to preserve and maintain an environment conducive to learning, to ensure the safety and welfare of members of the College community, to encourage students in the development and practice of good citizenship and self-discipline, and to protect property and equipment of the College. The Student Code of Conduct is published in the Student Handbook. Each student, by registration, assumes the responsibility to become familiar with and to abide by College regulations and acceptable standards of conduct. Students who fail to observe college regulations or to maintain acceptable standards of personal conduct on the campus or at College sponsored functions or facilities are subject to disciplinary action.

## JURISDICTION OF THE COLLEGE STUDENT CODE OF CONDUCT

The College Student Code of Conduct is in effect on College premises, on properties owned by Gulf Coast State College and at functions sponsored by or participated in by the College regardless of the locations.

If a student is formally charged with a felony, or with a delinquent act which would be a felony if committed by an adult, for an incident which allegedly occurred on property other than College premises, or a function sponsored by or participated in by the College regardless of location, and if that incident is determined to have an adverse impact on the educational program, discipline, or safety and welfare of the College, then the College has the right to suspend the student pending final adjudication. If the student is adjudicated guilty, then the student may be recommended for expulsion through the normal expulsion procedure. With this exception, the College will not ordinarily impose sanctions on a student who is subject to criminal prosecution for off campus activity.

Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end for the term, as well as during the academic year and during periods between terms of actual enrollment. The student Code of Conduct shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

## INFRACTION/MISCONDUCT

Any student found to have committed or to have attempted to commit the following misconduct is

subject to the disciplinary sanctions outlined in Section IV of the GCSC Student Handbook:

**Academic Misconduct:** Including all forms of cheating and plagiarism, academic misconduct may include destroying, damaging, or stealing another person's work or work materials including, but not limited to, lab experiments, computer programs/files, term papers, projects, or copy of an examination. Theft, damage or misuse of library resources; removing uncharged material from the library; defacing or damaging library materials is also considered academic misconduct. Lastly, any theft, damage or misuse of computer resources including, but not limited to computer account codes, passwords or facilities; damaging computer equipment or interfering with the operation of any computer system in the college. Academic Misconduct also includes repeated violations of a faculty member's classroom conduct policy.

**Alcohol/Drugs:** The student shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, any other controlled or counterfeit substance defined in FS 893.03, or substitute for such, alcoholic beverage, inhalant or intoxicant, on the campus either before, during or after school hours or off the college grounds at a College activity, function or event. Also, a student shall not possess, have under his/her control, sell or deliver any device, or contrivance, instrument or paraphernalia containing the substance or substances described in this paragraph or any residue of such substance or devices intended for use or used in injecting, inhaling/inhalant/huffing, smoking, administering, or using any of the foregoing prescribed drugs, narcotics, or stimulants. Use of a drug authorized by a medical prescription from a registered physician for a specific student shall not be considered a violation of this rule.

**Arson:** Intentionally setting or attempting to set a fire.

**Bomb Threat:** Any communication which has the effect of threatening an explosion to do malicious, destructive or bodily harm to College property, at a College function or extracurricular/co-curricular activity, or to the person(s) in or on that property or attending that event.

**Bullying:** An aggressive behavior that is intended to cause distress or harm, exists in a relationship in which there is an imbalance of power or strength, and is repeated over time. Examples include but are not limited to: hitting, teasing, obscene gestures, rumors, getting someone else to bully, cyber-bullying.

**Burglary:** Entering or remaining in a structure or on a conveyance with the intent to commit an offense therein unless the premises are at the time open to the public or the person is licensed or invited to enter. See F.S. 810.02.

**Computer Fraud:** Accessing or breaking into documents that are unauthorized.

**Cyber Attack:** Introducing unwarranted programs or tools into network server.

**Disorderly or Disruptive Conduct:** Creation of disorder at any College property, College sponsored or related event, or on any College sponsored transportation.

**Extortion:** The willful or malicious threat of harm, injury or violence to a person, property or reputation of another with the intent to obtain money, information, services or items of material worth.

**False Fire Alarm:** The willful and/or malicious activation of a fire alarm system or the willful and/or malicious reporting of a false fire.

**False and Misleading Information:** Providing false, misleading or invalid statements, making false accusations, and/or withholding valid information.

**Felony Transfer:** Suspension proceedings against any enrolled student who is formally charged with a felony or with a delinquent act which would be a felony if committed by an adult, for an incident which allegedly occurred on property other than College property if that incident is shown to have an adverse

impact on the education program, discipline or welfare of the College or College Community.

**Fighting:** Physical contact between two or more individuals where the participation is not mutual or equal, or a weapon is used, or in which injury that requires immediate first aid or subsequent medical attention occurs.

**Force or Violence against College Employee:** Use of force or violence upon or against any employee of the College.

**Gross Insubordination or Open Defiance:** Willful refusal to submit to or comply with authority; exhibiting contempt or open resistance to a direct order.

**Harassment:** Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student.

**Hazing:** Any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.

**Inciting, Leading or participating in a Major Student Disorder:** The willful act of inciting, leading or participating in a disruption or disturbance which interferes with the educational process or which can result in damage or destruction to public or private property, or cause personal injury to participants and others.

**Intentional Damage of College Property/Personal Property:** Destruction or defacing of college/personal property.

**Misrepresentation of College-Sanctioned Practices:** Any use of the College's name or likeness without written permission is prohibited. This includes, but is not limited to, use of the Gulf Coast State College name to create websites, social media pages, and secret organizations.

**Other More Serious Miscellaneous Conduct:** Conduct which is not listed as a specific infraction but which results in more serious injury, damage to property, or other serious harm.

**Sexual Battery:** Any sexual act directed against a person, forcibly or against the person's will, or not forcibly against the person's will where the victim is not capable of giving consent because of his or her youth or because of temporary or permanent incapacity.

**Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical contact of sexual nature when such conduct substantially interferes with a student's academic performance or creates an intimidating, hostile or offensive College environment, sexual harassment may include, but are not limited to the following: verbal harassment or abuse, pressure for sexual activity, repeated remarks to a person with sexual or demeaning implications, unwelcome or inappropriate touching, suggestive or demanding sexual involvement accompanied by implied or explicit threats.

**Sexual Offenses:** Exposing or exhibiting one's private areas in public in a vulgar or indecent manner. Intentionally touching in a lewd or lascivious manner in clothed private areas of another.

**Stalking:** A repeated pattern of conduct meant to engage a specific person, causes substantial emotional distress to that person and serves no legitimate purpose. Stalking includes cyberstalking through use of electronic communication of any kind.

**Theft:** The taking of property of another without permission of the owner.

**Trespassing:** Entering upon or remaining on any property, a structure or conveyance without being authorized, licensed or invited to do so and being warned by the owner or owner's agent or by notice

pursuant to Florida Statute §810.09, or, in the case of entry upon or remaining on College grounds or buildings, not having legitimate business on the campus or authorization, license or invitation to be there or being under suspension, alternative placement or expulsion.

**Unauthorized Use of Other Person's Name or Signature:** Using the name, identifying number or symbol or signature of another person of any purpose without that person's authorization or permission with the intention of deceiving a College employee or under circumstances which could be reasonably calculated to deceive the employee.

**Vandalism:** Intentional damage to or destruction of College property causing substantial damage.

**Victimization/Extortion or Threats/Intimidation of a More Serious Nature:** A person who willfully, maliciously, and repeatedly follows and/or harasses with intent to place that person in reasonable fear of death or bodily injury.

**Weapons:** Except as allowed by law, possession of any weapon defined by Sections 790.001(4),(6),(13), Florida Statutes, is not permitted on any College campus or at any College function, or in any College sponsored transportation.

**Disobedience to Officials:** Failure to comply with directions of any college official (whether the request is by mail, email, telephone, or in person) when that official has identified himself or herself and is acting within the course and scope of their duties. Cooperation includes, but is not limited to, responding to requests for conferences on matters pertaining to the student at the college and/or presentation of college identification.

**Fee Payment:** Failure to pay fees, deferred fees, traffic penalties, library penalties, student loans, and other financial obligations to the college will be handled as an administrative procedure with the appropriate department initiating a hold on the student's records through the office of enrollment services. Students who present bad checks (insufficient fund checks) will be referred for record holds and/or other disciplinary action.

**Trespass:** Unauthorized entry onto, or into, the property of others or the college. Property of others includes buildings, rooms, computers, computer accounts, and computer systems.

**Recording of Lectures:** Students may, without prior notice, record video or audio of a class lecture for a class in which the student is enrolled for their own personal educational use. A class lecture is defined as a formal or methodical oral presentation as part of a university course intended to present information or teach enrolled students about a particular subject. Recording class activities other than class lectures, including but not limited to lab sessions, student presentations (whether individually or part of a group), class discussion (except when incidental to and incorporated within a class lecture), clinical presentations such as patient history, academic exercises involving student participation, test or examination administrations, field trips, private conversations between students in the class or between a student and the faculty member, and invited guest speakers is prohibited. Recordings may not be used as a substitute for class participation and class attendance and may not be published or shared without the written consent of the faculty member. Failure to adhere to these requirements may constitute a violation of the student code of conduct. Please see the [GCSC Student Handbook 2024-25](#) for further information regarding student misconduct.

## COLLEGE COMMENCEMENT GRADUATION CEREMONY

Gulf Coast State Colleges normally holds one commencement ceremony in May of each year. We encourage students from all semesters to participate. When you submit your graduation application, you must indicate if you wish to participate in the commencement ceremony. If you are a summer



graduate and you wish to participate in the spring ceremony, you must apply for summer graduation by the spring application deadline date. See [graduation deadlines](#).

Your participation in the commencement ceremony does not guarantee your graduation certification. You do not officially graduate until the Registrar's office certifies graduation. You will receive an email from Enrollment Services informing you of the date that your diploma will be mailed to you. The diplomas are printed through a 3rd party. If you receive a deficiency letter and do not complete your deficiency by the published date, you will be required to reapply for graduation at a later term.

If you are planning on participating in the graduation ceremony, you must select that option on your graduation application no later than the designated application deadline and order your regalia.

If you are participating in the ceremony, you will receive notifications from the Office of Student Affairs regarding information on ordering regalia and additional information specific to the ceremony after your application has been processed.

## BOOKSTORE

GCSC Bookstore is open to the public year round except on weekends and during holidays observed by the college. Normal hours are from 7:30 a.m. until 5:00 p.m. Monday-Thursday, and from 7:30 a.m. until 4:00 p.m. on Friday (hours are subject to change). Aside from course requirements such as textbooks, supplements, and other course materials, the bookstore offers a wide range of study aids, academic software, and school supplies to help the student learn more effectively. Students are advised to return their textbooks for a refund immediately if they drop a class or find out that their class has been cancelled. Refunds will not be granted without the original cash register receipt(s) or beyond 30 days from date of purchase. Full credit is given for books returned in mint condition if bought new or in serviceable condition if bought used. Course withdrawals do not entitle students to book refunds except in extenuating circumstances, and they may be asked to obtain prior approval from the appropriate authorities. For students wishing to sell books, the bookstore offers book buyback services at mid-term and end of the term each semester. Students who wish to order their books on-line and pick them up in the store, please visit [www.doresstore.gulfcoast.edu](http://www.doresstore.gulfcoast.edu)

## CULINARY ARTS JOHN HOLLEY DINING ROOM

As a part of the course curriculum, Culinary Management students prepare and serve meals at a student-operated, gourmet restaurant. In the fall semester, lunches are served Monday through Thursday. In the spring, lunches are served Tuesday and Thursday and dinners are served Monday and Wednesday. Advance reservations are required and reservations must be for a party of four. Students are welcome to make reservations. Call 850-872-3838 for reservations.

## DENTAL CLINIC

The GCSC Dental Clinic is a clinical training facility for students enrolled in the dental assisting/dental hygiene programs. Experienced licensed/certified faculty members supervise all clinic sessions. For a nominal fee, student services available include dental history review, soft tissue exam, radiographs, dental exam and charting, cleaning, fluoride treatments, and various types of selective restorative fillings. The clinic is located on first floor of the Health Science Building facing Collegiate Drive. For an appointment, call 850-872-3833.

## HOUSING

Gulf Coast State College is a non-residential campus. Housing is available through Seminole Landing on



the FSU-PC campus.

## INTERNET, E-MAIL, & COMPUTERS

All Gulf Coast State College, computer labs are for the exclusive use of GCSC students and staff. Anyone using these facilities must be an enrolled student or a college employee. All others must request special permission from a department chair or other college administrator. Computers, data, and information processing facilities are provided for the college's academic and administrative purposes. 49 2022-2023 Note that computers located in the library are available to students, staff, and community patrons. Any attempt, whether successful or not, to use or access computers, data, or information processing facilities by means other than those specifically provided and authorized by the college is specifically prohibited. Any attempt, whether successful or not, to make, acquire, or use copies of computer software in a manner which violates the college's license agreements is prohibited. Also, copying computer programs from the network to any removable media is not permitted. Computer/Internet Labs are available to students through the Library and Advanced Technology Center. The Acceptable Use Statement for computer usage is available for review on the Information Technology Services webpage.

## MYGCSC

Access to student web-based resources is done through the myGCSC link at the top of the GCSC homepage. Use your student email address to login. You will be required to register your account on the first login. Once you have logged in you will be passed to the resource page with icons for all student web resources such as Canvas, student e-mail, Lighthouse, and others.

## PASSWORD UNLOCK/ RESET

Passwords can be unlocked/reset through the myGCSC link on the GCSC homepage. Click on "Change password" or "User Self Service" and follow the instructions. You may also opt to receive a one-time password through text or email depending on your account settings.

## MOBILE APP

The Gulf Coast State College Mobile App provides students with access to their schedule, grades, college calendar, campus maps, and a link to the library. Download the GCSC Mobile App on your mobile device. Simply search for Gulf Coast State College on the App Store (iPhone, iPad) or Play Store (Android version 4.0.3 and up) on your mobile device and download the app. Use your LIGHTHOUSE login to sign in.

## LIBRARY

The library provides students and employees access to library collections, resources, and services that are sufficient to support educational, research, and public service goals of all program areas. The library offers a comprehensive complement of resources and services for students, faculty, and staff at all campus locations and online, including reference, information literacy instruction, interlibrary loan, computing, and diverse study spaces.

Library staff provides one-on-one assistance through multiple platforms to help students find information. Reference and consultation services are available in person, on the phone, via email and online chat, through Blackboard Collaborate, and may be booked online. Embedded librarians interact with students during office hours within the course management system. Research consultations are available upon request to assist with research methods, database strategies, and evaluating levels of evidence including textbooks, case studies, and literature reviews.

Resources are organized for effective discovery and access. Booking services and access to online

resources are available through the library's website. To broaden access, librarians have focused on acquiring eBooks when available; we now have more eBooks than print books in our collection.

Students can search for books, articles, and other content in 40 college and university libraries across the state using our online discovery tool. If an item isn't available at the GCSC library, students can request it from another college or university library by clicking on the "UBorrow" button.

Students access print media and visual learning aids on video and DVD, gather for group collaboration, and utilize a multimedia studio with video and sound production programs to create and edit presentations. A technology lending service with digital cameras, a GoPro, tripods, and webcams expands the students' access to multimedia tools. The front desk in the lobby is staffed all hours that the library is open; staff provides assistance with materials from the Course Reserves room and checks out study room keys.

Contact Us Call: (850) 872-3893 Email: [librarian@gulfcoast.edu](mailto:librarian@gulfcoast.edu) Text: (386) 866-2853

Library Hours of Operation- Please check the Library for hours of operation. The hours vary by semester. Extended hours are available during final exam week.

<https://gulfcoast.edu/academics/library/index.html>

## LOST & FOUND

Report lost or stolen articles to the Information Desk located in Student Union East.

## LOCKERS FOR STUDENTS

The Office of Student Government provides combination lockers to GCSC students at no cost each semester. Book lockers are assigned on a first come, first serve basis. They are located in Student Union-East. To receive a locker combination, you must come, in-person to Student Government Office and sign a locker agreement each semester. Call 873-3598.

## MAIL & MESSAGES

GCSC does not offer any services or facilities for delivering messages to students in or out of class. Only during an immediate medical emergency, may a student be contacted and taken out of class. Call 769-1551 select "0" for the operator.

## PARKING & CAMPUS SECURITY

Campus security and parking safety are important for students, staff, and visitors to GCSC. Employees and students should keep personal safety as their first priority and take these steps if in need of assistance:

- Call the FSU Police (x3111 or 850-774-2705)
- Call "911" if a life-threatening emergency, to dial out of a building one must first dial "9" e.g. (9-911)

Operating a vehicle on college properties is a privilege and it is the student's responsibility to adhere to all published guidelines and posted traffic information. Failure to follow these rules may result in the loss of this privilege.

All parking areas are color coded accordingly: a) green curb parking is reserved for faculty and staff, b) blue curb parking is reserved for handicapped permits, and yellow curb parking areas are designated as No Parking. Any areas not marked as previously designated are available for student and guest parking.

All vehicles on the GCSC Panama City campus, the North Bay Campus, and the Gulf/Franklin Campus will be required to display a parking decal or temporary permit, as appropriate. The cost of the first decal or permit is included in student fees. Additional decals are available for fee-paying students at a small additional cost. Failure to comply with parking regulations will result in fines.

Students, faculty, staff, and visitors parking in restricted areas will receive traffic citations for violations. Fines must be paid in a timely manner in the college's Business Office or the fines will increase in accordance with guidelines published on the college's website. Funds generated from parking violations will be placed in a student loan fund administered by Financial Aid. To aid in the prevention of accidents and criminal activity on campus, GCSC requests students report suspicious activities to staff immediately. The Florida State University – Panama City Campus Police monitor parking areas and buildings for the safety of our students, faculty, and staff. "Campus Crime Watch Area" signs with instructions and periodic crime awareness programs help students' protect their personal safety and possessions on campus.

## FITNESS FACILITIES

The Wellness and Athletic Division offers fitness facilities for students and faculty to use during open hours: Gymnasium & Locker Room, Indoor Swimming Pool -Wellness Weight Room & Fitness Area. Check out the new 4,000 square foot Wellness Center with Body Masters free weights and a great line of cardiovascular equipment. Fitness facilities are available to all currently enrolled GCSC students, staff and faculty with a valid ID at no additional cost. For information and open hours, call 872-3831.

## COLLEGE TRANSFER POLICY

A student who has attended another college or university is considered a transfer student. Transcripts from high school and all institutions of higher education previously attended for students enrolled in Associate in Arts degrees, Associates in Science degrees, Bachelor degrees, and certificate programs are required. Official transcripts from all previously attended schools are to be sent directly to the Office of Enrollment Services. Hand carried transcripts or transcripts marked "issued to student" will not be accepted. Freshman and sophomore credits will be accepted if earned at colleges or universities fully accredited by one of the six regional accrediting associations (Southern Association of Colleges and Schools, for example) provided the courses meet academic standards and are relevant to the College's instructional program. Transfer courses from regionally accredited institutions will be evaluated and placed on the student's GCSC transcript.

Students enrolled in career certificate programs are required to request transcripts from high school and institutions of higher education. Students enrolled in career certificate programs who request a transfer course be accepted are required to submit official transcripts from all previously attended schools. Credit from vocational and occupational institutions will be awarded provided the credits meet academic standards and are relevant to the College's instructional program.

Credit is allowed for Associate in Science degrees or certificate programs by means of occupational-technical articulation agreements as outlined in the Florida Department of Education Statewide Articulation Agreements. Students are required to submit official transcripts of occupational-technical course work for consideration. Upon receipt of official copies of occupational-technical course work, an evaluation package is prepared for the chairperson of the discipline for final approval. Occupational-technical coursework is reviewed by the relevant department chairperson for equivalency and must meet the admissions requirements as well as satisfy the required validation mechanisms as outlined in the specific program's articulation agreement as stated by the Florida Department of Education.

Appropriate documentation supporting evidence of credit must be submitted to Enrollment Services for processing. Specific credit is awarded to students meeting all of the above stated requirements as recommended by the Florida Department of Education. More information can be found in the GCSC General Catalog. <https://www.gulfcoast.edu/catalog/current/>

### LIMITED-ACCESS PROGRAM ADMISSION

In order to meet certification and professional accreditation standards, certain GCSC programs carry additional admission and graduation requirements. Please see specific limited access program in the catalog for additional admission requirements or you can contact the appropriate department for details.

### RADIOGRAPHY PROGRAM TRANSFER POLICY

General education credits may be transferred if they are equivalent to those required by the GCSC Radiography Program. GCSC transcript evaluators should be consulted first to determine transferability of courses; final conferral of transfer is done by the GCSC Registrar.

Radiography course credits earned at other regionally or JRCERT accredited institutions may be transferable. Official transcript and course descriptions review is required, with analysis to match/align with 75% of the previously obtained course content with the GCSC radiography program content. Transfer of credits may be accepted only for coursework passed with a B or above and must be obtained within the last 3 years. This analysis will be done by the GCSC radiography department faculty. If approved, the student may transfer only if adequate clinical site placement and resources are available.

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA is the Family Educational Rights and Privacy Act passed by Congress in 1974. FERPA is designed to protect the privacy of students by limiting third party access to student education records. FERPA is designed to protect the privacy of educational records, establish rights of students to inspect their records and provide guidelines for correcting inaccurate data. FERPA applies to all students regardless of age, attending, or who previously attended. Attending students include admitted students, corporate college students, students who audit courses, and distance education students.

Students may amend or correct their records if information is inaccurate, misleading, or incomplete. Students have the right to a hearing if the records are not corrected. If a student is dissatisfied with the results of a hearing, he or she may place a statement in the records to the effect. If a student feels that the institution has not fully honored his or her privacy rights under FERPA, a written complaint may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW. Washington, DC 20202-4605. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. See the [GCSC Student Handbook](#) to review these rights.

### PARENTAL AND THIRD PARTY ACCESS TO STUDENT'S EDUCATIONAL RECORD

When a student reaches the age of 18 or begins attending a postsecondary institution, regardless of age, FERPA rights transfer from the parent to the student.

FERPA gives students the following rights regarding educational records:

1. The right to request the amendment of the student's education record
2. The right to inspect and review the student's education records
3. The right to request that education records be disclosed only with student consent

#### 4. The right to file complaints for unauthorized disclosure of education records

Students have a right to know about the purpose, content, and location of information kept as a part of their education records. They also have a right to expect that information in their education records will be kept confidential unless they give permission to the College to disclose such information, or if a limited number of exceptions applies. Therefore, it is important to understand how education records are defined under FERPA.

### STUDENT ID NUMBER

All GCSC students are issued a unique Student Identification (ID) number once the application for admissions is processed. The Student Identification (ID) number is found on the Welcome Letter that is sent via e-mail and a hard copy is mailed to your home address. All college transactions will require the student to provide their ID number.

### NOTIFICATION OF SOCIAL SECURITY NUMBER COLLECTION AND USE

In compliance with Florida Statute 119.071 (5), Gulf Coast State College (GCSC) issues this notification regarding the purpose of the collection and use of your Social Security Number (SSN). GCSC collects your Social Security Number for use in performance of the College's duties and responsibilities. To protect your identity, GCSC will secure your Social Security Number from unauthorized access. GCSC will never release your Social Security Number to unauthorized parties, and each student/employee at GCSC will be issued a unique student/employee identification number. Your unique ID number is used for all associated employment and educational purposes at GCSC including registration, access of your online records, etc. You are not required to disclose your Social Security Number in accordance with Public Law 930-579. However, the Social Security Number is required of all students seeking federal financial aid and must be provided in order to obtain the IRS deduction for college attendance. In addition, the Social Security Number is required for class or lab injuries when filing a Hartford Life & Accident Insurance Company Notice of Claim. The GCSC Student Identification Number is to be used for all transactions at the College. For more information, see the GCSC general catalog. \*For health sciences and/or nursing students, clinical site onboarding documents may require the collection of the student's social security number.

### DRUG-FREE CAMPUS POLICY

In compliance with the Drug Free Schools and Communities Act Amendments of 1989, GCSC prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees. The Act enforces sanctions, including those applicable under local, state, and federal law, for the suspension, expulsion, termination of employment, and referral for prosecution, which may result in arrest, appropriate fines, and imprisonment.

HEALTH SCIENCES, NURSING, AND PUBLIC SAFETY STUDENTS Medical Marijuana remains an illegal drug under Federal law. It is not protected under the American Disabilities Act (ADA) and is not exempt even if the student presents with a medical marijuana registry card. Positive drug screening results for marijuana may prevent the student from participating in external clinical rotations and other program requirements thus resulting in dismissal from a Health Sciences, Nursing, and/or Public Safety program

### SMOKE-FREE CAMPUS POLICY

The use, distribution, or sale of tobacco, including any smoking device, or carrying of any lighted smoking instrument, or electronic smoking-simulated instrument, in GCSC buildings or on GCSC premises is prohibited. This includes, but is not limited to all GCSC sidewalks, parking lots, landscaped areas, recreational areas, and buildings on any GCSC property and in GCSC owned, rented, or leased vehicles, and at events on GCSC premises. The inhaling, exhaling, burning, or carrying of any lighted

smoking material, including cigarettes, cigars, pipes, or electronic cigarettes is prohibited on college property. The use of other tobacco products, such as smokeless or chewing tobacco, is also prohibited on college property. Smoking materials must be extinguished prior to entering upon any GCSC property without exception. All tobacco products in use must be disposed of appropriately prior to entering upon any GCSC property, which includes exiting a vehicle. Improper disposal includes:

1. Spitting smokeless tobacco product;
2. Littering (i.e. discarded cigarette butts, throwing or disposing of cigarette butts out of windows, leaving spit container);
3. Anything that creates a fire hazard.

