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Section 1: Program Overview

Program Description

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 observed and/or participated in procedures in computed tomography (CT), magnetic resonance imaging (MRI), and cardiovascular interventional procedures. They have also been introduced to ultrasound, nuclear medicine, and radiation therapy procedures. Graduates may have observed or participated in mammography procedures as well.

The program is competency based and follows the American Society of Radiologic Technologists Curriculum guide. Graduates are 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) Policy

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. Individuals convicted of a crime must supply a written explanation including court documents with their application for examination.

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

This program is also approved by the Department of Health, Bureau of Radiation Control so that the graduate is eligible for licensure in Florida as a Certified Radiologic Technologist. As specified in Chapter 468 Part IV F.S. and Chapter 64E-3 F.A.C.

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

Department of Health Bureau of Radiation Control
Radiologic Technology Program 2020
Capital Circle, SE, Bin #C21 Tallahassee,
FL 32399-1741
(850) 487-3451

Gulf Coast State College’s Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology, the national accrediting agency for radiography programs. The accreditation process has been developed to assure that radiologic programs follow education standards that ensure academic excellence.

A copy of the “Standards for an Accredited Educational Program in Radiologic Sciences” is available for review. Questions regarding accreditation matters are directed to:

Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-2901
e-mail: mail@jrcert.org
website: www.jrcert.org

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.

8/12/2015 DV/SM
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

The Radiography Program will:

Goal #1: Students will be clinically competent

- Students will apply positioning skills
- Student will select technical factors
- Students will utilize radiation protection

Goal #2: Students will demonstrate communication skills

- Students will demonstrate written communication skills
- Students will demonstrate oral communication skills

Goal #3: Students will develop critical thinking skills

- Students will adapt standard procedures for non-routine patients
- Students will critique images to determine diagnostic quality

Goal #4: Students will model professionalism

- Students will demonstrate work ethics
- Students will summarize the value of life-long learning

8/12/2015 DV/SM
Philosophy

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

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

1. Apply knowledge of anatomy, physiology, positioning, and radiographic technique to accurately demonstrate anatomical structures on imaging receptors.

2. Apply principles of radiation protection to patient, self, colleagues, and general public.

3. Safely administer ionizing radiation to humans for diagnostic purposes by correctly determining exposure factors to achieve optimal radiographic techniques.

4. Apply knowledge of human systems to provide patient care and comfort in a professional manner regardless of patient’s personal attributes, nature of disease or illness, and without discrimination.

5. Apply problem solving skills to recognize and respond to emergency conditions and initiate lifesaving first aid and basic life support procedures.

6. Apply photographic and geometric principles of radiologic technology to evaluate radiographic images for image quality.

7. Apply critical thinking skills to utilize knowledge of radiographic systems to evaluate performance of these systems, identify the safe limits of equipment operation, and respond to malfunctions properly, thus ensuring high performance standards within a quality assurance program.

8. Exercise independent judgment and discretion in the technical performance of medical imaging procedures.

9. Communicate effectively in the medical environment and function as a team member in a Radiology Department.

10. Practice the profession in a manner compatible with the ethical values enhanced by the profession of radiologic technology.

11. Participate in professional activities and continuing education to obtain a feeling of pride in self and the profession. Demonstrate an understanding of other imaging disciplines and advanced imaging modalities to facilitate professional growth and continue improvement of patient care.

12. Utilize insights gained in 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 radiological 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 as well as policies and procedures at least annually through the various committees comprised of the communities of interest for 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.

Student Representative on the Advisory Committee

The functions of the student representatives are to:

1. Present the views and/or concerns of their class to the Advisory Committee.
2. Report to their class the activities of the committee.

Class representatives shall be elected by vote at the start of each fall semester. No student may hold this position for more than one year.
Clinical Education Committee

The committee will all meet annually at the college to ensure uniformity of practices and procedures. The following are the members of the Committee on Clinical Education.

- Clinical Instructors from each facility
- Program Director
- Clinical Coordinator

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 radiographic routines and in-service training on new radiographic equipment.

Clinical Instructors:

Bay Medical Center                  (850)747-6914        Cyndi Chambers
Bay Outpatient Center               (850)747-6688        Tina Buse
Bay Diagnostic Center              (850)913-6987         Paul Bond
Bay Medical Center Bch Clinic      (850)236-8921          Christina Crowe
Bay Radiology Associates           (850)763-2451          Janice Mulligan
Doctors Memorial Hospital          (850)547-8166         Emily Miller
Gulf Coast Medical Center          (850)747-7120          Hal Caldwell
Gulf Coast Diagnostic Center       (850)747-7894          Skylar McClellan
Jackson Hospital                   (850)718-2580          John Scully
Northwest FL Comm. Hosp.            (850)415-8131          Kim Standland
James Strohmenger, M.D.  
Medical Director  
Bay Radiology Associates

DeeAnn VanDerSchaaf  
Radiography Program Director  
Gulf Coast State College

Kimberly Hughes  
Interim Imaging Services Director  
HCA Gulf Coast Hospital

Stacie McPherson  
Radiography Clinical Coordinator  
Gulf Coast State College

TBA  
Women’s Imaging Center of  
Bay Radiology

Jason Cannon  
Radiography Clinical Adjunct  
Gulf Coast State College

Steven Sims  
Imaging Director  
Bay Medical Center

Sherrie Lock  
Corporate College  
Gulf Coast State College

Holly Farmer  
Imaging Supervisor  
Bay Medical Center

Shannon Powell  
Director, Imaging Services  
Jackson Hospital

Emily Miller  
Director of Imaging Services  
Doctors Memorial Hospital

Mike Womble  
Director, Imaging Services  
Northwest FL State Hospital

Holly Kuehner, Chair  
Health Sciences Division  
Gulf Coast State College

John Scully  
Supervisor, Imaging Services  
Jackson Hospital

Student Representative - TBD
**Non-Discrimination**

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 Standard 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.

**JRCERT Standards**

The Radiography Program is accredited in accordance with the *Standards for an Accredited Educational Program in Radiologic Sciences (STANDARDS)* by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

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 is available via JRCERT web link on the radiography website.

Joint Review Committee on Education in Radiologic Technology  
20 N. Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
(Telephone: 312-704-5300)  
(Fax: 312-704-5304)  
Website: www.jrcert.org  
mail@jrcert.org

**JRCERT Standards Non Compliance**

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.
**Program Faculty**

DeeAnn VanDerSchaaf, MSPE, R.T. (R)
Program Director/Coordinator
Gulf Coast State College
5230 U.S. Hwy 98 West
Panama City, FL 32401
850-913-3318 (Work)
dvanderschaaf@gulfcoast.edu (e-mail)

Stacie McPherson, MAAE, R.T. (R)
Asst. Program Director/Clinical Coordinator
Gulf Coast State College
5230 U.S. Hwy 98 West
Panama City, FL 32401
850-769-1551, ext. 5846 (work)
smcpherson@gulfcoast.edu (e-mail)

Jason Cannon, RT (R)
Clinical Faculty Adjunct
Gulf Coast State College
5230 U.S. Hwy 98 West
Panama City, FL 32401
850-769-1551, ext. 5846 (work)
Role of Program Director

- 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
- Participates in budget planning
- 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.
- 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 in regard to workplace hazards, harassment, communicable diseases, and substance abuse.

Role of Clinical Coordinator

- 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 in regard to workplace hazards, harassment, communicable diseases, and substance abuse.
- Correlates clinical education with didactic education
- Participates in didactic and/or clinical instruction
- Coordinates clinical education and evaluates its effectiveness
- Participates in the clinical assessment process
- Assigns students to clinical rotation schedules
- Communicates with clinical instructors and adjuncts regarding student progress
- Monitors student radiation exposure
- Serves as radiation safety officer for the program
Section 2: Institutional Policies and Procedures

Student Financial Aid

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.

Student Services

- **Career Center/Job Placement** – the career center has latest information on GCSC or general scholarships, career and salary information, links to prospective employer web sites, valuable tips for writing resumes, or interview strategies. The services are **FREE** for students, potential students, alumni, and the State.

- **Student Support Services- TRiO** - The Student Support Services-TRiO program provides support for students with academic need in the areas of English, Spanish, reading, and mathematics. This support includes one-to-one and group tutoring as well as specialized workshops and test preparation. Eligibility for participation in the Student Support Services program is based on federal guidelines. The program serves first generation and low-income students, as well as students with physical and learning disabilities. Once certified for the program, students remain eligible for program services throughout their tenure at Gulf Coast State College.

- **Center for Advising and Success** - The Counseling Center is located in Student Union-East, Student Development Division. Counseling services are available for students who need help with academic adjustment; need personal concerns addressed, and /or need referral services. Care is taken to assure the confidentiality of contacts between counselors and students.

- **Disability Support Services** - Gulf Coast State College encourages the enrollment of students with disabilities and recognizes their special needs; thus the Disability Support Services program at GCSC is comprehensive in the services offered and the range of disabilities served. Its focus is academic support through human support services and technology to help students reach their potential. Services include but are not limited to assistance in course registration, information about and referrals to campus and State services, academic and personal counseling, learning specialists, testing accommodations, readers, note takers, interpreters, listening systems, and adaptive equipment. Students who have a disability requiring special assistance should contact the Office of Disability Support Services.

- **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.
Student E-Mail

Student Email is a GCSC provided email account for credit students and is issued upon admission to the college. You are expected to activate your account to check for important information. The student email account will be of the format AAANNNN@ my.gulfcoast.edu where AAA represents the student's initials and NN NN represents a unique electronically assigned number.

This email account is the official means of communication between the student and Gulf Coast State College and thus, it is not permissible to forward this email address to any other email account. Please check this email account on a regular basis for administrative and instructional notifications and communications. Establish your student email account by following the instructions found at the following site: www.gulfcoast.edu/students/student_email.

Student Conduct

Gulf Coast State College students are subject to college rules and policies and all public laws. Students who violate college rules or policies are subject to disciplinary action as provided in the Student Conduct Code found in the Student Handbook.

