

ROBESON COMMUNITY COLLEGE

ASSOCIATE OF APPLIED SCIENCE DEGREE

RADIOGRAPHY PROGRAM

RADIOGRAPHY STUDENT HANDBOOK of GUIDELINES AND PROCEDURES

2024-25

Drafted July 2024

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This handbook serves as a supplement to the General College Catalog including Institutional policies as they related to students in the college.

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Radiography Associate Degree Program

Welcome to the Radiography Program!

On behalf of the program faculty and staff at Robeson Community College, we would like to extend a warm welcome to the Radiography Program.

With today's healthcare services, the science of Radiologic Technology has by far made the greatest impact with the advancement in medical imaging and diagnostic radiography to assist physicians and radiologists with more accurate diagnosis. Radiographers are skilled healthcare professionals who use radiation (x-rays), as well as fluoroscopy, computed tomography (CT), magnetic resonance imaging (MRI), ultrasound, and angiography to produce images of the human body.

The Radiography Program prepares students to be entry-level radiographers, developing skills in cognitive, psychomotor and affective learning domains. The program seeks to develop skilled radiographers that exercise critical thinking and problem-solving skills.

As a new Radiography student, you have accepted the responsibility and commitment to embark on new career opportunities. This educational journey will be rewarding, challenging and may even test your commitment.

Success in the program requires you to fully engage in learning and embrace the resources that Robeson Community College provides for all Radiography students. The policies of the program are outlined in this handbook. Students must clearly understand and abide by the set guidelines.

We are delighted that you have chosen Robeson Community College. The Radiography faculty and staff look forward to working with you as you enter the program and begin your new life of professional growth and development, and using diagnostic imaging to make a difference in the lives of others.

Respectfully,

Candice H. Ward

Candice H. Ward,
Radiography Program Director

Whitney L. Hester

Whitney L. Hester,
Radiography Clinical Coordinator

PURPOSE OF THE HANDBOOK

This handbook is designed to provide students in the Radiography Associate Degree Program with information concerning the policies and procedures specific to the Radiography Program. Students enrolled in the Radiography Program are responsible for observing the College's rules and regulations as stated in the Robeson Community College Catalog and Student Handbook. Additionally, students must observe the rules and regulations of the Radiography Program and each of the clinical education sites.

Robeson Community College (RCC) and the RCC Radiography Program reserve the right to change, amend or delete any of the contents of this handbook with appropriate notification to students. This handbook is designed as a supplement to the Robeson Community College Catalog and Student Handbook.

NONDISCRIMINATION POLICY

“Robeson Community College Board of Trustees, Faculty and Staff recognize the importance of equal opportunity in all phases of the College's operations and have officially adopted a position of nondiscrimination on the basis of race, color, sex, age, religion, disability, national origin or other non-relevant factors. This policy applies to both students and employees at all levels of the school's operations.” The Vice President for Instruction Services coordinates the College's compliance efforts. Contact the office by writing to Robeson Community College, P.O. Box 1420, Lumberton, NC 28359, or by calling (910) 272-3700.

RADIOGRAPHY EDUCATION

Radiography education is a systematic process which offers opportunities for students to acquire psychomotor, cognitive, and affective behaviors required of a registered radiographer in the provisions of a safe, effective, patient care environment. Radiography education provides resources, facilities, a program of learning, and an environment in which the student has an opportunity to test ideas, analyze mistakes, take risks, develop creativity, and evaluate outcomes.

The educational process progresses from simple to complex and actively involves the student in what will become a lifelong learning process. Like Radiography practice, Radiography education is based on theories and principles from various disciplines. The program of learning is based on the program's mission and expected outcomes, and incorporates influences of the school and geographic setting in which the program is located. Continuous review and revision of institutional and program mission and outcome expectations provides for currency in Radiography education. The responsibility for learning belongs to the student, and the faculty serves as organizers, resources persons, facilitators, role models, and evaluators. Faculty provides learning experiences in which students think carefully and thoroughly about situations and are motivated to use their cognitive skills in a responsible manner.

The Radiography Program implements didactic and clinical instruction enabling students to be competent in their radiographic procedural performances. The program provides a humanistic approach enabling Radiography students the opportunity to perform tasks utilizing individual judgment, critical thinking, and appropriate professional decision-making skills. Students must also possess psychomotor, cognitive, and affective skills demonstrating competence, flexibility, responsibility, and sensitivity to client-patient populations. This program of study emphasizes the attainment of knowledge and skills as they relate to human relations, communication, ethics, critical and analytical thinking, and reasoning skills.

SECTION 1 PROGRAM PURPOSE, GOALS, EVALUATION AND CURRICULUM

The primary objective of the program is to prepare students to be a radiographer, a skilled health care professional who uses radiation to produce images of the human body.

1.1 PROGRAM MISSION

The mission of the Radiography Program is to provide students with the professional knowledge and technical skills needed to deliver excellent patient care in a diverse community.

1.2 PROGRAM DESCRIPTION

The Radiography curriculum prepares the graduate to be an entry-level radiographer, a skilled health care professional who uses radiation to produce images of the human body.

Course work includes clinical rotations to area health care facilities, radiographic exposure, image processing, radiographic procedures, physics, pathology, patient care and management, radiation protection, quality assurance, anatomy and physiology, and radiobiology.

Graduates of accredited programs are eligible to apply to take The American Registry of Radiologic Technologists' national examination for certification and registration as medical radiographers. Graduates may be employed in hospitals, clinics, physicians' offices, medical laboratories, government agencies, and industry.

1.3 PROGRAM ACCREDITATION

Robeson Community College Radiography Program has been accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) since April 2014. The program was reaccredited in 2022 for a period of 8 years. Contact information for the JRCERT is:

Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, Illinois 60606-3182
(312) 704-5300
E-mail: mail@jrcert.org

1.4 PROGRAM GOALS AND STUDENT LEARNING OUTCOMES

1. Students/Graduates will be clinically competent.
 - a. Students will apply accurate positioning/procedural skills.
 - b. Students will recognize anatomy on radiographic images and skeletal diagrams.