The Trolley Stop Area is considered campus easement with right of way for Bay Trolley Riders and the tobacco free/smoke free policy will not be enforced at Trolley Stop.

Alcoholics Anonymous	(850)784-7431
Chemical Addictions Recovery Effort, Inc.	(850) 872-7676
Life Management Center of NW Florida	(850) 522-4485

## EMERGENCY PREPAREDNESS

Depending on the specific situation, the emergency response of both those on GCSC campus and those responding to the campus may differ. The links on the [emergency response](#) webpage are intended to give you a basic guideline of what to do. As always, stay calm and be aware of your surroundings in the event that the unfolding situation requires you to adjust your normal response to the incident taking place.

When it is safe to return to your building, classrooms or vehicles, the "ALL CLEAR" will be given by designated personnel. Do not leave the designated safety areas unless instructed to do so as this could create another potentially dangerous situation for you and for others.

## INCLEMENT WEATHER

Florida's weather can vary drastically throughout the year from cold winter storms to devastating hurricanes in the warmer months. Although hurricanes can be disastrous for all of us, the advantage of their slow movement allows time to prepare for those storms. Unfortunately, there are other weather systems that we must deal with such as tornadoes, waterspouts, strong winds or thunderstorms with lightning.

Tornadoes and waterspouts (tornadoes formed over bodies of water) are cyclonic windstorms capable of extreme damage to structures and injury or death to persons. Due to their quick formation and unpredictable nature, tornadoes can appear with little or no warning. If faced with being in the path of a tornado, there are some steps you can take to reduce your risk of injury or death.

1. Move to the interior of a building away from windows and doors.
2. Crouch or kneel near interior walls and protect your head with your arms.
3. If outside and you cannot make it to a building, find low lying areas such as drainage ditches and lie as flat as possible with your head protected.
4. If driving on the roadway, do not try to outrun a tornado as they can move very quickly. Instead, look for an overpass or bridge structure that you can get under. Preferably, you should attempt to get under the bridge or overpass in the area where the top roadway and the support

structure meet.

5. Be cautious of downed power lines and stay as far away from them as possible.

Thunderstorms are a very common occurrence here in the Panhandle given our warm weather and proximity to the Gulf of Mexico. Dangers included in severe thunderstorms can involve high winds, heavy rains and lightning. In most circumstances, thunderstorms are tracked, and notification can be made with enough time to prepare. However, some storms form quickly and may require an emergency response on your behalf. Similar to your response to tornadoes.

1. Move inside buildings and avoid windows and doors.
2. If unable to get to a building, avoid tall items such as trees and utility poles as these items are more prone to lightning strikes.
3. If driving on the roadway and safe to do so pull over and remain in your vehicle until the storm passes.
4. Be aware of high winds, which may create projectiles from items the wind picks up.
5. Be cautious of downed power lines and stay as far away from them as possible.

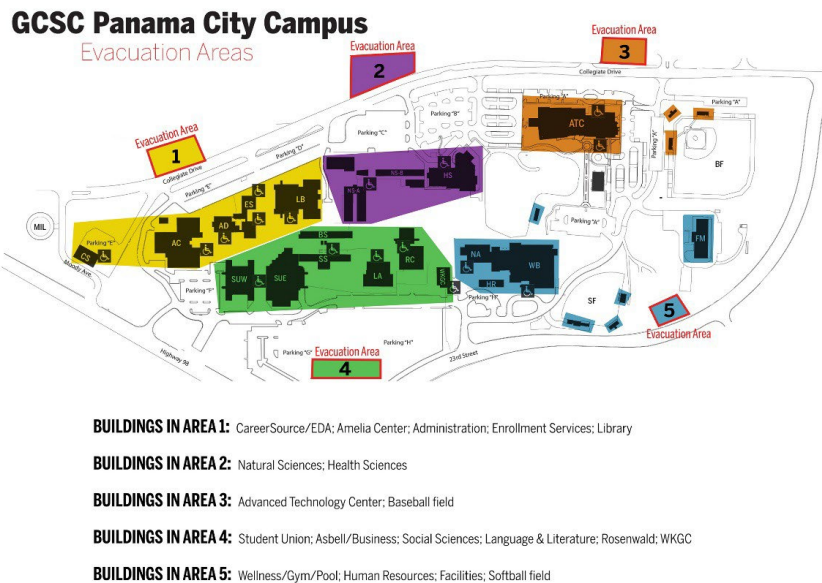
## FIRE

One of the most common disasters in the U.S. is fires, which are capable of causing tremendous damage to property and loss of life. Fires are a rapidly changing incident that can spread quickly before resources arrive to combat it. Keep in mind that because fires can be unpredictable, you may have to alter your evacuation plan to avoid the dangers it creates. Response to fire should be the same whether you can see flames, smell smoke or simply hear the fire alarm sounding.

1. Take the safest exit route. If you must escape through smoke remember to crawl low under the smoke and keep your mouth covered. The smoke contains toxic gases, which can disorient you or, at worst, overcome you.
2. Move to a designated safe area then call 9-1-1.
3. Do not congregate in the parking lot or attempt to get into your vehicle and leave. The gathering of people or traffic can prevent Fire/Rescue from getting to the buildings where the fire is and can potentially threaten lives.



4. If you can't get out, close the door and cover vents and cracks around doors to keep the smoke out. Call 9-1-1, say where you are and signal for help at the window with a light-colored cloth, flashlight or any other item that can clearly be seen from outside.



## EXPLOSIONS

Explosions can occur as a result of a criminal act, accident or during another emergency such as a fire. During the incident, it may be unclear as to what caused the explosion and until it can be determined there are few steps you should take.

1. Unless otherwise specifically directed, follow the same steps you would during a fire emergency. Evacuate the building, go to a safe location and call 9-1-1.
2. Once you've contacted 9-1-1, turn off your cell phones and any two-way radios that you are carrying. In the event of an intentional explosive device, this could reduce the risk of accidental detonation of any secondary devices.
3. Follow the directions of emergency personnel and stay calm.

## HAZARDOUS MATERIAL

Hazardous materials (HAZMAT) incidents occur when toxic chemicals are spilled, or toxic gases are leaked into the environment in large quantities. This can cause an immediate risk to the safety of those in the area. Some tips to remember are:

1. If you witness a hazardous materials accident, stay calm and call 9-1-1.
2. Carefully follow the instructions of emergency personnel and if you are asked to evacuate, do so immediately.
3. If you cannot leave the building and you suspect that gas or vapors have entered the building, take shallow breaths through a cloth or towel.
4. If you are caught outside during an incident, try to stay upstream, uphill and upwind - hazardous materials can quickly be transported by water and wind.
5. If you are in a car, close windows and shut off the air conditioner/heater.
6. Avoid contact with any spilled materials including liquids, airborne mist or solid chemical deposits.



Adverse weather and certain non-weather-related emergencies may cause college classes to be cancelled. Class cancellations will be announced by the Gulf Coast Alert System. Students and faculty can sign up for text alerts for free. Be sure to keep your phone number current and check your CANVAS email for announcements from individual faculty who may not be able to make it to campus.

## HARASSMENT POLICY

Student learning environments including clinical education sites will be free of any type of harassment. Harassment of any type is counterproductive to learning. In the event that the student experiences a situation in which he/she feels harassed, including sexual harassment, bullying, cyberbullying, verbally or physical, the student will immediately contact the nearest person of authority.

Sexual harassment is defined as sexual contact, which includes:

1. Unwelcome sexual advances either verbal or physical.
2. Requests for sexual favors.
3. Verbal or physical conduct of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, learning/educational experiences, or creating an intimidating, hostile or offensive work or learning environment.
4. Implied (overtly or covertly) suggestion that sexual favors are a condition for employment, transfer, promotion, retention, salary increase, academic progress, or the awarding of any other job or student related action. Sexual Harassment ... Title VII of the Civil Rights Act of 1964, as amended, begins its definition by stating that (any) "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment."

Harassment is any repeated or unwelcome verbal or physical abuse which causes the recipient discomfort or humiliation, or which interferes with the recipient's educational or job performance.

Any form of harassment related to an employee's, student's, visitor's, or contractor's race, color, sex, religion, national origin, age, marital status, or physical or mental disability is a violation of college policy, as well as state and federal law. The college policies concerning harassment shall cover all guests, temporary employees, and contract workers, as well as all students and regular full and part-time employees. These policies shall remain in force on all college property and at all college sponsored functions, activities, and programs, regardless of location. Our Commitment... It is the policy of Gulf Coast State College and the District Board of Trustees that every employee, student, and visitor be allowed to work, visit, and attend GCSC in an environment free from any form of improper discrimination. Sexual harassment is considered a form of sex discrimination (and/or battery) and is conduct unbecoming.

The college outlines specific definitions, procedures and student/employee/visitor rights as they relate to harassment and sexual misconduct in the District Board of Trustees' Manual of Policy 6.098. Specific question concerning the application of this policy may be directed towards the college's equity coordinator. If this occurs in the classroom on campus, any other campus area or clinical education site the student will report it to the instructor or Program Director/Coordinator immediately. If it occurs in the clinical setting, the student will report it to the clinical instructor and/or clinical coordinator.

Notes will be made on the incident which will be signed by the person of authority and submitted to the Program Director/Coordinator. Upon their request, the student will be removed from the harassment environment. The student will also submit their complaint in writing to the Program Director/Coordinator.

The Program Director/Coordinator will establish an ad-hoc committee made up of the program faculty, a student representative, a College representative, and a clinical instructor representative. The committee will review documentation and listen to accounts of events to obtain a clear understanding of the matter.

The committee will make a decision regarding an appropriate course of action. This decision will be provided to necessary parties, including the student making the complaint, for resolution based upon the committee recommendation.

Copies of all documents will be retained by the program.

Employees should report sexual harassment complaints to their immediate supervisor, department head, director, dean, or vice president. In all cases, the college official receiving the initial complaint will immediately notify the director of human resources.

- **PROCEDURE FOR FILING A COMPLAINT:** Any student, employee, or visitor having a complaint concerning sexual harassment may discuss it with one or more of the offices listed above. Such a discussion should include as much specific information as possible, including names and positions of persons involved, identification of witnesses, if any, the time, place, and details of allegation. A written statement of the complaint may be necessary for any action to be taken.
- **ACTION:** An appropriate college official will immediately conduct an informal inquiry or investigation into the facts and circumstances of the incident, to whatever extent is necessary to resolve the issues on an informal basis. If that is impossible, then a formal investigation will be conducted. At the conclusion a written summary report, including appropriate recommendations, will be made to the president. When warranted and approved by the president or District Board of Trustees, appropriate disciplinary action may be taken against offending students, employees, visitors, or contractors.
- **RESULT:** Any student, employee, visitor, or contractor found guilty of sexual harassment or discrimination will be subject to disciplinary action up to and including expulsion, termination, or removal from campus within the provisions of applicable current board rules and state/federal law. Gulf Coast State College will not tolerate harassment of its students, employees, and visitors.

## EMERGENCY ACCIDENT PROCEDURE

Students involved in or witnessing an accident on campus should inform the nearest college employee, who will in turn complete an accident/Incident Report and forward to Human Resources. If medical attention is required, an ambulance will be called. The college assumes no liability for medical or ambulance expenses. Human Resources will forward Accident/Incident Report to the Risk Management Coordinator for processing.

## EMERGENCY STEPS TO FOLLOW

1. Have someone stay with the person in distress.
2. Call 911 if needed. If call is made from a GCSC phone, the operator will be automatically notified. If 911 is called from a personal phone, contact the operator.
3. Provide your name, location and the name of person in distress to the operator.
4. College operator will direct an ambulance & college official to the location of the person in distress. **INSURANCE** The college has no accident or medical insurance available for students. If a student is not covered under a personal or family policy, the college recommends that students purchase a policy from the agent of their choice.

## EMERGENCY NOTIFICATIONS

In the event of an emergency that could affect any GCSC campus, emergency notification alerts will be sent as soon as possible with information on the type of emergency and suggested safety steps to be taken. In some rare occasions, the notification may be delayed if the notification would increase the risk of harm to students, visitors, faculty and staff.

Currently, GCSC is using a series of different notification methods to deliver emergency information. Please review the available methods to ensure your safety.

**Campus TV Monitors** - TV monitors located throughout GCSC will display any warnings that you should be aware of and brief message containing any necessary instructions.

**Text Alerts** - If there's an emergency on campus, we'll text you. Sign up for our emergency alert system to receive safety advisories, including campus closure notices. If your contact information changes, remember to update your information so you will always be informed of what's happening on campus.

**Email Notifications** - Much like the text alerts, you will receive a notification via the email address you have registered with GCSC. All students and faculty are given GCSC email addresses and are encouraged to check it frequently. If you have any issues accessing your GCSC email, please contact the Help Desk at 850-769-1551 ext. 3303.

**Classroom/Building PA System** - All of the phones in the classrooms and offices across the campus will broadcast through the phone's external speaker system. If the phone is in use, it will place the current call on hold to deliver the notification.

**Outside Loudspeaker** - Our large outdoor speakers will sound the emergency notification and any safety instructions to all students, visitors, staff and faculty that are outside the buildings where the campus TV monitors cannot be seen or classroom PA system and cannot be heard.

**WKGC 90.7 FM Radio Station** - GCSC also utilizes our radio station to deliver emergency messages and post- incident updates to the community as the situation progresses.

## ACTIVE SHOOTER

**RUN:** If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind and leave your belongings behind.
- Help others escape, if possible but evacuate regardless of whether others agree to follow.
- Prevent individuals from entering an area where the active shooter may be.
- Keep your hands visible and follow the instructions of any police officers.
- Do not attempt to move wounded people.
- Call 911 when you are safe.

**HIDE:** If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view and provide protection if shots are fired in your direction (i.e., an office with a closed and locked door).
- Not trap you or restrict your options for movement.

To prevent an active shooter from entering your hiding place:

- Block the entry to your hiding place and lock the doors.
- Use anything that is available to secure or block the door, such as desks or chairs to create a barrier.
- Dial 911, if possible, to alert police to the active shooter's location.

- If you cannot speak, leave the line open and allow the dispatcher to listen.
- Remain calm.

**FIGHT:** If there are no other options available, fighting the shooter should be used as a last resort. You should not attempt this unless your life is in imminent danger.

- You should attempt to disrupt and/or incapacitate the active shooter.
- Act with physical aggression and determination.
- Be prepared to throw items at the active shooter and use improvised weapons.
- Most importantly, commit to your actions!

## SECTION III: RADIOGRAPHY PROGRAM POLICIES AND PROCEDURES

All students are required to undergo a criminal background check and drug testing.

### CRIMINAL BACKGROUND CHECKS

As a part of the provisional acceptance into the Radiography program, an acceptable background check (including Level II fingerprinting) and drug screening must be completed. Gulf Coast State College utilizes Pre-Check/Sentry MD for drug screening, as well as for tracking compliance with immunizations, medical forms, certifications, and other program requirements. Criminal background checks are performed through Gulf Coast State College only as of January 2021. Other agencies will not be accepted. The student must also be aware that clinical agencies may require additional background check prior to clinical access.

It is possible to graduate from a program at GCSC but be denied the opportunity for licensure because of an unfavorable background check. An applicant must consider how his or her personal history may affect the ability to meet clinical requirements, sit for various licensure exams, and ultimately gain employment. Most healthcare boards in the State of Florida make decisions about licensure on an individual basis. You may visit the Florida Department of Health website ([www.doh.state.fl.us/](http://www.doh.state.fl.us/)) for more information regarding licensure. We offer this information so that you can make an informed decision regarding your future.

Student applicants DO NOT complete background checks until directed to when provisionally accepted into the Radiography Program. Information and instructions on how to complete the background check will be sent by the program coordinator.

The ARRT Standards of Ethics is one of the governing documents for Radiologic Technologists. It articulates the types of behavior the ARRT expects of Radiologic Technologists and describes the types of behavior the ARRT will not tolerate. The document includes the Code of Ethics (a set of guidelines to which R.T.s aspire) and Rules of Ethics (mandatory and enforceable standards).

If you are in the GCSC Radiography Program or have been provisionally accepted into the Gulf Coast State College Radiography Program and have faced any of the following, you must apply for an ethics review (<https://www.arrt.org/earn-arrt-credentials/requirements/ethics-requirements/ethics-review-preapplication>) no later than 6 months prior to graduation:

- Misdemeanor or felony charges or convictions
- Military court-martial
- Disciplinary actions taken by a state or federal regulatory authority or certification board
- Serious honor code (academic) violations as described in our Rules of Ethics, such as patient abuse, violating patient confidentiality, and cheating. You don't have to report offenses such as poor grades or falling asleep in class.

An ethics review can take months to be completed. If you are concerned about meeting the ethics requirement, we strongly encourage you request an ethics review before or very shortly after you enter a radiography education program.

Criminal background checks performed through other agencies will not be accepted. The student must also be aware that clinical agencies may require an additional background check prior to clinical access. It is possible to graduate from a program at GCSC but be denied the opportunity for licensure because of an unfavorable background check.

An applicant must consider how his or her personal history may affect the ability to meet clinical

requirements, sit for various licensure exams, and ultimately gain employment. Most healthcare boards in the State of Florida make decisions about licensure on an individual basis. You may visit the Florida Department of Health website ([www.doh.state.fl.us/](http://www.doh.state.fl.us/)) for more information regarding licensure. We offer this information so that you can make an informed decision regarding your future.

Once the ARRT receives your submission, the Ethics Committee will review it and make a decision. For additional information or if you have questions regarding the ARRT Ethics Pre-application, please contact the program coordinator.

**Please read the following information carefully:**

Any student who has been found guilty of, regardless of adjudication, or entered a plea of nolo contendere, or guilty to, any offense under the provision of 456.0635 (see below) may be disqualified from admission to any Health Sciences program. In addition to these specific convictions, there are other crimes which may disqualify applicants from entering into the Health Sciences programs and / or clinical rotations. The statute can be found online at:

[http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App\\_mode=Display\\_Statute&Search\\_String=456.0635&URL=0400-0499/0456/Sections/0456.0635.html](http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App_mode=Display_Statute&Search_String=456.0635&URL=0400-0499/0456/Sections/0456.0635.html)

456.0635 Health care fraud; disqualification on for license, certificate, or registration.

- (1) Health care fraud in the practice of a health care profession is prohibited.
- (2) Each board within the jurisdiction of the department, or the department if there is no board, shall refuse to admit a candidate to any examination and refuse to issue a license, certificate, or registration to any applicant if the candidate or applicant or any principal, officer, agent, managing employee, or affiliated person of the applicant:
  - a) Has been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under chapter 409, chapter 817, or chapter 893, or a similar felony offense committed in another state or jurisdiction, unless the candidate or applicant has successfully completed a drug court program for that felony and provides proof that the plea has been withdrawn or the charges have been dismissed. Any such conviction or plea shall exclude the applicant or candidate from licensure, examination, certification, or registration unless the sentence and any subsequent period of probation for such conviction or plea ended:
    1. For felonies of the first or second degree, more than 15 years before the date of application.
    2. For felonies of the third degree, more than 10 years before the date of application, except for felonies of the third degree under s. 893.13(6){a}.
    3. For felonies of the third degree under s. 893.13{6}(a), more than 5 years before the date of application;
  - b) Has been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under 21 U.S.C. ss. 801-970, or 42 U.S.C. ss. 1395-1396, unless the sentence and any subsequent period of probation for such conviction or plea ended more than 15 years before the date of the application;
  - c) Has been terminated for cause from the Florida Medicaid program pursuant to s. 409.913, unless the candidate or applicant has been in good standing with the Florida Medicaid program for the most recent 5 years; Has been terminated for cause, pursuant to the appeals procedures

established by the state, from any other state Medicaid program, unless the candidate or applicant has been in good standing with a state Medicaid program for the most recent 5 years and the termination occurred at least 20 years before the date of the application; or

- d) Is currently listed on the United States Department of Health and Human Services Office of Inspector General's List of Excluded Individuals and Entities.
- e) While enrolled in Gulf Coast State College Health Sciences Program/s, the student is also responsible for notifying the appropriate coordinator in the health sciences division of any arrests, regardless of adjudication, that occur after acceptance and during enrollment in that program.
- f) **FAILURE TO PROMPTLY NOTIFY THE RADIOGRAPHY PROGRAM DIRECTOR/COORDINATOR SHALL BE GROUNDS FOR DISMISSAL FROM THE HEALTH SCIENCES PROGRAM ENROLLED.**  
After admission into the program, the student must continue to remain free of convictions or if convicted and plead nolo contendere; the student may be subject to dismissal from the health sciences program enrolled.

### ALCOHOL/DRUG POLICY (See the Drug/Alcohol Policy Reasonable Suspicion Testing Form)

Gulf Coast State College is a drug free and alcohol-free institution. There will be a **ZERO TOLERANCE** policy regarding students reporting to class, lab, or clinic under the influence of alcohol or drugs. Students under the supervision of medical care and taking prescribed drugs must immediately identify themselves to the faculty supervising the class, lab, or clinical assignments. Prescribed medications must not induce an unsafe mental or physical state, or impair the student's ability to meet the course requirements, act with safety, perform competently or to demonstrate appropriate conduct when in class, lab, or clinical settings. The student shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, any other controlled or counterfeit substance defined in FS 893.03, or substitute for such, alcoholic beverage, inhalant or intoxicant, on the campus either before, during or after school hours or off the college grounds at a College activity, function or event. Also, a student shall not possess, have under his/her control, sell or deliver any device, or contrivance, instrument or paraphernalia containing the substance or substances described in this paragraph or any residue of such substance or devices intended for use or used in injecting, inhaling/inhalant/huffing, smoking, administering, or using any of the foregoing prescribed drugs, narcotics, or stimulants. Use of a drug authorized by a medical prescription from a registered physician for a specific student shall not be considered a violation of this rule. (GCSC Student Handbook, 2025-2026).

*Medical Marijuana remains an illegal drug under Federal law. It is not protected under the American Disabilities Act (ADA) and is not exempt even if the student presents with a medical marijuana registry card. Positive drug screening results for marijuana may prevent the student from participating in external clinical rotations and other program requirements thus resulting in dismissal from a Health Sciences program.*

Situations that could indicate that the student is under the influence include, but are not limited to: odor of ethanol, slurred speech, disturbed gait, problems with balance, and questionable or inappropriate behavior (see Reasonable Suspicion/Drug testing Form). If suspected of being

under the influence, the faculty member responsible for the class, lab, or clinical session will evaluate the circumstances and take appropriate action.

In the event that a student is suspected or found to be under the influence of drugs or alcohol, the student will be immediately dismissed from the class, lab, or clinical assignment pending further review. The student will be required to seek an alternative method of transportation to leave the setting. A Reasonable Suspicion/Testing Form should be completed and submitted to the Program Coordinator for review.

If the faculty member suspects and determines that a drug test is indicated, **the student must arrange alternative transportation** and report to the College's designated site (with completed Request Memorandum) to undergo a drug test within 2 hours of the dismissal. The student must agree to release the results of the test to the Chair of Health Sciences and the program Coordinator. Failure to agree to an immediate drug test within 2 hours, failure to obtain the test within the 2 hours, or refusal to release test results will result in immediate dismissal from the Health Science Program.

**The college assumes no responsibility for assisting the student in leaving the above sites or returning home. Security will be called if necessary.**

In the event that the test **results are negative**, the student must meet with the college faculty member and/or the program coordinator to assess the need for remediation or counseling. The decision to return the student to clinical will be based upon the recommendation of the clinical faculty member. Any missed days will be **unexcused** and subject to the make-up policies of the individual course or program. Failure to attend counseling sessions or to meet the remediation plan objectives within the time designated will result in immediate dismissal from the program.

If a student's drug screen **result is reported as "dilute" or "diluted,"** the student must repeat the test at their own expense. Admission or continued enrollment in the program is contingent upon receiving a valid, negative result. Failure to provide a negative result before the date designated by the program in which the student is enrolled will result in being ineligible for admission or progression in the program.

In the event that the test **results are positive**, the student will be immediately dismissed from the program with a failing grade.





**Division of Health Sciences  
Drug / Alcohol Policy  
Reasonable Suspicion / Testing Form**

***Reasonable suspicion testing will be based on observations concerning the student's appearance, behavior, speech or body odor.***

Name of Student \_\_\_\_\_ Date \_\_\_\_\_  
Location \_\_\_\_\_

Observer \_\_\_\_\_ Date Observed \_\_\_\_\_ Time \_\_\_\_\_

Second Observer (if available) \_\_\_\_\_

Setting: \_\_\_\_\_ Clinical \_\_\_\_\_ Classroom \_\_\_\_\_ Campus Lab

**Put a check mark by the behavior observed:**

**Appearance:** Confused/Disoriented \_\_\_\_\_ Hair/Clothing \_\_\_\_\_ Disheveled/Unkempt \_\_\_\_\_ Wearing sunglasses \_\_\_\_\_

Other: \_\_\_\_\_

**Movement:** Difficulty Walking \_\_\_\_\_ Difficulty grasping/holding objects \_\_\_\_\_ Difficulty sitting down/standing \_\_\_\_\_

Other: \_\_\_\_\_

**Motor Skills:** Trembling/Shaking \_\_\_\_\_ Restless/Agitated \_\_\_\_\_ Slow or exaggerated moves \_\_\_\_\_ Inattentive/Drowsy \_\_\_\_\_

Other: \_\_\_\_\_

**Odor on Breath/Body/Clothing:** Alcohol \_\_\_\_\_ Marijuana \_\_\_\_\_ Just used mouthwash/mints/gum/etc. \_\_\_\_\_

**Facial Appearance:** Red/Flushed \_\_\_\_\_ Sweaty \_\_\_\_\_ Puffy \_\_\_\_\_ Pale \_\_\_\_\_ Runny nose/Sores on nostrils \_\_\_\_\_

Other: \_\_\_\_\_

**Eyes:** Red/Watery \_\_\_\_\_ Pupils Large/Small \_\_\_\_\_ Inability to focus \_\_\_\_\_ Gaze is glassy/blank/horizontal \_\_\_\_\_

**Speech:** Loud \_\_\_\_\_ Profane \_\_\_\_\_ Threatening/Hostile \_\_\_\_\_ Slow/Slurred \_\_\_\_\_ Rambling \_\_\_\_\_ Incoherent \_\_\_\_\_

**Actions/Performance:** Inappropriate responses to questions \_\_\_\_\_ improper job performance/Insubordination \_\_\_\_\_

Other Comments: \_\_\_\_\_

Based on the above, I have determined that reasonable suspicion exists to send \_\_\_\_\_ to  
designated site, \_\_\_\_\_, for Drug/Alcohol urine, blood and/or Breathalyzer test.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ Phone #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ Phone #: \_\_\_\_\_

Original: Student  
CC: Program Coordinator

## SAFE PRACTICE POLICY

If a student's performance in an imaging clinical course is determined to be unsafe with actual or potential detriment to patients' safety, the student may be dismissed from the course or the radiography program and receive a grade of "F" for the course. **The radiography program reserves the right to remove a student from the clinical setting to protect patient safety.**

## HEALTH RECORDS

A current, complete physical examination form, indicative of a satisfactory health state, must be on file in Pre-Check/Sentry MD while enrolled in the program. Any student who has a change in Health Status MUST be medically cleared before returning to the program.