Appeals (Non-academic)

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 GCSC student handbook at http://www.gulfcoast.edu/students/handbooks/13-14%20Handbook.pdf

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 ANGEL 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.

| Academic or Clinical Dishonesty | 1st offense - Program Dismissal+ |

Student Rights and Responsibilities

Gulf Coast State College holds students and State of central importance. The college provides many opportunities for learning and offers a range of programs and services to help students become well educated, productive citizens. The college is equally dedicated to collaborating with the State to help create or improve economic well-begin and to offer the space of the college for social dialog, events of art and culture, and other moments that enhance our quality of life.

In accordance with the college’s mission, the institution articulates rights and responsibilities that shall form the foundation of the social contract between the student and the institution. Basic to these rights and responsibilities are the students’ rights:

- To be treated with respect and dignity
- To be afforded due process in resolution of all conflicts with the college
- To the counsel of a student advocate (Student Ombudsman) to assist in the resolution of such conflicts
- To protection of all constitutional rights in accordance with the United States Constitution

As a member of the Gulf Coast State College State, students also are obligated to the following basic responsibilities:

- To behave in a mature, responsible manner
- To respect the rights, opinions and beliefs of other State members
- To adhere to all established college policies and procedures
Family Educational Rights and Privacy Act (FERPA):

The Family Educational rights and Privacy Act affords students certain rights with respect to their educational records. See the GCSC Student Handbook to review these rights.

Notification of Social Security Number Collection and Usage

In compliance with FL Statute 119.071(5), Gulf Coast State College (GCSC) issues this notification regarding the purpose of the collection and use of your Social Security Number (SSN).

GCSC collects your Social Security Number for use in performance of the program's radiation monitoring 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 US Public Law 90-579. 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.

Drug Free Campus

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 784-7431
  Chemical Addictions Recovery Effort, Inc. 872-7676
  Life Management Center of NW Florida 769-9481

Emergency Preparedness

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 ANGEL email for announcements from individual faculty who may not be able to make it to campus.
Cell Notification

The Gulf Coast Alert System is there to keep you informed. Whether its safety advisories, or information on upcoming events, you can get information instantaneously via email or your mobile phone text messaging system. Go to http://www.gulfcoast.edu/alert.htm to sign up.

College APP

Gulf Coast State College has a mobile app for Apple and Android devices.

Harassment

Student learning environments 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, the student will immediately contact the nearest person of authority.

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 or any other campus area, 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.

Emergency Notification

In the event of an emergency that would affect any of GCSC’s campuses, emergency notification alerts would 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 in being delivered if the delivery of that notification would increase the risk of harm to the students, visitors, faculty, and staff.

Currently, GCSC is using a series of different notification methods to delivery emergency information. The methods being used are listed below with a brief description:
1. Text Alert System: this system allows GCSC to send mass text notifications to all participants who have signed up to receive the text. If you are not signed up, follow this link http://www.gulfcoast.edu/alert.htm to sign up.

2. Campus TV Monitors: this system is easily identified by the T.V. monitors that are placed all around the campus. In an emergency, the system would display the warning and a brief message containing instructions.

3. Email Notification: much like the E2Campus text alerts, this system allows us to send mass 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 GCCS email, please contact the Help Desk at 850-769-1551 ext. 3303.

4. Classroom/Building PA System: this system allows all the phones in the classrooms and offices to become PA systems that emergency notifications can be delivered through. In an emergency, this system will broadcast through the phone’s external speaker system and in the event that the phone is in use, it will place the current call on hold and deliver the emergency notification.

5. Outside Loudspeaker: This system consists of large outdoor speakers that are used to deliver messages to those students, visitors, staff, and faculty who are in between classes or just outside the buildings where CastNet and the Progression System cannot be heard. In the event of an emergency, this system would provide the information available with safety instructions for you to follow.

6. GC90.7 FM Radio Station: GCSC can also utilize its radio station to deliver emergency messages and used post-incident to deliver 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

**College Commencement Ceremony**

Gulf Coast holds one commencement ceremony each May. Students from all semesters are encouraged and invited to attend. Potential graduates must inform Donna Peterson when they apply that they wish to participate in the commencement ceremony.

Radiography graduates who wish to participate in the spring (May) ceremony must apply for summer graduation by the indicated spring application deadline date.

Participation in the graduation ceremony does not guarantee graduation certification. A student does not officially graduate until the registrar’s office certifies graduation.

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.

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.

**Confidentiality of Student Records and Information:**

See College Student Handbook: FERPA
Section 3: Radiography Program Policies and Procedures

Health Records

Students are required to maintain current and accurate health records throughout the duration of the Radiography Program. It is the student’s responsibility to supply the Radiography faculty with updated copies of health records. Health records must be current in order for a student to participate in clinical education. An electronic record of the student’s health records will be maintained at GCSC, and print copies will be contained within each student’s file located in the Program Director/Coordinator’s office or Program Senior Administrative Assistant’s office.

Criminal Background Checks

College Policy: A background check is required for all students accepted to a professional program. The results of this background check may impact the student’s eligibility to enroll in clinical education courses and to sit for the national credentialing examination administered by the American Registry of Radiologic Technologists.

Gulf Coast State College (GCSC) students who are granted conditional acceptance into a Health Sciences program must receive a satisfactory criminal background check prior to final acceptance into the program. The background check will be scheduled and performed at the discretion of the Division of Health Sciences at GCSC. Information and instructions on how to complete the background check will be sent by the program coordinator. 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 / 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.

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:


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

Health care fraud in the practice of a health care profession is prohibited.

(1) 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

(e) Is currently listed on the United States Department of Health and Human Services Office of Inspector General’s List of Excluded Individuals and Entities.

**Immunizations**

Students are required to complete the *Student Health Physical Exam Form* provided by the College. Students enrolled in a radiography program must present the following:

- **Annual** verification of tuberculosis screening test (PPD). If the test is positive, a chest x-ray is necessary. If testing reveals active disease, the student must follow the directives within the “Communicable Disease Policy” stated in the *GCSC Student Handbook*.
- Updated immunization records including Hepatitis B series, MMR and Tetanus-Diphtheria, influenza and current tuberculosis screening.
- Verification of varicella vaccination or immunity (titer)
- Evidence of physical examination within three months prior to beginning the radiography program

**CPR Certification**

Verification of current certification in cardiopulmonary resuscitation (CPR) from the American Heart Association including infant, child, and adult CPR is required. CPR certification must remain current throughout the program. Renewal is required every two years to meet the requirement of our clinical affiliations. **Courses offered via the Internet are not accepted.**

**Health Sciences Orientation Courses** – The health sciences division provides a health sciences orientation for all allied healthcare students entering a healthcare program. The attendance to this orientation is mandatory. The orientation covers the following topics that meet the State of Florida requirements as a healthcare provider:

- **HIV/AIDS Certificate** - Students in the Radiography Program at GCSC are required to complete the
mandatory 4 hr. HIV/AIDS course prior to the start of the Radiography program. This course is designed to provide the students with the mandatory 4-hour requirement for the State of Florida licensure. The course is provided by the American Society of Radiologic Technologist on their website at www.asrt.org. The student is responsible for the cost of this online course. It is the responsibility of the students to retain a copy of their HIV/AIDS certificate upon completion. Students are required to submit a copy of this certificate when applying for the state licensure.

- **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.

- **Prevention of Medical Errors**

- **Hospital Orientation** – Students are instructed in clinical policies and procedures for fire, electrical and chemical hazards and medical emergencies.

- **Health Insurance Portability and Accountability Act of 1996 (HIPAA)** further ensures confidentiality of patient records. Prospective and current students must maintain patient confidentiality. Consequences will be federal charges.

Confidentiality of Patient Records and information - In the process of performing one’s assigned duty in the health care facility, it is possible to overhear information regarding patients, physicians, and/or hospital staff, which must be considered confidential. Therefore, you are directed not to discuss outside the health care facility or even with other health care facility students or employees these bits of information. Even casual conversation with other students may be overheard and, thereby, violate the right of privacy of others. Be particularly careful about your conversation in elevators, eating-places and other places of assembly within or outside the health care facility.

Any discussion of patient information must occur for the purpose of fulfilling clinical assignments. Idle conversation regarding patient care is not exhibiting appropriate demeanor for healthcare professionals.

The patient owns the information contained in their medical record, and the health care facility owns the medical record document. Therefore, students cannot remove original, microfilmed, or photocopied medical records from the facility's premise. Any health data that identifies a patient, physician, or health care provider by name is considered to be confidential information.

Confidential information is privileged information that may not be disclosed without proper, written authorization from the patient. Not only is medical information confidential, but also identifying information, such as a patient’s age, address on discharge, and the service or medical unit on which the patient was hospitalized. Unauthorized disclosure of health information is a breach of confidentiality punishable by state or federal law. Students who release health information without proper authorization will be dismissed from the program.

- **Infection Control** – Students are instructed in infection control policies and standard precautions.
**Communicable Disease**

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 Instructor 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 used 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, scalpel blades, 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 disposal.
Drug / Alcohol Policy

Gulf Coast State College is a drug free and alcohol free institution. There will be a **ZERO TOLERANCE** policy regarding students reporting to class, lab, or clinic under the influence of alcohol or drugs. Students under the supervision of medical care and taking prescribed drugs must immediately identify themselves to the faculty supervising the class, lab, or clinical assignments. Prescribed medications must not induce an unsafe mental or physical state, or impair the student’s ability to meet the course requirements, act with safety, perform competently, or to demonstrate appropriate conduct when in class, lab, or clinical settings.

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/Testing form). If suspected of being under the influence, the faculty member responsible for the class, lab, or clinical session will evaluate the circumstances and take appropriate action.

In the event that a student is suspected or found to be under the influence of drugs or alcohol, the student will be immediately dismissed from the class, lab, or clinical assignment pending further review.

If the faculty member determines that a drug test is indicated, the student will be required to report to the college’s designated site to undergo a urine, blood test, or breathalyzer within 2 hours of the dismissal. The student must agree to release the results of said test to the proper college personnel (faculty member, Program Director/Coordinator, Clinical Coordinator, or college counselor). Failure to agree to an immediate urine, blood test, or breathalyzer 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.