2. Students will use critical thinking and problem-solving skills.
 - a. Students will recognize accuracy of positioning in descriptions of radiographic appearances of images.
 - b. Students will use problem-solving skills to generate possibilities through quantitative reasoning.

3. Students will be able to communicate effectively.
 - a. Students will employ oral communication skills.
 - b. Students will be able to demonstrate written communication skills.

4. Graduates will meet JRCERT benchmarks for program effectiveness.
 - a. Graduates will pass the ARRT exam on the first attempt.
 - b. Graduates will be employed or continuing their education in the Radiologic Sciences within 12 months post-graduation.
 - c. Students will complete the program within 2 years.
 - d. Graduates will be satisfied with their education.
 - e. Employers will be satisfied with new graduates' performance.

SECTION 2 GENERAL POLICIES AND PROCEDURES

2.1 STUDENT EXPECTATIONS OF FACULTY

The faculty of Robeson Community College pledges to provide the highest level of service possible to all of its students all of the time. Your faculty member knows and understands what students need to do in order to succeed in all courses. To this end, it is reasonable for students to expect that faculty will:

- Provide you with a syllabus that outlines the content and objectives of the course and spells out the instructor's grading and attendance policies.
- Be a professional who will treat each student respectfully, equally, and honestly.
- Start class on time, be prepared, and use effective teaching strategies to promote learning of the subject material activities for the full time allotted for all classes.
- Strive to create a positive environment in which you may pursue learning.
- Be accessible and approachable.
- Provide timely and consistent feedback regarding student progress.
- Provide reasonable assistance on an individual basis as may be necessary and appropriate.
- Preserve the academic integrity of the course.

2.2 FACULTY EXPECTATIONS OF STUDENTS

Robeson Community College is an institution for adult learning, a partnership between instructors with the desire to teach students who have the desire to learn. Instructors seek to guide you, motivate you, and outline for you the body of knowledge to be learned. To this end, we believe it is reasonable to expect that students will:

- Treat other students and faculty with respect and treat the classroom as a professional environment.
- Accept the challenge of collegiate studying, thinking, and learning.
- Anticipate that the level and quantity of work in some courses will exceed prior experiences.
- Be informed about instructors' policies presented in the course syllabus, as well as the policies of the college published in this publication.
- Attend all classes, except when emergencies arise.
- Adhere to class start times and end times that are prescribed.
- Be an active participant in class.
- Study course material routinely.
- Refrain from any behavior that may distract others.
- Silence all cell phones, pagers, and other communications devices in every class.
- Use the Internet for valid, academic purposes only while in any RCC campus computer lab.
- Transact personal business with the instructor (such as asking him or her to sign forms) before instruction begins or after class.
- Let no temptation cause you to compromise or surrender your integrity, ethics, or morals.

2.3 RCC ATTENDANCE POLICY

Regular class attendance is expected of students. Faculty keep accurate records of class attendance and tardiness, and these records become part of the official records of the institution. The College is committed to the principle that regular and punctual class attendance is essential to the student optimizing his/her scholastic achievement and that it is the responsibility of the student to attend class regularly without being tardy. As students are adults with many responsibilities, an occasional absence might be necessary. However, such absences in no way lessen the students' responsibilities for meeting the requirements of the class.

Students who attend Robeson Community College must attend 75% of the required contact hours for a curriculum class or a RISE co-requisite class in order to receive credit in the class. Instructors may allow students to complete/submit assignments in a delivery mode other than the primary delivery mode of the class to demonstrate attendance, with the exception of the required enrollment activity for online courses.

For additional general policies regarding attendance, please refer to [RCC Catalog and Student Handbook](#).

2.4 RCC TARDY POLICY

The College is committed to the principle that regular and punctual class attendance is essential to the student optimizing his/her scholastic achievement and that it is the responsibility of the student to attend class regularly without being tardy. Students who attend Robeson Community College must attend 80% of the time scheduled for a regular class meeting to be counted present when the class meets. For curriculum and developmental classes, a tardy shall be defined as a student entering class late, leaving for a length of time during class, or leaving class early, regardless of reason, amounting to no more than 20% of the scheduled class meeting time. Thus, if a student is in class for 80% of the time but less than 100% of the meeting time, then that student shall be counted tardy. If a student is in class for less than 80% of the time, then that student shall be counted absent. For the purpose of maintaining class attendance, faculty shall count three tardies as one absence.

2.5 RCC WITHDRAWAL POLICY

At any point prior to the ninety percent (90%) date of the semester, a student may voluntarily withdraw from his/her courses. Students will not be allowed to voluntarily withdraw from courses past the ninety percent (90%) date. All applicable deadlines will be published in the College's official calendar. It is the student's responsibility to withdraw from the course(s) if he/she cannot meet the requirements of the course. The student should first consult with his/her instructor or advisor before requesting to be withdrawn from a course. Students receiving financial aid should also consult a financial aid advisor before requesting to be withdrawn from a course. Withdrawing from a course could substantially delay the completion of the student's program of study and may have an impact on future financial aid eligibility. To officially begin the withdrawal process, the student should notify the instructor of the class they wish to withdraw from and complete the appropriate paperwork. Students must officially withdraw from any course they stop attending in order to ensure that they will not receive an "F" in the course. In the case of a withdrawal, the student will receive a "W" which will not include the grade point average but will appear in the student's official transcript.

NOTE: Withdrawal from required program and related courses constitutes withdrawal from the Radiography Program.

2.6 TRANSFER CREDITS/ COURSE SUBSTITUTIONS

Transfer credits are awarded based on policies explained in the RCC Catalog and Student Handbook. Information concerning transfer credits and course substitution is also available from the Office of Records and Registration. The Office of Records and Registration can be reached at 910.272.3338. The Credit by Transfer policy is applicable to the general education courses in the Radiography curriculum. The credit by transfer for Radiography courses is outlined in Section 3.5 of the program handbook.

2.7 COUNSELING AND TESTING SERVICES

The Counseling Center is located in Building 13, the Fred G. Williams Student Center. Counselors are available to assist all students who are experiencing academic, financial, or other types of difficulties during the academic year.

