This handbook is prepared for use by students in the Associate of Science degree- Radiography program and 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 without notice. Final interpretation of program policies and procedures will be made by the Radiography Program Director/Coordinator.
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SECTION I: RADIOGRAPHY PROGRAM OVERVIEW

Gulf Coast State College's Radiography Program is a two-year, 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), and cardiovascular interventional procedures, ultrasound, nuclear medicine, and radiation therapy procedures. Graduates may have observed or participated computed tomography procedures as well. Second year students may have the opportunity to observe additional modalities as scheduled by the clinical coordinator if sites are available. Students have the opportunity to rotate two weeks in the sixth semester in an external modality of their choice for possible future advancement.

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 web site at 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 (see address below). 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

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.

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  E-mail: 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
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 ensuing 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 Liberal Arts and Science 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), clinical instructor meetings and Admission Committee.

The Advisory Committee and Admission Committee are 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 (Assessment Committee). The program curriculum, policies and procedures and master plan of education will be reviewed annually (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

<table>
<thead>
<tr>
<th>Program Goals</th>
<th>Student Learning Outcomes</th>
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<tbody>
<tr>
<td>Goal #1: Students will be clinically competent</td>
<td>1.1 Students will apply positioning skills</td>
</tr>
<tr>
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<td>1.2 Student will implement appropriate exposure factors</td>
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<td>1.3 Students will utilize radiation protection</td>
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<tr>
<td>Goal #2: Students will demonstrate communication</td>
<td>2.1 Students will demonstrate written communication skills</td>
</tr>
<tr>
<td>skills</td>
<td>2.2 Students will demonstrate oral communication skills</td>
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<tr>
<td>Goal #3: Students will develop critical thinking</td>
<td>3.1 Students will modify standard procedures for non-routine patients</td>
</tr>
<tr>
<td>skills</td>
<td>3.2 Students will critique images to determine diagnostic quality</td>
</tr>
<tr>
<td>Goal #4: Students will model professionalism</td>
<td>4.1 Students will demonstrate work ethics</td>
</tr>
<tr>
<td></td>
<td>4.2 Students will summarize the value of life-long learning</td>
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## 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/current-students/academic-divisions/health-sciences/medical-imaging/radiography/

### 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.

### 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.

### 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 150% of the stated programs length by the number of students initially enrolled in the graduating class. The program length for the Radiography Program is 23 months and program completions are those students graduating within 35 months of beginning the program.
PROGRAM ADVISORY BOARD
The Radiography Program's Advisory 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 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.

<table>
<thead>
<tr>
<th>PROGRAM ADVISORY BOARD MEMBERS</th>
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<tbody>
<tr>
<td>James Strohmenger, M.D.</td>
<td>DeeAnn VanDerSchaaf</td>
</tr>
<tr>
<td>Medical Director</td>
<td>Radiography Program Director</td>
</tr>
<tr>
<td></td>
<td>Gulf Coast State College</td>
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<tr>
<td>Joseph Perez</td>
<td>Lacy Newsom</td>
</tr>
<tr>
<td>Imaging Services Director</td>
<td>Radiography Clinical Coordinator</td>
</tr>
<tr>
<td>Gulf Coast Medical Center</td>
<td>Gulf Coast State College</td>
</tr>
<tr>
<td>Ashley DaCosta</td>
<td>Emily Speakman</td>
</tr>
<tr>
<td>Women’s Imaging Center</td>
<td>Radiography Clinical Adjunct</td>
</tr>
<tr>
<td>Bay Radiology</td>
<td>Gulf Coast State College</td>
</tr>
<tr>
<td>Steven Sims</td>
<td>Sherri Lock</td>
</tr>
<tr>
<td>Imaging Director</td>
<td>Corporate College</td>
</tr>
<tr>
<td>Bay Medical Center</td>
<td>Gulf Coast State College</td>
</tr>
<tr>
<td>Emily Miller</td>
<td>Shannon Powell</td>
</tr>
<tr>
<td>Director of Imaging Services</td>
<td>Director of Imaging Services</td>
</tr>
<tr>
<td>Doctors Memorial Hospital</td>
<td>Jackson Hospital</td>
</tr>
<tr>
<td>Laura Justice</td>
<td>Shawn Sellers</td>
</tr>
<tr>
<td>Health Sciences Division Chair</td>
<td>Director of Imaging Services</td>
</tr>
<tr>
<td>Gulf Coast State College</td>
<td>Northwest Florida Community Hospital</td>
</tr>
<tr>
<td>Delford Greggs</td>
<td>Shannon Powell</td>
</tr>
<tr>
<td>Administrator</td>
<td>Director of Imaging Services</td>
</tr>
<tr>
<td>Southern Orthopedic Specialists</td>
<td>Jackson Hospital</td>
</tr>
<tr>
<td>Loretta Costin</td>
<td>Dean of Occupational Education</td>
</tr>
<tr>
<td></td>
<td>Gulf Coast State College</td>
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</tbody>
</table>
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 Committee.
- Recommend policy modifications to the Advisory Committee.
- Inform clinical coordinator of changes in site policies.

*Update 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.

<table>
<thead>
<tr>
<th>CLINICAL EDUCATION SITE</th>
<th>ADDRESS</th>
<th>CITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bay Medical Center</td>
<td>615 N. Bonita Ave.</td>
<td>Panama City, FL</td>
</tr>
<tr>
<td>Bay Outpatient Center</td>
<td>615 N. Bonita Ave.</td>
<td>Panama City, FL</td>
</tr>
<tr>
<td>Bay Medical Center Beach Clinic</td>
<td>11111 Panama City Beach Blvd.</td>
<td>Panama City Beach, FL</td>
</tr>
<tr>
<td>Bay Radiology Associates</td>
<td>330 W. 23rd St.</td>
<td>Panama City, FL</td>
</tr>
<tr>
<td>Gulf Coast Regional Medical Center</td>
<td>449 W. 23rd St.</td>
<td>Panama City, FL</td>
</tr>
<tr>
<td>Gulf Coast Diagnostic Center</td>
<td>2024 State Ave.</td>
<td>Panama City, FL</td>
</tr>
<tr>
<td>Jackson Hospital</td>
<td>4250 Hospital Dr.</td>
<td>Marianna, FL</td>
</tr>
<tr>
<td>Northwest FL Comm. Hosp.</td>
<td>1360 Brickyard Rd.</td>
<td>Chipley, FL</td>
</tr>
<tr>
<td>Southern Orthopedic Specialist</td>
<td>1827 Harrison Ave.</td>
<td>Panama City, FL</td>
</tr>
<tr>
<td>Southern Orthopedic Spine Surgery</td>
<td>1399 Jenks Ave.</td>
<td>Panama City, FL</td>
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## Clinical Preceptor (Instructors)

<table>
<thead>
<tr>
<th>Clinical Education Site</th>
<th>Phone #</th>
<th>Clinical Preceptor (Instructor)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bay Medical Center</td>
<td>(850)747-6914</td>
<td>Kellie Martin</td>
</tr>
<tr>
<td>Bay Outpatient Center</td>
<td>(850)747-6688</td>
<td>Tina Buse</td>
</tr>
<tr>
<td>Bay Medical Center Bch Clinic</td>
<td>(850) 236-8921</td>
<td>Barbara Hursh, Christina Crowe, Christine Swartz (pending)</td>
</tr>
<tr>
<td>Bay Radiology Associates</td>
<td>(850)763-2451</td>
<td>Ashley DaCosta, Larea Stone</td>
</tr>
<tr>
<td>Gulf Coast Medical Center</td>
<td>(850)747-7120</td>
<td>Jared Mamoran, Brenda Suggs</td>
</tr>
<tr>
<td>Gulf Coast Diagnostic Center</td>
<td>(850)747-7894</td>
<td>Skylar McClellan, Lindy Bengtson</td>
</tr>
<tr>
<td>Jackson Hospital</td>
<td>(850)718-2580</td>
<td>Samantha Thurman, Genika Williams (pending)</td>
</tr>
<tr>
<td>Northwest FL Comm. Hosp.</td>
<td>(850) 415-8131</td>
<td>Shawn Sellers, Tori O’Bryan (pending), Devon Donofrio (pending)</td>
</tr>
<tr>
<td>Southern Orthopedic Specialists</td>
<td>(850) 785-4344</td>
<td>Julie Brunette, Tiffany Weber, Krysta Williams</td>
</tr>
<tr>
<td>Southern Orthopedic Spine Surgery</td>
<td>(850) 771-2001</td>
<td>Ashley Antley (pending)</td>
</tr>
</tbody>
</table>

## Radiography Program Faculty

<table>
<thead>
<tr>
<th>Role</th>
<th>Name, Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Director/ Coordinator</td>
<td>DeeAnn VanDerSchaaf, MSPE, R.T.(R)</td>
</tr>
<tr>
<td></td>
<td>Gulf Coast State College</td>
</tr>
<tr>
<td></td>
<td>5230 U.S. Hwy 98 West, HS 317</td>
</tr>
<tr>
<td></td>
<td>Panama City, FL 32401</td>
</tr>
<tr>
<td></td>
<td>Work Phone: (850) 913-3318</td>
</tr>
<tr>
<td></td>
<td>E-mail: <a href="mailto:dvanderschaaf@gulfcoast.edu">dvanderschaaf@gulfcoast.edu</a></td>
</tr>
<tr>
<td>Clinical Coordinator/Asst. Program Coordinator</td>
<td>Lacy Newsom, BAS, R.T. (R)</td>
</tr>
<tr>
<td></td>
<td>Gulf Coast State College</td>
</tr>
<tr>
<td></td>
<td>5230 U.S. Hwy 98 West, HS 313</td>
</tr>
<tr>
<td></td>
<td>Panama City, FL 32401</td>
</tr>
<tr>
<td></td>
<td>Work Phone: (850) 769-1551 ext. 5846</td>
</tr>
<tr>
<td></td>
<td>E-mail: <a href="mailto:lnewsom@gulfcoast.edu">lnewsom@gulfcoast.edu</a></td>
</tr>
<tr>
<td>Radiography Program Clinical Faculty Adjunct</td>
<td>Emily Speakman, R.T.(R) (M)</td>
</tr>
<tr>
<td></td>
<td>Clinical Faculty Adjunct</td>
</tr>
<tr>
<td></td>
<td>Phone: (850) 832-7371</td>
</tr>
</tbody>
</table>
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
- 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 process
- 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
Correlates clinical education with didactic education
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

CLINICAL PRECEPTORS (INSTRUCTORS)
- 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
Pursuant to Section 504 of the Rehabilitation Act of 1973, Gulf Coast State College will provide services and training, without discrimination, to any qualified disabled person who meets the academic and technical standards requisite to admission and/or participation in the Radiography Program.