Any required forms submitted to the program become the property of the program. All physical examination documents, TB tests results, CPR cards and immunization are documented and stored in Pre-Check/Sentry MD. If you need copies of items such as physicals, TB tests, CPR cards, HS Orientation course certificates, etc., for yourself, please make the copy before submitting the originals to the Pre-Check/Sentry MD. The college does not provide copies of these items to you once they have been submitted. It is your responsibility to make copies for your records.

## IMMUNIZATIONS

Radiography program students are required to have the following immunizations completed prior to beginning their clinical rotation.

An annual TB / Mantoux skin test or documentation of allergy or being a positive tester must be submitted (the old Tine TB test is not acceptable). Students are responsible to know when their Annual TB / Mantoux skin test has expired and to have documentation of an up to date test in the student file PRIOR TO the next expiration date. **Student with pending test results will not be allowed to attend clinic.**

If the TB skin test results come back positive the student must report to the Health Department to get a QuantiFERON-TB Gold IN-Tube test (QFT-GIT) which determines if the student needs TB treatment.

- Hepatitis B series vaccination is strongly encouraged but optional.
- MMR
- Tetanus- Diphtheria
- Influenza is strongly encouraged but optional. If the student chooses to not to have the influenza vaccine, the student must wear an N95 respirator mask with performing imaging exams on patients during the flu season (October through March)
- Verification of varicella vaccination or immunity (titer)
- Polio Vaccine
- COVID19 Vaccine or Declination

## CPR - CARDIOPULMONARY RESUSCITATION

Students are required to maintain current CPR certification while enrolled in the radiography program. This can only be from the American Heart Association: Basic Life Support CPR. No others will be accepted.

## HEALTH SCIENCES ORIENTATION COURSES

The health sciences division provides a health sciences orientation for all allied healthcare students entering a healthcare program. The attendance to this orientation is mandatory.

- Domestic Violence
- Health Insurance Portability and Accountability Act of 1996 (HIPAA)

- HIV/AIDS - 2 hr.
- Hospital Orientation
- Human Trafficking
- Infection Control
- Interprofessional Education (IPE)
- Prevention of Medical Errors
- Airborne Precautions and Mask Fitting - Students must complete the Airborne Precaution orientation course prior to the start of the clinical rotation. The Radiography Program will provide students with a scheduled date on which the Mask Fitting will be administered. If the student does not attend the scheduled testing, it is his/her responsibility to obtain proof of a Mask Fitting course prior to the start of clinicals. Failure to obtain proof of a Mask Fitting course completion will result in suspension of the student from clinicals. Due to the nature of a Mask Fitting, any change in facial hair or weight may void the original results. If this occurs, it is the responsibility of the student to notify the Radiography faculty and be re- tested.

Any required documentation that has not been submitted into Pre-Check/Sentry MD i.e. CPR, physical examination, immunizations and certificates the student conditional acceptance into the program will be pending. All documentation must be uploaded into Pre-Check/Sentry MD within 1 week of the start of the program.

## DIVISION OF HEALTH SCIENCES POLICY STATEMENT ON INFECTION CONTROL

### [HS Division Infection Control Resources Manual](#)

A copy of the handbook will be available to the students in Canvas.

When one elects to become a health care provider, one does so with the understanding that all types of patients will need health services and should be administered to in a spirit of love, concern, and compassion. All people have a right to quality health care and to the provision of that care by people who hold no discriminatory attitudes towards certain people or illnesses. One should consider these conditions when making the decision to become a health care provider.

Recognizing that the health care field is subject to certain risks, the student has a right to assistance by responsible faculty in becoming prepared to care for a high-risk patient. It is also the students' responsibility to be prepared themselves and to accept individual responsibility for protecting themselves and clients under their care. Additionally, and after consultation with the supervising faculty, students have the option to refuse situations or clients that they feel are a risk to themselves, either through exposure to the patient or if they feel unprepared to properly care for a patient.

During their education, the faculty will provide students with the instructions and with written policies on infection control within each department. A student is expected to follow current guidelines for universal precautions recommended by the Center for Disease Control (CDC) when providing direct care in a clinical setting. Supervising faculty will also evaluate each student for clinical competency and knowledge in the management of high-risk patients to ensure that a student is able to perform procedures correctly. If the evaluation indicates that a student needs more training or assistance, the faculty will provide this.

Students will be continually monitored during clinical assignments and the faculty will serve as supervisors and resource personnel. Students will attend program specific orientation and complete the following Healthcare Interprofessional Training courses: HIPAA, HIV/AIDS, Infection Control, Prevention of Medical Errors, Airborne Precautions with Mask Fit,

Interprofessional Education, Human Trafficking, and Domestic Violence. The clinical agencies provide appropriate safety equipment except for protective eyewear. OSHA approved protective eyewear is available in the GCSC Bookstore as well as other vendors.

## DIVISION OF HEALTH SCIENCES BLOODBORNE PATHOGENS AND PERSONAL PROTECTIVE PRECAUTIONS

1) To standardize the delivery of health care to all patients and to minimize the risk of transmission of blood borne pathogens, Health Sciences students will:

- a) Be taught basic skills in isolation techniques, injections, according to CDC specifications, and handling of body fluids in the skills laboratory before actual clinical practice of these skills on a patient.
- b) Be provided classroom instruction related to treatment, modes of transmission and prevention.
- c) Receive clinical agency orientation on specific policies for blood and body fluid precautions.
- d) Utilize blood and body fluid precautions consistently on all patients.
- e) Wear gloves when touching blood and body fluids, mucous membranes or non-intact skin of patients, or when touching items or surfaces soiled with blood or body fluids including performing venipuncture and other vascular access.
- f) Wash hands immediately before gloving and again after removing gloves. Hands should also be washed immediately and thoroughly when contaminated with blood or body fluids.
- g) Change gloves between each patient.
- h) Wear gowns or plastic aprons, masks, and protective eyewear for any procedure likely to generate airborne droplets, result in or prone to splashing of blood or body fluids.
- i) Not recap used needles, purposely bent or broken by hand, removed from disposable syringes, or manipulated by hand and use only approved needle recapping devices.
- j) Disposable needles, syringes, scalpel blades and other sharp items should be placed in puncture resistant containers for disposal (Sharps Containers).
- k) Place soiled linen in a bag and tie closed. Linen should be handled as little as possible with minimum agitation.
- l) Wear gloves for post-delivery care of the umbilical cord and until all blood and amniotic fluids have been cleaned from the infant's skin.
- m) Be aware of and follow isolation/labeling on patient's room.
- n) Place specimens of blood and body fluids in a leak-proof container. When collecting the specimen, care should be taken to prevent contamination of the outside of the container. All containers should then be placed in a zip-lock bag.
- o) Use mouthpieces and resuscitation bags in place of mouth-to-mouth resuscitation.
- p) Not care for any patient requiring the specially fitted HEPA Mask for care (Airborne Isolation, Specifically TB)
- q) Report alterations in health status, such as, fractures, surgery, seizure activity, or exacerbation of chronic illness / disease, to the program coordinator. Additional documentation of fitness for practice from a healthcare provider may be required to be submitted before the student can return to the clinical setting.
- r) Update the Report of Physical Examination Form and Technical Standards Attestation annually. The student is responsible for reporting any major health changes as well as maintaining and updating their file with current CPR and Annual TB/Mantoux documentation in the compliance management software designated by the program and/or clinical facilities.
- s) Follow current guidelines for universal precautions recommended by the Center for Disease Control and Prevention (CDC) when providing direct care in a clinical setting.

2) Hepatitis B Vaccination:

- a) In accordance with Centers for Disease Control and Prevention (CDC) guidelines, Health Science Division students should be immunized against Hepatitis B Virus and demonstrate proof of immunity or formally decline vaccination (CDC, n.d.).
- b) Students who decline to be vaccinated are required to sign a formal declination waiver form.

### 3)Adult Immunizations:

- a) Students are required to demonstrate proof of immunity or be immunized against other infectious diseases (CDC guidelines for adult immunizations) as part of their preparation for clinical training (CDC, n.d.).
- b) Annual Tuberculosis Test: Students are required to receive a TB / Mantoux skin test and submit the results prior to the first clinical day of the semester on an annual (yearly) basis. TB forms are available from the program coordinator or the Health Sciences /Nursing Office Administration and contain additional information regarding those students who have tested positive for TB in the past or have an allergy. Students who fail to maintain current updates may be dismissed from the Health Science Division/Nursing program.

### 4)Students should always be aware of what is going on around them, but here are some precautionary measures that can be taken to prevent accidents from occurring.

- a) Precautions to be taken to avoid contact with body fluids and needle sticks. The best way is to utilize your Personal Protective Equipment (PPE). Some examples of PPE include gowns, gloves, masks, or goggles.
- b) The type of PPE appropriate for a given task is dependent upon the degree of exposure reasonably anticipated. If the student is unsure of which PPE to use for a particular case, he/she must consult a class instructor.
- c) General Rules on PPE:
  - i) The student must be trained to use the equipment properly.
  - ii) PPE must be appropriate and readily available for the task.
  - iii) Appropriate PPE must be used in performing each task.
  - iv) Equipment must be free of physical flaws that could compromise safety.
  - v) PPE must fit properly.
  - vi) If when wearing PPE, it is penetrated by blood or other potentially infected materials, remove it as soon as feasible.
  - vii) Before leaving the work area, remove all protective equipment and place it in the designated area or container for washing, decontamination, or disposal.
- d)Exception to the PPE Rules:
  - i) If using PPE would prevent proper delivery of healthcare or jeopardize the safety of the student or personnel, its use may be temporarily and briefly abandoned, only in an emergency.

### 5)The student will:

- a) Properly dispose of any contaminated materials.
- b) Place reusable items such as linen in the appropriate receptacle for the protection of the persons handling laundry.
- c) Dispose of contaminated disposable equipment properly as per clinical education site department policy.
- d) Dispose of any used or opened “sharps” considered contaminated and place in an appropriate puncture-resistant container immediately after use.
- e) Disinfect all equipment and environmental working surfaces as soon as possible after contact with potentially infectious materials.

## DIVISION OF HEALTH SCIENCES HAZARDS OF THE ENVIRONMENT

Injuries and disease in the workplace can occur for a variety of reasons including fatigue, ignorance, haste, defective equipment, carelessness, clutter, crowding, inadequate lighting or improper use of storage. There is no substitute for the individual's personnel safety consciousness in creating a safe working environment.

### THE FOLLOWING GENERAL SAFETY PRACTICES WILL BE FOLLOWED:

- Entrances/exits will not be blocked.
- Hallways will not be used as storage areas for boxes, etc.
- Burned out light bulbs should be reported immediately and replaced as soon as possible.
- All personnel will be alert for damaged/defective electrical plugs/outlets/cords and report problems to the Program Coordinator or Division Chair.

- Potential for back injury or muscle strain.
  - It is the student's responsibility to follow all protocols of safe body mechanics including assistive devices when lifting, pushing, or standing for long periods of time.
  - When lifting heavy objects, ask for help. Use appropriate body mechanics for the situation.
- Gas cylinders will be stored in the rack(s) designed for that purpose or secured to the wall by a belt system.
- Avoid undo haste that jeopardizes safety. DO NOT RUN.
- Keep drawers and cabinets closed unless being used. Disinfect work surfaces using disinfectant daily.
- Eating, drinking, or smoking in any area other than a designated area for either eating/drinking or smoking is prohibited.
- SMOKING AREAS: Smoke from tobacco is a documented health hazard to both the smoker and those nearby. Also recognizing our responsibility as health care providers, we have an obligation to present a healthful image to our patients. For these reasons, the college has adopted a SMOKE FREE CAMPUS POLICY (GCSC Student Handbook, 2012-2024).

1)RADIOLOGY: Ionizing radiation is a known health hazard. Students will follow appropriate policy regarding limiting exposure to radiation hazards including wearing protective equipment as required. Students will not hold films for surgical exposure. Students will receive proper training regarding safety practices and is responsible for following practices. When not in use, the lead aprons will be hung on the rack(s) provided. Folding the aprons increases their chance of developing cracks, thereby decreasing their effectiveness. Students who are pregnant or think they might be must notify the instructor and follow appropriate operator safety policies.

2)ANESTHETIC GASES: Hazards are associated with the inhalation of anesthetic gases; scavenger systems are utilized in the facility to limit exposure to the gases. Acute exposure to high concentrations of Waste Anesthetic Gases (WAGs) can cause a narcotic effect resulting in reduced mental performance, audiovisual ability, and manual dexterity. Some studies have shown that chronic exposure to WAGs may increase the risk causing other health effects including reduced fertility, spontaneous abortion, an increase in birth defects, and neurological, renal, and liver disease. Students will be given instruction on the hazards and precautions associated with WAGs prior to laboratory or clinical practices.

3)PREGNANCY AND STUDENTS: It is the responsibility of the student who thinks they maybe or who becomes pregnant to inform the instructor of pregnancy status and obtain release from physician regarding possible limitations and health status It is the student's responsibility to monitor for possible exposure to any potentially known hazards including ionizing radiation, excuse self from case to prevent possible exposure when indicated, and notify instructor for reassignment to another area as approved by the physician's release document.

4)EQUIPMENT OPERATION HAZARDS: Operating procedures will be taught and a designated preceptor will monitor operation of these devices. Autoclaves and other hazardous equipment will be used only by those trained in their use. It is the responsibility of the student to utilize the appropriate safety precautions when operating or in the presence of any piece of equipment. Defective equipment will not be used. It will be reported to the lab faculty.

5)LASERS: Students must wear appropriate eyewear and follow all precautions for the type of laser being utilized. In addition, due to cellular contents within the plume, students must wear a laser mask for an Electro-Surgical Unit (ESU) removal of all condylomata, warts and/or whenever a laser is in use.

6)FIRE PROTECTION: All personnel will be familiar with the evacuation plan and location of the fire extinguishers. Trash and other combustibles will not be allowed to accumulate in the clinical/laboratory/classroom/office setting. Smoking is prohibited in all areas of the Health Science Building. Flammables and caustic materials should be stored in a flame-retardant metal cabinet that meets Occupational Safety and Health Administration (OSHA) and National Fire Protection Association (NFPA) standards. In case of fire, call 911, then report it to the college operator, and get the fire extinguisher from the hallway nearest the area.

## 7)INSTRUMENTS:

- a) Remove all disposable scalped blades and needles prior to disposal of drapes into appropriate labeled sharps containers. Handle sharps with closed instruments such as a needle holder or hemostat only and be alert to the potential for needle stick injury at all times. Do not recap or repackage or bend or remove by hand. Package or separate sharp instruments from all others to prevent accidental injury. Perform the Scoop technique –one handed can be used to recap if necessary. Use smooth motion away from body during removal of caps or blades (do not attempt to control –may jerk hand and bring it back into the sharp item).
- b) Keep instrument tray orderly, return items to their place. Immediately remove scalpel or other sharps from sterile drape/patient field to the Mayo to prevent accidental sick. Utilize neutral zone when possible.
- c) Store sharps and loaded needle holders in such a way that it cannot accidentally perforate drapes or be exposed to the team's moving hand. Position sharp items so that they are in the area of least traffic (hands moving back and forth increase potential injury).
- d) Disinfect all used instruments and supplies after each surgery including mock surgeries in the lab. Sterilize as appropriate.
- e) Use only packaged sterile instruments and supplies for patients. INSPECT PRIOR TO USE.

8)UTILITY GLOVES: Wear utility gloves to handle contaminated items; return contaminated items to the designated area in enclosed containers. Process and package instruments and equipment according to instructions given. Wash after removal.

9)CHEMICAL DISINFECTANTS: Adhere to manufacturer's directions and reference the Safety Data Sheets (SDS). Instruction will be provided regarding the interpretation of SDS prior to use in the laboratory or clinical setting. The location of the SDS book will be disclosed to students.

10)RESPONSIBILITY: In addition, workers/students are exposed to other hazards from mechanical devices, noxious vapors, heat, caustic chemicals, latex allergies, and high-pressure gas lines, among others. It is the responsibility of all staff and students to fully understand the hazards associated with the lab, classroom, or workplace and how to avoid/prevent a safety or health problem from occurring. If you have any questions, have them clarified immediately by one of the instructors or monitors. An eyewash station is in each lab and clinical area so chemicals coming in contact with the eyes can be flushed immediately. Proper use of the eyewash station will be demonstrated in the laboratory setting.

## AIDS POLICY

It is the policy of Gulf Coast State College to balance the rights of Acquired Immune Deficiency Syndrome (AIDS) victims with regard to education and employment against the rights of the students and college employees to an environment in which they are protected from contracting the disease. The college will be flexible in its response to incidents of the disease on campus, evaluating each occurrence in light of its general policy and with the latest information available. A college committee consisting of appropriate representatives will be responsible for acting upon and administering the college policy on AIDS in specific cases. An HIV infected student or college employee will have the same rights and privileges as others. The committee meets on "as needed" basis to consider individual occurrences of the disease recommending appropriate action.

Students will monitor their own health and refrain from public appearances (clinical and classroom) when he/she might have a disease process manifesting that could be communicated to others through direct or indirect contact including droplet transmission and surface transmission.

Students suspecting, they have a communicable disease will contact the appropriate program official (Program Director/Coordinator, Clinical Coordinator, or Clinical Preceptor and inform them of their condition in confidence.

The student will provide the appropriate medical release form to resume normal education schedule.



Students will demonstrate safe practices to self and others when working in a clinical environment that might include exposure to blood and body fluid or communicable diseases in any form.

#### Blood and Body Fluid Infection Control Precautions

The following precautions have been adopted by the faculty of the Radiography Program to assist the students to practice safely in the clinical area, and to prevent the transmission of infectious diseases.

It is the responsibility of each student to maintain current knowledge and practice of any revisions in these precautions. It is also the responsibility of each student to immediately report to the clinical instructor any exposure to blood/body fluids via direct contact or needle stick.

Since medical history and examination cannot identify all clients infected with blood-borne pathogens, blood and body fluid precautions should be consistently used for all clients.

### NEEDLE STICK, BLOOD OR POTENTIALLY INFECTIOUS BODY FLUIDS EXPOSURE POLICY/PROTOCOL

1) It is the policy of Gulf Coast State College that any student who sustains a needle stick or other wound resulting in exposure to blood or bodily fluids while engaged in a college sponsored educational program should receive prompt medical attention, including counseling, prophylactic drug treatment, and baseline and follow up laboratory values, as necessary. In accordance with this policy, the following procedures must be followed by students who have been exposed to blood/body fluids.

- a) Drug prophylaxis is time sensitive; therefore, the student must immediately seek help from the appropriate supervising personnel. The student and faculty member will fill out the incident reports at both the facility and Gulf Coast State College. Faculty will report the incident immediately to his/her immediate supervisor.
- b) The employee/student, notified supervisor, or faculty will initiate an incident report (FLORIDA COLLEGE SYSTEM RISK MANAGEMENT CONSORTIUM, ACCIDENT-INCIDENT FORM), detailing the particulars of the event, completing the appropriate sections on the form, and evaluating the circumstances of the accident. This form must be signed by faculty, the injured person, and a witness. If the injured person declines medical treatment, this should be documented and signed by that individual. The original form(s) will be sent to the Vice President of Administration and Finance Office. A copy of the form(s) will be retained in the office of the Administrative Specialist of Health Sciences on the second floor of the Health Science Building (Room 200). A copy of the original form will be placed in the student's records. For dental incidents, a copy of the original form should be placed in the BLOODBORNE PATHOGENS notebook that is kept locked in the program Coordinators office(s).
- c) Initial Wound Care/First Aid for exposure
  - i) Express blood from puncture wound
  - ii) Clean wound with soap and water
  - iii) Flush mucous membranes with water or saline
- d) It is recommended that appropriate medical follow-up be obtained.
  - i) Students who sustain a needle stick or exposure will go to the medical facility where the incident occurred. If the student is "off-site" then the student will go to either hospital or medical facility in Bay/Franklin/Gulf County for the appropriate consultation and testing. These services will be administered by A-G Administrators for QBE and student enrollment is arranged by the college. Students are issued a card at the beginning of the fall semester and/or when they begin the Health Science program. Students should be instructed to always carry the card with him/her while participating in college sponsored educational programs.



- ii) ii) Faculty who sustain a needle stick or exposure and the source person will go to any Medical Facility for the appropriate tests and counseling at no charge. In addition to submitting a completed Accident/Incident Report, the employee is responsible for contacting Human Resources for Workers Compensation processing.
- e) The facility director in charge at the facility where the needle stick or exposure occurred will obtain permission from source patient for blood testing by contacting the attending physician of the source patient.
  - i) The student will NOT ask the source patient for permission to provide blood for testing. It is against Federal and state laws for the student to request permission of the source patient.
- f) The student will be counseled and advised regarding post exposure prophylaxis, if necessary.
- g) If indicated, the student will be given a starter pack of prophylactic drugs which are recommended in accordance with the current guidelines of the Center for Disease Control (CDC) and Prevention. Student Accident insurance covers the cost for the drugs.
- h) Baseline blood tests will be drawn on the student in accordance with the facility's policy and the current CDC and Prevention recommendations.
- i) Using current CDC and Prevention recommendations, re-testing should occur as deemed necessary by the primary care provider.
- j) See information provided in:
  - i) OSHA Regulations for Management and follow-up after exposure to blood
  - ii) Management of persons exposed to blood
  - iii) Post exposure protocol for occupational exposure to blood borne diseases
- k) All procedures, testing, and results WILL REMAIN CONFIDENTIAL.
- l) l) The facility and personnel involved will evaluate the root cause of the incident to discover policy changes that may help to prevent further occurrence

## PREGNANCY POLICY

The GCSC Radiography Program adheres to the JRCERT's standard with regards to the declaration and discussion of pregnancy, including the appropriate courses of actions once declaration of pregnancy has occurred. This policy is also found in the clinical syllabi.

The National Council on Radiation Protection (NCRP) recommends that the Dose Equivalent limits for a declared pregnant radiation worker (student) should be limited to 0.5 rem (5 mSv) for the entire gestation period.

In addition, substantial variations above a uniform monthly exposure rate should be avoided. The recommendation is that no more than 0.05 rem (0.5 mSv) be received by the embryo/fetus in any one month. It is recommended by the NCRP that persons involved in the occupation (students) notify the Program Director/Coordinator immediately if pregnancy is suspected. A declared pregnant radiation worker is defined as a woman who has voluntarily informed Gulf Coast State Colleges Radiography Program's Coordinator, in writing, of her pregnancy and the estimated date of conception (see Declaration) and submits a statement from her physician verifying the pregnancy and expected due date.

For all declared pregnant radiation workers, the following guidelines apply.

- A copy of NRC Regulatory Guide 8.13 regarding detrimental effects to the fetus will be provided to the student.
- Each pregnant student will be handled on a case-by-case basis. Options include, but are not limited to, the following.

**Option I-** Continue on in the radiography program without any modifications.

**Option II** - Continue on with the didactic portion of the program and take a leave of absence, with externship portion taken after the delivery.

**Option III** - Continue with didactic portion of the program and enter the externship portion with an altered rotational schedule to prevent the pregnant student and fetus from areas of high radiation exposure. As a result, altered rotational schedules will prevent the student from participating in fluoroscopy and portable exams.

**Option IV** - The student who has filed a voluntary declaration of pregnancy may at any time submit to the program director/coordinator a written withdrawal of the declaration of pregnancy. In the absence of any voluntary disclosure of pregnancy or written withdrawal of declaration, students are not considered to be pregnant.

To be able to begin clinical externship, the student radiographer must first provide a letter from her Obstetrician documenting her abilities and any necessary restrictions. If a pregnant student is allowed to begin externship, she will be monitored with a second radiation exposure badge (fetal badge) to be worn at waist level. The fetal dose is to be kept as low as reasonably achievable (ALARA) and should not exceed the above stated limits.

Program officials will closely monitor both student and fetal exposures. Any radiation exposure shown will result in a conference between the student, Program Director/Coordinator, Clinical Coordinator and Chair of Health Science to re-evaluate continuation of externship activities during the remaining length of pregnancy. The final externship rotation will be postponed until after delivery so that the student radiographer can complete rotations both in fluoroscopy and in portable radiography. All required clinical objectives/competencies must be completed after the birth.