The Learning Center (TLC), located in Building 14 serves students by offering tutoring services, writing assistance, supplemental instruction, and computer-assisted learning in an environment that is supportive and encouraging. The purpose of TLC is to provide students with additional assistance and resources to enhance their academic success, as well as to promote self-directed learning and decision-making; build confidence and motivation; and develop a greater appreciation for education and learning.

2.8 STUDENT FINANCIAL RESPONSIBILITIES

Students must contact the Financial Aid Office to obtain information and assistance with applying for state and federal financial aid programs. Students are also provided information concerning RCC scholarships that are awarded to full time students and administered by the RCC Foundation. For a listing of these scholarship opportunities, please refer to the [RCC Catalog and Student Handbook](#), and watch for postings on My RCC (also referred to as “the portal”) found at <http://my.roberson.edu>.

2.9 ACADEMIC DISHONESTY

The student should maintain a high degree of individual honor in their academic pursuits and neither participates nor condones acts of academic dishonesty. Academic dishonesty is interpreted as participating or condoning acts such as cheating on an examination, giving or receiving information, copying, or using unauthorized materials. Acts of academic dishonesty, such as cheating and plagiarism, are unacceptable in a college environment and are subject to administrative action and immediate dismissal. Please review the [RCC Catalog and Student Handbook](#) for additional information.

2.10 STUDENTS WITH DISABILITIES

Students with disabilities affecting academic performance, and who seek accommodations, should contact Cynthia Quintero, Disability Services Specialist. Ms. Quintero’s office is located in Building 13, Fred G. Williams, Jr. Student Center and her contact information is 910-272-3344, e-mail cquintero@roberson.edu.

It is important to provide the Disability Services Specialist adequate time to consider the student’s request and recommend reasonable accommodations. Instructors will provide necessary accommodations based upon the recommendations of the Disability Services specialties. Details of how to access Disability Services are in the [RCC Catalog and Student Handbook](#).

SECTION 3 PROGRAM POLICIES

3.1 PROGRAM ADMISSIONS CRITERIA

The Radiography Program adheres to the general admission requirements as set forth by Robeson Community College (See RCC Catalog and Student Handbook) and specific Radiography selection requirements. Radiography Program admission applications must be submitted by the published deadline in March in order to be considered for fall semester admission the next academic year. Application packets can be found on the Radiography webpage on the Robeson Community College website. Interested applicants should contact:

The Office of Admissions
Robeson Community College
P.O. Box 1420
Lumberton, NC 28359
(910) 272-3342 or www.robeson.edu

Admission into the Radiography Program is competitive, and only qualified applicants will be considered and granted provisional acceptance to the program. To ensure compliance with the JRCERT, the Program Director of Radiography determines the availability of seating for the program based on the program maximum capacity mandated by the JRCERT. Consequently, a student who meets all requirements may not be accepted into the program due to limited student capacity.

Applicants requesting enrollment into the Radiography Program must:

- Complete all RCC admission, placement testing, and course requirements.
- Complete the Health Sciences Radiography Admissions packet by the specified deadline. Applications and reference forms can be printed from the Radiography webpage at the following link: [Radiography | Robeson Community College : Robeson Community College](#). (See yellow box for application/ checklist documents.)
- All applicants must have a cumulative GPA at 3.0 or greater to apply to the program.
- A minimum grade of “C” is required in all general education courses that are part of the Radiography curriculum.

3.1.1 Essential Skills Needed for Completing Health Science Programs

The following guidelines are utilized in admitting qualified Radiography students: The activities identified below are examples of physical and emotional activities, which a student in the Allied Health Program must be able to perform for the successful completion of the program. If an applicant believes that he or she cannot meet one or

more of the standards without accommodation or modification, the applicant should consult Counseling and Career Services.

Essential Skill	Explanation/ Example
Motor skills	The student shall possess gross and fine motor skills sufficient to provide safe and effective patient care. Example: The student is able to manipulate locks on equipment, position patients, administer contrast, fill syringes, and perform venipuncture. The student is also able to maintain stable balance while performing exams on patients who have compromised balance.
Mobility	The student shall possess physical abilities sufficient to move from room to room, maneuver in small spaces, and stand and walk for extensive periods of time up to 10 hours. Example: The student is able to move around in client's room, move from room to room, move in small work areas, and administer CPR.
Tactile skills	The student shall possess tactile ability sufficient for data collection. Example: The student is able to palpate for bony anatomical landmarks, detect pulsation, and feel skin temperature.
Weight-bearing capabilities	The student shall possess the ability to lift and carry at least 40-50 pounds independently, and push/pull loads in excess of 200 pounds with assistance while preventing injury to the patient or self. Example: The student is able to move equipment and safely lift, manipulate, and move patients as necessary for the performance of radiologic procedures.
Hearing skills	The student shall possess auditory ability sufficient to monitor health needs and collect data. Example: The student is able to hear the radiographic exposure indicator, equipment alarms, and a patient's cry for help.
Visual skills	The student shall possess visual ability sufficient for observation and data collection. Example: The student is able to see fine detail in order to evaluate radiographs for technical quality and evidence of blur.
Communication skills	The student shall possess communication abilities sufficient for verbal and nonverbal interaction with others. Example: The student is able to communicate clearly to explain procedures to patients and/or the patient's family, document patient responses, and communicate relevant patient history to the radiologist or other clinical personnel.
Interpersonal skills	The student shall possess interpersonal abilities sufficient to interact with individuals, families, groups, etc. from a variety of psychosocial cultural backgrounds. Example: The student is able to establish a rapport with clients and health care team members.
Critical thinking	The student shall possess critical thinking ability sufficient for clinical judgment. Example: The student is able to identify cause-effect relationships in clinical situations in order to obtain quality diagnostic images on patients with various physical and mental disabilities.
Ethical behavior	The student will provide services with respect for human dignity and uniqueness of the client unrestricted by consideration of social or economic status, personal attribute, or the nature of health problems. Example: The student will care for clients assigned regardless of race, religion, or diagnosis.

3.2 NOTIFICATION PROCESS

Radiography applicants/candidates will be notified of their Provisional Acceptance in the Radiography Program during the spring application review period.