The program practices non-discrimination against otherwise qualified disabled persons in compliance with the GCSC Non-Discrimination Policy and with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices or procedures. This policy will be reviewed annually.

The program will make available the 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 Medical Imaging Programs Coordinator.
<table>
<thead>
<tr>
<th>TECHNICAL STANDARDS</th>
<th>DEFINITION</th>
<th>EXAMPLES OF REQUIRED ACTIVITIES (NOT ALL INCLUSIVE)</th>
</tr>
</thead>
</table>
| Cognitive Qualifications  | Sufficient ready, language and math skills; intellectual and emotional functions, necessary to plan and implement patient care for individuals | • Ability to comprehend and interpret written material  
• Follow and deliver written and oral direction |
| Critical Thinking         | Critical thinking ability sufficient for clinical judgment; synthesize information from written material and apply knowledge to clinical situations | • Identify cause-effect relationships in clinical situations  
• Develop order of multiple imaging exams  
• Make rapid decisions under pressure  
• Handle multiple priorities in stressful situations  
• Assist with problem solving |
| Interpersonal             | Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, educational, cultural, and intellectual backgrounds | • Establish rapport with patients and colleagues  
• Function effectively under stress  
• Cope with anger, fear, hostility of others in calm manner  
• Cope with confrontation  
• Demonstrate high degree of patience  
• Display compassion, professionalism, empathy, integrity, concern for others with interest and motivation |
| Communication             | Communication abilities sufficient for interaction with others in verbal and non-verbal form (speech, reading, and writing) | • Explain imaging procedures  
• Document patient history and incident reports  
• Write legibly  
• Communicate clearly and effectively (oral, written) with patients, co-workers, and other health care providers by use of the English language and medical terminology |
| Mobility                  | Physical abilities sufficient to move from room to room, to maneuver in small spaces and to perform procedures necessary for emergency intervention | • Ambulate around in clinical operatories, workspaces, classrooms, laboratories and other treatment areas  
• Administer cardio-pulmonary resuscitation procedures  
• Assist all patients, according to the individual’s needs and abilities in moving, turning, transferring from transportation devices to the x-ray table, etc.  
• Push a stretcher or wheelchair without injury to self, patient, or others  
• 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 |
<table>
<thead>
<tr>
<th>Motor Skills</th>
<th>Gross and fine motor abilities sufficient to provide safe and effective care</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Calibrate and manipulate x-ray equipment and supplies</td>
</tr>
<tr>
<td></td>
<td>• Position patients</td>
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<tr>
<td></td>
<td>• Perform repetitive tasks</td>
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<tr>
<td></td>
<td>• Able to grip</td>
</tr>
<tr>
<td></td>
<td>• Bend at knee and squat.</td>
</tr>
<tr>
<td></td>
<td>• Reach above shoulder level</td>
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<td></td>
<td>• Lift with assistance 150 pounds</td>
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<td></td>
<td>• Exert 20-50 pounds of force (pushing, pulling)</td>
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<td></td>
<td>• Complete a CPR Healthcare Provider certification course</td>
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<td></td>
<td>• Climb stairs</td>
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<td></td>
<td>• Remain in standing position for 3-5 hour periods</td>
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<thead>
<tr>
<th>Hearing</th>
<th>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</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>• Hear monitor alarms, emergency signals, cries for help</td>
</tr>
<tr>
<td></td>
<td>• Hear telephone interactions</td>
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<tr>
<td></td>
<td>• Hear audible stethoscope signals during blood pressure screenings</td>
</tr>
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<td></td>
<td>• Hear patient speaking from a 20 ft distance</td>
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<thead>
<tr>
<th>Visual</th>
<th>Normal, corrected - Visual acuity sufficient for observation and patient assessment and equipment operations and departmental protocols.</th>
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<tbody>
<tr>
<td></td>
<td>• Observe patient condition and needs from a 20 ft distance</td>
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<td></td>
<td>• Identify and distinguish colors</td>
</tr>
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<td></td>
<td>• Accurately read radiation exposure readings on x-ray equipment</td>
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<td></td>
<td>• View radiographic images and medical reports</td>
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<td></td>
<td>• Assess direction of and correctly direct the central ray to anatomical part being imaged and align image receptor</td>
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<tr>
<td></td>
<td>• Read departmental protocol for imaging procedures, the radiographic examination request and physician orders</td>
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<tr>
<th>Tactile</th>
<th>Tactile ability sufficient for patient assessment and operation of equipment.</th>
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<tbody>
<tr>
<td></td>
<td>• Perform palpation, tactile assessment, and manipulate body parts to ensure proper body placement alignment</td>
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<tr>
<td></td>
<td>• Manipulate dials, buttons, and switches of various sizes</td>
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<tr>
<th>Environmental</th>
<th>Ability to tolerate environmental stressors</th>
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<td></td>
<td>• 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 lead aprons.</td>
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<tr>
<td></td>
<td>• Work with chemicals and detergents</td>
</tr>
<tr>
<td></td>
<td>• Tolerate exposure to fumes and odors</td>
</tr>
<tr>
<td></td>
<td>• Work in areas that are close and crowded</td>
</tr>
<tr>
<td></td>
<td>• Adapt to shift work</td>
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SECTION II: INSTITUTIONAL POLICIES AND PROCEDURES

STUDENT SERVICES

ACADEMIC ADVISING
The mission of Gulf Coast State College’s academic advising program is to engage all students in dynamic academic and career planning. The advising program has been developed that enables students to partner with experts in the academic fields related to student’s field of study or career choice. All students must consult with an academic adviser prior to registering for first semester classes. Every first-time student at Gulf Coast State College will meet with a Master Adviser who will assist the student in the transition to college and aid in scheduling the student’s first semester courses. Master Advisers will assign a Primary Adviser for each student 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 Primary Adviser to map out the student’s educational plan. The student’s assigned Primary Adviser will continue to work with the student throughout the student’s academic career at Gulf Coast.

TRiO
TRIO Student Support Services (SSS) is located on the 1st floor of Student Union West. This program provides academic support for GCSC full-time degree seeking students who are first generation (neither parent has a 4-year degree), and/or low-income, and/or disabled students. Once certified for the program, 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.

STUDENT ACCESSIBILITY RESOURCES (SAR)
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 achievements/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. Gulf Coast State College supports an inclusive learning environment for all students. If there are aspects of the instruction or design of this course that hinder your full participation, reasonable accommodations can be arranged. Prior to receiving accommodations, you must register with Student Accessibility Resources. Appropriate academic accommodations will be determined based on the documented needs of the student. For information regarding the registration process, email sar@gulfcoast.edu or call 850-747-3243.

COUNSELING SERVICES
Although many people refer to their college years as the most carefree years of their lives, the truth is that the college years can be stressful, especially for non-traditional students, under-prepared students, and those who are working. These factors and others can impede a student's academic progress and undermine their ability to succeed. The Counseling Center provides short-term solution-focused personal and academic counseling, consultation and referral, as well as crisis intervention to enable Gulf Coast State College students to effectively manage stress, experience personal growth, and succeed in fulfilling their academic responsibilities.
E-mail: counseling@gulfcoast.edu

Leigh Bailey, Counselor
(850)169-1551 ext. 4861
lbailey@gulfcoast.edu

Hayden McGee Russell, Academic Coach
(850) 769-1551 ext. 2829
lmcgee@gulfcoast.edu

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.

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. The MVSC is located in Student Union East and is the main point of contact if you are receiving educational assistance from Veterans Affairs (VA). It is professionally staffed to assist you with VA educational benefit inquiries. If you are receiving benefits from the VA, you must visit this office during registration or whenever a change occurs in your class schedule. The MVSC provides services to veterans, active duty military, reservists and eligible dependents enrolled at the College. Student Union West, Military/Veteran Service Center, Rooms 50-51, 850-769-1551, ext. 3210

WORKFORCE CENTER
The Workforce Center provides funding through the Agency for Workforce Innovation (AWI), use your Social Security Number as an identifier for program enrollment and completion. Also, it is used for entering placement information into either the OSMIS or for Employ Florida Marketplace statewide data collection and reporting system. Because these are performance-based contract programs, AWI requires that all participants and their program related activities be recorded in the Florida state system.

FINANCIAL ASSISTANCE
Gulf Coast offers a variety of financial assistance for students. Students may apply based on financial need or merit. Financial assistance may be awarded from one or any combination of federal and state grants; part-time employment; institutional, state, and private scholarships; and student loans.

Information and applications are available on the college website at www.gulfcoast.edu or contact the GCSC financial aid office in the Enrollment Services Building. Students should check their official Gulf Coast student email for Financial Aid correspondence.
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.

WRITING AND READING LAB
The Writing and Reading Lab is here to support the achievement of your academic goals by providing tutoring in a caring and supportive environment. GCSC's Writing and Reading Lab is located in the Rosenwald Classroom Building in rooms 108 and 110. We offer free tutoring in Developmental English and reading courses (ENC0022, ENC0055L, REA0019, and REA0055L), and we're also happy to provide tutoring if you're seeking assistance with French, Spanish, English, grammar, punctuation, mechanics, essay development, reading comprehension, organization of ideas and MLA, APA, and Chicago-style formatting. Contact the Writing and Reading Lab at: wandrlab@gulfcoast.edu or (850) 769-1551 ext. 1022

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". Administrative withdrawals initiated after the published withdrawal deadline will be recorded as either "W" or "F" depending on the student's progress in the class and the instructor's grading policies. The withdrawal deadline for an off-term, distance education or condensed semester is midterm for the course or the date of the second examination, whichever occurs first.

NON-ACADEMIC APPEAL
The Appeals Committee reviews non-academic grievances, as well as academic grievances, involving the impact of religious beliefs or practices on the educational benefits of students, requests for substitutions to admissions and graduation requirements for students with disabilities, and requests for refunds. Members of the committee are appointed by the college President each year.

Students who wish to file an academic grievance should follow the protocol listed in the 2019-2020 GCSC Student Handbook.
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.

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.

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 Vice President of Student Affairs.

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 I 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

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 Director of Student Services 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.
A transcript of all testimony at the hearing in the form of a tape recording is required and will be available to the student and faculty member upon written request to the VPAA.

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 is a 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**

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 above. See Appendix A for the JRCERT 2014 Standards.

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**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 is defined as intentionally or carelessly presenting the work of another as one's own. It
includes the presentation of the work, ideas, representations, or words of another person without customary and proper acknowledgement of sources.

- 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.

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:

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. Bullying is a form of harassment and will not be tolerated.

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 EMPLOYEES: 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. This applies to clinical affiliation sites and college campus.

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.