Return to clinic must commence within one year after the birth, if there is available clinical site placement and resources. In addition, program faculty will evaluate clinical competencies completed prior to time off, and if deemed necessary, these will be repeated.

At no time will any declared pregnant student be terminated from the program or forced to take a leave of absence. The ultimate decision on what education option to be taken will be made by the student and will depend upon physician recommendations, remaining length of the pregnancy, remaining program length, and input from the Program Director/Coordinator and Chair of Health Sciences.

The obstetrician's recommendations will be followed in all cases.



## RADIOGRAPHY PROGRAM DECLARATION OF PREGNANCY FORM

I, \_\_\_\_\_ am voluntarily declaring to you that I am pregnant. My estimated date of conception was \_\_\_\_\_. Attached is my physician's statement.

\_\_\_\_\_ I have received copy of NRC Regulatory Guide 8.13 regarding detrimental effects to the fetus.

(Student's Initials)

By initially below, I have voluntarily chosen the following option:

\_\_\_\_\_ **Option I** - Continue on in the radiography program without any modifications.

\_\_\_\_\_ **Option II** - Continue on with the didactic portion of the program and take a leave of absence, with externship portion taken after the delivery.

\_\_\_\_\_ **Option III** - Continue with didactic portion of the program and enter the externship portion with an altered rotational schedule to prevent the pregnant student and fetus from areas of high radiation exposure. As a result, altered rotational schedules will prevent the student from participating in fluoroscopy and portable exams.

\_\_\_\_\_ I understand at any time I may voluntarily withdraw my declaration of pregnancy and will be considered "not pregnant."

(Student's Initials)

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clinical Coordinator's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director/Coordinator's signature

\_\_\_\_\_  
Date



**RADIOGRAPHY PROGRAM  
WRITTEN DOCUMENTATION  
TO WITHDRAWAL DECLARATION OF PREGNANCY FORM**

**Option IV:**

In the absence of any voluntary disclosure of pregnancy or written withdrawal of declaration, students are not considered to be pregnant.

I, \_\_\_\_\_ am voluntarily informing you that I am withdrawing my declaration of pregnancy and will be considered "not pregnant."

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clinical Coordinator's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director/Coordinator's signature

\_\_\_\_\_  
Date

## VENIPUNCTURE POLICY

The Radiography program teaches students venipuncture procedures. It is up to the policies of the clinical education affiliations if they allow radiography students to perform venipuncture. At present, students are not permitted to perform venipuncture on each other in the GCSC Radiography program.

## CHILDREN ON CAMPUS

Children are prohibited in radiography classrooms or laboratory at any time for liability reasons. Access to the radiography classroom and energized lab is authorized only by radiography faculty or the program director/coordinator of the radiography program. Unaccompanied children are not allowed on college property unless the child is enrolled in a course or program at the college. In accordance with this, students are not allowed to bring children into the classroom. A student who brings a child to a class meeting will be asked to leave the class and an absence will be recorded. Campus personnel will immediately contact the appropriate local authorities for any unaccompanied children on campus.

## STUDENT BEREAVEMENT POLICY

Upon notification to the Program Director/Coordinator or Clinical Coordinator, students will be allowed a maximum of three (3) consecutive days leave of absence for death in the family. This is considered an excused absence but missed clinical time/assignments may be assigned or due for make up by the end of the grading period or as indicated by the course instructor. This will not be counted as personal days or additional absences. Verification may be requested at the time of the student's return to class. All coursework (clinical time, testing) needs to be made up within a time frame agreed upon with the course instructor.

## JURY DUTY POLICY

Being selected for jury duty is a situation over which a student has no control. Therefore, it will be considered an excused absence. This will not be counted as personal days or additional absences.

The individual course instructors will make reasonable accommodations for any student required to fulfill jury duty obligations. This includes providing additional time to complete assignments, tests, or quizzes missed during this absence. The Program Director/Coordinator requires that students submit a copy of their jury notice prior to the scheduled jury duty. Students should upload a copy of their notice to Sentry MD. Students that are absent from clinical due to jury duty will be required to make up missed clinical hours.

## TABLETS AND LAPTOP COMPUTERS

Digital textbooks may be used in class. Laptop computers or tablets may be used in class for note taking purposes or to complete classroom assignments. Students are NOT allowed to browse the internet or email during lecture. Laptops and tablets are NOT allowed in the clinical site.

## CELL PHONES, SMART WATCHES, & EAR PHONES

Cell phones may only be used on lunch breaks. Cell phones are not to be used in the clinical site otherwise. Students are not allowed to take phone calls or text during didactic courses.

Smart watches are prohibited during examinations. If a student is wearing a smart watch and it becomes a distraction to others, the student will be asked to remove their watch in the clinical, lab and/or in the didactic setting. At no time should a student be wearing ear phones/ ear buds/AirPods in class, in the lab, or in the clinical setting. The student can only use these during lunch breaks.

## USE OF RECORDING DEVICES

In accordance with federal and state privacy laws, students may record class lectures for their own personal educational use, in connection with a complaint to the college, or as evidence in internal or external legal proceedings. Students may not publish or upload the recordings or any components thereof without the knowledge and written permission of the faculty member. Failure to obtain permission to publish could lead to the students' having to pay damages, attorney fees, and court costs. For more information about what can be recorded, please see the guidelines in the [GCSC Student Handbook](#).

## STUDENT PROGRAM ADVISEMENT

Students will progress through the program in a timely manner in consultation with their assigned Program Advisor. Program students will be assigned a radiography faculty member as their advisor.

Program curriculum and estimated costs are available to any interested parties through handouts, radiography application and website postings at [Radiography Program Webpage](#). Program students receive a Student Handbook that contains the curriculum sequence.

The advisor will assist the student in implementing the program degree plan to ensure timely completion of the program of study. Each student may consult his/her advisor regarding progress through the program at any time but are required to meet with their advisor a minimum of once each semester or as requested by the student. These meetings will be appropriately documented. Student advisement will be both formative and summative and official documentation will be maintained in the student's clinical and/or program folder.

## RADIATION SAFETY POLICY

All students must wear a radiation personnel monitoring device near their neck. The device must be worn at all times during clinical rotations and in the College's energized laboratory. Radiation personnel monitoring devices are changed bi-monthly. Students are required to ensure that their radiation personnel monitoring devices are up to date. All students have the right to be informed of their bi-monthly radiation readings and must initial the radiation dosimetry report within 30 days of the program receiving the report. Personnel radiation monitoring devices are not to be worn when a student is receiving radiation for personal medical or dental examinations/procedures.

All students must exercise safe radiation protection practices at all times and at no time may a student participate in a procedure using unsafe radiation protection practices. Unsafe radiation protection practices are grounds for dismissal from the Radiography program. These unsafe practices include, but are not limited to:

1. Students must never be exposed to the primary x-ray beam. Therefore, no student should hold image receptors during any radiographic procedure(s) or a patient when an immobilization method is appropriate for the standard care.
2. Intentionally or unintentionally exposing another student while the student is not safely behind the secondary barrier in the clinical education settings or the college's energized laboratory. The Radiography Program Laboratory (Lab) consists of a fully energized tube in the Health Sciences building (Room 311).
3. Attempting any procedures under indirect supervision until competency has been achieved.
4. Repeating radiographic images without the direct supervision of a radiographer.

## COLLEGE ENERGIZED RADIOGRAPHIC LAB POLICY

1. Before making a radiographic exposure, be sure the door to the energized laboratory is closed tightly and the control panel is set.
2. Be sure to turn the appropriate positioning locks on/off on the tube housing before attempting to move unit. This will help prolong the life of the equipment.
3. Do not, under any circumstances radiograph another classmate or any individual while using this unit.
4. Obey safety rules when working with any equipment. Report all defects in the operation of equipment to program faculty. NEVER play with equipment.
5. Do not eat or drink in the college's energized laboratory x-ray room
6. While positioning the phantom or a fellow classmate can be fun, do not lose sight of the fact that you are working with heavy electrical equipment and injuries can occur (i.e. hitting head on tube stand). Therefore, good conduct is required when operating the unit. Should injury occur, please report it to the instructor immediately.

**Access to the radiography classroom and energized lab is authorized by radiography faculty or the program director/ coordinator of the radiography program. UNDER NO CIRCUMSTANCES** shall students be allowed to operate ionizing equipment without the guidance of a faculty member. All students must abide by the lab policy. The purpose of the lab is to coordinate actual practice with didactic material. **Students must always have their dosimetry badge and student markers.**

An overview of Radiation Safety is provided in RTE 1111C, RTE 1804, and RTE 1503. All students will have received instruction in radiation safety prior to using the lab.

Students are allowed to utilize the lab to practice and prepare for their lab testing with the permission and the presence of program faculty.

The following signage is posted in the lab:

**"Radiography Faculty must be available for all radiation exposures"**

Students will not make any exposures in the lab without the approval of one of the Radiography Program faculty. Failure to follow this policy will result in the offending student(s) being banned from practicing in the lab for the remainder of that semester. Future violations of this policy will result in a recommendation of program dismissal.

**When the energized lab is not in use, the equipment must be turned off and the lab door locked.**

## LABORATORY PARTICIPATION

Students are required to role play as a professional radiographer and patient. Student should expect to have physical contact with other students while learning various radiographic procedures, blood pressures, pulse, and respirations.

## ATTENDANCE POLICY

Attendance in RTE courses is mandatory. Students are expected to attend classes and clinical sessions regularly. If absent, students must provide faculty with a reason for their absence. Failure to attend classes or clinicals regularly can impact grades and financial aid.

- Each student is allowed one wellness day per semester per course. This day does not affect the student's grade and no doctor's excuse is required. If a student has a doctor's note for the 2nd and 3rd absence (after using their wellness day), no points will be deducted from their final grade, but these absences will still count towards the total for the semester. After the 3rd absence, a student may be

dismissed from the program. Absences without a doctor's note result in a 5-point deduction from the final grade for the missed course and count towards the total absences for the semester. The wellness day cannot be carried over to another semester and does not accumulate. Students are still responsible for making up missed clinic time and completing any required assignments or notes.

- All appointments, including medical and dental, should be scheduled outside of class, lab, and clinical times.
- Excessive absences or tardiness may lead to dismissal from the program, which is decided on a case-by-case basis.
- The program recognizes all scheduled breaks and holidays as listed in the academic calendar.
- Absences due to college-sponsored activities are excused if they do not exceed three course hours and if the faculty is notified in advance.
- Attendance at professional activities, such as Radiography seminars or conferences, may be allowed instead of normal class attendance with prior approval from the Program Director.
- In emergencies (e.g., death in the immediate family or illness/hospitalization), absences may be excused on a case-by-case basis.
- Physician's orders specific to the student will be followed by the program. A written release from the physician, without restrictions, must be provided before the student can return to class, lab, or clinic. All physician's orders should be uploaded into SentryMD.
- Students are responsible for obtaining all missed notes from classmates.
- Extenuating circumstances will be considered individually.

## **TARDINESS**

Tardiness: A tardy is defined as walking in any time past the start time of the class. Any time beyond the start time of the class will be construed as tardy for the day. After 30 minutes, the student will be considered absent for the day and the program's attendance policies will apply accordingly.

- Each tardy will result in a 2-point deduction from the final course grade after the 1<sup>st</sup> offense.
- Students who exceed 3 tardies including the 1<sup>st</sup> offense may be subject to disciplinary action in addition to the regulations governing tardiness, including program dismissal.
- The course instructors must be notified by phone (leave a message if no answer) or by e-mail at least 10 minutes before 8:00 a.m. or scheduled clinical shift.

Students who do not properly notify the instructor of tardy may be subject to disciplinary action.

### **Program Disciplinary Infraction**

### **No Call No Show (Didactic)**

## **LEAVING EARLY**

As mentioned in the attendance policy, students should schedule all appointments, including those with doctors and dentists, outside of the class, lab, and clinical times designated by the program. Excessive absences or tardiness may lead to dismissal from the program, with decisions made on a case-by-case basis. If a student departs more than 30 minutes at the scheduled end of class or lab, or more than 2 hours at the end of a clinical shift, they will be marked as absent, and the program's attendance policies will apply accordingly.

## **IN CASE OF ABSENCE**

Students are expected to maintain 100% attendance. Each unexcused absence will result in a 5-point deduction from the final course grade. After accumulating 3 absences, the student may face dismissal from the program, subject to a case-by-case evaluation. Students will be informed when they approach their limit of allowed



absences, and additional absences may impact their ability to successfully complete the course.

Instructors must be notified of absences either by phone (leave a message if there is no answer) or by email at least 30 minutes prior to 8:00 a.m. or the scheduled shift on the day of the absence.

- Any make up exams, quizzes, assignments are to be completed within seven days. In the event of inclement weather and the college closes, tests will be administered the next class meeting.
- It is the responsibility of the student to get all notes from other class members.

Students who do not properly notify the instructor of absence may be subject to disciplinary action to the regulations that follow absences.

#### **Program Disciplinary Infraction**

#### **No Call No Show (Didactic)**

### **CURRENT ADDRESS**

Students are required to inform the program coordinator of any address or phone number changes as they occur. This is necessary so that you can be contacted in case of emergencies or in the event of unpredicted schedule changes. Please give address and phone number changes to the coordinator or to the Senior Administrative Assistant in Health Sciences room 309. You must also change your address in the office of admissions.

When you are at the clinical sites, please let family (children, spouse) and friends know where they can reach you in the case of an emergency or sick child. It is not the responsibility of college staff to take messages for you or to track you down in case of an emergency. It is your responsibility to let people know where you are.

### **SOCIAL MEDIA POLICY**

Students are expected to comply with all state, local, and federal requirements governing the privacy of medical information including the GCSC guidelines for social media use. Students are bound to comply with all privacy requirements even when they are not at the clinical site. This includes conversations with family, friends, and peers. Students will be held accountable for maintaining the privacy of any information they obtain, see, or are given during their clinical rotations. To uphold the privacy of such information, students must not post or discuss any clinical experience or information regarding their experience with the clinical site, its staff, or its clients/patients on any internet social media (Facebook, Twitter, emails, MySpace, Snapchat, Instagram, TikTok, and any other not mentioned). Gulf Coast State College administration periodically searches the internet for breaches in its privacy policies. Students violating any privacy requirements will be prohibited from returning to the clinical site. Such violation may result in a delay of a student completing their degree requirements and may result in further disciplinary action. Students should refrain from making derogatory, defaming, threatening or profane comments against fellow students, staff, or faculty. Students found to be posting such comments are subject to disciplinary action.

On a personal level, we understand that social media can be a fun and rewarding way to share your life and opinions with family and friends. However, use of social media also presents certain risks and carries with it certain responsibilities. Be thoughtful about what you share online and consider how it may appear to future employers. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including dismissal from the program. Students are personally responsible for the content they publish on social media sites, blogs, other websites, wikis, forums, or any other form

of user-generated content, and there should be no expectation of privacy using social media sites. The college reserves the right to examine material stored on or transmitted through its facilities if there is cause to believe that the standards for acceptable and ethical use are being violated by a member of the college community. Students should not be "friends" with instructors on social media sites until after completion of the program.

## HOLIDAYS

The holidays observed by the college and at the present are:

- Veteran's Day
- Martin Luther King's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Holidays
- Christmas Break/New Year's Holiday
- Spring Break

Any days needed due to religious observances, must be arranged with Program Director in writing.

## TRANSPORTATION

Due to the nature of clinical education where travel to various clinical sites is mandatory, it is imperative that each student have their own reliable transportation. Some of the clinical education sites are located at a distance of up to one hour away from the college. If any additional clinical education centers are obtained, the program faculty will notify students 2 weeks prior to beginning the new rotation.

## NATIONAL HONOR SOCIETY FOR THE RADIOLOGIC AND IMAGING SCIENCES

Radiography students who have achieved academic honors are welcomed to apply for acceptance to our chapter of Lambda Nu, Alpha Xi. The academic criteria are to maintain a 3.5 grade point average (4 pt. scale) throughout the first four semesters of the Radiography program. Exemplary honors may be recognized at honor convocation and with evidence of additional professional recognition (i.e., academic paper or poster presentation, publication, etc. according to the Chapter standards). Recognized members will be presented with the Lambda Nu maroon, old gold and forest green honor cord during the Radiography program graduation reception and pinning ceremony. Fees may be appropriated.

## RADIOGRAPHY PROGRAM PINNING CEREMONY AND GRADUATION RECEPTION

Undergraduate students who complete their degree requirements at the end of the spring semester of the calendar year are eligible to participate in the Radiography Program's pinning ceremony and graduation reception. At this ceremony, each degree candidate is individually recognized, and family and friends are invited to take pictures as each degree candidate is presented.

A pinning ceremony/ graduation reception is held to honor the recent graduates and to congratulate the advancement of the first-year students to their second year.

## RADIOGRAPHY PROGRAM AWARDS

**OUTSTANDING STUDENT AWARD** given to the student, who in view of the clinical affiliate's staff, has been the outstanding student in the class. Criteria for nomination include interpersonal relations, judgment, resourcefulness, reliability, communication skills, and demonstration of empathy, self-motivation, and scholarly, intellectual and moral integrity.

**TECHNICAL EXCELLENCE AWARD-** given to the student who, in view of the clinical affiliates' staff, has been the most technical student in the class. Criteria for nomination include consistent production of high- quality images, time management, patient care and practice of radiation safety methods.

**OUTSTANDING ACADEMIC ACHIEVEMENT AWARD-** given to the student, who has achieved the highest- grade point average for their graduating class.

### COURSE PROGRESSION/ GPA

Students must maintain an acceptable GPA and complete the program within a reasonable length of time. In order to progress in the program, students must maintain a 2.5 GPA or better each semester while enrolled in the program.

Students must make a final course grade of 70 or higher in all (RTE) Radiography courses and meet all course requirements as listed in all course syllabi. A student receiving less than a 70 final course grade and/or do not meet all course requirements as stated in course syllabi, will not be able to continue with the current class and will be withdrawn from the program.

### ACADEMIC COUNSELING

Every effort by counseling will be made to aid the cooperative student in fulfilling these minimum standards. However, if a student receives a final course grade below 70% and/or are not meeting course requirements stated in course syllabi, the student will be dismissed from the program.

### RADIOGRAPHY PROGRAM GRADING SCALE

In order to maintain satisfactory academic progress in the Radiography Program, each student must achieve and pass each didactic/clinical course a minimum grade of 70% (C).

The grade scale for all Radiography classes is as follows:

90-100 (A)	Passing Score
80-89 (B)	Passing Score
70-79 (C)	Minimum Passing Score
60-69 (D)	Failing Score
0-59 (F)	Failing Score

In event the student does not pass an RTE course with a 70 or higher, the student will be dismissed from the program.

### ACADEMIC WARNING

Students will be given an indication of their academic standing mid semester through the posting of grades in CANVAS and meeting with the student. In event the student does not pass any RTE course with a 70 or higher and/or does not meet course requirements, the student will be dismissed from the program.

The clinical component of a health-related program is recognized as academic in nature. Therefore, decisions regarding a student's progress within a clinical component are within the professional assessment and judgment of the appropriate faculty member. Any student who does not exhibit the knowledge, behavior skills or ethics deemed necessary for the health, safety or welfare of patients may be suspended or dismissed from the program.

## FACULTY EXPECTATION

The faculty has high expectations of students enrolled in the Radiography program. The following areas highlight these general expectations.

- **Conduct** - Students are to refrain from gossiping, needless complaining, smoking, loud talking, boisterous laughing, gum chewing, internet activity, and any other activities that could disturb patients or is out-of-place in the clinical/college setting. Kind and courteous behavior and consideration for the patients, public, staff, and fellow students will enhance your professional image and afford personal satisfaction from your education. Personal conversations should not be conducted in the presence of patients. Conversations in or around patient rooms, waiting areas, or any area where patients/families are present should be limited to only those matters concerning the patient.
- **Conflict of Conscience** - If requested or required to perform duties to which personal objection occurs because of religious or personal convictions; you should discuss this matter with your preceptor. If relief is not immediately available, you will be expected to complete the assignment and then bring the matter to the attention of your preceptor. Resolution will be aimed to the mutual advantage of the clinical site and the student.
- **Criticism** - It is easy to criticize but more difficult to make suggestions or modifications necessary to improve conditions. Complaints and/or grievances should be discussed directly with whom the complaint or grievance is directed. This may involve the Clinical Preceptor, Clinical Coordinator, Didactic Instructor, and/or Program Director/Coordinator. Hostile attitudes will not resolve conflicts. It is recommended that energy be used to promote improvements.
- **Ethics** - All individuals participating in health care share the responsibility of observing a Code of Ethics that requires, in general, that good is to be done and evil is to be avoided.
  - The Code of Ethics requires truthfulness, honesty, and personal integrity in all human activities. Furthermore, all clinical students share some degree in the responsibility for observing a Code of Ethics that regulate the activities of doctors, nurses, and allied health personnel. In general, the following applies to all clinical settings and students:
    - All information concerning patients or the healthcare facility's business must be kept in strict confidence and not discussed with non-concerned parties. Confidential information should never be discussed with individuals outside the healthcare facility. Refer to confidentiality of patient records and information for additional description.
    - A student's private, as well as professional life should be conducted according to the highest moral standards. Students are not to burden patients or employees with their own personal problems.

## PROFESSIONALISM

Because various health care facilities are affiliated with the Radiography Program, students are expected to demonstrate professional behavior at all times. This requires that the student:

- Must be responsible for your own actions.
- Must abide by the clinical site standards, procedures, policies, rules, and regulations.
- Must exhibit a good attitude, maturity, responsibility, punctuality, initiative, and enthusiasm.
- Must avoid non-patient connection distractions.

- Ask questions of staff / instructor. Questions should be constructive, asked in a tactful manner, and should be geared to learning outcome.
- Must refrain from gossiping, spreading rumors, needless complaining, smoking, loud talking boisterous laughing, gum chewing, internet activity and any other activities that could disturb patients and would be out of place in the clinical setting.
- Should take criticism constructively. Complaints or grievances should be discussed with the appropriate instructor or preceptor. Hostile attitudes will not resolve conflicts. Energy should be focused on promoting improvements in clinical competency.
- Act in a manner indicative of someone eager to learn.
- Maintain professional relationships with affiliate staff at all times.
- Not exhibit rudeness, lack of cooperation, flirting, nor overly friendly attention as these behaviors are unacceptable.
- Not have patient-centered conversations in the presence of a patient. Other than the exchange of purely technical information, all remarks should be made with the patient's comfort and sensitivities in mind.

## ETHICAL AND PROFESSIONAL CONDUCT

Serious breaches of professional or ethical behavior may result in disciplinary action or dismissal from the program. See Progressive Disciplinary System.

## GCSC Radiography Program Contingency Plan

Goal	Action Plan	Responsible Parties	Assessment
<b>1.) Prevent transmission due to illness.</b>	<ul style="list-style-type: none"> <li>• Wash your hands frequently and thoroughly.</li> <li>• Clean and disinfect frequently touched objects and surfaces.</li> <li>• Avoid touching your eyes, nose, and mouth.</li> <li>• Cover your cough or sneeze into a tissue, or your sleeve.</li> <li>• Use hand sanitizer when you don't have access to soap and running water.</li> </ul>	Faculty & Students	
<b>2.) Continue classes in the event of campus closure.</b>	<ul style="list-style-type: none"> <li>• The program will abide by the institution's policies and procedures set in place in the event of a natural disaster or pandemic.</li> <li>• The program will ensure any didactic or clinical changes are made to benefit the student and ensure integrity of the curriculum and program are not lost.</li> <li>• The program will contact students via Gulf Coast e-mail and text alerts (can add additional ways of communication) to ensure they are updated with new information as it is release.</li> <li>• If the college campus is closed, laboratory courses will be supplemented with assignments and distance learning activities.</li> <li>• If the college campus is closed, didactic courses will be moved to distance learning.</li> </ul>	Faculty & Students	
<b>3.) Continue clinical rotations in the event of campus and/or facility closure to</b>	<ul style="list-style-type: none"> <li>• Continue as usual to facilities where students and faculty are allowed and follow established facility specific protocols as long as college administration allows college activities to continue.</li> <li>• In the event clinical sites are limited to students, students will be put on an alternative rotational schedule to complete the clinical hours needed. If hours are still needed to be met, supplemental assignments will be given to make up those hours.</li> </ul>	Faculty & Students	

Goal	Action Plan	Responsible Parties	Assessment
<b>students and faculty.</b>	<ul style="list-style-type: none"> <li>If all clinical sites are closed to students, supplemental assignments will be given to complete the clinical hours required.</li> </ul>		
<b>4.) Remain compliant with JRCERT.</b>	<ul style="list-style-type: none"> <li>The program will contact the accreditation agency (JRCERT) to inform them of the event and policies and procedures to follow to ensure they align with the JRCERT standards.</li> <li>Consider the submission of a substantive change report with the inclusion of the contingency plan as needed.</li> </ul>	Radiography Coordinator	

## SECTION IV: DIDACTIC/ CLINICAL EDUCATION

The following is the recommended sequence for students in the Radiography Program starting in August. Individual programs may differ from this for students who have previous college level credits.