3.2.1 Provisional Acceptance

Prospective applicants are provisionally accepted into the Radiography Program for the Fall Semester of the applying year. However, notification of full acceptance is pending completion of the following program requirements by the date specified in the provisional acceptance letter.

Clinical Compliance Policy for Clinical Placement

To comply with program policies and state and local regulations for healthcare providers, and in the interest of your own personal safety, the safety of your patients and the potential liability to both the college and clinical agency, there are significant compliance requirements that must be met in order to enter the clinical area.

These policies may be expanded due to additional requirements, which may come from hospital/clinical facilities at any time. Students may be denied access to clinical facilities based on health screening results, drug-screening results, or results appearing on a criminal background check. The student will be responsible for obtaining documents demonstrating that they have met all compliance requirements. If this is not possible, the student will be unable to attend the clinical portion of the program. If a student cannot complete the clinical training, the student will not be able to complete the program requirements. Robeson Community College is not obligated to make special accommodations, and will not find an alternative clinical site if there is a problem with a student's clinical compliance requirements. Provisionally admitted students have one opportunity per enrollment cycle for the selected health science program to conduct a background check, including the national sex offender index, and a drug screen (that is also repeated before the second year of the program), in accordance with the college's policies and procedures and with whom the college has contracted to provide its' students clinical training and experience.

All students are expected to provide documentation of all clinical compliance requirements to the current online compliance tracking system contracted by the College and meet all deadlines associated with compliance requirements or risk losing provisional admittance status.

The following Clinical Compliance Requirements must be met or students will be prevented from entering the clinical arena. This applies to all health science students.

1. Medical Review/Screen

There are significant health screening requirements that must be met before entering the clinical area. Each student is required to meet vaccination, titer, physical exam, and drug testing requirements and provide documentation. All documentation

regarding health screening MUST be provided to Radiography faculty or the Clinical Compliance Officer (Health Science Secretary). Students must be prepared to provide copies of printed clinical compliance requirements to clinical sites at any time during the program.

The specific health screening requirements are listed below:

- a. Two separate, negative, Tuberculin Skin Tests (PPD) must be acquired to rule out false-negative, or follow-up chest X-ray within 3 months of enrollment. Students may also choose to have the Quantiferon-TB Gold blood test conducted as an alternative to the two PPD skin tests.
- b. Required Immunizations
 - Tdap (within last 10 years), Hepatitis B series, MMR, Varicella series or positive titer
 - Influenza – Standard Seasonal Form Required (Deadline will be provided based on clinical site requirements.)
 - Covid-19- As of January 2024, this vaccine is not required by any of the program’s clinical setting, therefore it is not required for program admission; however, if any single clinical site makes the vaccine a requirement while students are enrolled in the program, all unvaccinated students will be required to receive vaccination. Additionally, any boosters deemed as required by any clinical site during the program will be required for students already enrolled in the program.
- c. Completion of Essential Skills form by student and physician verifying the student’s physical and mental capability to participate successfully in the program.

2. Background Check

In order to be eligible to participate in placement(s) at clinical facilities, health science students must use the approved vendor to complete criminal background checks. The background check is not a requirement for acceptance to the program, but is required as part of screening for clinical placement and registration for the clinical courses. Therefore, if any, individual site finds the student’s criminal background record or drug screen results to be out of compliance for their institution, the student will not be offered final acceptance into the program. The background check will not be reviewed by RCC staff or faculty. Students must be prepared to provide printed background report results to their clinical site at any time during their enrollment in the health science program. Students have one opportunity per enrollment cycle for the selected health science program to conduct a criminal background check in accordance with the College’s policies and procedures and with whom the College has contracted to provide its’ students clinical training and experience.

Background investigations will minimally include the following:

- Social Security Number Verification
- Criminal History Search (3 counties, 7 years or up to five background searches)

- Sex Offender and Predator Registry Search
- Office of Inspector General (Health and Human Services) Sanction List Search
- General Services Administration Excluded Search
- Address Verification
- Two Name Searches (current legal and one other name)

3. Drug Screen

In order to be eligible to participate in placement at clinical facilities, health science students must use the approved vendor to complete the drug screen protocol. The drug screen is not a requirement for acceptance to the program, but is required as part of screening for clinical placement and registration for the clinical courses. All fees associated with the criminal background check and drug screen will be the responsibility of the student. The drug screen will not be reviewed by RCC staff or faculty. Students must be prepared to provide printed background report results to their clinical site at any time during their enrollment in the health science program. Students have one opportunity per enrollment cycle for the selected health science program to conduct a drug screen in accordance with the College's policies and procedures and with whom the College has contracted to provide clinical training and experience. If a urine sample is deemed too dilute by the testing facility, the student must submit samples until the test can be completed with a definitive negative or positive result. Any additional cost is at the expense of the student.

NOTE: If results of a criminal background check and panel urine drug screen prevent a student from participating in a clinical rotation at any agency, the student will not be able to fulfill the clinical requirements for the program, and subsequently will not be allowed to complete the health science program. In this case, the student will be referred to Counseling and Career Services to assist in developing an alternative educational/ career plan.

4. Other Health Science Program Requirements

Students must be compliant with all program required documentation which may include, but is not limited to the following:

- Cardiopulmonary Resuscitation Certification (Infant, Child and Adult) through the American Heart Association
- Attend Radiography Program Information Session
- Program Orientation
- Handbook Verification Form
- Release of Records Documentation
- Other documents required by the Radiography Program
- Job Shadowing (Two 8 hr. days)- Compliance with job shadowing contract
- Completion of Radiography Career Prep Course conducted during provisional acceptance phase

RCC Health Science students must obtain a criminal background check (BGC) and a Drug Screen (DS) through the College’s approved vendor, CastleBranch. Once a student has received provisional acceptance into their respective health science program, the student will receive information regarding access to CastleBranch and instructions for payment of the BGC and DS. All health science students must submit clinical compliance requirements by required deadlines published in the provisional acceptance letter.