TRESPASS: 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

CHARGES OF STUDENT MISCONDUCT - DISCIPLINARY ACTION
Any member of the College community may report charges of student conduct violation to the Vice President
COLLEGE COMMENCEMENT GRADUATION CEREMONY
Gulf Coast State College holds one graduation ceremony each year at the end of the spring semester, usually in May. Students from all semesters are encouraged and invited to attend. Fall graduates typically participate in the ceremony in the spring following their graduation. Summer graduates usually participate in the ceremony in the spring before their actual graduation. Please note that summer graduates who wish to participate in the spring ceremony must apply by the spring deadline. View graduation deadlines. Participating in graduation does not mean that you have met all your graduation requirements. A student does not officially graduate until the registrar’s office certifies graduation. Potential graduates must inform Donna Peterson, Sr. Administrative Assistant for the Dean of Students when they apply that they wish to participate in the commencement ceremony. Diplomas will be mailed approximately 2 weeks after the end of each term. Students who receive a deficiency letter and do not complete their deficiency by the published date must re-apply for graduation at a later term.

Radiography students who participate in the college commencement ceremony and/or Radiography program pinning and graduation reception ceremony does not qualify the Radiography student as having completed the Radiography program.

Donna Peterson, Student Affairs
(850) 769-1551 ext. 3868
dwpeterson@gulfcoast.edu

BOOKSTORE
Gulf Coast State College has a local bookstore serving the students, faculty and staff with pride since 1957. Our primary goal is to ensure students are able to obtain the course materials they need at reasonable prices. We also provide many other items to support your academic career and school spirit. Phone: 850.873.3585 Complete Textbook Listing: https://doresstore.gulfcoast.edu/complete_textbook_listing.asp?

CAMPUS SAFETY
The Director of Campus Safety and Security will oversee regular monitoring of campus lighting and landscaping patterns and will certify annually to the Executive Director of Human Resources that an inspection has been conducted to ensure compliance with security policies. Campus maintenance and security personnel will be familiarized with campus security policies and guidelines for maintaining a safe campus. All information regarding the college's non-discrimination, sexual harassment, and sexual misconduct policies can also be found on our website at www.gulfcoast.edu.

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 the 1st floor of the Health Science Building facing Collegiate Drive. For an appointment, call 872-3833.
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. 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, Business Division, and Technology. The Policy for Computer Usage is displayed on all lab computers upon accessing the Internet. The policy is also available in the office of Information Technology Services.

MYGCSC
Access to student web-based resources is done through the myGCSC link at the top of the GCSC homepage. Use your student ID number (Axxxxxxx) to login. You will be required to register your account on the first logon. 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 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 for 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 or (800) 311-3685 Email: librarian@gulfcoast.edu Text: (386) 866-2853 Library Hours of Operation 7:15 a.m. to 9:30 p.m. (Monday-Thursday) 7:15 a.m. to 4:00 p.m. (Friday) 9:00 a.m. to 5:00 pm (Saturday) * check website for changes to regular hours

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: I Call the FSU Police (x3111 or 850-774-2705), I 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. All vehicles are required to display a parking decal or temporary permit, as appropriate. The cost of the first decal or permit is included in the student's fee and additional decals are available for fee-paying students at a small additional cost. 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 by the transcript evaluator in Enrollment Services and placed on the student's GCSC transcript.

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 is to align with the ARRT 2012 revision from five years to three years for the amount of time candidates must establish eligibility after completing an educational program. The analysis will be done by the GCSC radiography department faculty.

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.

**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 Statue 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. Gulf Coast State College may collect and/or use your Social Security Number for the following purposes:

**PURPOSE**

**Admissions and Registration**

- Federal legislation relating to the Hope Tax Credit requires that all postsecondary institutions report student SSNs to the Internal Revenue Service (IRS). This IRS requirement makes it necessary for GCSC to collect the SSN of every student. A student may refuse to disclose his/her SSN for this purpose, but he/she may be subject to IRS penalties.

- The Florida public school system uses the SSN as a student identifier. It is beneficial to have access to the same information for purposes of tracking and assisting students in the transition from one educational level to the next, linking all levels of the state education system. The intent is to establish a comprehensive management database of information, which will co-reside with the Division of Public Schools Information Database and the State University System Database to provide integrated information at the state level for educational decision-making.

- SSNs appear on official transcripts and are used for business purposes in accordance with parameters outlined by the U.S. Department of Education.

**Veteran Administration Benefits**
The SSN is required for enrollment verification and reporting for all Veterans Administration beneficiaries. A Veteran student is required to report his/her SSN in order to receive the appropriate benefits and for tracking purposes.

**FEDERAL AND STATE REGULATIONS**
- Tracking uses are authorized by SBE Rule 6A-10955(3)(e); 1008.386, F.S. and the General Education Provisions Act (20 USC 1221(e-1)).
- Hope/Lifetime Tax Credit uses are authorized by 26 USC 6050S and Federal Register, June 16, 2000/IRC Section 25A
- Registration uses are authorized by 119.071(5), F.S.
- Issuance of Form 1098T for tuition payment reports are authorized by 26 USC 3402, 6051
- The College Reach-Out Program (CROP) uses are authorized by, F.S.

Required by 38 USC 3471

**Financial Aid**
- The Student Financial Aid Office uses SSNs in the application process for determining eligibility for financial aid such as grants, loans, work assistance programs and scholarships (including Bright Futures). The SSNs are used to identify students by the Florida Office of Student Financial Aid and the U.S. Department of Education. Each student must report his/her SSN on the FAFSA. If an SSN is not provided, the FAFSA will not be processed.

Required by 119.071(5)(a)

**Workforce Programs**
- These programs, funded through the Agency for Workforce Innovation (AWI) use your SSN as an identifier for program eligibility, enrollment and completion.

**The Radiography program does not collect the 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.

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

In compliance with the Drug Free Schools and Communities Act Amendment of 1989, Gulf Coast State College:

- Prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees;
- Enforces sanctions, including those applicable under local, state, and federal law, for unlawful possession, use, or distribution of illicit drugs and alcohol, including but not limited to suspension, expulsion, termination of employment, and referral for prosecution which may result in arrest, appropriate fines, and imprisonment;
- Believes that there are many detrimental health risks associated with the use of illicit drugs and the abuse of alcohol, including but not limited to psychological and physical addiction, insomnia, disorientation, depression, hallucinations, hypertension, increased anxiety and paranoia, damage to unborn fetuses, convulsions, cancer, psychosis, respiratory failure, brain damage, and death;
- Encourages anyone with a drug or alcohol problem to seek help at one of the local agencies which include but are not limited to the following:

  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 this page 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 means of area television and radio. 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:
• Lock the door and blockade the door with heavy furniture.

If evacuation and hiding out are not possible:
• Remain calm
• 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

FIGHT: As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
• Acting as aggressively as possible against him/her
• Throwing items and improvising weapons
• Yelling
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 CastleBranch Corporation for this service, as well as for tracking compliance with immunizations, medical forms, certifications, and other program requirements. Criminal background checks performed through 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/) 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/) 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?App_mode=Display_Statute&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;
d) 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


f) 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.

g) **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.

**IMPAIRED PRACTICE 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.

A. 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, and perform competently or to demonstrate appropriate conduct when in class, lab, or clinical settings.

B. 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.

C. 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.

D. If the faculty member determines that a drug test is indicated, the student will at their expense, be required to undergo a Urine Test within 2 Hours of the Dismissal. The student must agree to release the results of said test to the Chair of Health Sciences or 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 Sciences Program.

E. In the event that a student is suspected or found to be under the influence of any of the above, the student may be immediately dismissed from the class, lab, or clinical assignment pending further review.

F. In the event a student is suspected or found to be under the influence in any of the above settings, the student will be expected to seek an alternative method of transportation to return home. The
The college assumes no responsibility for assisting the student in leaving the above sites or returning home. Security will be called if necessary, to assist the student with leaving.

G. In the event that the test results are negative, the student must meet with the college faculty member and 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.

H. In the event that the test results are positive, the student will be immediately dismissed from the program with a failing grade.
Reasonable suspicion testing will be based on observations concerning the student's appearance, behavior, speech or body odor.

<table>
<thead>
<tr>
<th>Name of Student</th>
<th>Date</th>
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<tbody>
<tr>
<td>Location</td>
<td></td>
</tr>
<tr>
<td>Observer</td>
<td>Date Observed</td>
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<tr>
<td>Second Observer</td>
<td></td>
</tr>
<tr>
<td>Setting:</td>
<td></td>
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</tbody>
</table>

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 _______________________,
_____________________________, for Drug/Alcohol urine, blood and/or Breathalyzer test.

Signature: ____________________ Date: __________ Time: _________ Phone #: ______________

Signature: ____________________ Date: __________ Time: _________ Phone #: ______________
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 the Radiography Program Director's office 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. If you need copies of items such as physicals, TB tests, Aids Training, CPR cards, etc., for yourself, please make the copy before submitting the originals to the program. 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 choses 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)

CPR - CARDIOPULMONARY RESUSCITATION
Students are required to maintain current CPR certification while enrolled in the radiography program. This can be from the American Heart Association: Basic Life Support CPR. No others will be accepted without prior approval.

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.
- Prevention of Medical Errors
- Domestic Violence
- HIV/AIDS - 2 h r.
- Hospital Orientation
• Health Insurance Portability and Accountability Act of 1996 {HIPAA}
• Infection Control
• TB Mask Fitting - Students must complete the TB Mask Fitting orientation course prior to the start of the clinical rotation. The Radiography Program will provide students with a scheduled date on which this testing will be administered. If the student does not attend the scheduled testing, it is his/her responsibility to obtain proof of a TB Mask Fitting course prior to the start of clinicals. Failure to obtain proof of TB Mask Fitting course completion will result in suspension of the student from clinicals. Due to the nature of TB 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.

DIVISION OF HEALTH SCIENCES POLICY STATEMENT ON INFECTION CONTROL

When one elects to become a health care provider, one does so with the understanding that all types of patients will be in need of 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 the course of their education, the faculty will provide students with the instructions and with written policies on infection control within each department. Attendance at scheduled HIV/AIDS class is mandatory. 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. To meet OSHA requirements, students must attend orientation and receive in-service on blood borne pathogens. 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.