### Program Curriculum Sequence

PROGRAM REQUIREMENTS		
BSC 2085	Human Anatomy & Physiology I	3
BSC 2085L	Human Anatomy & Physiology I Lab	1
BSC 2086	Human Anatomy & Physiology II	3
BSC 2086L	Human Anatomy & Physiology II Lab	1
MAC 1105	Core Math College Algebra (or STA 2023 or MGF 1106)	3
	Total	11
FRESHMAN YEAR SEMESTER Fall Semester		
HSC 1531	Medical Terminology	2
RTE 1418	Principles of Radiographic Exposures I	3
RTE 1111C	Introduction to Patient Care	2
RTE 1503	Radiographic Procedures & Positioning I	3
RTE 1503L	Radiographic Procedures & Positioning I Lab	1
RTE 1804	Clinical Education I	3
	Total	14
Spring Semester		
RTE 1457	Principles of Radiographic Exposures II	4
RTE 1000	Introduction to Diagnostic Imaging	2
RTE 1513	Radiographic Procedures & Positioning II	3
RTE 1513L	Radiographic Procedures & Positioning II Lab	1
RTE 1814	Clinical Education II	3
	Total	13
Summer Semester		
RTE 1523	Radiographic Procedures & Positioning III	2
RTE 1523L	Radiographic Procedures & Positioning III Lab	1
RTE 1824	Clinical Education III	4
Humanities	Core Humanities I, II or III	3
	Total	10
SOPHMORE YEAR SEMESTER Fall Semester		
RTE 2563	Advanced Medical Imaging	3
RTE 2385	Radiobiology and Radiation Protection	3
RTE 2834	Clinical Education IV	5
POS 2041 OR AMH 2020w/ assessment	American National Government; or United States History II	3
	Total	14
Spring Semester		
RTE2782	Radiographic Pathology	2
RTE 2844	Clinical Education V	5
RTE 2061	Radiography Seminar	2
ENC 1101	English Composition I	3
CGS 1570	Microcomputer Applications	3
	Total	15
	Total Hours	77

A student who successfully follows this sequence will complete the curricular requirements. Failure to follow her/his recommended sequence may result in the student not graduating on time and will delay the student sitting for the ARRT certification examination.

## TEXTBOOKS FOR THE RADIOGRAPHY PROGRAM COURSES

Course	Semester	Textbooks
RTE 1111C: Introduction to Patient Care  RTE 1000: Introduction to Diagnostic Imaging	Fall, Spring I	Introduction to Radiologic Sciences and Patient Care by Adler and Carlton, 8th ed.
RTE 1418: Principles of Radiographic Exposures I  RTE 1457: Principles of Radiographic Exposures II	Fall, Spring I	Principles of Radiographic Imaging: An Art and Science, by Carlton and Adler, 6 <sup>th</sup> ed.
RTE 1503: Radiographic Procedures & Positioning I  RTE 1503L Radiographic Procedures & Positioning I Lab  RTE 1513 Radiographic Procedures & Positioning II  RTE 1513 Radiographic Procedures & Positioning II Lab  RTE 1523 Radiographic Procedures & Positioning III  RTE 1523 Radiographic Procedures & Positioning III	Fall I, Spring I, Summer I	Textbook of Radiography Positioning and Related Anatomy by Bontrager and Lampignano, 11th ed.  Workbook of Radiography Positioning and Related Anatomy by Bontrager and Lampignano, 11th ed.  Optional: Handbook of Radiography Positioning and Related Anatomy by Bontrager and Lampignano, 11th ed.
RTE 2563 Advanced Medical Imaging	Fall II	Textbook of Radiography Positioning and Related Anatomy by Bontrager and Lampignano, 11th ed.  Workbook of Radiography Positioning and Related Anatomy by Bontrager and Lampignano, 11th ed.  Optional: Handbook of Radiography Positioning and Related Anatomy by Bontrager and Lampignano, 11th ed.  Rad Tech Boot Camp by Clover Learning Online Program
RTE 2385: Radiobiology & Radiation Protection	Fall II	Radiation Protection in Medical Radiography, by Sherer 9 <sup>th</sup> ed.
RTE 2782: Radiographic Pathology	Spring II	Comprehensive Radiographic Pathology - 7th edition by Ronald L. Eisenberg
RTE 2061: Radiography Seminar	Spring II	All program textbooks Lange Q&A Radiography Examination and Radiography Prep by D.A. Saia, current ed.

NOTE: Book list is subject to change prior to the beginning of a new semester. It would be in your best interest to ask the instructor before purchasing textbooks ahead of schedule. Students are advised to retain all textbooks for certification review purposes.

\*These textbooks are used for more than one course and would only need to be purchased once for use throughout the entire program enrollment.



## CLINICAL EDUCATION ELIGIBILITY

In order to be assigned to Clinical Education courses and to continue the assignment, the student must meet the following:

- Be a full-time student enrolled in the Radiography Program.
- Be certified in cardiopulmonary resuscitation (CPR) and hold a current CPR card prior to the first day of Clinical Education I and maintain certification throughout the program.
- Complete all prerequisite Radiography courses with a minimum grade of 70 "C". Maintain a grade of 70 or better in each Radiography course and meet all course requirements as listed in each course syllabi.
- Have and maintain a cumulative grade point average of 2.5 or better.
- Successfully complete all objectives of each phase of the clinical education component of the program prior to entering subsequent phases.
- Current in the Hepatitis B series vaccine or signed waiver, current in all immunization records, including annual TB testing and influenza immunization or signed waiver and COVID vaccine or signed waiver.
- Physical examination by student's private physician.
- Have read and signed the Technical Standards Form.
- Have a college Radiography Program issued student I.D. badge, proper program uniform, student markers and a radiation dosimeter assigned by the clinical coordinator.

## CLINICAL ATTENDANCE POLICY

Clinical education is a vital part of the total program in developing a student's skills. Prompt and consistent clinical attendance is expected of all students in the Radiography Program. The student is responsible for being present for all scheduled clinical hours.

- Students will use a sign in sheet to document clinical hours. Each student must be signed in by 8 am and "out" at 4:30 pm or as indicated by the assigned shift.
- The technologist must write in the time, not the student, and sign their full name, no initials.
- Changing shift times for a rotation should be discussed with the Clinical Coordinator prior to the start of the semester. Any other incidences of changing times must be discussed with the Clinical Coordinator prior to the date of change and will be approved on a case-by-case basis.
- Forgetting to sign in will not be accepted. Students who fail to sign "in" entirely will be considered absent for the day. "I forgot" is not acceptable. Missed clinical time must be made up.
- The student must notify the Clinical Coordinator and the Clinical Preceptor in the event of an absence or tardiness.
- Students must report to the imaging department ready to work. No breakfast time is allowed.
- Students will be assigned a 30-minute lunch period each day, which will commensurate with the practice of the department and area/rotation assignment. Lunch breaks are required.
- The student is not permitted to engage in any clinical education activities (MR, CT, NMT, Surgery, CV, Sono, etc.); outside of his/her scheduled clinical assignment.
- Students are not allowed to switch clinical rotations or clinical shifts with another student. If any extenuating circumstances arise, both students must discuss these issues with the Clinical

Coordinator.

- Physician's orders written for the student only, will be followed by the program. A written release from the physician, with no restrictions must be provided before returning to clinic. All physician's orders must be uploaded to SentryMD.
- This is determined on a case-by-case basis.

**Falsification of the actual arrival or departure time demonstrates falsification of records. Any student doing so will be subject to Program Dismissal.**

### CLINICAL TARDINESS

A tardy is defined as walking in any time past the start time of the scheduled shift. Each tardy will result in a 2-point deduction from the final course grade after the 1<sup>st</sup> offense.

Students who exceed 3 tardies including the 1<sup>st</sup> offense may be subject to disciplinary action in Any time missed beyond 5 minutes will be made up by the student. All efforts will be made for students to complete the make-up time at the clinical site where the time was missed.

A student who is going to be late must notify the clinical preceptor at the clinical site AND the clinical coordinator within 10 minutes of the start of his/her clinical assignment. Students who fail to call may be subject to disciplinary action in addition to the regulations governing tardiness.

If the student is more than **30 minutes late** or **does not call and/or does not show**, the student will be considered **absent** for the day and attendance policies will apply accordingly. A full clinical shift will need to be completed to make up the missed clinical time.

The clinical education site may exercise the option to refuse to accept students who are habitually tardy (3 or more per term) in reporting to the clinical education assignments. Every effort will be made to place the student in another clinical site. If more than two clinical education sites request a student NOT to be scheduled at their facility at any time during the radiography program, the student may be dismissed from the program.

### LEAVING EARLY

As mentioned in the attendance policy, students should schedule all appointments, including those with doctors and dentists, outside of the class and clinical times designated by the program. Excessive absences or tardiness may lead to dismissal from the program, with decisions made on a case-by-case basis. If a student departs more than 2 hours at the end of a clinical shift, they will be marked as absent, and the program's attendance policies will apply accordingly.

### CLINICAL ABSENCES

100% attendance is expected. Each day of unexcused absence, after the 1 wellness day is used, will reflect a 5-pt. deduction in the final course grade. If you have accumulated more than 3 days of absences, you may be dropped from the program.

This is determined on a case-by-case basis. The student will be notified if they have reached their established limit for absences, and additional absences may jeopardize the successful completion of the course. If a student is going to be absent from a clinical assignment, he/she must do both of the following:

1. Call the clinical preceptor at the assigned clinical site at least 30 minutes prior to the start of his/her clinical assignment. The student is to speak directly to a clinical preceptor or supervising technologist and must obtain the name of the person taking the message. It is the responsibility of the student to make these calls - not parents, friends, or relatives. Any student who will be

absent and does not call the Clinical site supervisor and GCSC Clinical Coordinator at least one-half hour (30 minutes) before the start of the clinical assignment, will result in disciplinary action for violation of the Clinical "No Call - No Show" Policy

2. Notify the Clinical Coordinator by calling the GCSC main phone at 769-1551, ext. 5846 (leave a message if no answer) or email Clinical Coordinator via CANVAS.

## CLINICAL EDUCATION SITES & PRECEPTORS

CLINICAL EDUCATION SITE	PHONE #	CLINICAL PRECEPTOR(S)
Ascension Sacred Heart Bay	(850)804-6914	Heather Keiser Destiny Lykins
Ascension Sacred Heart Beach	(850)804-7035	Lori Cox
Ascension Sacred Heart Hospital Gulf	(850)229-5600	Tammy Hall
Bay Radiology Associates	(850)763-2451	Ashley Dacosta Kim Staten
Emerald Coast Rheumatology	(850) 215-6400	Mandi Hodges
HCA Florida Gulf Coast Hospital	(850)747-7120	Brenda Suggs James Clark
HCA Florida Gulf Coast Hospital Outpatient Rehabilitation and Diagnostic Center	(850)747-7894	Lindy Bengtson Grace Burns
HCA Florida Panama City Emergency	(850)772-6200	Jared Mamoran
HCA Florida Breakfast Point Emergency	(850)708-6555	Andrea Taylor
Jackson Hospital	(850)718-2580	Samantha Thurman Jeanna Wambles Genika Williams
Northwest Florida Community Hospital	(850) 415-8131	Shawn Sellers
Northwest Florida Surgery Center	(850) 747-0400	Brandy Cox
Orthopaedic Associates	(850) 785-4344	Tina Bassett
Panama City Open MRI & Imaging	(850) 873-6900	Rachel Soper
Southern Orthopedic Spine Surgery	(850) 771-2001	Colette Merrill

**Falsification of any time will subject to immediate program dismissal. Any student who will be absent and does not call the clinical preceptor and/or clinical coordinator at least 30 minutes before the start of the clinical assignment, will result in disciplinary action of the "No Call-No Show (Clinical) Policy.**

## CLINICAL MAKE-UP TIME

Make-up time will be assigned by Clinical Coordinator prior to the day that it is to be performed. If the student fails to fulfill the scheduled make-up time without prior notification, it will be counted as additional missed clinical time. **The lunch break may not be used to make-up or accrue time and is required for all students. Student may not work through their lunchtime.**

Students must submit a "Clinical Hours Make-up/Change" form to the Clinical Coordinator indicating the dates and times that missed time will be made up. All clinical time missed, regardless of the reason, should be made up within 7 days. Consideration will be given to time missed due to extenuating circumstances. Clinical makeup time selection must be approved by the clinical coordinator.

Students are allowed to make up time during holidays in which the college is not officially closed. Clinical make-up time may be made up during evening or weekend shifts depending on clinical site approval and availability. Student may make up time on weekdays and weekends between the hours of 5 am and 11 pm. Students will not be placed in clinical sites to make up time if placement interferes with approved student to tech ratio. Students may not participate in clinical rotations on holidays observed by the college.

## LEAVING THE CLINICAL AREA OR SITE

Students who leave the assigned clinical area within the clinical facility without the permission or notification of clinical instructor or GCSC clinical coordinator will be subject to disciplinary action.

As mentioned in the attendance policy, students should schedule all appointments, including those with doctors and dentists, outside of the class, lab, and clinical times designated by the program. Excessive absences or tardiness may lead to dismissal from the program, with decisions made on a case-by-case basis. If a student departs more than 30 minutes at the scheduled end of class or lab, or more than 2 hours at the end of a clinical shift, they will be marked as absent, and the program's attendance policies will apply accordingly.

Students who leave the clinical site facility property early without the permission or notification of clinical instructor or GCSC clinical coordinator will be considered absent for the entire day and will be subject to disciplinary action. **If a student is told to leave the clinical site early due to facility closing or low patient census, please contact the clinical coordinator immediately. The clinical preceptor does not have the authority to release the student from being in the clinical site.**

#### Program Disciplinary Infraction

**Leaving the clinical area or property without permission from the clinical coordinator.**

### TOTAL CLINICAL HOURS REQUIRED

In order to experience and participate in the various clinical activities, all students are required to accumulate a minimum number of hours in clinical training. The following is a listing of approximate clinical hours per semester.

Freshman	
Year	
Fall	216 hrs.
Spring	216 hrs.
Summer	288 hrs.
Sophomore	
Year	
Fall	360 hrs.
Spring	360 hrs.
Total	1440 hrs.

Students are not to exceed a combined class hours and clinical hours' time of more than 40 hours per week. Clinical assignments on any one-day are based on an 8- or 10-hour clinical assignment. However, no student will be permitted to leave a patient during the course of an examination. The student is required to complete the examination (this includes getting images checked for necessary repeats or additional images and seeing that the patient is dismissed from the department).

Any hours acquired that goes beyond the 40 hours in one week will be on a voluntary basis

### CLINICAL EDUCATION SITE SUPERVISION POLICIES

The clinical phase of the Radiography Program provides an environment for supervised clinical education and experience and offers a sufficient and well-balanced variety of radiographic examinations. In addition, the student will be introduced to a variety of radiographic equipment. Students are required to successfully pass the didactic exam, the exam must be demonstrated by the instructor in the lab, simulate exam performance in the campus lab before performing exams in the clinical setting. Once the student has simulated lab exam performance the lab instructor initials the student's competency grid to communicate

to the clinical technologists which exams have been evaluated didactically and in the lab.

### **DIRECT SUPERVISION**

According to the Standards for an Accredited Educational Program in Radiologic Sciences, promulgated by the Joint Review Committee on Education in Radiologic Technology (JRCERT), direct supervision occurs when a qualified radiographer:

- reviews the procedure in relation to the student's achievement;
- evaluates the condition of the patient in relation to the student's knowledge;
- is physically present during the performance of the procedure;
- reviews and approves the procedure images;
- is present during student performance of any repeat of any unsatisfactory radiograph.

The student will work under the direct supervision of a registered radiographer until he/she has demonstrated competency in that procedure. Once competency has been demonstrated, the student will work under the indirect supervision of a registered radiographer. Students must be directly supervised during surgical and all mobile, include mobile fluoroscopy, procedures regardless of competency.

### **INDIRECT SUPERVISION**

According to the Standards for an Accredited Educational Program in Radiologic Sciences, promulgated by the Joint Review Committee on Education in Radiologic Technology (JRCERT), indirect supervision is defined as follows:

"That supervision 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.

### **IMAGE REPEATS**

Any images that need to be repeated must always be performed under the direct supervision of a registered radiographer, regardless of the student's level in the program. The supervising radiographer must first determine if an image needs repeating. Students who choose to perform a repeat without adequate supervision (regardless of the reason) will found to be in violation of Absolute Policy. This will result in probation and possible program dismissal.

Students should strive for repeat rates less than 10% during one clinical rotation.

### **REMOVAL FROM CLINICAL EDUCATION SITE**

If at any time, the faculty believe that a student's level of performance, attitude, knowledge, or any other action or lack of action are such that real or potential detriment exists for patient care, the student will be removed from a clinical site.

### **CONTRAST ADMINISTRATION**

Contrast administration given by the student is in accordance with the policies and procedures of the clinical education site. A student may perform contrast media injections or administer barium only under the direct supervision of a qualified radiographer, nurse, or physician in accordance to clinical site hospital policy.

## PATIENT TRANSPORTATION

In regard to patient transporting, transporting of patients is part of the student's clinical learning experience. Students will participate in transporting of patients of which they will be conducting a radiographic exam. Transporting of patients by students must be accompanied by a registered technologist. Students are not allowed to transport patients without "direct supervision" of a registered technologist. Radiography students will not be used to transport patients for other advanced imaging departments. Students will be rotating through various chosen advanced medical imaging departments in their final semester in the radiography program. At that time, the student may participate in transporting of patients with a registered technologist and performed limited duties necessary for that particular department.

## RESPONSIBILITIES/ OBLIGATIONS OF THE STUDENT PARTICIPATING IN CLINICAL EDUCATION COURSES

- Comply with college policies regarding attendance and dress code. Students are expected to comply with the policies of the Radiography Program, and Gulf Coast State College.
- Establish good working relationships with all personnel with whom you have contact.
- Be responsible for all equipment and materials used during clinic assigned hours. Each morning, upon arrival, it is your responsibility to make sure that each room or assigned area is stocked (linen, towels, sheets, etc.) and clean.
- Demonstrate respect for patients and colleagues through professional and dignified participation in clinical activities.
- Attend and participate in all scheduled clinic activities within the imaging department.
- Consult with hospital staff, technologists, floor supervisors, and/or college faculty for help with problems.
- Participate in the evaluation of your clinical progress in conjunction with the clinical preceptors and staff in the Imaging Department and the Radiography Program faculty.
- Maintain an accurate, up-to-date record of competency evaluations. Be aware of the number and types of evaluations required during each academic semester.
- Observe the staff of the Imaging Department at work. This is a learning situation with many ideas and suggestions to be gained from watching these professionals.
- Strive to broaden your own knowledge and background on clinical subject matters by reading the professional literature available.
- As a current Radiography student - adhere to the professional code of ethics available at [www.arrt.org](http://www.arrt.org) as well as the GCSC Radiography Program Code of Conduct.

## CLINICAL AFFILIATE EDUCATION ROTATION ASSIGNMENTS

Students are assigned to JRCERT Recognized Clinical Education sites throughout their clinical education.

Students are assigned to clinical affiliate sites in an order assigned by the Clinical Coordinator, which will provide students with a comprehensive clinical education. Students will rotate through clinical sites in a manner that is equitable to all students, regardless to location of residence.

Students assigned to a Clinical Education site will remain until the end of such rotation unless the site (with Program Director/Coordinator and Clinical Coordinator's concurrence) requests the student's removal.

Total clinical and classroom hours will not exceed 40 hours per week, unless the student needs to make up time and voluntarily exceeds this limit; assignments on any one-day will not exceed 10 hours.

Students may be assigned evening shifts in the first year and will be scheduled one evening clinical rotation

for two weeks during the second year. Shift assignment may vary due to availability. The Radiography Program does not make use of weekend clinical assignments unless there is an extenuating circumstance. However, student may use weekend clinical assignments to make up lost clinical time.

Students are assigned to the evening rotation in order to meet the following objectives:

- Evening rotations are utilized to provide the student radiographer an all-inclusive clinical experience. Due to the decrease in ancillary staff during the evening rotations, students can contribute in all aspects of the patient / examination workflow.
- Examinations during the evening rotations require greater experience and expertise in performing skeletal work, trauma, and portables due to the heavier concentration of outpatient and emergency examinations during this period.
- Gain knowledge and experience in performing all types of examinations on trauma patients.
- Attain experience and accelerate independence in performing a variety of examinations due to the lighter workload (the examinations usually need not be rushed).

The Radiography Program at Gulf Coast State College uses many clinical education sites for the clinical aspect of your training. During each clinical rotation, you will be assigned to a specific site for specific number of weeks in which to perform your clinical assignment. **All clinical facilities are JRCERT approved clinical education sites.**

In the Panhandle Florida area, the clinical education sites are dispersed over four (4) different counties. There will be a time that you may be assigned to several of these clinical sites during the same semester; therefore, reliable, personal transportation is required for you to be able to get to your assigned sites.

The following outlines the types of clinical rotations all students will have throughout the duration of the Radiography Program. **During Clinical Education III, students will be required to attend up to 40 hours per week for the month of July upon completion of didactic courses.** The assigned schedules may differ depending on clinical setting. These schedules are to be announced.

<b>Clinical Education I-II</b>	<b>Clinical III</b>	<b>Clinical Education IV</b>	<b>Clinical Education V</b>
Tuesday & Thursday	Tuesday, Thursday & Friday	Monday, Wednesday & Friday	Monday, Wednesday & Friday
8:00 am- 4:30 pm	8:00 am- 4:30 pm	8:00 am- 4:40 pm	8:00 am- 4:30 pm
Evening Rotation	Evening Rotation	Evening Rotation	Evening Rotation
1:30 pm- 10:00 pm	1:30 pm- 10:00 pm	1:20 pm- 10:00 pm	1:30 pm- 10:00 pm

\* CT and OR rotations are generally scheduled earlier due to patient volume.

Students are required to adhere to all parking policies for any given clinic site. **Students MUST park in only the designated parking spaces as indicated by the clinical education facility.**

The number of students placed on any shift, at any site will be dependent upon caseload and student/technologist ratio.

The Clinical Coordinator and/or the clinical instructor will schedule daily room/area assignments are based on the following:

- Student's present documented clinical experience and competency level; and
- Student's clinical education needs to reach the highest level of competency in all areas of radiographic procedure.

Changing of the scheduled room/area or staff assignment will be for the enhancement of the student's clinical education experience. Changes are only made with the unanimous agreement by:

- Clinical Coordinator
- Clinical Preceptor
- Program Director/Coordinator



## ROOM AND AREA ASSIGNMENTS

Room and area assignments may include the following during Clinical Education I through VI.

General Radiography	<i>Mammography*</i>
Fluoroscopy	<i>Magnetic Resonance Imaging*</i>
Emergency Radiography	<i>Ultrasound*</i>
Surgical Radiography	<i>Nuclear Medicine*</i>
Portable (bedside) Radiography	<i>Radiation Therapy*</i>
Evening and Early Rotations	<i>Interventional Procedures*</i>
Computed Tomography	<i>Cardiac Catheterization*</i>

If available to students: \* *Denotes elective rotation assignments.*

## MAMMOGRAPHY POLICY

The radiography program sponsored by Gulf Coast State College has revised its policy, effective August 1, 2016, regarding the placement of students in clinical mammography rotations to observe and/or perform breast imaging. (Additionally, the policy may be applied to any imaging procedures performed by professionals who are of the opposite gender of the patient.)

Under the revised policy, all students, male and female, will be offered the opportunity to participate in clinical mammography rotations. The program will make every effort to place a male student in a clinical mammography rotation if requested; however, the program is not in a position to override clinical setting policies that restrict clinical experiences in mammography to female students. Male students are advised that placement in a mammography rotation is not guaranteed and is subject to the availability of a clinical setting that allows males to participate in mammographic imaging procedures. The program will not deny female students the opportunity to participate in mammography rotations if clinical settings are not available to provide the same opportunity to male students.

## MAGNETIC RESONANCE IMAGING SAFETY POLICY AND SCREENING PROTOCOL

The program requires every radiography student to review the ASRT MR Safety video prior to their first clinical rotation and complete the associated quiz with a score of 100%. This video provides basic information regarding MRI technology, describes common hazards and unique dangers associated with the MRI environment, and presents guidelines and recommendations to prevent accidents and injuries.

Additionally, all students will complete a screening protocol prior to beginning their first clinical education rotation. During the last semester if the student elects to rotate through the MR department as an elective rotation, the MR technologist will complete a MR screening for the student.

## COMPUTED TOMOGRAPHY SAFETY POLICY

Before rotating through the Computed Tomography department, all students must read the Safe CT Practices document and complete the Safe CT Practices quiz with a score of 100%.

## ELECTIVE ADVANCED MODALITY ROTATIONS

Second year students will be scheduled observation days throughout the fall and spring semesters in various modalities to ensure the students are both didactically and clinically exposed to advanced areas in medical imaging.

Students who have completed all competencies prior to the end of Spring II (Clinical Education V) may request external rotations. Then deadline to complete competencies to be eligible will be set by the Clinical Coordinator. All students will be provided equal opportunity to rotate through advanced imaging modalities if available. Each student will be permitted up to (2) - two weeks elective rotations during the spring semester of the second year of the program.

Second year students have the option to voluntarily participate in external modalities in the spring semester upon completion of the ASRT Basics Modules. The MR students are pre-screened using a MR Screening Form before participating in the MR department.



## MOBILE/ SURGICAL/ EMERGENCY ROOM SUPERVISION

Students may not perform any examination outside of the main imaging department without direct supervision. This includes ER, surgery, portables, or any outside department, i.e. recovery room, etc. **Students may not transport patients unless under direct supervision of a radiographer.**

## PERSONAL SAFETY POLICY

The following rules and recommendations have been established to maintain the students' safety when in the clinical environment. Any violation may result in compromise of the students' safety.

- Students will adhere to the safety regulations set forth by the clinical facility. This includes security and fire regulations.
- Students will utilize proper body mechanics when interacting with and moving patients, equipment, and/or supplies. Proper body mechanics are taught to the students in the *RTE1111C course and demonstrated in the RTE1804 course* in the semester before they begin their clinical education.
- Students must follow standard precautions with respect to hand washing, infection control, and proper disposal of medical waste.
- When entering patient's room, adhere to any contact or respiratory precautions required. Use the appropriate personal protective equipment (PPE).
- If a student experiences a needle stick or exposure to body fluids, he/she is to cleanse the area, then call employee health nurse and clinical coordinator.
- Report any suspicious or violent behavior to hospital security or dial 911.
- If a student experiences a personal injury, he/she is to fill out the necessary incident report forms required by the hospital and notify the Clinical Coordinator.