3.2.2 Clinical Compliance for Second Level Students

Second level students are required to prove continued compliance regarding the drug screen protocol. All students are expected to provide documentation of all clinical compliance requirements to the current online compliance tracking system contracted by the College and meet all deadlines associated with compliance requirements. In order to be eligible to participate in placement at clinical facilities in the student’s second year of enrollment, health science students must use the approved vendor to complete the drug screen protocol. The drug screen will be required as part of screening for clinical placement and registration for the second-year clinical courses. The drug screens will not be reviewed by RCC staff or faculty, but will be accessed by human resources personnel at facilities where compliance determination is required. Students must also be prepared to provide printed background report results to their clinical site at any time requested during their enrollment in the health science program. Second level students have one opportunity per enrollment cycle to conduct a drug screen in accordance with the College’s policies and procedures and with whom the College has contracted to provide clinical training and experience.

3.2.3 Declines/Disqualifications:

Although the Radiography Program does not maintain a waiting list for applicants, the applicant with the next highest ranking will be considered for admission if an originally accepted applicant declines the offer of admission or if someone who was originally accepted becomes disqualified. This selection/ notification process will continue based on the program’s capacity to admit students as determined by the College administration and the JRCERT standards.

3.3 PROGRAM BY SEMESTER COURSE OUTLINE

Radiography- A45700

2023-24

	Program Prerequisites	Credit hours
	BIO 168 Human Anatomy & Physiology I	4
	BIO 169 Human Anatomy & Physiology II	4
	MED 120 Survey of Medical Terminology	2
	Total Credits	10

First Semester (Fall)

	First Semester (Fall)	Credit hours
	ENG 111 Writing and Inquiry	3
	MAT 143 Quantitative Literacy	3
	RAD 110 RAD Intro & Patient Care	3
	RAD 111 RAD Procedures I	4
	RAD 151 RAD Clinical Education I	2
	Total Credits	15

Second Semester (Spring)

	Second Semester (Spring)	Credit hours
	ENG 112 Writing/ Research in the Disciplines	3
	RAD 112 RAD Procedures II	4
	RAD 121 Image Production I	3
	RAD 161 RAD Clinical Education II	5
	Total Credits	15

Summer Session

	Summer Session	Credit hours
	RAD 122 Image Production II	2
	RAD 141 Radiation Safety	2
	RAD 171 RAD Clinical Education III	3
	Total Credits	7

Third Semester (Fall)

	Third Semester (Fall)	Credit hours
	Social/Behavioral Science Elective	3
	RAD 211 RAD Procedures III	3
	RAD 231 Image Production III	2
	RAD 251 RAD Clinical Education IV	7
	Total Credits	15

Fourth Semester (Spring)

	Fourth Semester (Spring)	Credit hours
	RAD 261 RAD Clinical Education V	7
	RAD 271 Radiography Capstone	3
	Humanities/ Fine Arts Elective	3
	Total Credits	13
	Total Credits Needed for Graduation	75

3.4 PROGRAM COURSES AND COURSE DESCRIPTIONS

Core Course Descriptions

		Class	Lab	Clinical	Credit
RAD 110	RAD Intro & Patient Care	2	3	0	3
<i>Prerequisites: BIO 168, BIO 169, and MED 120, Admission into the Radiography Program</i>					
<i>Co-requisites: RAD 111 & RAD 151</i>					

This course provides an overview of the Radiography profession and student responsibilities. Emphasis is placed on basic principles of patient care, radiation protection, technical factors, and medical terminology. Upon completion, students should be able to demonstrate basic skills in these areas.

		Class	Lab	Clinical	Credit
RAD 111	RAD Procedures I	3	3	0	4
<i>Prerequisites: BIO 168, BIO 169, and MED 120, Admission into the Radiography Program</i>					
<i>Co-requisites: RAD 110 & RAD 151</i>					

This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the chest, abdomen, extremities, bony thorax and pelvis. Upon completion, students should be able to demonstrate competence in these areas.

		Class	Lab	Clinical	Credit
RAD 112	RAD Procedures II	3	3	0	4
<i>Prerequisites: RAD 110, RAD 111 & RAD 151</i>					
<i>Local Co-requisites: RAD 121 & RAD 161</i>					

This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the skull, spine, and gastrointestinal, biliary, and urinary systems. Upon completion, students should be able to demonstrate competence in these areas.

		Class	Lab	Clinical	Credit
RAD 121	Image Production I	2	3	0	3
<i>Prerequisites: RAD 110, RAD 111 & RAD 151</i>					
<i>Co-requisites: RAD 112 & RAD 161</i>					

This course provides the basic principles of radiographic image production. Emphasis is placed on image production, receptor exposure, and basic imaging quality factors. Upon completion, students should be able to demonstrate an understanding of basic principles of radiographic image production.

		Class	Lab	Clinical	Credit
RAD 122	Image Production II	1	3	0	2
<i>Prerequisites: RAD 112, RAD 121 & RAD 161</i>					
<i>Co-requisites: RAD 141 & RAD 171</i>					

This course is designed to continue to develop the concepts and principles in the field of radiologic technology, Emphasis is placed on advanced digital principles and production. Upon completion, students should be able to demonstrate an understanding of advanced principles of digital image production.

		Class	Lab	Clinical	Credit
RAD 141	Radiation Safety	2	0	0	2
<i>Prerequisites: RAD 121, RAD 112 & RAD 161</i>					
<i>Co-requisites: RAD 122 & RAD 171</i>					

This course introduces the principles of radiation characteristics and production. Emphasis is placed on imaging equipment. Upon completion, students should be able to demonstrate a basic understanding of radiation characteristics and production.