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:

1. 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.
2. Be provided classroom instruction related to treatment, modes of transmission and prevention.
3. Receive clinical agency orientation on specific policies for blood and body fluid precautions.
4. Utilize the following blood and body fluid precautions consistently on all patients:
   a. Gloves should be worn 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.

b. Hands should be washed immediately before gloving and again after removing gloves. Hands should also be washed immediately and thoroughly when contaminated with blood or body fluids.

c. Gloves must be changed between each patient.

d. Gowns or plastic aprons, masks, and protective eyewear should be worn for any procedure likely to generate airborne droplets, result in or prone to splashing of blood or body fluids.

e. Used needles must not be recapped, purposely bent or broken by hand, removed from disposable syringes, or manipulated by hand. Disposable needles, syringes, scalpel blades and other sharp items should be placed in puncture resistant containers for disposal (Sharps Containers).

f. Soiled linen should be handled as little as possible with minimum agitation. All linen should be bagged and tied closed at the location where it was used.

i. Specimens of blood and body fluids should be placed in a leak-proof container. When collecting the specimen, care should be taken to prevent contamination of the outside of the container. All containers (except blood tubes) should be placed in a zip-lock bag.

j. Mouthpieces and resuscitation bags should be used in place of mouth-to-mouth resuscitation.

o. Standard precautions apply to blood, body fluid, non-intact skin, and mucus membranes. These body fluids have been associated with transmission of HIV and/or HBV. Refer to Florida Administrative Code Biomedical Waste posted in the campus nursing lab.

5. An agency and college exposure report is to be completed if the student is exposed to communicable airborne pathogens, blood or body fluids through needle stick or cut, mucous membrane (splash to the eyes or mouth), or cutaneous (through skin which is chapped, abraded or has dermatitis) means. Initial care, follow-up and treatment will be recommended according to hospital/school guidelines. Costs associated with initial care and follow-up are the responsibility of the student. Students should inform their clinical instructor immediately of any such incidents.

DIVISION OF HEALTH SCIENCES PROTOCOL FOR NEEDLE STICK, BLOOD OR POTENTIALLY INFECTIOUS BODY FLUIDS EXPOSURE

It is the policy of Gulf Coast State College that any students who sustain 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.

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 appropriate incident reports at both the facility and Gulf Coast State College. Faculty will report the incident immediately to his/her immediate supervisor.

The employee/student, notified supervisor, or faculty will initiate an incident report (FLORIDA COMMUNITY COLLEGE RISK MANAGEMENT CONSORTI UM, ACCIDENT - INCIDENT FORM), detailing the particulars of the event, completing the Worker Compensation Form (BCL-1) and evaluating the circumstances of the accident. This form must be signed by faculty and the injured person. If the injured person declines medical treatment, this should be documented and signed by that individual. The original form will be kept in the office of the Senior Administrative Assistant of Health Sciences on the second floor of the Health Sciences Building. A copy of the original form will be placed in the student’s radiography program records.
1. Initial Wound Care/First Aid for exposure
   a. Express blood from puncture wound
   b. Clean wound with soap and water
   c. Flush mucous membranes with water or saline

2. It is recommended that appropriate medical follow-up be obtained.
   a. Students who sustain the needle stick or exposure will go to that medical facility that the incident
      occurred. If the student is on "off-site" then the student will go to either hospital or medical facility
      in Gulf/Bay County for the appropriate consultation and testing. These services will be covered by
      the Insurance Policy provided through the college. Students are issued a card at the beginning of
      the fall semester and/or when they begin the radiography program. They should be instructed to
      carry the card with him/her at all times while participating in college sponsored educational
      programs.
   b. Faculty who sustain the needle stick or exposure and the source person will go to any Medical
      Facility for the appropriate tests and counseling at no charge.

3. The facility director in charge at the facility where the needle stick occurred will obtain permission from
   source patient for blood testing by contacting the attending physician of the source patient.
   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.

4. The student will be counseled and advised regarding post exposure prophylaxis, if necessary.

5. 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. The insurance provided by the
   college covers the cost for these drugs.

6. Baseline blood tests will be drawn on the student in accordance with the facility's policy and the
   CDC.

7. Re-testing occurs at three intervals:
   a. 6 weeks
   b. 12 weeks
   c. 6 months

8. See information provided in:
   a. OSHA Regulations for Management and follow-up after exposure to blood
   b. Management of persons exposed to blood.
   c. Post exposure protocol for occupational exposure to blood borne diseases

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.

**BLOOD AND BODY FLUID PRECAUTIONS**

**Barriers:** All health care workers should routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure when in contact with blood or other body fluids of any client. Gloves should be worn for touching blood or body fluids, mucous membranes, or non-intact skin of all clients, for handling items or surfaces soiled with blood or body fluids, and for performing venipuncture or other vascular access procedure.

Gloves should be changed after with each client. Masks, protective eyewear or face shields, and gowns or aprons should be word during procedures that are likely to generate droplets or splashes of blood or other body fluids.

**Disinfection:** Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should be washed between clients and immediately after gloves are removed.

**Sharps:** Precautions should be taken to prevent injuries caused by needles, scalpels, and other sharp instruments during disposal of used needles and when handling sharp instruments after procedures. Needles should not be recapped, purposely bent, or broken by hand, removed from disposable syringes, or otherwise manipulated by hand. After they are used, disposable syringes and needles, scalp blade scapels, and other sharp items should be placed in puncture-resistant containers for disposal.

**Resuscitation:** Mouthpieces, resuscitation bags, or other ventilation devices should be used when mouth-to-mouth resuscitation is likely to be performed in emergency situations.

**Exposure Event:** Any student who suspects he/she may have been exposed to or contracted a communicable disease must notify the Program Director/Coordinator and/or the Clinical Coordinator immediately.
In the event a student has been exposed, appropriate action will be taken to ensure the health and well-being of hospital patients and staff and fellow students. In the event a student is barred from the clinical education center due to a communicable disease, the program will work with the student to make up the missed clinical education with a minimum of lost time to the student.

**Personal Protective Equipment (PPE)**
Equipment that protects you from contact with potential infectious materials may include gloves, gowns, masks, aprons, lab coats, face shields, goggles, mouthpieces, resuscitation bags or other ventilation devices. Under normal work conditions, protective equipment must not allow potentially infectious materials to contact the student's work clothes, street clothes, skin or mucous membranes. 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 staff radiographer, clinical instructor, site, liaison, or shift supervisor.

**General Rules on PPE**
- The student must be trained to use the equipment properly.
- PPE must be appropriate and readily available for the task.
- Appropriate PPE must be used in performing each task.
- Equipment must be free of physical flaws that could compromise safety.
- PPE, especially gloves, must fit properly.
- If when wearing PPE, it is penetrated by blood or other potentially infected materials, remove it as soon as feasible.
- Before leaving the work area, remove all protective equipment and place it in the designated area or container for washing, decontamination or dispose.

**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. 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.
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
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.

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 immediate family consisting of parents, grandparents, spouse, brother, sister, or child. 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.

Verification must be provided 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.

Leave of absence to attend and any other funeral arrangements will be granted by special permission of the Program Director/Coordinator/Clinical Coordinator. Each situation will be given individual consideration. This is considered an unexcused absence, 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.

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.

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 that are absent from clinical due to jury duty and fall behind in terms of expected clinical performance, may be assigned additional days of clinical experience beyond the normal schedule. An individual clinical plan will be developed outlining the student performance requirements for this additional clinical time.

E-READERS AND LAPTOP COMPUTERS

Digital textbooks may be used in class. Laptop computers 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 are NOT allowed in the clinical site.
CELL PHONES & SMART WATCHES
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 use cell phones during didactic courses unless instructed by the course instructor.

Smart watches are prohibited in both didactic and clinical settings as these have similar capabilities to cell phones (e.g. texting, phone calls) and can cause a distraction for other students.

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 Web Page. 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 in 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 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 1418, and RTE1503. 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 is mandatory for all RTE courses. It is expected that students will attend class and clinical regularly and provide the faculty with a reason for any absence. Failure to attend classes or clinical regularly can affect students' grades and financial aid.

- The student will be allowed 2 personal days throughout the semester. The personal day can only be used in 8-hour increments throughout the semester. These days are NOT cumulative and can only be used once per semester. The student will still be required to make up the time (clinic) and get notes
and/or make up assignments (class, lab).

- All appointments including doctors, dentist, etc. should be scheduled outside the program's class and clinical times. Excessive absences/ tardiness may result in the student being dropped from the course. This is determined on a case by case basis.
- The program recognizes all breaks and holidays as published in the academic calendar.
- Absences due to college sponsored activities are excused if they do not exceed three course hours and faculty is informed in advance.
- Attendance to professional activities may be allowed in lieu of normal class attendance (Radiography seminar/conference). Prior approval by the Program Director must be obtained.
- In the case of an emergency (example: death in the immediate family or illness/hospitalization) absence from class may be excused on a case by case basis.
- Absences may be excused if the student presents a doctor’s excuse to the program faculty. Excused absences are for the student's illness only.
- It is the responsibility of the student to get all notes from other class members.

TARDINESS

Tardiness: A tardy is defined as being more than 5 minutes late to class. Any time beyond 5 minutes, leaving class early, or being away from class during class hours, will be construed as tardy for the day.

- Each tardy will result in a 1-point deduction from the final exam grade (class), the performance evaluation grade (lab), or the professional grade (clinic) after the 1st offense.
- Students who are excessively tardy may be subject to disciplinary action in addition to the regulations governing tardiness, including program dismissal.

Program Disciplinary Infraction - Tardiness

IN CASE OF ABSENCE

100% attendance is expected. Each day of an unexcused absence will reflect a 5-point deduction from the final exam grade (class), the performance evaluation grade (lab), or the professional grade (clinic). After 3 cumulative unexcused absences the student may be dismissed 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.

The course instructors must be notified by phone (leave a message if no answer) or by e-mail at least 30 minutes before 8:00 a.m. or 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
**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 Medical Imaging 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, 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**

Students are permitted 8 holidays per year. 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.

**TRAJECSYS**
The Radiography Program at Gulf Coast State College uses an on-line student record management service called Trajecsys.

This system is used by each student to clock in and out of their clinical education sites as well as to keep track of the radiographic procedures in which they are involved. It is used by the staff technologists to complete the necessary paperwork on each student, and it is also used by the program faculty to maintain accurate records of each student's accomplishments in the clinical setting.

Each student is required to sign up for this service. Payment can be made through the GCSC bookstore or directly through Trajecsys. The instructions for doing this will be provided in the program acceptance packet. There is a one-time fee of $150.00 that is good for the length of the program.

Effective for the class of 2021, the program will discontinue using Trajecsys.

**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 wks. 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 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 summer 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. This is usually held within the last week of June.