In the event a student is suspected or found to be under the influence in any of the above settings, the student 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.

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

In the event that the test results are positive, the student will be immediately dismissed from the program with a failing grade.
Division of Health Sciences Drug /Alcohol Policy

Reasonable Suspicion / Testing Form

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

Name of Student__________________________ Date____________________

Location__________________________________________________________

Observer___________________________ Date Observed__________________ Time________________

Second Observer (if available)________________________________________

Setting: Clinical Classroom Campus Lab

Put a check mark by the behavior observed:

Appearance: Confused/Disoriented___ Hair/Clothing___ Disheveled/Unkempt___ Wearing sunglasses______

Other:________________________________________________________________________

Movement: Difficulty walking____ Difficulty grasping/holding objects_____ Difficulty sitting down/standing___

Other:________________________________________________________________________

Motor Skills: Trembling/Shaking___ Restless/Agitated ___ Slow or exaggerated moves___ Inattentive/Drowsy____

Other:________________________________________________________________________

Odor on Breath/Body/Clothing: Alcohol___ Marijuana___ just used mouthwash/mints/gum/etc._________

Facial Appearance: Red/Flushed____ Sweaty____ Puffy____ Pale____ Runny nose/Sores on nostrils____

Other:________________________________________________________________________

Eyes: Red/Watery____ Pupils Large/Small____ Inability to focus____ Gaze is glassy/blank/horizontal____

Speech: Loud_____ Profane____ Threatening/Hostile____ Slow/Slurred____ Rambling____ Incoherent_____ 

Actions/Performance: Inappropriate responses to questions____ improper job performance/Insubordination____

Other Comments:________________________________________________________________________

Based on the above, I have determined that reasonable suspicion exists to send __________________________

to designated site,_____________________________, for Drug/Alcohol urine, blood and/or Breathalyzer test.

Signature: __________________________ Date: ___________ Time: _______ Phone #: _______________
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.

**Discussion of Pregnancy**

Although not required, it is recommended that the Program Director/Coordinator and Clinical Coordinator be notified as soon as possible of any pregnancy of a Radiography Program student. This is because of the potential radiation hazard to the embryo/fetus, particularly during the first trimester.

It is further recommended that the pregnant student discusses her situation with her physician. Upon declaring herself pregnant, the student will meet with the Program Director/Coordinator or Clinical Coordinator who will review the program’s pregnancy policy with her.
Radiography Program

DECLARATION OF PREGNANCY FORM

I am voluntarily informing 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
**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.

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 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.

**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.

**eReaders and Laptop computers**

Digital textbooks may be used in class. Laptop computers may be used in class for note taking. Students are **NOT** allowed to browse the internet or email during lecture. Lap tops are **NOT** allowed in the clinical site.

**Cell Phones**

Cell phones are disruptive and the use of these items is prohibited in all RTE courses including all labs and clinical rotations. Please see *Program Disciplinary System*.

<table>
<thead>
<tr>
<th>Using cell phones/text messaging in class/clinic</th>
<th>Verbal Warning</th>
<th>Written Warning</th>
<th>Dismissal+</th>
</tr>
</thead>
</table>

**Social Networks**

Social networking sites provide many positive opportunities for communication and connectivity. In keeping with the mission of the Radiography Program and Gulf Coast State College, students are encouraged to use the social networking sites for the development and maintenance of healthy relationships. 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.
**Student 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 [http://www.gulfcoast.edu/healthsciences](http://www.gulfcoast.edu/healthsciences). 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.

**Energized Radiographic Lab Policy**

The Radiography Program Laboratory (Lab) consists of a fully energized tube in the in Health Sciences building (Room 311).

The unit meets all state and federal regulations. The unit is utilized to obtain objectives in courses as stated in the curriculum.

**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 mandatory radiography orientation, RTE 1111C, RTE1418 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.

**Attendance**

**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. Any absences or tardiness will be reflected in the student's professional grade.**

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.

It is the responsibility of the student to get all notes from other class members.

**In Case of 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 5 point deduction from the professional grade per incidence.
- Students who are excessively tardy may be subject to disciplinary action in addition to the regulations governing tardiness, including program dismissal.

<table>
<thead>
<tr>
<th>Tardiness to class or clinic (excessive)</th>
<th>1st offense - Verbal Warning</th>
<th>2nd offense - Written Warning</th>
<th>3rd offense - Dismissal+</th>
</tr>
</thead>
</table>

**In Case of Absence**

- 100% attendance is expected. Each day of absence will reflect a 10 pt. deduction in the course professional grade. If you have accumulated more than 3 hours of absences you may be dropped from the course. 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 before 8:00 a.m. on the day of the absence.
- Any make up exams, quizzes, assignments are at the discretion of the course instructor. 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.**

<table>
<thead>
<tr>
<th>Absences</th>
<th>1 offense - Verbal Warning</th>
<th>2 offense - Written Warning</th>
<th>3 offense - Dismissal+</th>
</tr>
</thead>
</table>
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. The academic criteria are to maintain a 3.5 grade point average (4 pt. scale), in each semester of the Radiography program. Exemplary honors may be recognized at honor convocation and with evidence of additional professional recognition (i.e., academic paper or poster presentation, publication, etc. according to the Chapter standards). Recognized members will be presented with the Lambda Nu maroon and forest green honor cord during the Radiography program graduation reception and pinning ceremony. Fees may be appropriated.

Radiography Program Graduation Reception and Pinning Ceremony

Undergraduate students who complete their degree requirements at the end of the summer semester of the calendar year are eligible to participate in the Gulf Coast State College’s graduation ceremony.

At this ceremony, each degree candidate is individually recognized and family and friends are invited to take pictures as each degree candidate is presented. This ceremony is usually held at the end of the spring semester. Students are encouraged to walk the stage.

The college recognizes candidates with superior performance in coursework by awarding the student at this time. A calculation of overall coursework is determined by college administration.

A graduation reception/pinning ceremony 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 the summer session.

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 radiographs, 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 75 or better in all (RTE) Radiography courses. A student receiving less than a 75 final course grade will not be able to continue with the current class and will be withdrawn 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 75% (C).

The grade scale for all Radiography classes is as follows:

- 89.5 – 100 = A
- 79.5 – 89.4 = B
- 74.5 – 79.4 = C
- 70 – 74.4 = D
- < 73.3 = F

Re-Admission Procedure

The student requesting 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.

Faculty Expectations

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 outcomes.

• 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 4: CLINICAL EDUCATION

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 75 "C". Maintain a grade of 75 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.

- 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, student markers and a radiation monitoring device.

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. Personal hygiene includes, but is not limited to:

- Skin care - 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.

- Daily bathing, a clean body and minimized body odors

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

- No heavily scented perfumes/powders, colognes, and lotions

- Clean, ¼” short, health and trimmed fingernails. If polish is used, it should be clear or flesh tone and un-chipped. Artificial nails and nail tips are unacceptable due to health and safety precautions.

- Hair should be clean and should be neatly combed and arranged in an attractive, easy-to-maintain style. Any extreme hair styling is not permitted. Extremes in dyeing, bleaching, or tinting are not permitted. Those who prefer long hair (females and males) should take special care that it is neat and well groomed. Hair should be worn in such a manner that it is confined away from the face so that it will not fall forward or over the face while performing normal job duty.
• Sideburns, mustaches, and beards should be neatly trimmed, extending no more than \( \frac{3}{8} \)" 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.

• Following appropriate guidelines with respect to clothing contaminated with blood, body fluids, or other contaminants

**Radiography Clinical Uniform**

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:

For first year students:

Wear a white or 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. Under the lab coat/jacket, the student MUST wear the designated standard uniform consisting of a designated style of a pewter scrub top and black pants purchased through uniform distributor and embroidered by a college approved embroidery vendor with Gulf Coast State College - Radiography Program logo.

For second year students:

Wear a white or 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. Under the lab coat/jacket, the student MUST wear the designated standard uniform consisting of a designated style of a black scrub top and black pants purchased through uniform distributor and embroidered by a college approved embroidery vendor with Gulf Coast State College - Radiography Program logo.

In addition:

• **Solid gray or black 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** – Black or white closed toed shoes/non-ventilated clogs which will provide adequate support. Athletic shoes are acceptable but MUST BE SOLID WHITE or GALAXY BLUE, including the shoe laces. Shoes must be in good condition and 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 classroom.

• **Radiography Program Student Markers** - ALWAYS use their 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 requesting replacement markers in a
timely manner and cannot attend clinical rotations without his/her markers. See Clinical Coordinator for replacement information.

Students will be required to purchase the replacement marker(s) $10.00 each marker. If markers are found at any time during the program, students may be refunded.

Failure to possess the college issued Radiography program name badge I.D., 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.

- Keep jewelry to a minimum. Earrings should be of the small post type, not hoops. 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.
- 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/clinic.
- Hair 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.
- Wear make-up conservatively. Males are not allowed to wear makeup.
- 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.
- Only use hospital approved moisturizing lotions are allowed.

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.

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.

**Personnel Radiation Safety Monitors**

1. Each student is responsible for wearing the personal radiation monitors in the CE Site and in laboratory classes.

2. Each student is responsible for exchanging radiation monitors at the specified intervals. This is done at the college (see Clinical Coordinator). Monitors will be exchanged every 60 days.

   **Students who fail to exchange their monitor upon notification will NOT be allowed to participate in clinical or laboratory practicum.** Time missed will be subject to rules regarding make-up time and will reflect on the professional grade.

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

4. The Program Director/Coordinator receives bi-monthly reports from Landauer, Inc. The 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.