		Class	Lab	Clinical	Credit
RAD 151	RAD Clinical Education I	0	0	6	2
<i>Prerequisites: BIO 168, BIO 169, and MED 120, Admission into the Radiography Program</i>					
<i>Co-requisites: RAD 110 & RAD 111</i>					

This course introduces patient management and basic radiographic procedures in the clinical setting. Emphasis is placed on mastering positioning of the chest and extremities, manipulating equipment, and applying principles of ALARA. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

		Class	Lab	Clinical	Credit
RAD 161	RAD Clinical Education II	0	0	15	5
<i>Prerequisites: RAD 110, RAD 111 & RAD 151</i>					
<i>Co-requisites: RAD 112 & RAD 121</i>					

This course provides additional experience in patient management and in more complex radiographic procedures. Emphasis is placed on mastering positioning of the spine, pelvis, head and neck, and thorax and adapting procedures to meet patient variations. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

		Class	Lab	Clinical	Credit
RAD 171	RAD Clinical Education III	0	0	9	3
<i>Prerequisites: RAD 112, RAD 121 & RAD 161</i>					
<i>Co-requisites: RAD 122 & RAD 141</i>					

This course provides experience in patient management specific to advanced radiographic procedures. Emphasis is placed on applying appropriate technical factors to all studies and transitioning to mastering positioning of advanced studies. Upon completion, student should be able to demonstrate successful completion of clinical objectives.

		Class	Lab	Clinical	Credit
RAD 211	RAD Procedures III	2	3	0	3
<i>Prerequisites: RAD 122, RAD 141 & RAD 171</i>					
<i>Co-requisites: RAD 231, & RAD 251</i>					

This course provides the knowledge and skills necessary to perform standard and specialty radiographic procedures. Emphasis is placed on radiographic specialty procedures, advanced imaging, radiographic pathology and image analysis. Upon completion, students should be able to demonstrate an understanding of these areas.

		Class	Lab	Clinical	Credit
RAD 231	Image Production III	1	3	0	2
<i>Prerequisites: RAD 122, RAD 141 & RAD 171</i>					
<i>Co-requisites: RAD 211, & RAD 251</i>					

This course is designed to continue to develop the concepts and principles in the field of radiologic technology. Emphasis is placed on complex imaging production and principles, quality control and quality assurance in the imaging sciences. Upon completion, students should be able to demonstrate an understanding of advanced radiographic equipment and quality control programs.

		Class	Lab	Clinical	Credit
RAD 251	RAD Clinical Ed IV	0	0	21	7
<i>Prerequisites: RAD 122, RAD 141, & RAD 171</i>					
<i>Co-requisites: RAD 211 & RAD 231</i>					

This course provides the opportunity to continue mastering all basic radiographic procedures and to attain experience in advanced areas. Emphasis is placed on equipment operation, pathological recognition,

pediatric and geriatric variations, and a further awareness of radiation protection requirements. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

		Class	Lab	Clinical	Credit
RAD 261	RAD Clinical Ed V	0	0	21	7
<i>Prerequisites: RAD 211, RAD 231 & RAD 251</i>					
<i>Co-requisites: RAD 271</i>					

This course is designed to enhance expertise in all radiographic procedures, patient management, radiation protection, and image production and evaluation. Emphasis is placed on developing an autonomous approach to the diversity of clinical situations and successfully adapting to those procedures. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

		Class	Lab	Clinical	Credit
RAD 271	Radiography Capstone	2	3	0	3
<i>Prerequisites: RAD 211, RAD 231 & RAD 251</i>					
<i>Co-requisites: RAD 261</i>					

This course provides an opportunity to exhibit problem-solving skills required for certification. Emphasis is placed on critical thinking and integration of didactic and clinical components. Upon completion, students should be able to demonstrate the knowledge required of an entry-level radiographer.

Required Related Courses

		Class	Lab	Clinical	Credit
BIO 168	Human Anatomy & Physiology I	3	3	0	4
<i>Prerequisites: None</i>					
<i>Co-requisites: None</i>					
<i>Local Prerequisites: DRE-097, or ENG 002, or ENG 110, or ENG 111</i>					

This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, and nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships.

		Class	Lab	Clinical	Credit
BIO 169	Human Anatomy & Physiology II	3	3	0	4
<i>Prerequisites: BIO 168</i>					
<i>Co-requisites: None</i>					

This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships.

		Class	Lab	Clinical	Credit
ENG 111	Writing and Inquiry	3	0	0	3
<i>Prerequisites: DRE 097 or ENG 002</i>					
<i>Co-requisites: None</i>					
<i>Local Co-requisite: ENG 011</i>					

This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English.

ENG 112	Writing/Research in the Disciplines	Class	Lab	Clinical	Credit
		3	0	0	3
<i>Prerequisites: ENG-111</i>					
<i>Co-requisites: None</i>					

This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines.

College Transfer: This course has been approved for transfer under the ICAA as a general education course in English Composition. This is a Universal General Education Transfer Component (UGETC) course.

MAT 143	Quantitative Literacy	Class	Lab	Clinical	Credit
		2	2	0	3
<i>Prerequisites: Take All: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DRE-098</i>					
<i>Co-requisites: None</i>					

This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life.

College Transfer: This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative). This is a Universal General Education Transfer Component (UGETC) course.

MED 120	Survey of Medical Terminology	Class	Lab	Clinical	Credit
		2	0	0	2
<i>Prerequisites: None</i>					
<i>Co-requisites: None</i>					
<i>Local Prerequisites: None</i>					

This course introduces the vocabulary, abbreviations, and symbols used in the language of medicine. Emphasis is placed on building medical terms using prefixes, suffixes, and word roots. Upon completion, students should be able to pronounce, spell, and define accepted medical terms.

Social/Behavioral Science Elective	Class	Lab	Clinical	Credit
	3	0	0	3
(Students must complete one of the following to fulfill the Social/Behavioral Science requirement: PSY-150, SOC-210, or SOC-225)				

Humanities/Fine Arts Elective	Class	Lab	Clinical	Credit
	3	0	0	3
(Students must complete one of the following to fulfill the Humanities requirement: ART-111, MUS-110, MUS-112, ENG-231, ENG-232, ENG-241, ENG-242, PHI-215, PHI-240, REL-211, or REL-212)				

3.5 Radiography Program Policy for Transfer Students

In addition to the Credit by Transfer policy published in the RCC Catalog and Student Handbook, students applying for transfer into the Radiography Program shall meet the general admission, progression/dismissal, and graduation requirements according to Radiography specific policies.