**RADIOGRAPHY PROGRAM AWARDS**
**OUTSTANDING STUDENT AWARD** given to the student, who in view of the clinical affiliates 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 better in all (RTE) Radiography courses. A student receiving less than a 70 final course grade 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%, 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:

<table>
<thead>
<tr>
<th>Grade Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100 (A)</td>
<td>Passing Score</td>
</tr>
<tr>
<td>80-89 (B)</td>
<td>Passing Score</td>
</tr>
<tr>
<td>70-79 (C)</td>
<td>Minimum Passing Score</td>
</tr>
<tr>
<td>60-69 (D)</td>
<td>Failing Score</td>
</tr>
<tr>
<td>0-59 (F)</td>
<td>Failing Score</td>
</tr>
</tbody>
</table>

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. If a student demonstrates an overall grade of less than 70% a written warning from the instructor will be issued.

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 instructor. If relief is not immediately available, you will be expected to complete the assignment and then bring the matter to the attention of your instructor. Resolution will be aimed to the mutual advantage of the clinical agency 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 Instructor, 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 addition 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 agency 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. 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.
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.

<table>
<thead>
<tr>
<th>PROGRAM REQUIREMENTS</th>
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<tbody>
<tr>
<td>BSC 2085  Human Anatomy &amp; Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>BSC 2085L Human Anatomy &amp; Physiology I Lab</td>
<td>1</td>
</tr>
<tr>
<td>BSC 2086  Human Anatomy &amp; Physiology II</td>
<td>3</td>
</tr>
<tr>
<td>BSC 2086L Human Anatomy &amp; Physiology II Lab</td>
<td>1</td>
</tr>
<tr>
<td>MAC 1105  College Algebra (or STA 2023 or MGF 1106)</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
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</table>

FRESHMAN YEAR SEMESTER

<table>
<thead>
<tr>
<th>Fall Semester</th>
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</thead>
<tbody>
<tr>
<td>HSC 1531  Medical Terminology</td>
<td>2</td>
</tr>
<tr>
<td>RTE 1418  Principles of Radiographic Exposures I</td>
<td>3</td>
</tr>
<tr>
<td>RTE 1111C  Introduction to Patient Care</td>
<td>2</td>
</tr>
<tr>
<td>RTE 1503  Radiographic Procedures &amp; Positioning I</td>
<td>3</td>
</tr>
<tr>
<td>RTE 1503L Radiographic Procedures &amp; Positioning I Lab</td>
<td>1</td>
</tr>
<tr>
<td>RTE 1804  Clinical Education I</td>
<td>2</td>
</tr>
<tr>
<td>Total</td>
<td>13</td>
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<table>
<thead>
<tr>
<th>Spring Semester</th>
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</thead>
<tbody>
<tr>
<td>RTE 1457  Principles of Radiographic Exposures II</td>
<td>4</td>
</tr>
<tr>
<td>RTE 1000  Introduction to Diagnostic Imaging</td>
<td>2</td>
</tr>
<tr>
<td>RTE 1513  Radiographic Procedures &amp; Positioning II</td>
<td>2</td>
</tr>
<tr>
<td>RTE 1513L Radiographic Procedures &amp; Positioning II Lab</td>
<td>1</td>
</tr>
<tr>
<td>RTE 1814  Clinical Education II</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer Semester</th>
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</tr>
</thead>
<tbody>
<tr>
<td>RTE 1523  Radiographic Procedures &amp; Positioning III</td>
<td>2</td>
</tr>
<tr>
<td>RTE 1523L Radiographic Procedures &amp; Positioning III Lab</td>
<td>1</td>
</tr>
<tr>
<td>RTE 1824  Clinical Education III</td>
<td>4</td>
</tr>
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<td>Total</td>
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</table>

<table>
<thead>
<tr>
<th>SOPHMORE YEAR SEMESTER</th>
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</tr>
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<tbody>
<tr>
<td>PSY 2012 OR SYG 2000 General Psychology; or Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>RTE 2563  Advanced Medical Imaging</td>
<td>3</td>
</tr>
<tr>
<td>RTE 2385  Radiobiology and Radiation Protection</td>
<td>3</td>
</tr>
<tr>
<td>RTE 2834  Clinical Education IV</td>
<td>5</td>
</tr>
<tr>
<td>Total</td>
<td>14</td>
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</table>

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS1570  Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1101  English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>RTE2782  Radiographic Pathology</td>
<td>2</td>
</tr>
<tr>
<td>RTE 2844  Clinical Education V</td>
<td>5</td>
</tr>
<tr>
<td>Total</td>
<td>13</td>
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<table>
<thead>
<tr>
<th>Spring Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities I, II or III</td>
<td>3</td>
</tr>
<tr>
<td>RTE 2061  Radiography Seminar</td>
<td>2</td>
</tr>
<tr>
<td>RTE 2854  Clinical Education VI</td>
<td>2</td>
</tr>
<tr>
<td>Total</td>
<td>7</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer Semester</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Total Hours</td>
<td>77</td>
</tr>
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</table>
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

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester</th>
<th>Textbooks</th>
</tr>
</thead>
<tbody>
<tr>
<td>RTE 1111C: Introduction to Patient Care</td>
<td>Fall, Spring I</td>
<td>Introduction to Radiologic Sciences and Patient Care by Adler and Carlton, 7th ed.</td>
</tr>
<tr>
<td>RTE 1000: Introduction to Diagnostic Imaging</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RTE 1457: Principles of Radiographic Exposures II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RTE 1513 Radiographic Procedures &amp; Positioning II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RTE 1513 Radiographic Procedures &amp; Positioning II Lab</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RTE 1523 Radiographic Procedures &amp; Positioning III</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RTE 2563 Advanced Medical Imaging</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RTE 2782: Radiographic Pathology</td>
<td>Spring II</td>
<td>Comprehensive Radiographic Pathology - 6th edition by Ronald L. Eisenberg</td>
</tr>
<tr>
<td>RTE 2385: Radiobiology &amp; Radiation Protection</td>
<td>Fall II</td>
<td>Radiation Protection in Medical Radiography, by Sherer 8th ed.</td>
</tr>
<tr>
<td>RTE 2061: Radiography Seminar</td>
<td>Summer II</td>
<td>All program textbooks Lange Q&amp;A Radiography Examination and Radiography Prep by D.A. Saia, current ed.</td>
</tr>
</tbody>
</table>

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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 and co-requisite course.
- 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.
- 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 monitoring device 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.
- Forgetting to sign in will not be accepted. Signing in 30 min. past the required time the student will be considered absent. Missed clinical time must be made up. Student must make up four hours of clinical time in addition to the amount of time missed.
- 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. Student must make up 8 hours of clinical time.
- Students must have signed within 5 minutes of the shift start time or the student will be recorded as a tardy. Forgetting to sign in is not acceptable.
- The student must notify the clinical coordinator and the clinical site 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, the student must discuss these issues with the Clinical Coordinator.
- 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**

Tardiness:
A tardy is defined as being more than 5 minutes late. Any time beyond 5 minutes, leaving clinic early, or being away from class during class hours, will be construed as tardy for the day. 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 instructor 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.

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 centers request a student NOT to their facility at any time during the radiography program, student may be dismissed from the program.

**CLINICAL ABSENCES**

100% attendance is expected. Each day of absence will reflect a 5-pt. deduction in the clinical professional grade. If you have accumulated more than 3 days (24 hours total) of unexcused 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 clinic instructor 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 instructor 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.

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**

<table>
<thead>
<tr>
<th>CLINICAL EDUCATION SITE</th>
<th>PHONE #</th>
<th>CLINICAL PRECEPTOR (INSTRUCTOR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bay Medical Center</td>
<td>(850)747-6914</td>
<td>Kellie Martin</td>
</tr>
<tr>
<td>Bay Outpatient Center</td>
<td>(850)747-6688</td>
<td>Tina Buse</td>
</tr>
<tr>
<td>Bay Medical Center Bch Clinic</td>
<td>(850) 236-8921</td>
<td>Barbara Hursh, Christina Crowe, Christine Swartz (pending)</td>
</tr>
<tr>
<td>Bay Radiology Associates</td>
<td>(850)763-2451</td>
<td>Ashley DaCosta, Larea Stone</td>
</tr>
<tr>
<td>Gulf Coast Medical Center</td>
<td>(850)747-7120</td>
<td>Jared Mamoran, Brenda Suggs</td>
</tr>
<tr>
<td>Gulf Coast Diagnostic Center</td>
<td>(850)747-7894</td>
<td>Skylar McClellan, Lindy Bengtson</td>
</tr>
<tr>
<td>Jackson Hospital</td>
<td>(850)718-2580</td>
<td>Samantha Thurman, Genika Williams (pending)</td>
</tr>
<tr>
<td>Northwest FL Comm. Hosp.</td>
<td>(850) 415-8131</td>
<td>Shawn Sellers, Tori O’Bryan (pending), Devon Donofrio (pending)</td>
</tr>
<tr>
<td>Southern Orthopedic Spine Surgery</td>
<td>(850) 771-2001</td>
<td>Ashley Antley (pending)</td>
</tr>
</tbody>
</table>

**Falsification of any time will subject to immediate program dismissal.**

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 student counseling and written warning for violation of the "No Call - No Show" 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 "Change of Hours" 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, must 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. Clinical time can only be made up in 4 hr. or 8 hr. increments.

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.

Students who leave the clinical site facility property early without prior approval by the 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 instructor 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 | Written Warning/Probation |

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.

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman Year</td>
<td>144 hrs.</td>
<td>216 hrs.</td>
<td>288 hrs.</td>
</tr>
<tr>
<td>Sophomore Year</td>
<td>360 hrs.</td>
<td>360 hrs.</td>
<td>144 hrs.</td>
</tr>
<tr>
<td>Total</td>
<td>1512 hrs.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 films checked for necessary repeats or additional films and seeing that the patient is dismissed from the department).

Any hours acquired that goes beyond the 40 hours 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, demonstrate exam performance in the campus lab before demonstrating exams in the clinical setting. Once the student has demonstrated 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.
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 abidance 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 sixth 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 OF THE STUDENT PARTICIPATING IN CLINICAL EDUCATION COURSES
- Comply with college policies regarding attendance and dress code. This cannot be overestimated. 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 instructors and program 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 as well as the GCSC Radiography Program Code of Conduct.

CLINICAL AFFILATE 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; assignments on any one-day will not exceed 10 hours.

The JRCERT defines operational hours as 5 am to 7 pm Monday - Friday.

Students may be assigned one evening clinical rotation for two weeks during the second year. Shift assignment may vary due to available. The Radiography Program does not make use of weekend clinical assignments. However, student make use weekend clinical assignments to make up lost clinical time.

Evening hours and/or weekend hours must not exceed 25% of the total clinical clock hours.

Total program clinical hours = 1512 hours x 25% = 378 hours, students evening shift two-week rotation, 3x week equates to 18 clinical hours.

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.

The following 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. Maps with driving directions will be provided to all sites as needed.