5. The bi-monthly radiation report for a student **must not** exceed the maximum permissible dosage for occupationally exposed persons as established by state and federal agencies for Radiologic health. However, if a bi-monthly badge reading exceeds 40 mrem, the student will be counseled by the Radiation Safety Officer (McPherson), an investigation will be conducted and an action plan will be determined. **Student exposure must be limited to 100 mrem annually.**
Gulf Coast State College – Radiography Program

Documentation of Radiation Monitoring Badge Bi-Monthly Readings over 40 mrem

Student: __________________________________________ Date: ________________

Clinical Site: ________________________________________________________________________________

Radiation Badge Reading: _______________________ mrem for the month of __________________________

If a student’s radiation badge reading is over 40 mrem 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:

____________________________________________________________________________________________

____________________________________________________________________________________________

____________________________________________________________________________________________

____________________________________________________________________________________________

____________________________________________________________________________________________

Signature of Student Date

Signature of Clinical Coordinator Date

Signature of Program Director/Coordinator Date
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.

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.

- A daily sign-in sheet will be used to document clinical hours. Each student must be signed in by the clinical instructor on duty “in” by 8 am and “out” at 4:30 pm. The clinical instructor must be present at the times of documented arrival and departure and verify these time by signature.

- Students who fail to sign “in” will be considered absent for the day.

- Failure to sign “in” before the scheduled start time will be recorded as a tardy.

- 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 at 8 am 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.

- 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 with another student. If any extenuating circumstances arise, the student must discuss these issues with the Clinical Coordinator.

Signing in on behalf of another student OR signing in at a time other than the actual arrival or departure time demonstrates falsification of records. Any student doing so will be subject to Program Dismissal.

In Case of Tardiness

Tardiness: A tardy is defined as being more than 5 minutes late. Any time beyond 5 minutes, leaving class 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.

The student must arrive at the clinical site on time. Tardiness is described as not being present, signed “in” or in the assigned area ready to work according to published times. 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.

<table>
<thead>
<tr>
<th>Tardiness to class or clinical</th>
<th>1st offense - Verbal Warning</th>
<th>2nd offense - Written Warning</th>
<th>3rd offense - Dismissal+</th>
</tr>
</thead>
</table>

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Review your course syllabus, each tardy will result in a 5 point deduction from the clinical professional grade.

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.

Students who leave the clinical site before the end of their shift, 5 pts will be deducted from their professionalism grade, regardless if permission was granted by the clinical coordinator.

In Case of Absence

100% attendance is expected. Each day of absence will reflect a 10 pt. deduction in the course professional grade. If you have accumulated more than 3 days (24 hours total) of absences you may be dropped from the course.

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 769-1511, ext. 5846 (leave a message if no answer) or email Clinical Coordinator via ANGEL.

**Clinical Education Sites:**

- **Bay Medical Center** (850)747-6914 Cyndi Chambers
- **Bay Outpatient Center** (850)747-6688 Tina Buse
- **Bay Diagnostic Center** (850)913-6987 Paul Bond
- **Bay Medical Center Bch Clinic** (850) 236-8921 Christina Crowe
- **Bay Radiology Associates** (850)763-2451 Janice Mulligan
- **Doctors Memorial Hospital** (850) 547-8166 Emily Miller
- **Gulf Coast Medical Center** (850)747-7120 Hal Caldwell
- **Gulf Coast Diagnostic Center** (850)747-7894 Skylar McClellan
- **Jackson Hospital** (850)718-2580 John Scully
- **Northwest FL Comm Hosp** (850) 415-8131 Kim Standland

A daily sign-in sheet will be used to document clinical hours. Under no circumstances is it permissible to sign for another student.

**Falsification of any time or clinical sheets will subject to immediate program dismissal.** Students are responsible for assuring daily time sheets are accurately and ethically documented following program protocol.

Any student who 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

<table>
<thead>
<tr>
<th>Violation of the “No Call – No Show” policy</th>
<th>1st offense - Verbal Warning</th>
<th>2nd offense - Written Warning</th>
<th>3rd offense - Dismissal</th>
</tr>
</thead>
</table>

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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.

If a student knows ahead of time that they are going to be absent on a regularly scheduled clinic day, they may make arrangements to makeup clinical time prior to the absence. This will still be counted as an absence due to missing a regularly scheduled day.

Students are allowed to make up time during holidays in which the college is not officially closed. Clinical make-up time will 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.

Other Circumstances

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.

<table>
<thead>
<tr>
<th>Leaving the clinical site property without permission from clinical coordinator</th>
<th>1st offense Clinical Probation</th>
<th>2nd offense Dismissal+</th>
</tr>
</thead>
</table>

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>Freshman Year</th>
<th>Fall</th>
<th>145 hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Spring</td>
<td>218 hrs.</td>
</tr>
<tr>
<td></td>
<td>Summer</td>
<td>288 hrs.</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).

Review your course syllabus for point reductions of professional grade per absence / tardy.

**Clinical Education Site Supervision**

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 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.

### A. Direct Supervision

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

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

The student will work under the direct supervision of a registered radiographer until he/she has demonstrated competency in that procedure. Once competency has been demonstrated, the student will work under the indirect supervision of a registered radiographer.

Students found to be in violation of Absolute Program Policy.

Any images that need to be repeated **must always** be performed under the direct supervision of a registered radiographer, regardless of the student’s level in the program. Students who choose to perform a repeat without adequate supervision (regardless of the reason) will found to be in violation of Absolute Policy.

A student may perform contrast media injections only under the direct supervision of a qualified radiographer, nurse, or physician in abidance to clinical site hospital policy.
B. Indirect Supervision

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

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

Patient Transportation

In regards 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 technologists and performed limited duties necessary for that particular department.

Role of the Imaging Department’s Staff Radiographers

The Imaging Department’s Staff Radiographer is a full or part-time employee of the hospital. He/she also shares in the responsibility for the daily guidance of the radiologic technology student. The radiographers have key role in making the student's clinical experiences a successful and meaningful one. He/she works closely with the college faculty and is responsible for:

- Acquiring a thorough understanding of the college program, its general philosophy and objectives.
- Orienting the student to the hospital, its personnel, policies, procedures and facilities.
- Providing the student with the information necessary to gain a better understanding of the functions of the imaging facility.
- Familiarizing the student with the general procedures of the Imaging Department.
- Observing the student as he/she progresses through each clinic practice rotation.
- Conferring with the clinical instructors and college faculty through each academic semester regarding the evaluation of the students.
- When repeat films are needed during an examination conducted by a student that the student is directly supervised.
- Uphold the Absolute Program Policies
Role of the Clinical Instructor/Preceptor

Clinical instructors/preceptors in the imaging departments shall be responsible for the following.

- Providing clinical instruction of students.
- Providing clinical competency evaluation of students.
- Serving as an appropriate role model for the students.
- Communicating regularly with the on-site liaison, Clinical Coordinator, and Program Director/Coordinator regarding student progress and problems encountered.
- Attending Program Advisory Committee and Clinical Education committee meetings, as well as other meetings as needed.
- Attending continuing education seminars, as appropriate and as required to maintain credentials
- Completing all the appropriate paperwork/student evaluations.

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 Affiliate Education Rotation Assignments

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

Students are assigned to clinical affiliate sites in an order assigned by the Clinical Coordinator, which will provide students with a comprehensive clinical education. Students will rotate to all clinical affiliates 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 1515 hours x 25% = 379 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 work load (the examinations usually need not be rushed).

• Satisfy other objectives as listed in the course outlines

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.

**Radiography Clinical Education Sites:**

<table>
<thead>
<tr>
<th>Site</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</td>
</tr>
<tr>
<td>Bay Medical Diagnostic Center</td>
<td>Day</td>
</tr>
<tr>
<td>Gulf Coast Medical Center</td>
<td>Day</td>
</tr>
<tr>
<td>Gulf Coast Diagnostic Center</td>
<td>Day &amp; Eve</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 State Hospital – Chipley, FL</td>
<td>Day</td>
</tr>
<tr>
<td>Doctors Memorial Hospital – Bonifay, FL</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.

**Clinical Education I – III**
Tuesday, Thursdays
8:00 a.m. – 4:30 p.m.

**Clinical Education IV- VI**
Monday, Wednesday, Friday
8:00 a.m. – 4:30 p.m.
Evening Rotation
5:00 p.m. – 10:00 p.m.

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 case load 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.

- File room/reception desk/darkroom/patient transport
- General Radiography
- Fluoroscopy
- Intravenous Urography/Tomography
- Emergency Radiography
- Surgical Radiography
- Portable (bedside) Radiography
- Evening and Early Rotations
- Computed Tomography

If available to all students:

- Mammography *
- Magnetic Resonance Imaging *
- Ultrasound *
- Nuclear Medicine *
- Interventional Procedures *
- Cardiac Catheterization *

* Denotes elective rotation assignments.

Elective Rotation

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 in Computed Tomography, Magnetic Resonance or have completed the RTE2584 Mammography course in the previous Fall semester. The MR students are pre-screened using a MR Screening Form before participating in the MR department.

Mobile/Surgical/Emergency Room Supervision

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

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

**Radiography Clinical Guidelines**

The following guidelines will be adhered to:

• You must ensure that the clinical instructor is aware of your location at all times.

• Telephones belonging to the clinical education site are not to be used for personal business except in bona fide emergencies.

• Use of personal computers, and making calls or text messaging using personal cell phones are not to be made during the assigned clinical times. Restrict these activities to your lunch time.
• 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 arm bands and charts 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.

  o 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 takes into account 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 procedure prior to its presentation and demonstration of basic skills by the student in the procedures and positioning 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:**

<table>
<thead>
<tr>
<th>Violating the Absolute Program Polices</th>
<th>1st Offense Clinical Probation</th>
<th>2nd Offense Dismissal+</th>
</tr>
</thead>
</table>

**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 Clinical Education Site**

Upon completion of the spring semester, students will complete a clinical education site and evaluator evaluation to access the efficiency of clinical sites performance and availability.

**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 IIA outlines the scope of the accidental medical expense benefit policy.

It is important that each student carries 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 / 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 1 of 2 isolation systems recommended by the CDC. With disease-specific isolation precautions, each infectious disease is considered individually.

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

Because the specific pathogen is not always identified to the student and many communicable diseases may have no visible symptoms, the student is required to treat all human blood and certain human body fluids as if they were known to be infected with HIV, HBV or other blood borne pathogens.