Due to a standardized Radiography Curriculum in the North Carolina Community College System (NCCCS), a lateral transfer from a hospital or university based, private or out-of-state Radiography Program cannot be guaranteed. A student pursuing lateral transfer from an NCCCS Radiography Program cannot automatically assume they are guaranteed a seat in the program. RCC's Radiography Program must abide by the JRCERT regulations in regard to the number of students allowed with enrollment due to the number of available clinical education centers. Therefore, serious students must be willing to spend additional time at Robeson Community College in pursuit of a professional career in Radiography.

The Radiography Program Director and College Registrar will evaluate the student's Radiography transcript to determine the total number of possible Radiography courses or credits allowed for transfer credit. Transfer students must meet the 3.0 GPA academic requirement in all RAD and related courses in the Radiography curriculum.

If a student is approved for transfer into the Radiography program from another Radiography program within the North Carolina Community College System (NCCCS), the student will be required to successfully pass a comprehensive final exam in each Radiography didactic course previously credited and repeat the clinical competencies set by the ARRT.

Students from an out-of-state Radiography program or those who have been withdrawn from any Radiography program for more than one year will not be approved for transfer. Therefore, those students will be advised to make application as a new student.

3.5.1 Previously Enrolled in a Radiography Program

Applicants previously enrolled in Radiography at RCC will be considered for readmission in accordance with the Readmission Policy (See RCC Catalog and Student Handbook). Additionally, applicants requesting readmission MUST complete the "Contract to Re-enter" established during their exit interview with approval by Radiography program staff.

Applicants previously enrolled in another North Carolina Community College System (NCCCS) Radiography program MUST submit a letter of recommendation from that Radiography program director. Applicants previously enrolled in, academically unsuccessful in, and/or dismissed from another Radiography program will be considered for provisional acceptance based on review and program enrollment capacity.

Lastly, student enrollment capacity is regulated by Radiography's national accrediting board (JRCERT), which does not allow programs to exceed their maximum capacity under any circumstances. Thus, an opening for qualifying transfer students cannot be created if the program is at its maximum permissible capacity.

3.6 READMISSION POLICY

Students previously enrolled in the Radiography Program, but whose studies were interrupted voluntarily or involuntarily, may re-apply to the program in accordance with the Health Science Readmission Policy as listed in the RCC Catalog and Student Handbook. A student may only be granted readmission into the Radiography Program one time. However, students who were dismissed from the program due to violation of Clinical Compliance Policy are not eligible for re-admission.

Applicants who exited the Radiography Program within the last twelve (12) months must request readmission prior to 90 days of the semester for planned enrollment. However, due to the competitive nature of the Radiography application process, readmission applications are considered based on the academic performance at the time of withdrawal, overall GPA, completion of admission requirements and the program's capacity. The student must agree to and sign a contract to re-enter the program. This contract outlines the specific details of criteria for readmission. Recommendations for readmission will be made jointly with the program staff, and final approval for readmission will be determined by the Radiography Program Director and the Clinical Coordinator.

3.7 PROGRAM ORIENTATION

Once students have met the requirements for Provisional Acceptance and Clinical Compliance, students are notified by email of full acceptance into the program along with the date(s) of orientation. Students admitted to the Radiography Program for the upcoming term are required to attend the orientation session. The purpose of orientation is to welcome students and facilitate transition into the Radiography Program. If a student is unable to attend orientation due to extreme circumstances, they must contact the program director as soon as possible; otherwise, the student is immediately removed from the acceptance list.

3.8 ACADEMIC PROGRESSION

Academic progression in the Radiography Program includes successful completion of the course or didactic requirements and demonstrated competence on all assigned Radiography laboratory and clinical requirements.

Students progressing in the Radiography Program must:

- 1) Receive a grade of "C" or above in each general education pre-requisite, and corequisite course as stipulated by the corresponding grading requirement.
- 2) Receive a grade of "C" or above (with numerical grade 80 or above) in each Radiography course as stipulated by the corresponding grading requirement.

Grade Requirement:

- A) The Radiography student must have a Radiography test/ exam average of 80% or higher in order to take the final exam in a Radiography course.

- B) The Radiography student must pass the course final examination with a grade of 80% or higher in order to successfully pass the course. Grades from assignments, pop quizzes etc. will be added only after the students calculated major tests and final exam average total 80% or higher.

Radiography students who do not have the required 80 average in the test/exam category will be administratively withdrawn from all Radiography courses and receive a grade of “WF”.

- C) Satisfactorily meet and/or complete ALL course, clinical, and laboratory requirements.
- D) Maintain a 3.0 overall GPA in all related and general education course work.

Required general education courses in the Radiography curriculum are considered pre- and co- requisite courses and therefore must be taken before, or in conjunction with, Radiography courses as sequenced in the RCC catalog. However, if the student fails a required general education course, the student will not progress in the Radiography Program.

As the student progresses through the Radiography Program, if a physical, mental or emotional condition threatens to prevent or prevents satisfactory classroom, laboratory, or clinical performance, the student will be counseled and referred to the appropriate professional(s). The recommendations of the prescribing professional will be considered in advising the student regarding continued enrollment and/or progression in the program. However, if a student is unable to participate in clinical/laboratory practice or fulfill the clinical/laboratory requirements of any course, dismissal from the Radiography Program will result.

3.9 COURSE TESTING GUIDELINES

Major course exams and final exams are scheduled, and all students are required to take all exams. The only acceptable excuses for missing an exam include personal illness/injury, hospitalization of student’s own child, or a death in the immediate family. Documentation of the cause of absence may be required. The student must contact the course instructor directly via text, call, or email no later than 1 hour before the exam is to be given. Failure to notify the faculty member will result in the recording of a “0” for the exam.

The course instructor will determine the type of examination to be given to the student who was absent for the original exam, but who provided the required notification of absence as referenced above. The content of the exam will be the same as the original exam, but the format may be different. Students who are eligible to make up the missed exam must do so within 24 hours, or the next business day, unless extenuating circumstances prevent the student from doing so (for example, continued illness, continued hospitalization of student’s own child, etc.).