## PATIENT SAFETY POLICY

Gulf Coast State College is dedicated to promoting and ensuring the safety of all patients. This is inclusive of proper patient identification, patient assessment, and the administration of any classification of drug. The Joint Commission has charged medical facilities with several patient safety goals:

- Identify patients correctly: Use at least two ways to identify patients. All patients must be identified by full name and date of birth.
- Use proper communication among staff: Communicate to all personnel involved about the status of the patient, including any known allergies. Florida Hospital requires that all patients wear a red allergy band stating their known allergies.
- Prevent infection: Employ the proper techniques to prevent the spread of infection, such as hand-washing and proper disposal of medical waste.
- Prevent patient injuries: Take precautions to ensure the safety of all patients with regards to bedrails, obstacles, and other hazards.
- Prompt response: Be mindful of the status of the patient from the start of your encounter. Regularly assess the condition of the patient and report any deterioration in condition to the appropriate medical personnel.

Please visit [www.jointcommission.org](http://www.jointcommission.org) for the complete Hospital National Patient Safety Goals.

## RADIOGRAPHY CLINICAL GUIDELINES

The following guidelines will be adhered to:

- You must ensure that the clinical instructor is aware of your location at all times.
  - Telephones belonging to the clinical education site are not to be used for personal business except in the case of an emergency.
  - Use of personal computers, cell phones, ear phones, and smart watches are not allowed during the assigned clinical times. Cell phones shall not be carried by the student or stored on the student's body. Restrict these activities to your lunchtime.
  - All accidents or incidents involving patients and students occurring within the department must be reported to the Clinical Coordinator and proper forms filed.
  - No student will leave clinical assignments/ area or clinical education facility, prior to the end of their rotation, without specific permission from clinical coordinator.
  - The student will return promptly from meal breaks. Meal breaks are 30 minutes long.
  - Eating, drinking or gum chewing in the procedure rooms is prohibited.
  - Students should give prompt and courteous recognition to patients, visitors, physicians, and staff.
  - Patient complaints are to be investigated and referred to the appropriate sources.
  - Students will direct patient complaints to the Department Clinical Preceptor
  - In event of an accident involving a patient, notify the Department Clinical Preceptor and Clinical Coordinator after giving immediate attention to the patient. An incident report must be completed according to program and department policy.
  - Private conversations should be avoided in patient's presence or within hearing range of patients or visitors.
  - No patient should ever be left unattended for any unreasonable period of time, especially when they are lying on the examination table.
  - Check patient's name armbands and charts (use two identifiers) before doing any procedure to ensure you have the correct patient.
  - Complaints or areas of concern should only be discussed with the program faculty.
  - Telephones should be answered according to the established protocols.
  - The clinical setting is for the student to gain experience in the performance of all radiologic procedures. When no patient procedures are being done in the department, clinical rotations should be spent practicing positioning, studying your positioning notes or learning to operate the x-ray equipment (i.e. general radiographic equipment, fluoroscopic equipment, and c-arm equipment).
  - Additionally, it is the responsibility of all students to ensure that the procedure rooms are adequately stocked with linens and other supplies as necessary. Clinical time spent in any other manner will be deemed inappropriate and will result in a written reprimand. Each case will be discussed, and action taken on a case by case basis.
- 
- ☐ Injecting patients with contrast for certain examinations is part of the requirements for Radiologic Technologists. As a student in this program, you will receive training on the proper method of injecting patients. However, while you are a student, you will follow the policies and procedures of the clinical education site where it pertains to injecting patients.
  - ☐ Because of various reasons, some of the clinical education sites do not allow students to inject patients. Other sites do allow injection by students; however, a registered technologist, registered nurse, or a doctor must be present in the room observing you while you perform the injection. This requirement is in effect for the entire length of the program.
  - ☐ Patient confidentiality must be maintained at all times. Patient Protected Health Information (PHI) should only be discussed with other medical personnel who are directly involved with the procedure. Gulf Coast State College follows the terms set forth in the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 and the regulations contained in chapter 45 of the Code of Federal Regulations (CFR), parts 160, 162,

and 164. In accordance with this law and GCSC policy, students are required to take certain measures to keep PHI confidential. The policy considers all PHI including but not limited to external remote electronic transmissions.

- Should a suspected violation of this policy occur, the GCSC Radiography Program will conduct an investigation of the alleged incident. After investigation and confirmation that a violation has transpired, the student(s) will be sanctioned and disciplined according to the severity of the violation; up to and including program dismissal.

## ABSOLUTE PROGRAM POLICY

Gulf Coast State College and the Radiography Program promote a safe learning environment for all students. In the Radiography Program, it is vital that students adhere to the guidelines set forth to maintain their safety in the clinical environment.

The following rules have been established for the student's protection against ionizing radiation during clinical education/laboratory settings. Exposure to radiation always involves a risk of biologic changes that cannot be ignored. The benefits of diagnosis of disease certainly outweigh the risk.

Absolute Program Policy are established for the students' benefit and must be strictly enforced:

- Students are not permitted to perform any radiographic imaging procedure prior to its presentation and demonstration in the program didactic courses but can observe.
- The student may not perform any procedure without the appropriate supervision of the clinical preceptor or staff radiographer. (Direct supervision prior to documentation of student competency and indirect supervision following documentation of competency).
- Students are not permitted to approve images for submission. All images must be approved by the supervising radiographer.
- Student repeat projections are made only under the direct supervision of the clinical staff radiographer and must approve the student's procedure prior to re-exposure. Direct supervision indicates being present in the imaging room while the procedure is being completed.
- If a student examination requires more than two repeat projections, the staff radiographer must intervene to complete the procedure.
- **Students must not hold image receptors during any radiographic procedure. Students should not hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care.** Radiation safety practices should be implemented at all times.
- Students may not perform any examination outside of the main imaging department without direct supervision. This includes ER, surgery, portables, or any outside department, i.e. recovery room, etc.
- The student is responsible for protecting the patient, him/herself and all others in the vicinity from exposure to excess radiation and pathogenic materials.
- It is the responsibility of the student as well as the supervising radiographer, to ensure student compliance with all program and clinical policies.
- At any time during activation of the x-ray tube (when x-rays are being generated), observation of the patient must be made from the protection of the control booth.

Failure to comply will result in:

**Violating the Absolute Program Policy**

**1<sup>st</sup> Offense- Probation**

**2<sup>nd</sup> Offense- Dismissal+**

## HOSPITAL JOB ACTIONS OR STRIKES

In the event of a Hospital job action or strike at a student's assigned Clinical Education Center, the student will leave the assignment immediately and check with the Program Director/Coordinator for further directions. At no time should a student attempt to cross a picket line to enter a Clinical Education Site.

## STUDENT EVALUATION OF THE CLINICAL EDUCATION SITE

Upon completion of each semester, students will complete a “Student Evaluation of Clinical Experience” to access the efficiency of clinical sites performance and availability.

## CLINICAL PRECEPTOR EVALUATION OF THE STUDENT

Upon completion of each rotation, the clinical preceptor will complete a “Evaluation of Student Professional and Performance Skills” of the student to access the efficiency of the student's performance.

## STUDENT ACCIDENT AND INCIDENT INSURANCE

Students participating in assigned clinical activities are automatically enrolled for accidental medical expense insurance for injuries incurred while participating in a class or clinical activity. Fees associated with clinical education courses are the method by which the student pays for this coverage.

Information regarding the scope of coverage will be made available to each student during the fall semester of the program. Forms for filing claims may be obtained from the Radiography Program office or the Health Sciences Division. Appendix B outlines the scope of the accidental medical expense benefit policy.

It is important that each student carry with them at all times, while in the clinical setting, the policy card. If a student does not currently have this card, he/she may receive one from the Clinical Coordinator or Program Director/Coordinator.

*Coverage is limited to accidents / injuries which occur during College course, labs, or clinical training. It is not 24-hour coverage.*

If you are injured and require medical attention, you may go to the emergency room or physician of your choice. Provide the health care provider with information from the insurance card. This student insurance coverage is secondary to the student's primary insurance.

This insurance is provided for your protection and is made available through lab fees associated with your program. It is not a group insurance with the College, nor is it a Worker's Compensation policy.

## PROTOCOL FOR REPORTING ACCIDENTS AND ILLNESSES AT CLINICAL EDUCATION SITE

When a student is injured or exposed to blood or body fluids through needle stick or cut, mucous membrane (splash to the eye or mouth), or cutaneous (through skin which is chapped, abraded or has dermatitis) means on the job, he/she will:

1. Report immediately to his/her supervisor.
2. Immediately fill out an incident report, supplied by the clinical site, describing the incident.
3. Receive a written note from his/her supervisor requesting that the student be seen by an Emergency Room physician (students would be responsible for payment of their medical expenses).
4. Report to the Emergency Room (present student insurance card if clinical-related).
5. Report to his/her supervisor concerning the outcome of the Emergency Room visit.
6. Present a note (to the site liaison and Clinical Coordinator) from the Emergency Room physician or family physician stating the date the student may resume normal duties.
7. Within 48 hours, complete the incident report form supplied by GCSC, and submit, to be entered into the student's record.

Disease-specific precautions are 1 of 2 isolation systems recommended by the CDC. With disease- specific isolation precautions, each infectious disease is considered individually.

With category-specific isolation precautions, infectious diseases are categorized by the body systems affected, i.e. wound and skin, respiratory, enteric, etc.

Because the specific pathogen is not always identified to the student and many communicable diseases may have no visible symptoms, the student is required to treat all human blood and certain human body fluids

as if they were known to be infected with HIV, HBV or other blood borne pathogens.  
It is the responsibility of each student to minimize transmission of communicable disease.

Students are expected to follow current guidelines for universal precautions recommended by the Center for Disease Control (CDC), as outlined in RTE 1111C, "Intro to Patient Care", when providing direct care in the clinical setting.

## PROGRESSIVE DISCIPLINARY SYSTEM

The Gulf Coast State College Radiography Program uses a progressive disciplinary system that applies a series of more serious penalties for successive violations of policy, procedures, rules, or standards. The protocol of counseling and disciplinary actions includes:

- The faculty member and the Program Director/Coordinator will discuss the infraction with the student and a counseling form will be completed by the faculty member. It will indicate the specific infraction, the degree of seriousness of the infraction (i.e. counseling, warning, reprimand or probation) and the steps needed to be taken by the student to correct the behavior.
- The counseling form will be signed by both the student and the faculty member. The student will receive one copy and a copy will go into the student's file.
- Each written warning or being placed on probation will result in a 5-point deduction from the final course grade that the disciplinary action took place.
- If a student receives a cumulative total of more than four written infractions, this demonstrates a disregard to the Radiography Program policies. The Program Director/Coordinator may dismiss the student from the program.

The disciplinary process is intended to help the student identify and correct unacceptable behavior and to promote a higher standard of professionalism. Disciplinary action is used to maintain a positive learning environment and safety in the clinical setting. This includes unacceptable behavior identified and/or reported by program faculty or clinical preceptors. Failure to conform to these regulations will result in one, or a combination, of the following:

1. *Verbal Warning* - A verbal notification to a student that his /her behavior, performance, and/or actions are unacceptable, and that stronger disciplinary action will result if the problem area(s) is not corrected. All warnings are documented on a counseling form.
2. *Written Warning* - This is a formal behavioral agreement, drawn up between the student, the Program Director/Coordinator and the Clinical Coordinator or course instructor. It lists the specific behaviors, performances, and/or actions that are unacceptable and that need to be corrected within a designated amount of time. Failure to correct these problem areas, with the given time frame, will result in more serious disciplinary actions. One copy of the written agreement will be provided to the student, while another will be entered into the student's file as documentation as warning to the student. All warnings are documented on a counseling form.
3. *Probation* - This action may be taken as a last resort for those students who continue to display inappropriate behavior or who commit an infraction that is considered to be of a serious nature. Probation is a minimum of 8- week period of time (unless otherwise specified by the Program Director/Coordinator, Clinical Coordinator at the time of Academic/Clinical Probation notification), excluding college-wide time off. During this time, a student may not incur an infraction of any rule or regulation as stated in the Radiography Program Handbook. Any infraction incurred during the probationary period will automatically result in a recommendation to the Program Director/Coordinator for the student's dismissal from the program. All probations are documented on a counseling form.
4. *Program Dismissal* - If, after the appropriate actions have been carried out and the student still fails to improve performance or continues repeated infractions, the student will be dismissed from the program. Dependent on the violation, a student can be subject to immediate dismissal from the

Program without prior disciplinary action being taken. All dismissals are documented on a counseling form.

## PROGRESSIVE DISCIPLINARY INFRACTIONS AND ACTIONS

Category I Infraction	1 <sup>st</sup> occurrence	2 <sup>nd</sup> occurrence	3 <sup>rd</sup> occurrence	4 <sup>th</sup> occurrence
Violating the Standard Uniform Dress Code	Verbal Warning	Written Warning	Probation	Dismissal+
Unsatisfactory academic/clinical performance	Verbal Warning	Written Warning	Probation	Dismissal+
Parking in any area other than the designated parking area at a clinical site.	Verbal Warning	Written Warning	Probation	Dismissal+
Category II Infraction	1 <sup>st</sup> occurrence	2 <sup>nd</sup> occurrence	3 <sup>rd</sup> occurrence	4 <sup>th</sup> occurrence
Careless damage to hospital grounds or property	Written Warning	Probation	Dismissal+	
Creating or contributing to unsanitary conditions	Written Warning	Probation	Dismissal+	
Disturbing others at work	Written Warning	Probation	Dismissal+	
Phone calls or visitors during clinical rotations	Written Warning	Probation	Dismissal+	
Neglect of duty	Written Warning	Probation	Dismissal+	
Provoking or reacting to provocation	Written Warning	Probation	Dismissal+	
Use of profanity during clinical rotation or classes	Written Warning	Probation	Dismissal+	
Unauthorized absence from the assigned area or class	Written Warning	Probation	Dismissal+	
Willful violation of safety rules or hospital safety practices	Written Warning	Probation	Dismissal+	
Using laptops/tablets, ear phones, messaging/calls on smart watches, cell phones/face-timing/text messaging/having phone on their person in clinic. Texting/phone calls/face-timing, using ear phones in lab or class.	Written Warning	Probation	Dismissal+	
Failure to observe and practice the radiation safety guidelines	Written Warning	Probation	Dismissal+	
Unprofessional conduct (didactic or clinical)	Written Warning	Probation	Dismissal+	
Violating the No Call- No Show Policy (Didactic)	Written Warning	Probation	Dismissal+	
Category III Infraction	1 <sup>st</sup> occurrence	2 <sup>nd</sup> occurrence	3 <sup>rd</sup> occurrence	4 <sup>th</sup> occurrence
Causing harm to a patient, visitor, or fellow worker through negligence or inattention to duties	Probation	Dismissal+		
Defacing of notices, walls, or property	Probation	Dismissal+		
Willful negligence in patient care situations	Probation	Dismissal+		
Gambling on hospital or college property	Probation	Dismissal+		
Horseplay or throwing things	Probation	Dismissal+		
Reporting to college or a clinical site under the influence of alcohol or other non- prescribed drugs	Probation	Dismissal+		
Leaving the clinical site property without permission from clinical coordinator	Probation	Dismissal+		
Violating the No Call- No Show Policy (Clinical)	Probation	Dismissal+		
Violating the Absolute Program Policies	Probation	Dismissal+		
Violating the Radiography Energized Lab Policy	Probation	Dismissal+		
Sleeping while on duty at a clinical assignment	Probation	Dismissal+		
Category IV Infraction-	1 <sup>st</sup> occurrence	2 <sup>nd</sup> occurrence	3 <sup>rd</sup> occurrence	4 <sup>th</sup> occurrence



Accepting gratuities from patients and their relative + **	Dismissal+**			
More than 3 absences in one course in one semester (including wellness day) +	Dismissal+			
More than 3 tardies in one course in one semester (including 1 <sup>st</sup> occurrence) +	Dismissal+			
Conviction of a felony	Dismissal+			
Fighting (verbal or physical) at the clinical site or on college premises +	Dismissal+			
Insubordination (refusal to respond to the reasonable request by instructor, Clinical Coordinator, Program Director/Coordinator +	Dismissal+			
Performing a radiographic exam without a physician's order +	Dismissal+			
Physical abuse of a patient +	Dismissal+			
Possession of and/or consumption of alcohol or any non- prescribed drugs +	Dismissal+			
Possession of illegal weapons on hospital or college property +	Dismissal+			
Theft +	Dismissal+			
Willful destruction of college or clinical property +	Dismissal+			
Willful falsification of a document, records or identification +	Dismissal+			
Breach of Confidentiality, Unauthorized accessing confidential information on hospital/college +	Dismissal+			
Academic or Clinical Dishonesty +	Dismissal+			

\*\* Excludes flowers, candy, and thank you cards

+ Requires review and approval of Program Director/Coordinator

**Violations Not Listed** - From time to time, violations of policy, procedures, rules, or standards may occur that are not listed in this handbook. When this occurs, and discipline is necessary, the Program Director/Coordinator, the Clinical Coordinator, the Chair of Health Sciences, and the Dean of Students will agree in advance on the proper disciplinary progression.

## RE-ADMISSION PROCEDURE

Students who request readmission to the program must reapply for another starting class, unless otherwise stated by the program coordinator on a case-by-case basis. Readmission is not guaranteed. A radiography course may only be repeated once. A student will be eligible for readmission to the program one time only and must adhere to the following:

- Complete the admission procedure again.
- Meet with the Program Director/Coordinator to determine why student was not successful in passing a course.

In consultation with the Program Director/Coordinator, develop a letter asking for readmission that identifies why the student had to leave the program and steps to be taken to ensure that the obstacles encountered will be removed/resolved. This letter will be reviewed by the Admission Committee and the Committee will decide by a majority vote if the student's application will progress and points calculated.

**Items that will be considered for readmission by the Program Director/Coordinator are the student's:**

- \* Past disciplinary record
- \* Grade record and clinical performance

- \* Attitude
- \* Record of absenteeism and tardiness

## RADIOGRAPHY PROGRAM GRADUATION REQUIREMENTS

To graduate from the Radiography Program, you must fulfill the requirements of the program as well as the Associate degree requirements:

- Complete all radiography cognate courses and Radiography Program requirements with a minimum grade of a 70 or higher.
- Satisfactorily fulfill all mandatory and elective competency requirements as required by the ARRT.
- Have completed any missed clinical hours due to illness, pregnancy, etc.
- Not be on disciplinary probation.
- Possess the following skills:
  - ✓ Apply knowledge of anatomy, physiology, positioning, and radiography techniques to accurately demonstrate anatomical structures on a radiograph or other imaging receptor.
  - ✓ Understand basic x-ray production and interactions.
  - ✓ Operate medical imaging equipment and accessory devices.
  - ✓ Determine exposure factors to achieve optimum radiographic techniques with minimum radiation exposure to the patient.
  - ✓ Demonstrate knowledge and skills relating to medical image processing.
  - ✓ Evaluate radiographic images for appropriate positioning and image quality.
  - ✓ Apply the principles of radiation protection to the patient, self, and others.
  - ✓ Provide patient care and comfort.
  - ✓ Recognize emergency patient conditions and initiate lifesaving first aid and basic life-support procedures.
  - ✓ Detect equipment malfunctions, report same to the proper authority and know the safe limits of equipment operation.
  - ✓ Exercise independent judgment and discretion in the technical performance of medical imaging procedures.
  - ✓ Participate in radiologic quality assurance programs.
  - ✓ Provide patient/public education related to radiologic procedures and radiation protection/safety.
  - ✓ Support the profession's code of ethics and comply with the profession's scope of practice. Refer to *Section 7, Appendix A*.
  - ✓ Competently perform a full range of radiologic procedures on children and adults in the following categories:
    - Head/Neck
    - Abdominal/Gastrointestinal/Genitourinary Musculoskeletal
    - Thorax Trauma
    - Extremities
    - Bedside (Mobile) Surgical



## SECTION V: CLINICAL EDUCATION/SCHEDULING/ EVALUATION

### STANDARD UNIFORM POLICY

Proper dress, personal grooming and overall appearance adds much to the positive image that the public has of Gulf Coast State College and its clinical affiliations. For these reasons, the Radiography Program requires all students to wear their program uniforms to all radiography classes at the college and clinical education sites. The following are the clinical uniform and appearance policies as stated herein.

**The Standard Uniform Policy for the radiography program is as follows:**

A black lab coat or lab jacket with the Gulf Coast State College Health Sciences Division patch sewn onto the left sleeve 2" from the shoulder seam. The student may also purchase approved jackets for clinicals from ALMEGA sports with the program logo embroidered on the left side. **NO HOODIES OR ANY OTHER TYPE OF JACKET IS ALLOWED. DISCIPLINARY ACTIONS WILL APPLY.** Under the lab coat/jacket, the student **MUST** wear the designated standard uniform consisting of a designated style as provided by the program and purchased through uniform distributor and embroidered by a college approved embroidery vendor (ALMEGA sports) with the Gulf Coast State College Radiography Program logo. Any program/ class shirt may be worn in class only on approved days as designated by program coordinator.

Uniform clothing should be clean and neat at all times. It should fit well (i.e. sized appropriate for body type) and not be frayed or unduly worn.

In addition:

- Solid white, gray or black (or white, black, or red for 1st years) plain tee shirts (long or short sleeve) with the appropriate fit and with no logos may be worn under the standard uniform scrub top to keep warm and/or conceal tattoos.
- Shoes -White, black, gray (or white, black, or red for 1st years) or a combination of these colors (NO NEON), including the shoe faces are allowed. Athletic or closed toed shoes/non-ventilated clogs are acceptable. Shoes must be in good condition and provide adequate support. Shoes must be kept clean at all times.
- College issued Radiography Student I.D. Badge - student I.D. name badge must be worn at all times.
- Radiography Program Radiation Monitoring Badge - ALWAYS have a properly dated and GCSC issued personnel radiation monitoring device attached to the collar of the uniform while in clinic and while in the energized radiography program lab.
- Radiography Program Student Markers - ALWAYS use your own college issued right and left anatomical markers to properly identify radiographic anatomy. These markers (1 set) will be provided for you by the Radiography Program and are considered part of the Radiography uniform.

If markers are lost, then the student becomes responsible for obtaining a new set of markers from the Clinical Coordinator in a timely manner and cannot attend clinical rotations without his/her markers. The student may choose to purchase their own set of markers but, the markers must display the student's assigned number (i.e. S14), no initials. The markers must contain lead to show up on images. See Clinical Coordinator for replacement information. Student will not share student markers, use technologist's markers, or allow technologist to utilize the student's markers.

Failure to possess the college issued Radiography program name badge, student markers and personnel monitoring device will result in dismissal from clinic/lab until such time that you have these. Any missed time incurred during this absence will fall under applicable make-up policies and be reflected in the final course grade.

**Personal Hygiene:** Students are required to maintain personal hygiene in the clinical, classroom, and laboratory setting. Every detail of personal hygiene is extremely important. Students are expected to present a positive image of themselves, considering the needs of patients and/or peers.

**Daily bathing** is required, a clean body and minimized body odors

**Oral hygiene** excessive odor of tobacco products or bad breath is unacceptable in the work environment.

**Keep jewelry to a minimum.** Earrings should be of the small post type, not hoops.

- Earrings are limited to one earring per ear of pearl, diamond, colored stone, gold or silver only (earrings must match, are to be worn in the lower lobe of the ear only and are not to exceed beyond the margins of the ear lobe).
- Rings with high profile settings, especially those with prongs risk puncturing protective gloves (i.e., engagement or wedding rings) and are not permitted in the clinic. However, a smooth wedding band will be permitted.
- Numerous chains, rings, and bracelets will not be permitted. Large necklace pendants or non-conservative jewelry are not acceptable and maybe subject to program faculty discretion.
- Necklaces will be of a plain fine linked chain (silver or gold in color only) with or without a small pendant.
- Lapel pins, scarf rings and functional pins (i.e. pen or glasses holders) which coordinate with the clothing and do not exceed 2" may be worn. These pins should be conservative in design without logos.
- The wearing of any other type of or additional numbers of earrings, chains, necklaces, bracelets, ornamental pins and rings is not permitted.
- The clinical site maintains the right to require students to remove or cover any objects of jewelry or body adornment that do not meet the written standards of the department.

**Body Piercings.** Any body piercing, other than ear lobes, exposed to the patient (i.e. nose, lip, eyelid, etc.) **must** be removed or covered with a Band-Aid while in clinic.

**No tongue jewelry** is allowed while in class/lab/clinic.

**Women's Hair** that is long enough to be pulled back **must** be pulled back (off shoulders) and secured up to prevent any contact with patient while on duty. Acceptable hair accessories include barrettes or combs which match the hair color, or in gold, silver, tortoise shell, without ornamentation; ribbons or bows which coordinate with the uniform colors being worn and which do not extend below the top of the collar and are of an appropriate size. Extremes in dyeing, bleaching, or tinting the hair are not permitted.

**Men's Hair** should be neat, natural haircut and a clean shave (see below) are essential. The hair is to be neatly groomed so that it does not extend beyond the top half of the ear. Hair must not hang out over the shirt collar. Any extreme hair styling is not permitted. Extremes in dyeing, bleaching, or tinting the hair are not permitted.

- Sideburns, mustaches, and beards should be neatly trimmed, extending no more than 1/2" from the skin.
- Additional restrictions may be made due to health and safety precautions. For instance, for persons providing patient care, facial hair that interferes with the seal of the N95 respirator is prohibited.