It is the responsibility of each student to minimize transmission of communicable disease.

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

Progressive Disciplinary System

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

- The faculty member and the Program Director/Coordinator will discuss the infraction with the student and a counseling form will be completed by the faculty member. It will indicate the specific infraction, the degree of seriousness of the infraction (i.e. counseling, warning, reprimand or probation) and the steps needed to be taken by the student to correct the behavior.

- The counseling form will be signed by both the student and the faculty member. The student will receive one copy and a copy will go into the student’s file.
Disciplinary actions used in this system and the consequences of each are as follows:

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.

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.

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.

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.

**Progressive Discipline Infractions and Actions**

<table>
<thead>
<tr>
<th>Category I Infraction</th>
<th>1st Occurrence</th>
<th>2nd Occurrence</th>
<th>3rd Occurrence</th>
<th>4th Occurrence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Violating the Standard Uniform Dress Code</td>
<td>Verbal Warning*</td>
<td>Written Warning</td>
<td>Probation</td>
<td>Dismissal+</td>
</tr>
<tr>
<td>Unsatisfactory academic/clinical performance</td>
<td>Verbal Warning</td>
<td>Written Warning</td>
<td>Probation</td>
<td>Dismissal+</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category II Infraction</th>
<th>1st Occurrence</th>
<th>2nd Occurrence</th>
<th>3rd Occurrence</th>
<th>4th Occurrence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absences</td>
<td>Verbal Warning*</td>
<td>Written Warning</td>
<td>Dismissal+</td>
<td></td>
</tr>
<tr>
<td>Careless damage to hospital grounds or property</td>
<td>Verbal Warning*</td>
<td>Written Warning</td>
<td>Dismissal+</td>
<td></td>
</tr>
<tr>
<td>Creating or contributing to unsanitary conditions</td>
<td>Verbal Warning*</td>
<td>Written Warning</td>
<td>Dismissal+</td>
<td></td>
</tr>
<tr>
<td>Infraction</td>
<td>1st Occurrence</td>
<td>2nd Occurrence</td>
<td>3rd Occurrence</td>
<td>4th Occurrence</td>
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<tr>
<td>----------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Disturbing others at work</td>
<td>Verbal Warning*</td>
<td>Written Warning</td>
<td>Dismissal+</td>
<td></td>
</tr>
<tr>
<td>Phone calls or visitors during clinical rotations</td>
<td>Verbal Warning*</td>
<td>Written Warning</td>
<td>Dismissal+</td>
<td></td>
</tr>
<tr>
<td>Neglect of duty</td>
<td>Verbal Warning*</td>
<td>Written Warning</td>
<td>Dismissal+</td>
<td></td>
</tr>
<tr>
<td>Provoking or reacting to provocation</td>
<td>Verbal Warning*</td>
<td>Written Warning</td>
<td>Dismissal+</td>
<td></td>
</tr>
<tr>
<td>Tardiness to class or clinic</td>
<td>Verbal Warning*</td>
<td>Written Warning</td>
<td>Dismissal+</td>
<td></td>
</tr>
<tr>
<td>Use of profanity during clinical rotation or classes</td>
<td>Verbal Warning*</td>
<td>Written Warning</td>
<td>Dismissal+</td>
<td></td>
</tr>
<tr>
<td>Unauthorized absence from the assigned area or class</td>
<td>Verbal Warning*</td>
<td>Written Warning</td>
<td>Dismissal+</td>
<td></td>
</tr>
<tr>
<td>Willful violation of safety rules or hospital safety practices</td>
<td>Verbal Warning*</td>
<td>Written Warning</td>
<td>Dismissal+</td>
<td></td>
</tr>
<tr>
<td>Using cell phones/text messaging in class/clinic</td>
<td>Verbal Warning</td>
<td>Written Warning</td>
<td>Dismissal+</td>
<td></td>
</tr>
<tr>
<td>Failure to observe and practice the radiation safety guidelines</td>
<td>Verbal Warning</td>
<td>Written Warning</td>
<td>Dismissal+</td>
<td></td>
</tr>
<tr>
<td>Unprofessional conduct</td>
<td>Verbal Warning</td>
<td>Written Warning</td>
<td>Dismissal+</td>
<td></td>
</tr>
<tr>
<td>Violating the No Call – No Show Policy</td>
<td>Verbal Warning</td>
<td>Written Warning</td>
<td>Dismissal+</td>
<td></td>
</tr>
<tr>
<td><strong>Category III Infraction</strong></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Causing harm to a patient, visitor, or fellow worker through negligence or inattention to duties</td>
<td>Probation</td>
<td>Dismissal+</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Defacing of notices, walls, or property</td>
<td>Probation</td>
<td>Dismissal+</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Willful negligence in patient care situations</td>
<td>Probation</td>
<td>Dismissal+</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gambling on hospital or college property</td>
<td>Probation</td>
<td>Dismissal+</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Horseplay or throwing things</td>
<td>Probation</td>
<td>Dismissal+</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reporting to college or a clinical site under the influence of alcohol or other non-prescribed drugs</td>
<td>Probation</td>
<td>Dismissal+</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leaving the clinical site property without permission from clinical coordinator</td>
<td>Probation</td>
<td>Dismissal+</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Violating the Absolute Program Policies</td>
<td>Probation</td>
<td>Dismissal+</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Violating the Radiography Energized Lab Policy</td>
<td>Probation</td>
<td>Dismissal+</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sleeping while on duty at a clinical assignment</td>
<td>Probation</td>
<td>Dismissal+</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Category IV Infraction</th>
<th>1st Occurrence</th>
<th>2nd Occurrence</th>
<th>3rd Occurrence</th>
<th>4th Occurrence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accepting gratuities from patients and their relative</td>
<td>Dismissal**</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conviction of a felony</td>
<td>Dismissal</td>
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<tr>
<td>Fighting at the clinical site or on college premises</td>
<td>Dismissal+</td>
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<tr>
<td>Insubordination (refusal to respond to the reasonable request by instructor, clinical coordinator, Program Director/Coordinator)</td>
<td>Dismissal+</td>
<td></td>
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<tr>
<td>Performing a radiographic exam without a physician’s order</td>
<td>Dismissal+</td>
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<tr>
<td>Physical abuse of a patient</td>
<td>Dismissal+</td>
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<tr>
<td>Possession of and/or consumption of alcohol or any non-prescribed drugs</td>
<td>Dismissal+</td>
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<tr>
<td>Possession of illegal weapons on hospital or college property</td>
<td>Dismissal+</td>
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<tr>
<td>Theft</td>
<td>Dismissal+</td>
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<tr>
<td>Willful destruction of college or clinical property</td>
<td>Dismissal+</td>
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<tr>
<td>Violation</td>
<td>Action</td>
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<tr>
<td>Willful falsification of a document, records or identification</td>
<td>Dismissal+</td>
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<tr>
<td>Breach of Confidentiality, Unauthorized accessing confidential information on hospital/college computers</td>
<td>Dismissal+</td>
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<tr>
<td>Academic or Clinical Dishonesty</td>
<td>Dismissal+</td>
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</tbody>
</table>

* 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.

**Disciplinary Process** - Failure to adhere to any of these may result in disciplinary action against the student. 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:

**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

**Re-Admission Procedure**

Students to 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.
Section 5: Didactic/Clinical Scheduling/Evaluation