<table>
<thead>
<tr>
<th>RADIOGRAPHY CLINICAL EDUCATION SITES</th>
<th>CLINICAL ROTATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bay Medical Center</td>
<td>Day &amp; Eve</td>
</tr>
<tr>
<td>Bay Medical Outpatient Center</td>
<td>Day</td>
</tr>
<tr>
<td>Bay Medical Center on the Beach</td>
<td>Day &amp; Eve</td>
</tr>
<tr>
<td>Gulf Coast Medical Center</td>
<td>Day &amp; Eve</td>
</tr>
<tr>
<td>Gulf Coast Diagnostic Center</td>
<td>Day</td>
</tr>
<tr>
<td>Bay Radiology Associates</td>
<td>Day</td>
</tr>
<tr>
<td>Jackson Hospital- Marianna, FL</td>
<td>Day</td>
</tr>
<tr>
<td>Northwest Florida Community Hospital- Chipley</td>
<td>Day &amp; Eve</td>
</tr>
<tr>
<td>Southern Orthopedic Specialists</td>
<td>Day</td>
</tr>
<tr>
<td>Southern Orthopedic Spine Surgery (Dr. Gaiser)</td>
<td>Day</td>
</tr>
</tbody>
</table>
The following outlines the types of clinical rotations all students will have throughout the duration of the Radiography Program. During Clinical Education III, student will be required to go to clinical Tuesday and Thursdays for six weeks then Monday through Friday for 4 weeks.

<table>
<thead>
<tr>
<th>Clinical Education I-III</th>
<th>Clinical Education IV-VI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesdays &amp; Thursdays</td>
<td>Mondays, Wednesdays &amp; Fridays</td>
</tr>
<tr>
<td>8:00 a.m.- 4:30 p.m.</td>
<td>8:00 a.m.- 4:30 p.m.</td>
</tr>
<tr>
<td>Evening Rotation</td>
<td>Evening Rotation</td>
</tr>
<tr>
<td>1:30 p.m.- 10:00 p.m.</td>
<td>1:30 p.m.- 10:00 p.m.</td>
</tr>
</tbody>
</table>

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 Instructor
- Program Director/Coordinator

**ROOM AND AREA ASSIGNMENTS**

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

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

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 an 80% or higher.
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 complete the Computed Tomography Safety Policy.

ELECTIVE ADVANCED MODALITY ROTATIONS
Students who have completed all competencies prior to the end of Spring II (Clinical Education V) may request external rotations. 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 summer 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.
Second year students may have the opportunity to observe additional modalities as scheduled by the clinical coordinator if sites are available throughout the fall and spring semesters. This is observation only.

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 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 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 bona fide emergencies.

Use of personal computers, cell 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 Instructor.

In event of an accident involving a patient, notify the department clinical instructor 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. These rules known as the 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.
- The student may not perform any procedure without the appropriate supervision of the clinical 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 1st Offense- Clinical Probation 2nd 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 clinical education site evaluation 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 professional development evaluation 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 office. Attachment II A outlines the scope of the accidental medical expense benefit policy.

It is important that each student carry with them at all time, while in the clinical setting, the Hartford life group 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 I 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 Hartford Insurance Company group policy 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, (Attachment II) supplied by GCSC, and submit, to be entered into the student’s record.

Disease-specific precautions are 1of 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.
- If a student receives a cumulative total of four written infractions, this demonstrates a disregard to the Radiography Program policies. The Program Director/Coordinator may dismiss the student from
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. 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

<table>
<thead>
<tr>
<th>Category I Infraction</th>
<th>The following infractions will result in automatic verbal warning.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Violating the Standard Uniform Dress Code</td>
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<tr>
<td>Unsatisfactory academic/clinical performance</td>
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<tr>
<th>Category II Infraction</th>
<th>The following infractions will result in automatic verbal warning. Two verbal warnings in any instance will equate to one written warning.</th>
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<tbody>
<tr>
<td>Absences</td>
<td>Excessive or Unexcused</td>
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<tr>
<th>Category III Infraction</th>
<th>Description</th>
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<tbody>
<tr>
<td>Careless damage to hospital grounds or property</td>
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<td>Creating or contributing to unsanitary conditions</td>
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<tr>
<td>Disturbing others at work</td>
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<td>Phone calls or visitors during clinical rotations</td>
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<td>Neglect of duty</td>
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<tr>
<td>Provoking or reacting to provocation</td>
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<tr>
<td>Tardiness to class or clinic - more than 5 minutes</td>
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<tr>
<td>Use of profanity during clinical rotation or classes</td>
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<td>Unauthorized absence from the assigned area or class</td>
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<td>Willful violation of safety rules or hospital safety practices</td>
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<tr>
<td>Using cell phones/text messaging/smart watches/having phone on their person in class/clinic/lab</td>
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<tr>
<td>Failure to observe and practice the radiation safety guidelines</td>
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<tr>
<td>Unprofessional conduct</td>
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<tr>
<td>Violating the No Call - No Show Policy</td>
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<tr>
<th>Category IV Infraction</th>
<th>Description</th>
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<tr>
<td>Accepting gratuities from patients and their relative + **</td>
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<tr>
<td>Conviction of a felony</td>
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<tr>
<td>Fighting at the clinical site or on college premises +</td>
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<tr>
<td>Insubordination (refusal to respond to the reasonable request by instructor, clinical coordinator, Program Director/Coordinator +</td>
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<tr>
<td>Performing a radiographic exam without a physician's order +</td>
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<tr>
<td>Physical abuse of a patient +</td>
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<tr>
<td>Possession of and/or consumption of alcohol or any non-prescribed drugs +</td>
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<tr>
<td>Possession of illegal weapons on hospital or college property +</td>
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</table>
Theft +
Willful destruction of college or clinical property +
Willful falsification of a document, records or identification +
Breach of Confidentiality, Unauthorized accessing confidential information on hospital/college +
Academic or Clinical Dishonesty +

* It is assumed that prior to this action the student has been counseled.
** 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. 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
    - 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. 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 with Gulf Coast State College - Radiography Program logo.

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 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 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 issue 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 1.0., 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 professional 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 no more than Ys" in thickness (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.

- **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.** Males are not allowed to wear makeup.
  - **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. If polish is used, it should be clear or flesh tones and unchipped. 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.
- 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-monthly reading report will be posted outside the clinical coordinator’s office 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 monthly badge reading exceeds 40 mrem (0.4 mSv), the student will be counseled by the Radiation Safety Officer (Newsom), 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)

Student: __________________________________________________________ Date: __________________

Clinical Site: _________________________________________________________

Radiation Badge Reading: _________________________ mrem for the bimonthly reading of ________

If a student's radiation badge reading is over 40 mrem (0.4 mSv) for any month, 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:

____________________________________________________________________

____________________________________________________________________

Action Plan:

____________________________________________________________________

Signature of Student ___________________________ Date __________

Signature of Clinical Coordinator ___________________________ Date __________

Signature of Program Director/Coordinator ___________________________ 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 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, this will be reflected in the grading of the competency exam.

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 0 Stat
   - Sheets
   - Foot board
   - 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 I 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 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 (within 30%).

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 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 \( I \) 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 \( I \) 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

**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 graded on competency acceptance by radiography program faculty.

- The competency form will be completed by the supervising technologist.
- The competency acceptance form will be completed by one of the program faculty.
- Image Analysis will be completed throughout the semester by program faculty.
- 2nd year students must complete competency reports in Trajecsys by Sunday evening no later than 11:59pm. 1st year students must complete competency reports and turn into Canvas by Sunday evening no later than 11:59pm.
### Routine Projections, completed by student before beginning CCE:

Student fills in technical factors actually used.

<table>
<thead>
<tr>
<th>Projection</th>
<th>Technique</th>
<th>Exp Value/ Fluoro Time</th>
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<tbody>
<tr>
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1-needs major improvement  2-needs minor improvement  3-at or above expected level of proficiency  4-mastery

### Area 1: Requisition, Preparing the room, Patient Interaction, Management & Assessment

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
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<tbody>
<tr>
<td>Identified the patient’s name &amp; DOB on requisition &amp; performed 2 pt. identifiers.</td>
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<tr>
<td>Identified type of procedure, pathological conditions, and mode of transport.</td>
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<tr>
<td>Prepared room gathered supplies and ensured equipment was clean.</td>
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<tr>
<td>Washed hands before and after patient interaction.</td>
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<tr>
<td>Communicated with patient (introducing self, explain procedure, document pt. hx,)</td>
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<tr>
<td>Assessed patient (pt.’s ability to stand, wheelchair, trauma, etc.)</td>
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<tr>
<td>Checked age and gender on requisition, asked about pregnancy, and documented appropriately.</td>
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<tr>
<td>Radiopaque objects were removed, and had patient change while protecting pt. modesty.</td>
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<tr>
<td>Ensured patient safety and patient management from beginning to end of transport and exam.</td>
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<tr>
<td>Cleaned equipment used/ stocked and prepared room for next patient.</td>
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### Area 2: Equipment Operation & Efficiency, Patient Positioning & Radiation Safety

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<tbody>
<tr>
<td>Appropriate IR/grid, oriented correctly, placed in bucky/tabletop directly as exam indicates.</td>
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<tr>
<td>Correct SID, tube angulation &amp; detent.</td>
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<tr>
<td>Appropriately collimated without clipping pertinent anatomy.</td>
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<tr>
<td>Aligned tube to the anatomical part, used correct centering and appropriately palpated the patient.</td>
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<tr>
<td>Practiced ALARA by demonstrating the cardinal rules and shielding the patient.</td>
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<tr>
<td>The student used their time efficiently and did not hesitate during the procedure.</td>
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### Area 3: Technique Selection & Exposure

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<tbody>
<tr>
<td>Chose the correct exam on DR/CR equipment.</td>
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<tr>
<td>Utilized appropriate kVp and mAs, manual or AEC</td>
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<tr>
<td>Communicated clearly with patient and gave the patient correct instructions.</td>
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<tr>
<td>Observed the patient from behind the leaded wall during the exposure to ensure patient safety.</td>
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<tr>
<td>Ensured exposure index/ s-value is within appropriate range.</td>
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### Area 4: Image Evaluation & Processing

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<tbody>
<tr>
<td>Images are of diagnostic quality (brightness, contrast, spatial resolution, distortion, no motion.)</td>
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<tr>
<td>Images meet image criteria including anatomy and positioning.</td>
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<tr>
<td>Show accurate marker placement, evidence of collimation (no cropping).</td>
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<tr>
<td>The student appropriately demonstrated processing and post processing capabilities.</td>
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</tbody>
</table>

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

Grade: _______/_________ = __________  Signature ______________________ Date ________________
Competency Acceptance Form