**Wear make-up conservatively**

- *Face make-up:* Natural make-up is permitted. Foundation bases, powder and blushes should correspond with each individual's skin coloring.
- *Eye make-up:* If mascara is worn, it should be applied lightly in shades of black or brown. Eye shadow, if worn, should be in natural shades so as not to be conspicuous.
- *Lipstick:* Lipstick, if worn, should be applied lightly and complement the individual's appearance. True lip tones or natural shades of lipstick are acceptable.

**Tattoos** - The Radiography program does not allow tattoos to be displayed, students who have tattoos must ensure that they are not visible during clinical rotations.

**Do not chew gum** while participating in direct patient exam. Be mindful of oral hygiene at all times. No "smoke breaks" are allowed during the clinical education setting.

**Perfume, cologne, or scented powders**, if worn, should be mild and light. The excessive smell of perfume, cologne, scented powders, tobacco, alcohol, bad breath, or other offensive body odors is unacceptable in the work environment. Every detail of personal hygiene is extremely important. Each employee is expected

to present a positive image of themselves, considering the needs of patients and/or co-workers. Only use hospital approved moisturizing lotions are allowed.

**Fingernails** should be kept clean, short, and healthy. No polish of any color is allowed. Clear polish can be worn. No artificial nails or nail tips are allowed.

**Personal hygiene** is extremely important for professional appearance and personal safety. Any skin abrasions and/or wounds need to be covered to prevent contamination from patient to employee or vice versa.

Students arriving in the clinical area inappropriately dressed or unshaven (as determined by the program faculty or department staff) may be asked to leave. Any time missed because of this will be required to be made up and will be reflected in professional grade. This will constitute the only acceptable standard uniform with the following exceptions:

- The student arrives at the clinic in the proper uniform, but during the course of the shift the uniform becomes soiled with a patient's bodily fluids.
- The student is assigned to the operating room or some other area where the approved uniform is unacceptable.

**Hospital-provided scrubs are not authorized clinical attire in any other area while performing your clinical assignment.**

## SURGICAL ATTIRE

- All students assigned to a surgical rotation at a clinical site must follow the hospital policies and procedures.
- Students may be required to change into surgical scrubs prior to the beginning of each surgical shift.
- Closed toe shoes may have shoe covers placed over them for protection from gross contamination.
- A surgical hat or hood shall confine all hair. Men shall cover beards with hood style head cover.
- Masks shall cover the nose and mouth
- No perfume shall be worn in surgical suites
- When leaving the surgical area, all personnel shall remove and discard in the designated areas, mask, head and shoe covers, remove all PPE, and wash hands thoroughly.
- All gloves are to be changed between patient contacts or after contact with contaminated items when task is completed and wash hands thoroughly.
- Additional protective attire (e.g., liquid-resistant aprons, gowns, head and shoe covers) is to be worn when exposure to blood or potentially infectious materials is reasonably anticipated and removed after contact with such patients.

## PERSONAL RADIATION SAFETY MONITORS (DOSIMETERS)

Each student is responsible for wearing the personal radiation monitors in the classroom, in the Clinical Education Site and in the program's energized lab. Failure to have the dosimeter in lab will result in point deduction from lab performance grade or clinical professionalism grade. Students who fail to have their monitor will NOT be allowed to participate in clinical or laboratory practicum. Time missed will be subject to rules regarding make-up time.

Each student is responsible for having their dosimeters in their possession. Readings will be conducted bi-monthly.

An accident with, or loss of, monitor(s) must be reported immediately to the Clinical Coordinator or Program Director/Coordinator.

The bi month reading report will be made available by the clinical coordinator within 30 days of receipt and

must be reviewed by each student and acknowledged by placing their initials on the report next to their indicated reading. The bi-monthly radiation report for a student must not exceed the maximum permissible dosage for occupationally exposed persons as established by state and federal agencies for Radiologic health.

However, if a bi-monthly badge reading exceeds 40 mrem (0.4 mSv), the student will be counseled by the Radiation Safety Officer (Speakman), an investigation will be conducted, and an action plan will be determined. **Student exposure must be limited to 100 mrem (1 mSv annually).**

**Gulf Coast State College  
Radiography Program**

**Documentation of Radiation Monitoring Badge Bi-Monthly Readings over 40 mrem (.4 mSv) or 100 mrem (1 mSv) Annually**

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Clinic Site:** \_\_\_\_\_

**Radiation Badge Reading** \_\_\_\_\_ **mrem for the bi-monthly/ annual reading of** \_\_\_\_\_

If a student's **radiation badge reading is over 40 mrem (0.4 mSv) for any 2 month period or exceeds the 100 mrem (1 mSv) limit**, the following procedure will be followed and documented.

1. Discussion between student and clinical coordinator concerning reason for over exposure.
2. A student contract form signed by the student and clinical coordinator.
3. Discussion with the clinical instructor concerning possible reasons for overexposure.
4. Recommendations made by the clinical instructor to prevent future overexposure.

**Possible Reason and Recommendations:**

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**Action Plan:**

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\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Clinical Coordinator Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Program Director/Coordinator Signature**

\_\_\_\_\_  
**Date**

## REQUIRED LEVELS OF CLINICAL SUPERVISION

Prior to didactic and laboratory instruction and documented laboratory proficiency in a procedure, the student is only permitted to observe a licensed diagnostic radiologic technologist perform that procedure.

1. After didactic and laboratory instruction and documented laboratory proficiency in a procedure but prior to a clinical competency evaluation or simulated clinical competency evaluation:

The student continues to observe these procedures and gradually progresses to the point where the student can now participate and assist the licensed diagnostic radiologic technologist while under direct supervision.

The following parameters constitute **direct supervision**. The registered radiographer shall:

- a. Review the request for examination in relation to the student's achievement.
- b. Evaluate the condition of the patient in relation to the student's knowledge.
- c. Be present during the conduct of the procedure.
- d. Review and approve the radiographs.

2. After a Clinical Competency Evaluations or simulated competency evaluation:

After a student has demonstrated competency on a Clinical Competency Evaluation or simulated competency evaluation in a given procedure, the student may perform that procedure under the indirect supervision of a licensed diagnostic radiologic technologist.

The following parameters constitute **indirect supervision**:

- a. Supervision provided by a licensed diagnostic radiologic technologist who is immediately available to assist students regardless of the level of student achievement. "Immediately available" is interpreted as the presence of a registered radiographer adjacent to the room or location where a radiographic or fluoroscopic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use. (Based on these parameters, a student cannot be assigned to a surgical or mobile rotation or assigned to a room that is not adjacent to another radiographic or fluoroscopic room (i.e., ED) unless a licensed radiographer is present in that room or in the adjacent room.)
- b. A licensed radiographer must review and approve all radiographic images.

## REQUIREMENTS FOR REPEAT RADIOGRAPH

All unsatisfactory radiographs shall be repeated only under the direct supervision and as determined by the supervising technologist, which requires the physical presence of a registered radiographer, regardless of the student's level of competency.

In order to reduce the risk to students and patient care, adherence to the supervision policy will be the student's responsibility. If a student is observed doing any of the following, the student will be placed on probation or possibly dismissed from the program:

- Performing a repeat without direct supervision
- Performing a procedure that has not been competency tested without direct supervision

## ADJUNCT / CLINICAL COORDINATOR CLINICAL EVALUATIONS

In order to assess the students' progress throughout the clinical education experience, the adjunct clinical instructor or supervising staff technologist at each of the students' clinical rotation sites will submit an evaluation at periodic times each semester.

The adjunct/clinical instructors may hold periodic lab/image critique sessions. The student's performance and participation is encouraged and may be reflected on the evaluation. Any student receiving a failing or substandard evaluation will be brought in for counseling by the Clinical Coordinator.

## PREREQUISITE FOR CLINICAL COMPETENCY EXAMINATIONS

### CLINICAL COMPETENCY EXAMINATION

**Prior to a Clinical Competency Examinations, a student shall complete the following:**

- a. Documented didactic proficiency at the college
- b. Documented laboratory proficiency at the college
- c. Documented pre-comps for exams as indicated.

### CLINICAL COMPETENCY POLICIES AND PROCEDURES

After a student has successfully completed didactic competency, laboratory competency and any required attempts of a procedure (pre-competency), he/she is then able to competency test on that procedure in the clinical setting. This requires that the student perform the procedure without the aid of any technologist, textbook, or notes.

Demonstration of competence includes requisition evaluation, patient assessment, room preparation, patient management, equipment operation, technique selection, positioning skills, radiation safety, image processing, and image evaluation.

Competency exams must be done under the direct supervision of a radiologic technologist. Upon successful completion, the student will be able to perform the competency tested procedure under indirect supervision.

When a student requests to be competency tested, he/she must know the routine views for the procedure and be able to select the correct technical factors, including manual techniques.

During competency testing, the student is not allowed to refer to positioning notes, textbooks, or ask the technologist for help in knowing how to perform routine views. The technologist may offer assistance with a difficult patient, but it is the student's responsibility to take the lead in performing the exam.

**The supervising technologist is allowed to stop the student at any time during the competency exam if he/she feels that the student is not demonstrating competence or harm will result to the patient.**

A student may competency test on an exam at the technologist's discretion. If the technologist feels that the patient is not an appropriate case on which to competency test, he/she may deny the student's request to competency test.

If, during the course of the competency testing, the student has to be corrected or assisted in any manner, the competency will be invalid.

Competency on any procedure does not mean mastery of it. It means that you are capable of performing it without direct supervision. Mastery of all procedures in Radiography comes with continued performance of the procedures until they are second nature to you. Therefore, once a student has competency tested on any procedure (e.g. chest x-ray), they will not shy away from or refuse to do them at any time. Statements such as "I don't need to do that because I have already competency tested on it" or "I've done enough of those" will not be tolerated. This violation demonstrates insubordination. Violators of this policy will receive disciplinary action.

Competencies performed with staff technologists will be evaluated by one of the program faculty. Changes to the competency grade may be made at the discretion of the program faculty.

### CRITERIA FOR CLINICAL COMPETENCY EXAMINATION

To assess the student's degree of proficiency while performing a clinical competency exam, the student must

be able to perform each of the following:

**A. Requisition Evaluation**

1. Patient name
2. Working diagnosis
3. Exam listed
4. Ordering physician
5. Transportation status
6. Evaluate the requisition to verify the order, discuss with the supervisor, incomplete, confusing, or unclear information.

**B. Room Preparation**

1. Assemble the accessory equipment, supplies and prepare contrast material (if indicated or if allowed by healthcare facility protocol), required to perform the particular radiographic procedure specified by the requisition.
  - Pigg O Stat or other pediatric immobilization device
  - Sheets
  - Foot board
  - Shoulder support
  - Assess the need for Personal Protection Equipment (PPE) and use it appropriately.

**C. Patient Assessment**

1. Welcome patient to the department and introduce yourself to patient.
2. Using two methods of available sources, i.e., patient interview, wristband, clinical history, interview of friend, family member, nurse, etc. Verify patient identity.
3. Inform the patient of what will happen during the procedure(s).
4. Explain the examination to the patient and/or to an accompanying family member.
5. Reassure patient and answer questions as appropriate.
6. Determine information to convey to the patient based on patient's condition and behavior as well as institutional policy.
7. Determine if the patient is pregnant.
8. Document patient's pregnancy status, alert ordering physician or radiologist to find out if radiographic examination is contraindicated.
9. Ascertain that correct preparation procedure was followed. Make sure that patient has dressed appropriately for procedure. Instruct the patient, if necessary, to the appropriate location to remove specific articles of clothing. Assist the patient in removing all radiopaque objects from the field of interest. If the patient requires assistance, respect the patient's right to privacy. If the patient is of the opposite sex, seek the assistance of an individual of same sex.
10. Using a combination of available resources determine the most appropriate mode of transport.
11. Safely transport patient into the examination room without injury to patient or self. Safely transport patient on a stretcher or in a wheelchair onto the examination table. Make sure that IV lines, catheter tubes, monitor wires, oxygen tubing and / or tank, etc. are restored to their proper positions. Assist patient, allowing him/her to be as comfortable as possible.
12. Take measures to ensure patient modesty by exposing only body areas to be examined. Respect each patient's privacy.
13. Treat each patient with dignity and concern.

**D. The Radiographic Examination or Procedure**



Prior to beginning the CCE, the student will determine the patient positions and projections of the area of interest in relation to the patient's condition and write them on the CCE form.

1. Wash their hands prior to beginning exam.
2. For each projection, the student will: Select the appropriate image receptor (IR). The decision to use a grid will affect the student's choice. Equipment should be readily accessible and should eliminate all need for personnel in the radiography suite during the radiographic exposure.
3. Place the IR in the correct position/ orientation. Determine if exam will be done tabletop or in the Bucky tray. If using CR, the correct size of IR should be used for a given exam.
4. Select the appropriate SID (as outlined in Procedures and Positioning courses I, II, and III) for each projection of the radiographic examination. The use of a focused grid, beam divergence and presence of superimposing structures will affect optimal SID.
5. According to the description provided in class or in the clinical education handbook, properly position the patient with no more than a 5-degree rotational error. In positioning the patient, take account of location of suspected fractures, unhealed fractures, presence of foreign bodies and patient's overall physical condition; handle patient accordingly. Position the part to be radiographed in the correct relation to the IR.
6. When applicable, apply proper use of positioning aids by utilizing items (angle sponges, tape, Pigg-O-Stat, etc.) which aid the patient in maintaining the desired position(s) but will not interfere with patient's breathing or circulation.
7. According to the description provided in class or in the clinical education handbook, within 5 degrees, correctly angle the radiographic tube.
8. With 100% accuracy, align the central ray to the image receptor.
9. Within 2 cm, correctly position the central ray to the center of the subject with the primary beam entering the area of interest at the angle necessary to project the image needed. The student will maneuver the radiographic tube correctly and safely in the presence of the patient.
10. Collimate to an area no larger than the IR size. Specific rules regarding collimation are outlined in the Procedures and Positioning course.
11. When possible, shield the patient's gonads by determining the position of the gonads and providing appropriate shielding based on position of patient and part projection requested. Place shield between patient and path of x-ray beam. Supply shielding to any person(s), other than the patient who may be present in the room during radiographic exposure(s). Comprehend the effects of all ionizing radiation and conscientiously conform to safety requirements.
12. Correctly place appropriate lead markers. Using lead markers ("R", "L", "ERECT", etc.) identify the patient part correctly relative to the side, time, and position of the patient/part appropriate to the department's procedure manual.

#### **E. The Exposure**

1. Select appropriate voltage range (within 5 kVp). Specific rules for selecting optimal kVp are outlined in the Positioning and Procedures courses. Note radiologist's density and contrast scale preferences or equipment variances to avoid "repeat" radiographs. Manipulate controls to set the selected voltage on the console.
2. Determine appropriate mAs (within 30%). Using a technique chart guide determine and select appropriate minimal exposure factors for projection(s) to be performed which are compatible with diagnostic quality desired. Take into consideration the patient's habitus, size, sex, age, and degree of muscularity to determine the correct technical factors. Note any pathological conditions, which would influence the choice of exposure factors.
3. Set appropriate mA on console. This will be influenced by factors such as focal spot size, desired time setting and mAs to be used.
4. Set appropriate time on console. This will be affected by patient condition, ability to cooperate,

available mA stations and whether or not a long exposure time is desired.

5. If using AEC, properly select back-up time.
6. If using AEC, select appropriate ionization chamber(s).
7. Properly instruct patient, (don't move, stop breathing, etc.), as appropriate to minimize voluntary movement, to depress or elevate the diaphragm, blur-out superimposed structures, etc. for the exposure.
8. Watch the patient prior to and during the exposure. Make sure patient carries out breathing instructions and maintains the desired position. Unexpected patient movement may necessitate postponement of the exposure.
9. Note if mA meter registered an exposure. The student will also correctly use the rotor and exposure switches to make exposure from behind leaded protective barriers. Any signs of equipment malfunction will be carefully noted and reported immediately.
10. Instruct the patient to relax, breathe, and resume a comfortable position, etc.

#### **F. Repeat Radiographs**

**All repeated images must be made in the physical presence of a radiographer.** The number of repeat radiographs for the exam will be documented by the evaluator.

**For any given competency examination, the student may only repeat one projection, once.** If the repeat radiograph is sub-optimal, the supervising radiographer will complete the remainder of the exam. Frequently, radiographic image quality is sub-optimal by no direct fault of the radiographer or student. It is imperative that the student be able to recognize deficiencies in image quality.

#### **G. Following the Exposure**

After each projection included in the examination series has been completed, the student will:

1. Safely assist the patient back to be transported. Without injury to patient or self, safely transport patient from examination table to the stretcher or wheelchair. Make sure that IV lines, catheter tubes, monitor wires, oxygen tubing and / or tank, etc. are restored to their proper positions. Assist patient, allowing him/her to be as comfortable as possible.
2. Give appropriate follow-up instructions to the patient. As discussed in Procedures and Positioning class, when dismissing the patient, explain that the images will be reviewed by the radiologist and that the ordering physician will discuss results with the radiologist. The student may give post-procedure instructions per clinical education site department policy.
3. Properly dispose of any contaminated materials. Re-usable items, such as linen must be placed in the appropriate receptacle for the protection of the persons handling laundry. Contaminated disposable equipment must also be disposed of properly, as per clinical education site department policy. Any used or opened "sharps" are considered contaminated and must be disposed of in an appropriate puncture- resistant, leak-proof container immediately after use.
4. Disinfect all equipment and environmental working surfaces as soon as possible after contact with potentially infectious materials. At this time, the student will safely transport IR(s) to be processed. After processing, the student will review images for technical quality, proper alignment of part/IR and tube/IR, and correctly placed lead marker, make certain the patient identification information is readable and accurate, identify the need for additional or repeat images.
5. The student will properly wash their hands following the procedure and clean the room for the next patient.

#### **H. Image Evaluation**

For each projection, the student will evaluate image quality in terms of the following:

1. proper image brightness
2. appropriate grayscale

3. spatial resolution
4. tube / part / IR alignment
5. demonstration of entire structure
6. identify anatomy
7. accurate positioning
8. correct anatomical marker and patient ID
9. evidence of collimation
10. Competency exams submitted must reflect your best quality of work.

#### INSTRUCTIONS FOR COMPLETING CLINICAL COMPETENCY EVALUATIONS

To complete a competency, the student will be graded on the competency performance by the technologist and will be accepted or rejected by program faculty. The competency form will be completed by the supervising technologist.

- Competency acceptance will be completed by one of the program faculty.
- Image Analysis will be completed throughout the semester by program faculty.
- All students should submit weekly competency reports in Canvas by each Sunday, no later than 11:59pm.



# GULF COAST STATE COLLEGE RADIOGRAPHY PROGRAM

## CLINICAL COMPETENCY EVALUATION



STUDENT: \_\_\_\_\_ EXAM: \_\_\_\_\_ EXAM ID: \_\_\_\_\_ SITE \_\_\_\_\_ DATE: \_\_\_\_\_

Evaluator Name (Print): \_\_\_\_\_ Evaluator Signature: \_\_\_\_\_

Routine Projections, completed by student before beginning CCE:

Student fills in technical factors actually used.

Projection						
Technique						
Exp Value/ Fluoro Time						

1-needs major improvement    2-needs minor improvement    3-average    4-above average

Area 1: Requisition, Preparing the room, Patient Interaction, Management & Assessment	1	2	3	4
Identified the patient's name & DOB on requisition & performed 2 pt. identifiers.				
Identified type of procedure, pathological conditions, and mode of transport.				
Prepared room gathered supplies and ensured equipment was clean.				
Washed hands before and after patient interaction.				
Communicated with patient (introducing self, explain procedure, document pt. hx,)				
Assessed patient (pt.'s ability to stand, wheelchair, trauma, etc.)				
Checked age and gender on requisition, asked about pregnancy, and documented appropriately.				
Radiopaque objects were removed, and had patient change while protecting pt. modesty.				
Ensured patient safety and patient management from beginning to end of transport and exam.				
Cleaned equipment used/ stocked and prepared room for next patient.				

Area 2: Equipment Operation & Efficiency, Patient Positioning & Radiation Safety	1	2	3	4
Appropriate IR/grid, oriented correctly, placed in bucky/tabletop directly as exam indicates.				
Correct SID, tube angulation & detent.				
Appropriately collimated without clipping pertinent anatomy.				
Aligned tube to the anatomical part, used correct centering and appropriately palpated the patient.				
Practiced ALARA by demonstrating the cardinal rules and shielding the patient.				
The student used their time efficiently and did not hesitate during the procedure.				

Area 3: Technique Selection & Exposure	1	2	3	4
Chose the correct exam on DR/CR equipment.				
Utilized appropriate kVp and mAs, manual or AEC				
Communicated clearly with patient and gave the patient correct instructions.				
Observed the patient from behind the leaded wall during the exposure to ensure patient safety.				
Ensured exposure index/ s-value is within appropriate range.				

Area 4: Image Evaluation & Processing	1	2	3	4
Images are of diagnostic quality (brightness, contrast, spatial resolution, distortion, no motion.)				
Images meet image criteria including anatomy and positioning.				
Show accurate marker placement, evidence of collimation (no cropping).				
The student appropriately demonstrated processing and post processing capabilities.				

Repeats? Y / N

Was evaluator present during repeat? Y / N

Did student recognize need for repeat? Y / N

Reason for repeat? \_\_\_\_\_

Evaluator Comments

Student Signature \_\_\_\_\_

GCSC Radiography Program Use Only

\_\_\_\_\_ A \_\_\_\_\_ R

Anatomy	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable	Collimation	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable
Positioning	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable	Marker	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable
Centering	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable	Exposure	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable

Comments:

Signature \_\_\_\_\_ Date \_\_\_\_\_



## Radiography Program Image Analysis

Grade

Student: \_\_\_\_\_ Date: \_\_\_\_\_ Site: \_\_\_\_\_

Exam: \_\_\_\_\_ Exam ID: \_\_\_\_\_ Exam Date: \_\_\_\_\_

### Grading Scale:

4= Above Average

3= Average

2= Needs minor improvement

1= Needs major improvement

0= Not acceptable

	4	3	2	1	0
Positioning/ Centering					
Correct Rotation/Obliquity					
IR Alignment/ Central ray alignment/ Tube Angulation					
Technique/ Exposure					
Image Criteria					
Collimation					
Artifacts					
Marker Placement					
Repeats					
Anatomy					

Comments:

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Student Signature: \_\_\_\_\_ Instructor Signature: \_\_\_\_\_

## IMPROMPTU COMPETENCIES

The Clinical Coordinator may require the student to re-demonstrate competency for a procedure in an impromptu setting. Failure of the impromptu competency results in withdrawal of that competency, remedial study directed by the Clinical Coordinator, and re-demonstration of competency for that procedure.

## CLINICAL EDUCATION DOCUMENTS

Students are required to keep accurate records of their clinical experience, including:

1. Clinic Site Orientation Form Completed (1<sup>st</sup> time at site only).
2. Documenting attendance by signing in and out using the program designated sign-in sheet.
3. Documenting daily comped, performed, assisted, and observed exams.
4. Completing competency reports submitted in a word doc or PDF to Canvas.
5. Keeping up with the student competency record.
6. Documenting and completing a day sheet summary at the end of each rotation.

All clinical documents must be completed and turned in at the designated time indicated by the Clinical Coordinator. Failure to maintain clinical data at the end of a given clinical semester may result in the student receiving a zero for the clinical document grade.

Data will be used to monitor a student's transition through the clinical portion of the program. This is designed to assure an appropriate mix/variety of exams, and level of participation in exams.

This clinical record is a requirement of the Joint Review Committee on Education in Radiologic Technology (JRCERT) for accreditation purposes. There will be no excuse for any student not maintaining record of clinical education.

## SCHEDULE OF CLINICAL EVALUATIONS

Fall 1 <sup>st</sup> year	
By week 3:	Clinical Orientation Skills
By week 16:	Evaluation of Student Professional and Performance Skills form will be completed by clinical preceptors and/or technologists
	Minimum of five (5) approved Clinical Competencies
	Professionalism Grade
	Practical Exam
	Student Evaluation of Clinical Experience, Clinical Preceptor Evaluation, Clinical Technologist Evaluation, and Self Evaluation will be completed by the student
Spring 1 <sup>st</sup> year	
By week 8:	Evaluation of Student Professional and Performance Skills form will be completed by clinical preceptors and/or technologists
	Practical Exam
	Student Evaluation of Clinical Experience, Clinical Preceptor Evaluation, and Clinical Technologist Evaluation will be completed by the student
By week 16:	Evaluation of Student Professional and Performance Skills form will be completed by clinical preceptors and/or technologists
	Minimum of fifteen (15) approved Clinical Competencies
	Professionalism Grade
	Practical Exam
	Student Evaluation of Clinical Experience, Clinical Preceptor Evaluation, Clinical Technologist Evaluation, and Self Evaluation will be completed by the student
Summer 1 <sup>st</sup> year	
By week 8:	Evaluation of Student Professional and Performance Skills form will be completed by clinical preceptors and/or

	technologists
	Practical Exam
	Student Evaluation of Clinical Experience, Clinical Preceptor Evaluation, and Clinical Technologist Evaluation will be completed by the student
<b>By week 12:</b>	Evaluation of Student Professional and Performance Skills form will be completed by clinical preceptors and/or technologists
	Minimum of thirty <b>(30)</b> approved Clinical Competencies
	Professional Grade
	Practical Exam
	Student Evaluation of Clinical Experience, Clinical Preceptor Evaluation, Clinical Technologist Evaluation, and Self Evaluation will be completed by the student
<b>Fall 2<sup>nd</sup> year</b>	
<b>By week 8:</b>	Evaluation of Student Professional and Performance Skills form will be completed by clinical preceptors and/or technologists
	Practical Exam
	Student Evaluation of Clinical Experience, Clinical Preceptor Evaluation, and Clinical Technologist Evaluation will be completed by the student
<b>By week 16:</b>	Evaluation of Student Professional and Performance Skills form will be completed by clinical preceptors and/or technologists
	Minimum of forty-five <b>(45)</b> approved Clinical Competencies
	Professionalism Grade
	Practical Exam
	Student Evaluation of Clinical Experience, Clinical Preceptor Evaluation, Clinical Technologist Evaluation, and Self Evaluation will be completed by the student
<b>Spring 2<sup>nd</sup> year</b>	
<b>By week 8:</b>	Evaluation of Student Professional and Performance Skills form will be completed by clinical preceptors and/or technologists
	Practical Exam
	Student Evaluation of Clinical Experience, Clinical Preceptor Evaluation, and Clinical Technologist Evaluation will be completed by the student
<b>By week 16:</b>	Evaluation of Student Professional and Performance Skills form will be completed by clinical preceptors and/or technologists
	Minimum of sixty <b>(60)</b> approved Clinical Competencies
	Professionalism Grade
	Practical Exam
	Student Evaluation of Clinical Experience, Clinical Preceptor Evaluation, Clinical Technologist Evaluation, and Self Evaluation will be completed by the student

At the completion of each semester, the clinical coordinator will share the individual student's summative results of the professional development form with each student. Student will complete a Self-Evaluation form. Clinical Coordinator and student will address clinical issues/concerns and a personal performance plan will be completed, if indicated, to improve the student's clinical performance skills.