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 PREREQUISITES</th>
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</thead>
<tbody>
<tr>
<td>BSC 2085</td>
<td>Human Anatomy &amp; Physiology I</td>
</tr>
<tr>
<td>BSC 2085L</td>
<td>Human Anatomy &amp; Physiology I Lab</td>
</tr>
<tr>
<td>BSC 2086</td>
<td>Human Anatomy &amp; Physiology II</td>
</tr>
<tr>
<td>BSC 2086L</td>
<td>Human Anatomy &amp; Physiology II Lab</td>
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<tr>
<td><strong>FRESHMAN YEAR SEMESTER</strong></td>
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<td><strong>Fall Semester</strong></td>
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<tr>
<td>HSC 1531</td>
<td>Medical Terminology</td>
</tr>
<tr>
<td>RTE 1418</td>
<td>Principles of Radiographic Exposures I</td>
</tr>
<tr>
<td>RTE 1111C</td>
<td>Introduction to Patient Care</td>
</tr>
<tr>
<td>RTE 1503</td>
<td>Radiographic Procedures and Positioning I</td>
</tr>
<tr>
<td>RTE 1503L</td>
<td>Radiographic Procedures and Positioning I Lab</td>
</tr>
<tr>
<td>RTE 1804</td>
<td>Clinical Education I</td>
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<td><strong>Total</strong></td>
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<tr>
<td><strong>Spring Semester</strong></td>
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<tr>
<td>RTE 1000</td>
<td>Introduction to Diagnostic Imaging</td>
</tr>
<tr>
<td>RTE 1457</td>
<td>Principles of Radiographic Exposures II</td>
</tr>
<tr>
<td>RTE 1457L</td>
<td>Principles of Radiographic Exposures II Lab</td>
</tr>
<tr>
<td>RTE 1814</td>
<td>Clinical Education II</td>
</tr>
<tr>
<td>RTE 1513</td>
<td>Radiographic Procedures and Positioning II</td>
</tr>
<tr>
<td>RTE 1513L</td>
<td>Radiographic Procedures and Positioning II Lab</td>
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<tr>
<td>ENC 1101</td>
<td>English Composition I</td>
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<tr>
<td><strong>Summer Semester</strong></td>
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<tr>
<td>RTE 1523</td>
<td>Radiographic Procedures and Positioning III</td>
</tr>
<tr>
<td>RTE 1523L</td>
<td>Radiographic Procedures and Positioning III Lab</td>
</tr>
<tr>
<td>RTE 1824</td>
<td>Clinical Education III</td>
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<tr>
<td><strong>SOPHOMORE YEAR SEMESTER</strong></td>
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<tr>
<td><strong>Fall Semester</strong></td>
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<tr>
<td>PSY 2012 or SYG 2000</td>
<td>General Psychology; or Principles of Sociology</td>
</tr>
<tr>
<td>RTE 2834</td>
<td>Clinical Education IV</td>
</tr>
<tr>
<td>RTE 2563</td>
<td>Advanced Medical Imaging</td>
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<tr>
<td>RTE 2385</td>
<td>Radiobiology and Radiation Protection</td>
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<td><strong>Total</strong></td>
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<tr>
<td><strong>Spring Semester</strong></td>
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<tr>
<td>CGS 1570</td>
<td>Microcomputer Applications</td>
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<tr>
<td>RTE 2844</td>
<td>Clinical Education V</td>
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<tr>
<td>RTE 2782</td>
<td>Radiographic Pathology</td>
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<tr>
<td>MAC 1105</td>
<td>College Algebra (or STA 2023, or MGF 1106)</td>
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<td><strong>Total</strong></td>
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<tr>
<td><strong>Summer Semester</strong></td>
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<tr>
<td>RTE 2854</td>
<td>Clinical Education VI</td>
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<tr>
<td>RTE 2061</td>
<td>Radiography Seminar</td>
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<tr>
<td>Humanities</td>
<td>Humanities I or II</td>
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<tr>
<td><strong>Total</strong></td>
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<tr>
<td><strong>TOTAL HOURS</strong></td>
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<td></td>
<td><strong>77</strong></td>
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</tbody>
</table>
A student who successfully follows this sequence will complete the curricular requirements. Failure to follow this 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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester</th>
<th>Textbooks</th>
</tr>
</thead>
<tbody>
<tr>
<td>RTE1111C – Introduction to Patient Care</td>
<td>Fall, Spring 1</td>
<td>Introduction to Radiologic Sciences and Patient Care by Adler and Carlton, 5th ed.</td>
</tr>
<tr>
<td>RTE1000 – Introduction to Diagnostic Imaging</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RTE1457 – Principles of Radiographic Exposures II</td>
<td></td>
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<tr>
<td>RTE1457 – Principles of Radiographic Exposures II Lab</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RTE1503 – Radiographic Positioning and Procedures I</td>
<td>Fall, Spring, Summer 1</td>
<td>Textbook of Radiography Positioning and Related Anatomy by Bontrager and Lampignano, 8th ed.</td>
</tr>
<tr>
<td>RTE1513 – Radiographic Positioning and Procedures II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RTE1513L – Radiographic Positioning and Procedures II Lab</td>
<td></td>
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</tr>
<tr>
<td>RTE1523 – Radiographic Positioning and Procedures III</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RTE1523L – Radiographic Positioning and Procedures III Lab</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RTE2563 – Advanced Medical Imaging</td>
<td>Fall 2</td>
<td></td>
</tr>
<tr>
<td>RTE2385 – Radiobiology and Radiation Protection</td>
<td>Fall 2</td>
<td>Radiation Protection in Medical Radiography, by Sherer 7th ed.</td>
</tr>
<tr>
<td>RTE2782 – Radiographic Pathology</td>
<td>Spring 2</td>
<td>Radiographic Pathology for Technologists by Kowalczyk and Mace, 6th ed.</td>
</tr>
<tr>
<td>RTE2061 – Radiography Seminar</td>
<td>Summer 2</td>
<td>All program textbooks</td>
</tr>
</tbody>
</table>

**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.

**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 grade below 75%, the student will be dismissed from the program.

**Academic Probation**

- If at any time during the semester a student’s overall course grade falls below 75%, the student will be placed on academic probation.

- To be removed from probation, the student must achieve a final course grade of 75% or higher.

- If, while on probation, the student does not meet the program’s academic standards, he/she will be dismissed from the Radiography Program.

**Clinical Grade**

It is the student’s responsibility to fulfill all clinical course requirements before the appointed deadline as published in the clinical syllabus. The student must plan ahead and utilize each clinical rotation effectively in order to master the necessary skills to accomplish this.

- **Evaluation of Clinical Grade**

  The grade for Clinical Education will be calculated based on the information provide in the course syllabus.

**Clinical Performance**

A student’s clinical performance may be evaluated by program faculty at any time while in the Radiography program to determine whether the student is performing at the appropriate clinical level. If the student’s performance is found to be below the appropriate clinical level as determined by the program faculty, actions taken may result in failure of the clinical course or program dismissal.

**Laboratory Testing Policies and Procedures**

Laboratory demonstration will be conducted following the classroom presentation of the Radiographic Procedures I through III lab courses (RTE1503L, RTE1513L, and RTE1523L) and RTE1457L Principles of Radiographic Exposures II Lab.

**The following policies will be adhered to during laboratory:**

Students are required to be present and punctual to the Lab they are assigned. During this scheduled Lab time, students will perform their required laboratory assignments and also serve as a patient for another student.
Students are to bring their own markers to the laboratory testing session. Students who forget their markers may borrow a set of generic markers from the program faculty.

Students must have their personnel radiation monitoring device during the laboratory testing session. Students who forget their personnel radiation monitoring device will not participate in the laboratory testing session.

Protective shielding must be used on all examinations unless it interferes with the examination. Protective shielding includes shielding the gonads of both males and females as well as the breasts of female patients and proper collimation as required.

It is the responsibility of the student to notify the lab instructor prior to any missed lab time via voice mail or email.

The student is strongly encouraged to practice missed lab procedures with fellow students as well as to attend an open lab (on Friday) as soon to prevent from falling behind in course progression. Open labs must be scheduled with the clinical coordinator.

Students acting as the “patient” shall not communicate anything that may assist in any way with the student performing his/her proficiency. This includes orally giving them hints or physically placing yourself into a specific position. The “patient” is to wait until told when to lie on the table or stand in front of the Upright Bucky, etc.

Under no circumstances, are students permitted to interfere or critique the work of other students while in the lab.

The student performing the examination is to properly communicate to the “patient” so that there is no misunderstanding as to what is desired. Students are to use layman’s terminology when addressing the “patient,” not medical terminology.

If a student fails a competency testing, he/she must initiate and participate in a remediation process (Lab)

**Clinical Competency Policies and Procedures**

After a student has successfully completed laboratory assignments 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.

The student must satisfactorily fulfill all semester requirements as outlined in the course syllabus. By the completion of the program, the student must have successfully completed the required number of mandatory and elective Competency Requirements.

- **ARRT Requirements** - There are core clinical competencies that all individuals must demonstrate to establish eligibility for ARRT (Registry) certification. These requirements are in addition to graduation from an educational program accredited by a mechanism acceptable to the Registry. The requirements listed are the minimum core clinical competencies necessary to establish eligibility for participation in the ARRT Certification Examination. ARRT encourages individuals to obtain education and experience beyond these core requirements.

Gulf Coast State College Radiography Program requires additional competencies in which all students must complete.
Demonstration of Competence

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 may periodically 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 Evaluation of Clinical Competency

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. Prepare for the procedure or examination

Introduce self to the patient; the student will:

1. Welcome patient to the department and introduce yourself to patient.
2. Respect each patient’s privacy.
3. Treat each patient with dignity and concern.
4. Inform the patient of what will happen during the procedure(s).

5. Explain the examination to the patient and/or to an accompanying family member.

6. Reassure patient and answer questions as appropriate.

7. Determine information to convey to the patient based on patient’s condition and behavior as well as institutional policy.

After introducing themselves to the patient, the student will:

1. Assess the need for Personal Protection Equipment (PPE) and use it appropriately.

2. **Using 2 methods of available sources**, i.e., patient interview, wristband, clinical history, interview of friend, family member, nurse, etc., *verify patient identity*.

3. Evaluate the requisition to verify the order, discuss with the supervisor, incomplete, confusing, or unclear information.

4. Prior to the patient entering the room, assemble the accessory equipment, supplies and prepare contrast material (if indicated), required to perform the particular radiographic procedure specified by the requisition.

5. **Determine if the patient is pregnant**.

6. **Document patient’s pregnancy status, alert ordering physician or radiologist to find out if radiographic examination is contraindicated**.

7. 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.

8. Using a combination of available resources determine the most appropriate mode of transport.

9. Safely transport patient into the examination room without injury to patient or self. Safely transport patient on a stretcher or in a wheelchair onto the examination table. Make sure that IV lines, catheter tubes, monitor wires, oxygen tubing and / or tank, etc. are restored to their proper positions. Assist patient, allowing him/her to be as comfortable as possible.

10. Take measures to insure patient modesty by exposing only body areas to be examined.

**Critical areas of the CCE are written in boldface type. Failure of the student to correctly demonstrate any critical performance area may result in automatic unacceptance of the CCE.**

**B. 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.

For each projection, the student will:

1. Select the appropriate image receptor (IR) holder. 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.
2. Select appropriate image receptor size, based on patient size, area of interest and number of projections to appear on the IR. If there is any question that the subject will not fit on a particular size IR, go to the next larger size and collimate to the body part.

3. Correctly place the IR at the proper level in the appropriate IR holder. When using the bucky, place the IR lengthwise or crosswise as indicated by the part.

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.

C. 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 calipers to measure the patient/part thickness and 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 musculature 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 for special techniques such as Auto tomography.

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 with auto tomography, 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.

11. Properly mark the IR with the patient's identification.

D. 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.

E. Following the exposure

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

1. Safely assist the patient back to be transported. Without injury to patient or self, safely transport patient from examination table to the stretcher or wheelchair. Make sure that IV lines, catheter tubes, monitor wires, oxygen tubing and / or tank, etc. are restored to their proper positions. Assist patient, allowing him/her to be as comfortable as possible.

2. Give appropriate follow-up instructions to the patient. As discussed in Procedures and Positioning class, when dismissing the patient, explain that the films 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, such as "Chux" 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.

F. Image Evaluation

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

1. proper density
2. appropriate scale of contrast
3. recorded detail
4. tube / part / IR alignment
5. demonstration of entire structure
6. accurate positioning
7. correct anatomical marker and patient ID
8. evidence of collimation

During each CCE, the evaluator will have the opportunity to comment on the student's professional progress. The student's periodic progress report will include information taken from the last portion of the CCE, discussing such areas as communication skills, compassion, empathy and respect for the patient, consideration for the patient's physical comfort and modesty, confidence, effective time management and attitude.