Name: ____________________  Clinical Site: _____________  Date: __________

Exam: ___________________  MR#: __________________  Comp#:________

Image Requirements  Not acceptable (0)  Needs Improvement (3)  Average (4)  Exceptional (5)

Anatomy
Positioning
Marker
Centering
Collimation
Exposure

Points Earned _____/30 points

Comments:
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

Grade: ________________

Accepted/ Rejected: ________________

Faculty Signature/ Date: ________________________________
Radiography Program Image Analysis

Student: ____________________  Date: ___________________  Site: ________________
Exam: _______________  Exam ID: ________________  Exam Date: ________________

Grading Scale:
1= Not acceptable
2= Needs major improvement
3= Needs minor improvement
4= Acceptable
5= Exceptional

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<th>3</th>
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<th>1</th>
<th>0</th>
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<tbody>
<tr>
<td>Positioning/ Centering</td>
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<tr>
<td>Correct Rotation/Obligue</td>
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<tr>
<td>CR/ Tube/ IR Alignment</td>
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<tr>
<td>Technique/ Exposure</td>
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<tr>
<td>Image Criteria</td>
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<td></td>
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<tr>
<td>Collimation</td>
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<tr>
<td>Artifacts</td>
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<tr>
<td>Marker Placement</td>
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<tr>
<td>Repeats</td>
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<tr>
<td>Anatomy</td>
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</table>

Comments:
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

Student Signature: ____________________________       Date: _____________________

Instructor signature:____________________________    Date:______________________
**IMPROPTU COMPETENCIES**
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. Document attendance by clocking in and out using sign in sheet
2. Document daily comped, performed, assisted, and observed exams using Trajecsys (2nd years), by paper documentation (1st years)
3. Completing competency reports through Trajecsys (2nd years), submitted in a word doc or PDF to Canvas (1st years)
4. Keeping up with the student competency record.
5. Document day sheet summary (paper)

All clinical documents must be completed either through Trajecsys, Canvas or paper copy as indicated 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 (JRC) for accreditation purposes. There will be no excuse for any student not maintaining record of clinical education.

**SCHEDULE OF CLINICAL EVALUATIONS**

<table>
<thead>
<tr>
<th>Fall 1st year</th>
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<tbody>
<tr>
<td>By week 8:</td>
<td>Clinical Orientation Skills</td>
</tr>
<tr>
<td>By week 16:</td>
<td>Professional Development form will be completed by clinical instructors</td>
</tr>
<tr>
<td></td>
<td>Minimum of four (4) approved Clinical Competencies</td>
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<td></td>
<td>Professionalism Grade</td>
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<td>Practical Exam</td>
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<tr>
<td>Spring 1st year</td>
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<tr>
<td>By week 8:</td>
<td>Professional Development form will be completed by clinical instructors</td>
</tr>
<tr>
<td></td>
<td>Practical Exam</td>
</tr>
<tr>
<td>By week 16:</td>
<td>Professional Development form will be completed by clinical instructors</td>
</tr>
<tr>
<td></td>
<td>Minimum of fourteen (14) approved Clinical Competencies</td>
</tr>
<tr>
<td></td>
<td>Professionalism Grade</td>
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<td></td>
<td>Practical Exam</td>
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<tr>
<td>Semester</td>
<td>By week 6</td>
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<tr>
<td>Summer 1st year</td>
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<tr>
<td></td>
<td>Professional Development form will be completed by clinical instructors</td>
</tr>
<tr>
<td></td>
<td>Practical Exam</td>
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<tr>
<td>Fall 2nd year</td>
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<tr>
<td></td>
<td>Professional Development form will be completed by clinical instructors</td>
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<tr>
<td></td>
<td>Practical Exam</td>
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<tr>
<td>Spring 2nd year</td>
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<td></td>
<td>Professional Development form will be completed by clinical instructors</td>
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<td></td>
<td>Practical Exam</td>
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<tr>
<td>Summer 2nd year</td>
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<tr>
<td></td>
<td>Professional Development form will be completed by clinical instructors</td>
</tr>
<tr>
<td></td>
<td>Terminal Competencies</td>
</tr>
<tr>
<td></td>
<td>Professionalism Grade</td>
</tr>
<tr>
<td></td>
<td>Practical Exam</td>
</tr>
</tbody>
</table>

At the completion of each semester rotation, 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.
CONTINUOUS 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 each semester 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 within 5 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 CT and Surgical comps.

Terminal Clinical Competency Examinations must be performed on a progressive level of patient or procedure difficulty, e.g., if a student was determined competent by way of a simulated competency evaluation, the Terminal Clinical Competency Evaluations should be performed on a patient.
**Student Name:** _____________________________________________ **Date:** ______________________

**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

**CRITERIA FOR EVALUATION:**

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

**Total Points**  ____ / 48
<table>
<thead>
<tr>
<th>SAFETY and CRITICAL THINKING</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
<th>Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Safely transports and positions patients utilizing safety devices as appropriate to provide a safe environment.</td>
<td></td>
<td></td>
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<tr>
<td>2. Utilizes universal precautions and infection control.</td>
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<tr>
<td>3. Practices radiation protection/safety (ALARA) for patients, visitors and medical personnel through the use of collimation, gloves and aprons.</td>
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<tr>
<td>4. Effectively and safely handles equipment.</td>
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<tr>
<td>5. Performs within the scope of practice of a student Radiographer appropriate to their level of training.</td>
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<tr>
<td>6. Translates knowledge of clinical exam protocols into actual practice.</td>
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<tr>
<td>7. Adapts to variations in the clinical environment by demonstrating minimal levels of anxiety and apprehension.</td>
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<tr>
<td>8. Demonstrates the ability to retain acquired clinical knowledge and experiences.</td>
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<tr>
<td>9. Demonstrates the ability to solve problems.</td>
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<tr>
<td><strong>Total Points</strong></td>
<td></td>
<td></td>
<td></td>
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<td><strong>___/37</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TECHNICAL SKILLS</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
<th>Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Prepares room for radiographic procedure.</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2. Correctly utilizes and manipulates equipment.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>3. Selects appropriate exposure factors using technique guidelines when using manual or automatic controls.</td>
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<td></td>
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</tr>
<tr>
<td>4. Selects proper source-to-image distance.</td>
<td></td>
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</tr>
<tr>
<td>5. Adjusts technique to accommodate changes in source-to-image distance, pathology, motion, image receptor or grid.</td>
<td></td>
<td></td>
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<tr>
<td>6. Secures correct markers in appropriate locations on image receptors.</td>
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</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
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</tbody>
</table>
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.

Total Points ______/48

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

Total Points ______/40

<table>
<thead>
<tr>
<th>PROFESSIONALISM and ORGANIZATION</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
<th>Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Adheres to hospital and professional dress code; wears name tag and dosimeter.</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2. Complies with department procedures.</td>
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</tr>
<tr>
<td>3. Accepts constructive criticism in a professional manner and uses it for self-improvement.</td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>
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.


Total Points: _____/48

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 at the completion of RT1111C Introduction to Patient Care.