## CONTINUAL COMPETENCY EXAMINATIONS

As the program progresses, the student will be required to demonstrate additional competencies in selected exams to ensure that the student's skills in a particular exam are still at an exceptional level. The Clinical Coordinator will assign a list of continual competencies in Clinical Education II, and Clinical Education III, that must be completed in addition to the required number of competencies required for each semester. The lists will be provided to the student in the clinical course syllabus each semester.

## TERMINAL COMPETENCY EXAMINATIONS

Prior to graduation, the student must demonstrate Terminal Competency in clinical education. This is

accomplished by Terminal Clinical Competency Examinations.

Before advancing to this level of competency, students must:

- Be enrolled in Clinical Education IV.
- Be within 10 months of their anticipated date of program completion and
- Have achieved Clinical Competency Examinations within that category of procedures in which Terminal Clinical Competency Examinations are to be attempted.

Terminal Clinical Competency Examinations cannot be attempted within that category of procedures until all the Mandatory Clinical Competency Examinations within that category of procedures are completed, this excludes headwork, fluoroscopy, CT, and Surgical comps.





# RADIOGRAPHY PROGRAM

## EVALUATION OF STUDENT PROFESSIONAL AND PERFORMANCE SKILLS

Total Points  
\_\_\_\_\_/ 240

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

(Print)

Clinical Course: RTE \_\_\_\_\_ Clinical Facility: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Area of Rotation: \_\_\_\_\_

This form is to evaluation the radiography student's professional performance and behavior.

**Directions:** Using the scale below, check the box that best describes the student's performance. Boxes shaded in gray can only be scored 1, 2, or 3. Comments detailing strengths and/or opportunities for improvement are highly encouraged.

**Use the following scale. The student demonstrates clinical skills and professional behaviors that are:**

**5 – Commendable    4 – Above average    3 – Average    2 – Needs Improvement    1 – Unacceptable**

COMMUNICATION and PATIENT CARE		5	4	3	2	1	Comments
1	Communicates courteously and professionally with staff, personnel and a diverse population of patients.						
2	Evaluates the requisition noting exam(s) ordered, patient demographics, physician and clinical diagnosis.						
3	Introduces self and correctly identifies the patient in accordance with imaging department policy.						
4	Explains the procedure and instructs the patient in understandable terms, tone and volume; informs patient of exam progress.						
5	Provides staff and physicians with clear, concise, and understandable information.						
6	Refrains from discrimination because of age, sex, race or patient condition.						
7	Avoids the use of inappropriate language, behavior and unconstructive criticism of others.						
8	Demonstrates comprehension of verbal and written instructions.						
9	Respects patient confidentiality.						
10	Recognizes patient's feelings; exhibits concern and empathy.						
<b>Total Points</b>							/50

SAFETY and CRITICAL THINKING		5	4	3	2	1	Comments
1	Safely transports and positions patients utilizing safety devices as appropriate to provide a safe environment.						
2	Utilizes universal precautions and infection control.						
3	Practices radiation protection/safety (ALARA) for patients, visitors and medical personnel through the use of collimation, gloves and aprons.						
4	Effectively and safely handles equipment.						

5	Performs within the scope of practice of a student Radiographer appropriate to their level of training.						
6	Translates knowledge of clinical exam protocols into actual practice.						
7	Adapts to variations in the clinical environment by demonstrating minimal levels of anxiety and apprehension.						
8	Demonstrates the ability to retain acquired clinical knowledge and experiences.						
9	Demonstrates the ability to solve problems.						
<b>Total Points</b>		_____/45					

<b>TECHNICAL SKILLS</b>		5	4	3	2	1	Comments
1	Prepares room for radiographic procedure.						
2	Correctly utilizes and manipulates equipment.						
3	Selects appropriate exposure factors using technique guidelines when using manual or automatic controls.						
4	Selects proper source-to-image distance.						
5	Adjusts technique to accommodate changes in source-to-image distance, pathology, motion, image receptor or grid.						
6	Secures correct markers in appropriate locations on image receptors.						
7	Performs those procedures previously competency tested with minimal apprehension and acts with assurance in own capabilities completing exams with minimal supervision once competency is established.						
8	Completes procedures and other duties in a timely manner.						
9	Identifies anatomical structures and evaluates image quality in relation to technique and positioning.						
10	Performs related clerical procedures, labels all radiographs properly, processes images, and accurately records patient information.						
<b>Total Points</b>		_____/50					

<b>POSITIONING ABILITY</b>		5	4	3	2	1	Comments
1	Removes all unwanted opaque articles from the field of interest.						
2	Respects patient modesty.						
3	Demonstrates knowledge of routine procedures and positioning.						
4	Uses appropriate aids and accessory equipment.						
5	Adjusts actions to accommodate patient limitations.						
6	Properly aligns central ray, anatomical part and image receptor.						
7	Applies angulation of central ray when appropriate.						
8	Employs shielding and collimation on all patients unless it interferes with pertinent anatomy.						
<b>Total Points</b>		_____/40					

PROFESSIONALISM and ORGANIZATION		5	4	3	2	1	Comments
1	Adheres to hospital and professional dress code; wears name tag and dosimeter.						
2	Complies with department procedures.						
3	Accepts constructive criticism in a professional manner and uses it for self-improvement.						
4	Accepts responsibility for all actions.						
5	Works well with others in each and every rotational area.						
6	Volunteers to help others/take on extra work.						
7	Student is punctual at all times.						
8	Requests help as needed.						
9.	Cleans rooms and restocks supplies.						
10.	Demonstrates initiative and is motivated.						
11.	Seeks and participates in learning experiences for full utilization of clinical time.						
Total Points		_____/55					

FLUOROSCOPY ONLY	Please circle one	Comments
Did the student observe any fluoroscopy during their rotation?	Yes No N/A	
Did the student assist in fluoroscopic exams during their rotation?	Yes No N/A	
Did the student perform fluoroscopic exams? (Cannot perform until June/July of 1 <sup>st</sup> year)	Yes No N/A	
Did the student show initiative in performing and/or observing fluoroscopy exams?	Yes No N/A	

COMMENTS: \_\_\_\_\_

Signature of Clinical Technologist Evaluator:

\_\_\_\_\_

## CLINICAL COMPETENCY RECORD

The following table illustrates the various competency requirements set forth by the ARRT and indicates whether the competencies are mandatory or elective. The total number of competencies that are required each clinical semester will be indicated on the respective syllabus. In addition to clinical competency exams, each student must successfully demonstrate competency in all six patient care activities listed below.

- CPR/BLS Certified
- Vital Signs (blood pressure, pulse, respiration, temperature and pulse oximetry)
- Sterile and Medical Aseptic Technique
- Venipuncture
- Transfer of Patient (e.g., Slider Board, Mechanical Lift, Gait Belt)
- Care of Patient Medical Equipment (e.g., Oxygen Tank, IV Tubing)

CLINICAL COMPETENCY RECORD 2025 : 60 required competencies (40 mandatory, 20 elective)									
#	Mandatory Examinations (40)	TERM	F1	Sp1	S1	F2	Sp2	S2	
<b>Chest, Abdomen, Thorax</b>									
1	Routine chest (ambulatory)	F1							
2	Chest AP (wheelchair or stretcher)	F1							
3	Chest (portable)	F1							
4	Routine pediatric chest (6 or under)	F1							
5	Routine geriatric chest (65 or older, physically or cognitively impaired due to aging)	F1							
6	Abdomen supine (KUB)	F1							
7	Abdomen (portable, supine)	F1							
8	Abdomen upright	F1							
9	Ribs	Sp1							
<b>Upper Extremity</b>									
10	Thumb / Finger	F1							
11	Hand	F1							
12	Wrist	F1							
13	Forearm	F1							
14	Elbow	F1							
15*	Humerus	F1							
16	Shoulder	F1							
17	Clavicle	F1							
18	Trauma shoulder (scapular Y/ transthoracic/ axial)	F2							
19	Trauma upper extremity (non-shoulder)	F2							
20	Upper extremity (portable)	F1							
21	Geriatric upper extremity (65 or older, physically or cognitively impaired due to aging)	F1							
<b>Lower Extremity</b>									
22	Foot	Sp1							
23	Ankle	Sp1							
24	Tibia / Fibula	Sp1							
25	Knee	Sp1							
26*	Femur	Sp1							
27	Pelvis	Sp1							
28	Hip	Sp1							
29	Cross-table lateral hip (pt. recumbent, beam horizontal)	F2							
30	Trauma lower extremity (non-hip)	F2							
31	Lower extremity (portable)	Sp1							
32	Geriatric lower extremity (65 or older, physically or cognitively impaired due to aging)	Sp1							
<b>Mobile C-Arm Studies</b>									
33	C-Arm procedure (manipulation to obtain more than one projection)	F2							
34	Surgical C-Arm procedure (manipulation around a sterile field)	F2							
<b>Spine</b>									
35	Cervical spine (complete)	Sp1							

36	Thoracic spine (complete)	Sp1							
37	Lumbar spine (complete)	Sp1							
38*	Cross-table lateral spine (pt. recumbent, beam horizontal)	F2							
<b>Computed Tomography</b>									
39	CT Head	Sp2							
40	CT Abdomen	Sp2							
#	Electives (Must have a total of 20)	TERM	F1	Sp1	S1	F2	Sp2	S2	
*	<b>Contrast / Fluoro - (Must have at least three from this section)</b>								
1e	Esophagram (NOT swallowing dysfunction study)	S1							
2e	Upper GI (single or double contrast)	S1							
3e	Small bowel series	S1							
4e	Barium enema (single or double contrast)	S1							
5e	Cystography/ Cystourethrography	F2							
6e	ERCP	F2							
7e	Arthrography	F2							
8e	Myelography	F2							
9e	Hysterosalpingogram	F2							
*	<b>Head - (Must have at least two from this section)</b>								
10e	Skull	S1							
11e	Paranasal sinuses	S1							
12e	Facial bones	S1							
13e	Mandible	S1							
14e	Nasal bones	S1							
15e	Orbits	S1							
16e	Temporomandibular joints	S1							
*	<b>Electives</b>								
17e	AC joints	F1							
18e	Calcaneus	Sp1							
19e	Decubitus abdomen	F1							
20e	Decubitus lateral chest	F1							
21e	Geriatric Hip or Spine (65 or older)	Sp1							
22e	Intravenous urogram	F2							
23e	Patella	Sp1							
24e	Pediatric abdomen (6 or under)	F1							
25e	Pediatric portable study (6 or under)	Sp1							
26e	Pediatric upper or lower extremity (6 or under)	Sp1							
27e	Sacroiliac joints	Sp1							
28e	Sacrum / Coccyx	Sp1							
29e	Scapula	F1							
30e	Scoliosis series	Sp1							
31e	Sternoclavicular joints	Sp1							
32e	Sternum	Sp1							
33e	Toes	Sp1							
34e	Upper airway (soft-tissue neck)	F1							
*	<b>Other Electives (5 maximum from this section)</b>								
35e	CT Chest	Sp2							
36e	CT Neck	Sp2							
37e	CT Pelvis	Sp2							
38e	DEXA								
39e	Flexion / Extension spine	Sp1							
40e	Life port (OR)	F2							
41e	Portable (OR)	F2							
42e	Portable spine	Sp1							
43e	Soft tissue extremity	F1							
44e	Other with clinical coordinator approval								

## SECTION VI: APPENDICES

### APPENDIX A: CODE OF ETHICS

All students are expected to abide by the Code of Ethics, as follows.

#### **PREAMBLE**

The Standards of Ethics of The American Registry of Radiologic Technologists (ARRT) shall apply solely to persons that are either currently certified and registered by ARRT or that were formerly certified and registered by ARRT, and to persons applying for certification and registration by ARRT (including persons who submit an Ethics Review Preapplication) in order to become Candidates. Radiologic Technology is an umbrella term that is inclusive of the disciplines of radiography, nuclear medicine technology, radiation therapy, cardiovascular-interventional radiography, mammography, computed tomography, magnetic resonance imaging, quality management, sonography, bone densitometry, vascular sonography, cardiac-interventional radiography, vascular-interventional radiography, breast sonography, and radiologist assistant. The Standards of Ethics are intended to be consistent with the Mission Statement of ARRT, and to promote the goals set forth in the Mission Statement.

#### **STATEMENT OF PURPOSE**

The purpose of the ethics requirements is to identify individuals who have internalized a set of professional values that cause one to act in the best interests of patients. This internalization of professional values and the resulting behavior is one element of ARRT's definition of what it means to be qualified. Exhibiting certain behaviors as documented in the Standards of Ethics is evidence of the possible lack of appropriate professional values.

The Standards of Ethics provides proactive guidance on what it means to be qualified and to motivate and promote a culture of ethical behavior within the profession. The ethics requirements support ARRT's mission of promoting high standards of patient care by removing or restricting the use of the credential by those who exhibit behavior inconsistent with the requirements.

The Code of Ethics forms the first part of the Standards of Ethics. The Code of Ethics shall serve as a guide by which Radiologic Technologists and Candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team. The Code of Ethics is intended to assist Registered Technologists and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients. The Code of Ethics is aspirational.

#### **Principle I**

The Registered Technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.

#### **Principle II**

The Registered Technologist acts to advance the principle objective of the profession to provide services to humanity with full respect for the dignity of humankind.

#### **Principle III**

The Registered 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 race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status,

disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis

#### **Principle IV**

The Registered Technologist practices technology founded upon theoretical knowledge and concepts, utilizes equipment and accessories consistent with the purpose for which it has been designed, and employs procedures and techniques appropriately.

#### **Principle V**

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

#### **Principle VI**

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

#### **Principle VII**

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

#### **Principle VIII**

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

#### **Principle IX**

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

#### **Principle X**

The Registered Technologist continually strives to improve knowledge and skills by participating in educational and professional activities, sharing knowledge with colleagues and investigating new aspects of professional practice.

#### **Principle XI**

The Registered Technologist refrains from the use of illegal drugs and/or any legally controlled substances, which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

Source: [American Registry of Radiologic Technologists](#).

**ANY BREACH OF THE CODE OF ETHICS MAY RESULT IN THE STUDENT BEING PLACED ON CLINICAL PROBATION.**

## APPENDIX B: ACCIDENTS/INCIDENTS

In the event of an accident or incident, the program will provide the appropriate forms to the student.

Liability (malpractice) and Accidental Injury Insurance:

Each student must have liability and accidental injury insurance while enrolled in the Radiography Program. When you pay fees for radiography courses with clinical labs, the insurance fee of \$13.50 per fiscal year is also paid. Since fees are subject to change, please consult the current Gulf Coast State College catalog.

Liability limits to coverage are \$1,000,000 per incident or individual students and \$3,000,000 aggregate per incident for a group of students.

### 1) ACCIDENTS/INCIDENTS INVOLVING STUDENTS AND/OR PATIENTS IN CLINICAL SITUATIONS

#### a) ACCIDENTS INVOLVING STUDENTS

##### i) Forms to be completed are:

- (1) Accident – Incident Report Form (sections 1,4,5,6,7); provide specific details regarding the incident in section 6, especially the use of personal protective equipment (PPE).
- (2) A-G Administrators Student Accident Claim Form
- (3) See Attachment 1 when immediate medical treatment is required, see attachment 2 when immediate treatment is not required.

#### b) ACCIDENTS INVOLVING PATIENTS (ALLIED HEALTH INCIDENT)

##### i) Complete an Accident - Incident Report Form

- (1) Complete sections 1,4,5,6,7.
- (2) Forward the completed form to the Chair of the Health Science or Nursing Division.

##### ii) Complete an Allied Health Incident Form

- (1) Complete ALL sections.
- (2) Forward form with a completed Accident – Incident Report Form to the Chair of the Health Sciences or Nursing Division.

#### c) INCIDENTS INVOLVING STUDENTS (Harassment, Report of Stolen Personal Property, etc.)

##### i) Complete an Accident – Incident Report Form

- (1) Complete sections 1,4,5,6,7; provide specific details regarding the incident in section 6.
- (2) Forward the completed form to the Chair of the Health Science or Nursing Division immediately.
- (3) An incident may require an investigation by Human Resources or Student Development; therefore, it is important all information be reported on the Accident – Incident Report Form.

#### d) INCIDENTS INVOLVING STOLEN COLLEGE PROPERTY

##### i) Complete an Accident – Incident Report Form

- (1) Complete sections 1,3,5,6,7.
- (2) Forward the completed form to the chair of the Health Sciences or Nursing Division.

### 2) FOR STUDENT INJURY REQUIRING IMMEDIATE MEDICAL ATTENTION

- a) Assess the situation – (this is a judgement call on the instructor's part). If the student needs immediate medical attention, CALL 911. If using a campus phone, CALL 9-911.
- b) CALL HOSPITAL to which student will be transported to let them know student is coming. Give the hospital the following information regarding the student's insurance: Policyholder: Florida Colleges System Risk Management Consortium. Claims must be mailed to: A-G Administrators, Post Office Box 979, Valley Forge, PA 19482. Tell the student to present the insurance information card to hospital staff upon arrival (if possible), but let the student know you will call ahead.



- c) Immediately notify the Office of the Division Chair who will notify administration.
- d) You must complete sections 1,4,5,6, and 7 of the Accident – Incident Report Form. You sign as supervisor, and the student as claimant. If the student is unable to sign, indicate this, and get the form to the Division Chair's office as soon as possible. It is very important that you ensure thorough completion of the Accident – Incident Report Form. Witnesses and their pertinent information must be obtained immediately while they are present. Specific details (#6) of the accident are also very important (i.e. how did it occur?). Example: Simply indicating possible exposure to TB does not describe how the accident occurred. Give the fully completed Accident – Incident Form to the Health Science Division Administration Assistant as soon as possible.
- e) In addition, an A-G Administrators Student Accident Claim Form needs to be completed. As soon as the student is able, he/she must complete and sign the claim form. The form is then to be forwarded to the Division Chair for review/signature and forwarding to the Vice President of Administration & Finance Office. Medical providers cannot be paid until the A-G Administrators Student Accident Claim Form has been processed.

### **3) FOR STUDENT INJURY NOT REQUIRING IMMEDIATE MEDICAL ATTENTION**

- a) Whether treatment is required or not, the Accident – Incident Report Form must always be completed, as it provides specific information for college records and state reporting.
- b) The A-G Administrators Student Accident Claim Form will also have to be submitted for arrival at the insurance company's office in Valley Forge, PA within 30 days of the incident if the student thinks they may have to seek attention at a future date. The student must incur first medical expense within 26 weeks after the accident for coverage to apply for Accident Medical Benefit.

**Example of claim:** Student suffers a laceration requiring medical attention while participating in a clinical experience as part of his/her education/training coursework

This coverage is designed to cover the students injured as a direct result of working in the clinical setting. It is not designed to cover accidents while walking/traveling to class or sitting in a classroom. It would extend to slips or falls in clinical settings or injury due to lifting patients or equipment but most importantly, it would cover treatment for exposure to disease as stated above.

## GENERAL INFORMATION- RADIOGRAPHY PROGRAM

1. Financial Aid / Scholarships:
  - a. The Financial Aid office is available to assist you in meeting your financial needs. Please refer to the current Gulf Coast State College Student Handbook, the Gulf Coast State College Financial Aid Web Page, and Health Sciences building bulletin boards for additional information.
  - b. There are a number of academic and/or need-based GCSC Foundation scholarships earmarked specifically for radiography students. Scholarships may also become available mid-year. So, please do not hesitate to apply and check the scholarship bulletin board inside the Radiography Classroom (310).
2. Employment:
  - a. The faculty wants all of our students to be successful. Success in the program can often be related to prudent planning of work schedules. If you have questions or concerns regarding your work schedule, please discuss them with your faculty advisor or your course instructor. The following general guidelines are offered to assist your planning:
    - i. Class, clinical labs, campus labs, preparation and study time consume about 40 hours per week.
    - ii. Full-time employment is discouraged. (20 hours per week is maximum workload recommended.) Employment should not overlap or interfere with program courses.
    - iii. Students should not be employed within 8 hours preceding a clinical experience in an assigned health care facility.
3. Health Record:
  - a. A current, complete physical examination form, indicative of a satisfactory health state, must be on file in your Pre-Check/Sentry MD account while you are enrolled in the program.
  - b. In addition, an annual TB/Mantoux skin test or blood test, or documentation of allergy, or being a positive tester must be submitted and all required immunizations. **Students will not be allowed to start clinicals or continue in clinicals without this information up to date in Pre-Check/Sentry MD.**
4. Health Insurance:
  - a. Students are strongly encouraged to maintain health insurance coverage while enrolled in the program. Health care costs associated with a student's enrollment in the Radiography Program are the financial responsibility of the student. Some clinical sites may require the student to provide proof of personal coverage. Without coverage, clinical site placement may be limited.
5. Accidents and Incidents:
  - a. Accidents resulting in injury to self or others and incidents (such as a medication error) must be reported on the appropriate clinical agency and appropriate college forms filled out. The safety of you and your clients is our first concern. Report all accidents or incidents to your instructor immediately.
6. Health Sciences Building Student Break Room: Please respect the rights of others. Refrain from loud talking and unnecessary noise, which may disturb others using these areas.

## Radiography Program Acknowledgement Form



*Please read each statement below. Initial each statement in the space indicated and provide your name, signature, and date below.*

\_\_\_\_\_ I have received and thoroughly read the Radiography Student Handbook. I comprehend all policies and regulations contained therein and the responsibilities to be undertaken.

\_\_\_\_\_ I have received and thoroughly read the Radiography Pregnancy Policy as set forth in the Radiography Student Handbook.

\_\_\_\_\_ I have received and comprehend the Health Sciences Alcohol/Drug Policy and agree to comply with all aspects of this policy. Furthermore, I understand that any infraction of the state policy could result in immediate dismissal from the Radiography Program.

\_\_\_\_\_ I comprehend that while performing my regularly assigned clinical duties, I may be exposed to blood, body fluids, or tissues. I will use the appropriate personal protective equipment required when there is an inherent potential for mucous membrane, or skin contact with blood, body fluids, or tissues, or a potential for spills or splashes of them. Appropriate protection may include the use of gloves, gowns, masks, face shields, eye protection, mouth pieces, resuscitation bags, and other protective equipment. I comprehend that if I fail to use available personal protective equipment, I may be subject to disciplinary action.

\_\_\_\_\_ I comprehend the Program Disciplinary System for the radiography Program and am aware of the consequences for program violations.

\_\_\_\_\_ I comprehend that I am required to rotate through all assigned clinical education sites including the out of town sites and any additional clinical sites the program may acquire during the program.

\_\_\_\_\_ I comprehend that I must complete each (RTE) Radiography course with a final course grade of 70 or higher and meet course requirements to pass.

\_\_\_\_\_ I comprehend that if my annual TB, CPR or required immunizations are not up to date, I will not be allowed to participate in the clinical rotation.

\_\_\_\_\_ I comprehend that cell phones, using ear phones/buds, text messaging and lap top computers are prohibited in the clinical sites. Lap top computers may be used in the classroom for note taking purposes and cell phones may be used only to record lectures in the classroom. Smart watches can be worn in class/lab/clinic unless causing a distraction and must be removed during all exams. Ear phones are not to be used at any time in lab, clinic, or the classroom.

\_\_\_\_\_ I comprehend and will abide by the program's attendance, absence, and tardiness policies.

\_\_\_\_\_ I comprehend and will abide by the program's Energized Lab Policy.

\_\_\_\_\_ I comprehend and will abide by the "No Call- No Show" Policies.

\_\_\_\_\_ I comprehend and will abide by the Radiation Protection Policy.

\_\_\_\_\_ I comprehend and will abide by the Standard Uniform Policy in the classroom/lab/clinical education site.

\_\_\_\_\_ I comprehend and will abide by the Absolute Program Policy

\_\_\_\_\_ I comprehend and will abide by the indirect, direct, and repeat supervision policies.

\_\_\_\_\_ I comprehend and will abide by the "Clinical Eligibility" and "Responsibilities/ Obligations of the Student Participating in Clinical Education Courses" policies

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This document will be placed in your program file for reference in the event of any program policy violations.**