Instructions for Completing Clinical Competency Evaluations

Testing for competency, student:

1. Fills out top of CCE (clinical competency evaluation including patient medical record number, patient name, student name, date, and exam)
2. Fills in boxes indicating exam projections.
3. Signs form and request evaluation.
4. May comment on performance and special conditions.

Evaluator:

1. Observes entire procedure and marks areas where improvement is needed.
2. Circles AEC, APR, or writes in manual techniques the student has selected.
3. Assigns an overall score for each of the four areas tested.
4. Indicate number of repeats and student knowledge of image criteria. If a repeat is indicated, the reason must be documented on the form.

5. Makes comments regarding overall performance.

**Rules for Competencies:**

*Students must demonstrate the following protocol*

1. Simulate the exam in GCSC clinical lab with the clinical coordinator.

2. Complete the required number of pre-competency exams as indicated on the clinical syllabi.

3. Complete the required ARRT clinical competency evaluation form (CCE).

4. Prior to graduation, the student must successfully complete
   - 46 mandatory competencies.
   - 14 elective competencies

5. Competencies must be completed by a qualified evaluator.

6. To be accepted, competency forms must be filled out correctly and signed by evaluator, and student must turn them in on time, (Clinical Coordinator will assign date).
# GULF COAST STATE COLLEGE RADIOGRAPHY PROGRAM
## CLINICAL COMPETENCY EVALUATION

Exam I.D. # ________________________________  Student ________________________________
Evaluator Signature ________________________________  Date ________________________________
Evaluator Name (Print) ________________________________  Exam ________________________________

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 Index / S#</th>
<th>Fluoro Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

1-needs major improvement  2-needs minor improvement  3-at or above expected level of proficiency  4-mastery

### Area #1 Preparation for Procedure

<table>
<thead>
<tr>
<th>Overall Score</th>
<th>Documentation of pregnancy status, consent</th>
<th>Removal of radiopaque objects from patient</th>
<th>Safe transport of patient</th>
<th>Communication, protection of pt. modesty</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>use of PPE &amp; radiation protection equip</td>
<td>Pt. identification/assessment/management</td>
<td>requisition evaluation</td>
<td>room prep, supplies, cleanliness, equip prep</td>
</tr>
</tbody>
</table>

### Area #2 Patient and Equipment

<table>
<thead>
<tr>
<th>Overall Score</th>
<th>Angulation of x-ray tube</th>
<th>Alignment of central ray to image receptor</th>
<th>Alignment of central ray to part</th>
<th>Collimation / shielding</th>
<th>Correct blocker / anatomic marker placement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Selection of appropriate IR</td>
<td>Selection of cassette, size, type, speed</td>
<td>Use of appropriate SID</td>
<td>Correct patient position</td>
<td>Use of positioning aids</td>
</tr>
</tbody>
</table>

### Area #3 Exposure, Technique

<table>
<thead>
<tr>
<th>Overall Score</th>
<th>Pt. instruction / observation during exposure</th>
<th>Documentation of exposure/radiation safety</th>
<th>Return pt. to safe / comfortable position</th>
<th>Pt. identification on image</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selection</td>
<td>KVP selection</td>
<td>MA / time / focal spot size selection</td>
<td>AEC / ionization chamber selection</td>
<td></td>
</tr>
</tbody>
</table>

### Area #4 Image Evaluation

<table>
<thead>
<tr>
<th>Overall Score</th>
<th>Demonstration of entire structure</th>
<th>Accurate positioning</th>
<th>Anatomical marker / patient identification</th>
<th>Evidence of collimation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Density or brightness/contrast</td>
<td>Image processing</td>
<td>Recorded detail (spatial resolution)</td>
<td>Tube / patient / IR alignment (distortion)</td>
</tr>
</tbody>
</table>

Number of images repeated: _______  Did student recognize need for repeat? _______
Did the student make all necessary changes? _______  Time use: (1-inefficient, 5-very efficient) 1 2 3 4 5
Reason for repeat if applicable: ____________________________________________

Evaluator Comments: ________________________________________________________

Student Signature _________________________________________________________

GCSC Radiography Program Use Only: ______A _______R  Signature ____________________________________________
Scoring the Clinical Competency Evaluation (CCE)

Major improvement:

- is always indicated when the student endangers or potentially endangers the patient, self, or others.
- is always indicated when the supervising radiographer must intervene to prevent any gross error that could necessitate repeat films.
- in general, is indicated whenever the student makes a choice that may cause significant delay in the procedure, necessitate repeat films, or compromise the diagnostic value of the examination.

Minor improvement is indicated when intervention by the supervising technologist is not necessary and would only result in non-essential improvements in the flow of the procedure, or to “fine-tune” the image.

At or above expected level of proficiency means that the student’s performance is as expected for his level of experience and is competent to perform the exam under indirect supervision.

Mastery level means that the student’s level of performance has reached that of the entry-level radiographer and is competent to perform that task without supervision.

Impromptu 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 Record

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

1. A summary sheet to document clinical exams and attendance.
2. A daily sign in and sign out sheet
3. A daily log of all examinations observed, assisted with, or done independently during clinical assignment, and summary of procedures
4. Originals of all competency evaluations
5. Competency reports
6. Competency acceptance forms

All clinical documents must be 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 being held out of the following sequence.

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.
Clinical Education Grade Calculation

The clinical education grading criteria is described in detail in each clinical education syllabus.

Schedule of Clinical Evaluations

Fall - 1st year
By week 8: Clinical Orientation Skills
By week 16: Professional Development Form will be completed by clinical instructors
Minimum of four (4) approved Clinical Competencies
Professionalism Grade

Spring - 1st year
By week 8: Professional Development by clinical instructors
By week 16: Professional Development by clinical instructors
Cumulative minimum of fourteen (14) approved Clinical Competencies
Professionalism Grade

Summer - 1st year
By week 6: Professional Development by clinical instructors
By week 12: Professional Development by clinical instructors
Cumulative minimum of twenty four (24) approved Clinical Competencies

Fall - 2nd year
By week 8: Professional Development by clinical instructors
By week 16: Professional Development by clinical instructors
Cumulative minimum of thirty eight (38) approved Clinical Competencies
Professionalism Grade

Spring - 2nd year
By week 8: Professional Development by clinical evaluator
By week 16: Professional Development by clinical evaluators
Cumulative minimum of fifty two (52) approved Clinical Competencies
Professionalism Grade

Summer - 2nd year
By week 6: Professional Development by clinical evaluators
Cumulative minimum of sixty (60) approved Clinical Competencies

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.
This assessment is a reflection of the student's performance during the entire clinical rotation. Please use the scale below to indicate the student's level of performance in each designated area by circling the appropriate number:

Key:  
5 = strongly agree  
4 = agree  
3 = average  
2 = disagree  
1 = strong disagree

(Please make comments on any 5, 2, or 1 score)

**A. COMMUNICATION AND PATIENT CARE:** Effectively communicates with patients through proper identification of his/herself, identification of patient, patient assessment, and history acquisition.

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
</table>

Comments: ___________________________________________________________

**B. PROFESSIONALISM AND ETHICAL BEHAVIOR:** Consistently practices professional and ethical behavior through appropriate appearance (uniform, cleanliness, neatness) and actions (non-discriminating, patient oriented, confidentiality, and adherence to HIPPA).

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
</table>

Comments: ___________________________________________________________

**C. RESPONSIBILITY AND CONSISTENCY:** Shows a consistent and responsible attitude through attendance, reliability and punctuality. Conducts his/herself in a consistent way to promote his/her own growth and development.
D. PROBLEM SOLVING / CRITICAL THINKING SKILLS: Demonstrates the adaptability, organization, problem solving, and critical thinking skills necessary in a health care environment in order to provide consistent and high quality care to the patient.

| 1 | 2 | 3 | 4 | 5 |

Comments: ____________________________________________

E. ROOM AND EQUIPMENT MAINTENANCE: Keeps his/her assigned area neat, clean and well stocked at all times.

| 1 | 2 | 3 | 4 | 5 |

Comments: ____________________________________________

F. POSITIONING ABILITIES: Exhibits skills in positioning and evaluating the positioning of images consistent with his/her learning level (progression) in the program, including recall of radiographic anatomy and terminology.

| 1 | 2 | 3 | 4 | 5 |

Comments: ____________________________________________

G. TECHNIQUE ABILITIES: Demonstrates the ability to set techniques and use accessory devices appropriate for the exam and can critique the technical factors of completed radiographs consistent with his/her learning level (progression) in the program.

| 1 | 2 | 3 | 4 | 5 |

Comments: ____________________________________________

H. ACCEPTANCE OF GUIDANCE: Responds to assessments and critiques of performance in a manner that ensures the utilization of this input in a meaningful way to promote his/her own growth and development.
I. PATIENT SAFETY: Practices safety in the care of patients keeping them safe from physical harm such as falling or injuring themselves on radiographic equipment, etc.

1 2 3 4 5

Comments: __________________________________________________________

J. RADIATION SAFETY: Applies knowledge of radiation safety to continually ensure that the patient receives the minimum radiation dose possible (time, distance, shielding).

1 2 3 4 5

Comments: __________________________________________________________

Signatures:

Clinical Instructor / Evaluator: __________________________________________
Upon completion of all requirements for graduation from Gulf Coast State College, students may be eligible to apply for admission to complete the certification examination in radiography administered by the American Registry of Radiologic Technologists (ARRT). ARRT examinations are available at various testing centers. Graduates passing the ARRT examination are registered in radiography.

The Registry requires candidates to be of good moral character as well as graduates of an accredited program. In the Examinee Handbook, the ARRT states that a charge of misdemeanor or felony indicates a lack of good moral character for registry purposes. Those convicted of such a crime may be eligible for registration if deemed appropriate by the ARRT. The ARRT may be contacted at (612) 687-0048 for individual consultation. The ARRT website is www.arrt.org.

In order 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 75 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

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 RTE1111C Introduction to Patient Care.