- CPR Certified
- Vital Signs (blood pressure, pulse, respiration, temperature and pulse oximetry)
- Venipuncture
- Care of Patient Medical Equipment (e.g., Oxygen Tank, IV Tubing)
- Sterile and Medical Aseptic Technique
- Transfer of Patient
<table>
<thead>
<tr>
<th>#</th>
<th>Mandatory Examinations (40)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Chest, Abdomen, Thorax</td>
</tr>
<tr>
<td>2</td>
<td>Chest routine (ambulatory)</td>
</tr>
<tr>
<td>3</td>
<td>Chest AP (wheelchair or stretcher)</td>
</tr>
<tr>
<td>4</td>
<td>Chest (portable)</td>
</tr>
<tr>
<td>5</td>
<td>Chest (pediatric - 6 or under)</td>
</tr>
<tr>
<td>6</td>
<td>Geriatric Chest Routine (65 or older, physical or cognitive impairment due to aging)</td>
</tr>
<tr>
<td>7</td>
<td>Abdomen supine(KUB)</td>
</tr>
<tr>
<td>8</td>
<td>Abdomen (portable, supine)</td>
</tr>
<tr>
<td>9</td>
<td>Abdomen Upright</td>
</tr>
<tr>
<td>10</td>
<td>Ribs</td>
</tr>
<tr>
<td>11</td>
<td>Upper Extremity</td>
</tr>
<tr>
<td>12</td>
<td>Thumb/Finger</td>
</tr>
<tr>
<td>13</td>
<td>Hand</td>
</tr>
<tr>
<td>14</td>
<td>Wrist</td>
</tr>
<tr>
<td>15</td>
<td>Forearm</td>
</tr>
<tr>
<td>16</td>
<td>Elbow</td>
</tr>
<tr>
<td>17</td>
<td>Humerus</td>
</tr>
<tr>
<td>18</td>
<td>Trauma upper extremity (non-shoulder)</td>
</tr>
<tr>
<td>19</td>
<td>Shoulder hold</td>
</tr>
<tr>
<td>20</td>
<td>Trauma Shoulder (scapular Y vww. transthoracic/axial)</td>
</tr>
<tr>
<td>21</td>
<td>Clavicle</td>
</tr>
<tr>
<td>22</td>
<td>Geriatric Upper Extremity (65 or older, physical or cognitive impairment due to aging)</td>
</tr>
<tr>
<td>23</td>
<td>Lower Extremity</td>
</tr>
<tr>
<td>24</td>
<td>Foot</td>
</tr>
<tr>
<td>25</td>
<td>Ankle</td>
</tr>
<tr>
<td>26</td>
<td>Tibia/Fibula</td>
</tr>
<tr>
<td>27</td>
<td>Knee</td>
</tr>
<tr>
<td>28</td>
<td>Trauma lower extremity</td>
</tr>
<tr>
<td>29</td>
<td>Hip</td>
</tr>
<tr>
<td>30</td>
<td>Geriatric Lower Extremity (65 or older, physical or cognitive impairment due to aging)</td>
</tr>
<tr>
<td>31</td>
<td>Orthopedic (correction or repair of bone)</td>
</tr>
<tr>
<td>32</td>
<td>Orthopedic portable</td>
</tr>
<tr>
<td>33</td>
<td>Mobile C-Arm Studies</td>
</tr>
<tr>
<td>34</td>
<td>Cross-table lateral hip (pt. recumbent, horizontal beam)</td>
</tr>
<tr>
<td>35</td>
<td>Geriatric Lower Extremity (65 or older, physical or cognitive impairment due to aging)</td>
</tr>
<tr>
<td>36</td>
<td>Orthopedic (correction or repair of bone)</td>
</tr>
<tr>
<td>37</td>
<td>Cross table lateral spine (pt. recumbent, horizontal beam)</td>
</tr>
<tr>
<td>38</td>
<td>CT head</td>
</tr>
<tr>
<td>39</td>
<td>CT Abdomen</td>
</tr>
<tr>
<td>40</td>
<td>Upper GI (single or double contrast)</td>
</tr>
<tr>
<td>#</td>
<td>Electives (Must have a total of 20)</td>
</tr>
<tr>
<td>----</td>
<td>-------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>Contrast/Fluoro (Must have at least 1 from this section)</td>
</tr>
<tr>
<td>1e</td>
<td>Barium Enema (single or double contrast)</td>
</tr>
<tr>
<td>2e</td>
<td>Arthrography</td>
</tr>
<tr>
<td>3e</td>
<td>Cystography/Cystourethrogram</td>
</tr>
<tr>
<td>4e</td>
<td>ERCP</td>
</tr>
<tr>
<td>5e</td>
<td>Esophagram (NOT swallowing dysfunction study)</td>
</tr>
<tr>
<td>6e</td>
<td>Hysterosalpingogram</td>
</tr>
<tr>
<td>7e</td>
<td>Myelography</td>
</tr>
<tr>
<td>8e</td>
<td>Small Bowel Series</td>
</tr>
<tr>
<td></td>
<td>Head (Must have at least 1 from this section)</td>
</tr>
<tr>
<td>9e</td>
<td>Skull</td>
</tr>
<tr>
<td>10e</td>
<td>Facial bones</td>
</tr>
<tr>
<td>11e</td>
<td>Paranasal Sinuses</td>
</tr>
<tr>
<td></td>
<td>Electives</td>
</tr>
<tr>
<td>12e</td>
<td>AC joints</td>
</tr>
<tr>
<td>13e</td>
<td>Calcaneus</td>
</tr>
<tr>
<td>14e</td>
<td>Decubitus abdomen</td>
</tr>
<tr>
<td>15e</td>
<td>Decubitus chest (lateral)</td>
</tr>
<tr>
<td>16e</td>
<td>Intravenous Urogram</td>
</tr>
<tr>
<td>17e</td>
<td>Mandible (plain films or panorex)</td>
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<tr>
<td>18e</td>
<td>Nasal Bones</td>
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<td>19e</td>
<td>Orbits</td>
</tr>
<tr>
<td>20e</td>
<td>Patella</td>
</tr>
<tr>
<td>21e</td>
<td>Pediatric abdomen (6 or under)</td>
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<tr>
<td>22e</td>
<td>Pediatric lower extremity (6 or under)</td>
</tr>
<tr>
<td>23e</td>
<td>Pediatric portable study (6 or under)</td>
</tr>
<tr>
<td>24e</td>
<td>Pediatric upper extremity (6 or under)</td>
</tr>
<tr>
<td>25e</td>
<td>Sacroiliac joints</td>
</tr>
<tr>
<td>26e</td>
<td>Sacrum /Coccyx</td>
</tr>
<tr>
<td>27e</td>
<td>Scapula</td>
</tr>
<tr>
<td>28e</td>
<td>Scoliosis Series</td>
</tr>
<tr>
<td>29e</td>
<td>Sternum</td>
</tr>
<tr>
<td>30e</td>
<td>Temporomandibular joints</td>
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<tr>
<td>31e</td>
<td>Toes</td>
</tr>
<tr>
<td>32e</td>
<td>Upper Airway (soft-tissue neck)</td>
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<tr>
<td>33e</td>
<td>Zygomatic Arches</td>
</tr>
<tr>
<td></td>
<td>Other Electives (6 maximum from this section)</td>
</tr>
<tr>
<td>34e</td>
<td>CT Chest</td>
</tr>
<tr>
<td>35e</td>
<td>CT Neck</td>
</tr>
<tr>
<td>36e</td>
<td>CT Pelvis</td>
</tr>
<tr>
<td>37e</td>
<td>DEXA</td>
</tr>
<tr>
<td>38e</td>
<td>Flexion/Extension spine</td>
</tr>
<tr>
<td>39e</td>
<td>Life port (OR)</td>
</tr>
<tr>
<td>40e</td>
<td>Portable (OR)</td>
</tr>
<tr>
<td>41e</td>
<td>Portablespine</td>
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<tr>
<td>42e</td>
<td>Soft Tissue Extremity</td>
</tr>
<tr>
<td>43e</td>
<td>Sternocleavicular joints</td>
</tr>
<tr>
<td>44e</td>
<td>Other with clinical coordinator approval</td>
</tr>
</tbody>
</table>
SECTION VI: APPENDICES

APPENDIX A: CODE OF ETHICS

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

PREAMBLE
The Code of Ethics forms the first part of the Standards of Ethics. The Code of Ethics shall serve as a guide by which Certificate Holders 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 Certificate Holders 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.

Principal I
The Radiologic Technologist conducts himself/herself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.

Principal II
The Radiologic Technologist acts to advance the principle objective of the profession to provide services to humanity with full respect for the dignity of mankind.

Principal III
The Radiologic Technologist delivers patient care and service unrestricted by concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of 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.

Principal IV
The Radiologic 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.

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

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

Principal VII
The Radiologic 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.

Principal VIII
The Radiologic Technologist practices ethical conduct appropriate to the profession, and protects the patient's right to quality radiologic technology care.
Principle IX
The Radiologic Technologist respects confidences entrusted in the course of professional practice, respects the patient’s right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.

Principle X
The Radiologic Technologist continually strives to improve knowledge and skills by participating in educational and professional activities, sharing knowledge with colleagues and investigating new and innovative aspects of professional practice. One means available to improve knowledge and skills is through professional continuing education.

Principle XI
The radiologic 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 Society of Radiologic Technologists.

ANY BREECH OF THE CODE OF ETHICS MAY RESULT IN THE STUDENT BEING PLACED ON CLINICAL PROBATION.
APPENDIX B: ACCIDENTS/INCIDENTS

ACCIDENTS / INCIDENTS

Involving Students and / or Patients in Clinical Situations

Accidents Involving Students

A. 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 PPEs (personal, protective equipment).
   2. A-G Administrators Health Claim Form

(See Attachment 1 when immediate medical treatment is required, 
Attachment 2 when immediate treatment is not required.)

Incidents Involving Patients (ALLIED HEALTH INCIDENT)

A. 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 Sciences Division.

B. 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 Division.

Incidents Involving Students (harassment, report of stolen personal property, etc.)

A. 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 Sciences Division immediately
      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.

Incidents Involving Stolen College Property

A. Complete an Accident - Incident Report Form
   1. Complete sections 1, 3, 5, 6, 7, 8.
   2. Forward the completed form to the chair of the Health Sciences Division.
ATTACHMENT 1

FOR STUDENT INJURY REQUIRING IMMEDIATE MEDICAL ATTENTION.

1. Assess the situation – (this is a judgment call on the instructor’s part)
   If the student needs immediate medical attention, CALL 911.

2. 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 Community Colleges Risk Management Consortium

   **Policy No.** IHH000461

   **Claims must be mailed to:** A-G Administrators

   Post Office Box 979

   Valley Forge, PA 19482

   Tell student to present the insurance information card to hospital staff upon arrival (if possible), but let the student know you will call ahead.

3. Immediately notify the **Office of the Division Chair** who will notify administration.

4. 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 Sciences Division Administrative Assistant as soon as possible.

5. In addition, an A-G Administrators Insurance 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 Administration.

   **MEDICAL PROVIDERS CANNOT BE PAID UNTIL #5 HAS BEEN TAKEN CARE OF.**
FOR STUDENT INJURY NOT REQUIRING IMMEDIATE MEDICAL ATTENTION

Whether treatment is required or not, the Accident - Incident Report must always be completed, as it provides specific information for college records and state reporting.

The A-G Administrators 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 any time in the future.

Note:
There is nothing to keep a student from seeking medical attention after they have completed their program of study and left the college. As long as the proper paperwork has been submitted, there is no limit to when a student may get medical treatment for an injury that occurred during the period they were in our program.
GENERAL INFORMATION - RADIOGRAPHY PROGRAM

1. Financial Aid / Scholarships:

   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 Handbook, and Health Sciences building bulletin boards for additional information.

   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:

   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:
   
   a. Class, clinical labs, campus labs, preparation and study time consume about 40 hours per week.
   
   b. Full-time employment is discouraged. (20 hours per week is maximum workload recommended.) Employment should not overlap or interfere with program courses.
   
   c. Students should not be employed within 8 hours preceding a clinical experience in an assigned health care facility.

3. Health Record:

   A current, complete physical examination form, indicative of a satisfactory health state, must be on file in the Health Sciences Division office while you are enrolled in the program.

   In addition, an annual TB/Mantoux skin test or blood test, or documentation of allergy, or being a positive tester must be submitted and required immunizations. **Students will not be allowed to start clinicals or continue in clinicals without these forms.**

4. 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 $18.00 per 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. The basic plan for Accidental Insurance Coverage provides the following:
STUDENT ACCIDENT (EDUCATION / TRAINING)

Summary of Coverage:

• This policy provides coverage for registered students in the named education/training courses on file with QBE while the student is:
  o Participating in college courses, labs or clinical training:
    o Sponsored by the college; and
    o On the premises designated and supervised by the College; or
  o On the premises used for classes, labs or clinical training as designated by the college; or
  o Traveling with a group in connection with the activities under the direct supervision of the college

• Once the course or program of study ends, coverage ends. The policy does not provide for any returning students who wishes to take agility tests, re-certifications, etc. unless they are enrolled in a class.

• Student must incur first medical expense within 26 weeks after the accident for coverage to apply for Accident Medical Benefit

• Accidental Death Benefit and Accidental Dismemberment Benefit—loss of life or limb (per policy) must occur within 365 days after the date of accident

• The college has no deductible

• The policy provides limits of:
  ▪ Accident Medical Expense Maximum $25,000
  ▪ Accidental Death Principal Sum $25,000
  ▪ Dental Maximum $25,000
  ▪ Accidental Dismemberment Principal Sum $25,000
  ▪ Benefit Period 104 Weeks

• This policy provides EXCESS coverage – any coverage available to the student would be primary including Health Insurance.

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.

5. Health Insurance:

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.

6. Accidents and Incidents:

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.

7. 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 the 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 Impaired Practice 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 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, smart watches, text messaging and lap top computers are prohibited in the classroom/labs/clinical sites. Lap top computers may be used in the classroom for note taking purposes.

______ 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” Policy.

______ 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

Printed Name: _______________________ Signature: ____________________ Date: ______

This document will be placed in your program file for reference in the event of any program policy violations.