- CPR
- Vital Signs (blood pressure, pulse, respiration and temperature),
- Venipuncture
- Patient care equipment (oxygen tank, IV tubing)
- Sterile and Aseptic Technique
- Patient Transfers
| # | Examination | Term | F | Sp | S | F | Sp | S | # | Examination | Term | F | Sp | S | F | Sp | S |
| 1 | Chest routine (ambulatory) | F1 |  |  |  |  |  |  | 44 | CT Head | F2 |
| 2 | Chest AP (wheelchair, stretcher) | F1 |  |  |  |  |  |  | 45 | CT Abdomen | F2 |
| 3 | Chest (portable) | F1 |  |  |  |  |  |  | 46 | CT Pelvis | F2 |
| 4* | Chest (decubitus) | F1 |  |  |  |  |  |  |  | Electives---(ARRT) 5 minimum |
| 5 | Chest (pediatric – 6 or under) | F1 |  |  |  |  |  |  | 1e | AC joints | F1 |
| 6 | Chest (portable in NICU) | F1 |  |  |  |  |  |  | 2e | Arthrogram | F2 |
| 7 | KUB | F1 |  |  |  |  |  |  | 3e | Calcaneus | Sp1 |
| 8 | Abdomen (portable, supine) | F1 |  |  |  |  |  |  | 4e | Clavicle | F1 |
| 9 | FAS, AAS | F1 |  |  |  |  |  |  | 5e | Decubitus abdomen | F1 |
| **Upper Extremity** |  |  |  |  |  |  |  |  |  |  |  |  | 6e | Esophagram | S1 |
| 10 | Hand | F1 |  |  |  |  |  |  | 7e | Intravenous Urogram | S1 |
| 11 | Thumb / Finger | F1 |  |  |  |  |  |  | 8e | Lumbar or Thoracic Spine (w/ cross table lat) | F2 |
| 12 | Wrist | F1 |  |  |  |  |  |  | 9e | Mandible (plain films or panorex) | S1 |
| 13 | Forearm | F1 |  |  |  |  |  |  | 10e | Myelogram | F2 |
| 14 | Elbow | F1 |  |  |  |  |  |  | 11e | Nasal Bones | S1 |
| 15* | Humerus | F1 |  |  |  |  |  |  | 12e | Orbits | S1 |
| 16 | Trauma upper extremity (non-shoulder) | F2 |  |  |  |  |  |  | 13e | Patella | Sp1 |
| 17 | Shoulder | F1 |  |  |  |  |  |  | 14e | Pediatric abdomen (6 or under) | F1 |
| 18 | Trauma Shoulder (Y/transthoracic/transaxillary) | F1 |  |  |  |  |  |  | 15e | Pediatric lower extremity (6 or under) | Sp1 |
| **Lower Extremity** |  |  |  |  |  |  |  |  |  |  |  |  | 16e | Pediatric portable study (6 or under) | F1 |
| 19 | Foot | Sp1 |  |  |  |  |  |  | 17e | Pediatric upper extremity (6 or under) | F1 |
| 20 | Ankle | Sp1 |  |  |  |  |  |  | 18e | Sacroiliac joints | Sp1 |
| 21 | Tibia / Fibula | Sp1 |  |  |  |  |  |  | 19e | Sacrum / Coccyx | Sp1 |
| 22 | Knee | Sp1 |  |  |  |  |  |  | 20e | Scapula | F1 |
| 23 | Trauma lower extremity | F2 |  |  |  |  |  |  | 21e | Scoliosis Series | Sp1 |
| 24* | Femur | Sp1 |  |  |  |  |  |  | 22e | Sternum | Sp1 |
| 25 | Hip | Sp1 |  |  |  |  |  |  | 23e | Toe | Sp1 |
| 26 | Pelvis | Sp1 |  |  |  |  |  |  | 24e | Trauma Cervical Spine (w/ cross table lateral) | F2 |
| 27 | Trauma Hip (AP and cross table lateral) | Sp1 | 25e | Upper Airway (soft-tissue neck) | Sp1 |
| 28 | Orthopedic (portable) | F1 | * Other Electives - GCSC |
| 29 | Extremity in cast / splint | F1 | 27e | Bronchoscopy (OR) | F2 |
| 30 | Ribs | Sp1 | 29e | CT Chest | F2 |
| 31 | Cervical Spine (complete) | Sp1 | 30e | CT Neck | F2 |
| 32 | Thoracic Spine (complete) | Sp1 | 31e | Cystogram / Cystourethrogram | F1 |
| 33 | Lumbar Spine (complete) | Sp1 | 32e | DEXA | F1 |
| 34 | Paranasal Sinuses | S1 | 33e | Flexion / Extension spine SP 1 |
| 35 | Facial Bones | S1 | 34e | Hysterosalpingogram | F2 |
| 36 | Skull | S1 | 35e | Life port (OR) | F2 |
| 37 | Upper GI (single or double contrast) | S1 | 37e | Portable (OR) | F2 |
| 38 | Small Bowel Series | S1 | 38e | Portable spine SP 1 |
| 39 | Barium Enema (single or double contrast) | S1 | 39e | Pyelogram / RPG | S1 |
| 40 | Pediatric contrast fluoro study | S1 | 40e | Soft Tissue Extremity | F1 |
| 41 | C-arm procedure (non-orthopedic) | F2 | 41e | Sternoclavicular joints | SP 1 |
| 42 | Laparoscopic Cholangiogram / ERCP | F2 | 42e | Temporomandibular joints | SP 1 |
| 43 | C-arm procedure (orthopedic) | F2 | 43e | VCUG | F2 |
| 44 | Other with clinical coordinator approval | F2 |

* Trauma is considered a serious injury or shock to the body. Modifications may include variations in positioning, minimal movement of the body part, etc.

**Adjunct/Clinical Instructor 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/c 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.


Section 6: Appendices

Appendix A - Code of Ethics

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

Preamble

This Code of Ethics is to serve as a guide by which radiologic technologists may evaluate their professional conduct as it relates to patients, colleagues, other members of the allied professions, and health care consumers.

The Code of Ethics is not law, but is intended to assist radiologic technologists in maintaining a high level of ethical conduct.

Therefore, in the practice of the profession, the members of the American Society of Radiologic Technologists accept the following principles.

**Principle 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.

**Principle 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.

**Principle 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, regardless of sex, race creed, religion, or socioeconomic status.

**Principle 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.

**Principle 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.
Principle 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.

Principle 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 limiting the radiation exposure to the patient, self and other members of the health care team.

Principle 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, protects 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 State.

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.

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

Involving Students, Faculty, or Patients in Clinical Situations

A. Accidents Involving Students or Faculty

B. Forms to be completed are:
   1. Accident - Incident Report form
   2. National Union Fire Insurance Company form

Use Attachment 1 when immediate medical treatment is required. Use Attachment 2 when immediate treatment is not required.

A. Incidents Involving Patients (ALLIED HEALTH INCIDENT)

B. Complete an Accident - Incident Report Form
   1. Complete sections 1, 2, 4, 6, 7, 8.

   2. Forward the completed form to the Administrative Assistant for the program.

C. Complete an Allied Health Incident form
   1. Complete ALL sections.

   2. Forward form with a completed Accident - Incident Report Form to the Administrative Assistant of the program.

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:

   Refer to your health insurance card for coverage information.

   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, 2, 4, 6, 7, and 8 of the Accident - Incident Report form. You sign as the 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 (#7) 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 Administrative Assistant of the program as soon as possible, but within 24 hours.

5. In addition, a Hartford Life and Accident Insurance Company form needs to be completed. As soon as the student is able, he/she must complete Section II of the claim form and sign the statement on the back side. The form is then to be forwarded to the Office of the Division Chair for completion of Section I and forwarding to Fringe Benefits Coordinator.

MEDICAL PROVIDERS CANNOT BE PAID UNTIL #5 HAS BEEN TAKEN CARE OF.

ATTACHMENT 2

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.

Advise the student to notify you immediately if he/she decides at a later time to seek medical attention. You then must follow the steps as noted in Attachment 1, Items 3 through 5.

Note: There is nothing to keep a student from seeking medical attention after they have completed their program of study and left the college. Should this happen, it is most important that a record (Accident - Incident Report) be on file.

There is no limit to when a student may get medical treatment for an injury that may have 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. **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 for individual students and $3,000,000 aggregate per incident for a group of students. The basic plan for Accidental Injury Coverage provides the following:

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accidental Medical Insurance</td>
<td>$15,000</td>
</tr>
<tr>
<td>Dental - resulting from an accident</td>
<td>$5,000 per accident</td>
</tr>
<tr>
<td>Deductible</td>
<td>None</td>
</tr>
<tr>
<td>Accidental Death or Dismemberment (AD&amp;D)</td>
<td>$25,000</td>
</tr>
</tbody>
</table>
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.

1. _____ I have received and thoroughly read the Radiography Student Handbook. I comprehend the policies and regulations contained therein and the responsibilities to be undertaken.

2. _____ I have received and thoroughly read the Radiography Pregnancy Policy as set forth in the Radiography Student Handbook.

3. _____ I have received and comprehend the Health Sciences Drug and Alcohol 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.

4. _____ 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.

5. _____ I comprehend the Program Disciplinary System for the Radiography Program and am aware of the consequences for program violations.

6. _____ 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.

7. _____ I comprehend that I must complete each (RTE) Radiography course with a final course grade of 75 or higher to pass.

8. _____ I comprehend that cell phones, text messaging and lap top computers are prohibited in the classroom and clinical sites.

9. _____ I comprehend and will abide by the program’s attendance, absence and tardiness policies.

10. _____ I comprehend and will abide by the program’s Energized Lab Policy.

11. _____ I comprehend and will abide by the “No Call - No Show” Policy.

12. _____ I comprehend and will abide by the Radiation Protection Policy.

13. _____ I comprehend and will abide by the Standard Uniform Policy in the classroom and clinical education sites.

14. _____ I comprehend and will abide by the Absolute Program Policy.

Signature: ____________________________

Printed Name: ________________________

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