For scheduled exams, the course instructor or exam proctor will:

- Distribute the exam and answer sheet (if applicable) at the start of class, unless otherwise scheduled for later in the class period.
- Give any additional instructions not included on the exam itself, and provide corrections verbally prior to the start of the exam, or as soon as errors are realized.

The student(s) taking the exam will:

- Arrive at the designated room on time, prepared to start the exam. Students should use the restroom prior to the start of the exam.
- Remove hats, sunglasses, hoodies, oversized coats, etc.
- Clear his/her desk. All food, beverages, book bags, books, purse, coats, phones, etc. should be placed beside the student's desk or in the area designated by the instructor or proctor. Phones should be turned to silent and placed in the student's purse or book bag. Study notes must be also be placed inside the student's book bag and the book bag must be zipped.
- Use only calculators provided by program faculty for exams requiring calculators. No personal calculators may be used during quizzes or exams.
- Remove smart watches and place them in their purse or book bag.
- Refrain from suspicious behaviors such as talking, looking around the room, looking at another student, raising his/ her paper for other students to view, or glancing at other students' tests.
- Adhere to seating guidelines specified by the instructor or proctor.
- Keep his/ her exam/ answer sheet covered.
- Document answers on answer sheet provided (if applicable) using pencil and uppercase letters that are easily recognized. Credit will not be given for any answers erroneously transposed from exam to answer sheet, or items left blank on the answer sheet.
- Report any exam errors not previously noted to the instructor or proctor.
- Report any misconduct or annoying behavior to the instructor or proctor during the exam so appropriate action can be taken in a timely manner.
- Refrain from discussing exam content with class members who were absent for the exam.

Students arriving late for an exam without prior contact with the course instructor or program director will:

- Be given the exam and answer sheet (if applicable) upon arrival.
- Be provided with any additional instructions/ corrections not included on the exam itself.
- Be given no extension beyond the time allotted for the exam (if no time is specified, the student will be required to turn in their exam when the last student who started the exam at the original start time turns in his/ her exam).

When exams results are returned for viewing, students will:

- Clear their desks. Students are not permitted to take notes while reviewing tests unless directed by the course instructor.
- Refrain from hassling classmates about their exam results. It is each student's prerogative to determine with whom, if anyone, they wish to discuss their grades.

- Review their exam closely to ensure their exam was graded correctly, and to identify any questions they believe need additional review.
- Respectfully approach the course instructor to discuss any errors in grading. It is inappropriate to argue with faculty regarding exam content. The course instructor is the expert on their course content; however, they are also human, so mistakes in grading may occur. The course instructor will adjust the exam grade accordingly if errors did occur.

3.10 GRADING POLICY

A passing grade in any Radiography course is a letter grade of A, B, or C. Any student who receives a final grade lower than a "C" with numerical grade less than 80 (D, F, W, WF, or I) in any clinical or didactic Radiography course will NOT proceed to the next course/semester.

Radiography grades are based on classroom, clinical, and lab performance. A passing grade in each course component is required to pass the entire course.

3.10.1 Grading Scale:

The 4.0 grade point average system is used to calculate student grade averages. Please note the grading system used with RAD courses.

The didactic and clinical performance grading scale for the Radiography Program is outlined below:

A	93 – 100	Excellent
B	85 – 92	Good
C	80 - 84	Average
	Below 80	Failing

*Students must achieve a grade of “C” or higher (with a numerical grade of 80 or higher) in order to continue in the Radiography curriculum.

3.10.2 Requirements for Written Assignments

- Written assignments must be submitted to the instructor on or before the due date. Late assignments may result in a grade reduction.
- When the student submits written assignments, all sources used by the student must be properly documented/cited with footnotes, quotations, and a bibliography, as appropriate and as directed by the instructor.
- Written assignments are to be neat, clean, and legibly written or typed as directed by the instructor.

3.11 GRADE APPEAL PROCESS

It is the policy of Robeson Community College that students shall have the right to appeal a grade whether derived from a singular course event or the final grade issued for the course. Grades for individual class assignments as well as final grades are to be

determined by the course instructor of record in accordance with the grading guidelines distributed in the course syllabus at the beginning of a course.

3.11.1 Individual Course Assignment

A student may appeal a grade derived from a singular course event as outlined below:

- a. Any student who has an issue with a grade resulting from an individual course event (i.e. test, pop quiz, term paper, etc.) must attempt to resolve the matter with the faculty member who assigned the grade. Appeals must be made within three working days from the date the graded process is returned or made known to the student.
- b. In the event the matter cannot be resolved, the student may appeal the grade following the outline below:
 - i. The student shall present the appeal, to include rationale for the appeal, in writing, to the Department Chair/Program Director/Program Coordinator of the area in which the contested grade was awarded within three working days of the faculty member's response.
 - ii. The Department Chair/Program Director/Program Coordinator shall confer with the student and the instructor to seek a resolution within three business days to address and resolve the appeal. If the instructor happens to also be the Department Chair/Program Director/Program Coordinator, then the appeal should be submitted to the appropriate Assistant Vice President providing administrative supervision for the course.
 - iii. Should the Department Chair/Program Director/ Program Coordinator and student fail to reach a satisfactory resolution, the Department Chair/Program Director shall forward the appeal to the appropriate Assistant Vice President providing administrative supervision for the course within three working days.
 - iv. The decision of the Assistant Vice President providing administrative supervision for the course shall be made within three working days and the decision shall be considered final.

3.11.2 Final Course Grade

Students may appeal a final course grade as outlined below:

- a. Any student who has an issue with the final course grade should attempt to resolve the matter with the faculty member who assigned the grade. Appeals must be made within three working days from the receipt of the final grade.
- b. A student cannot appeal a final course grade based upon a previously appealed individual course assignment.

- c. In the event the matter cannot be resolved, the student may appeal the grade following the procedure outlined below:
- i. The student shall present the grade appeal, to include rationale for the appeal, in writing, to the Department Chair/Program Director of the area within which the contested grade was awarded.
 - ii. The Department Chair/Program Director shall confer with the student and instructor to seek a resolution of the appeal within three working days of the receipt of the appeal. If the instructor happens to also be the Department Chair/Program Director, then the appeal should be submitted to the appropriate Assistant Vice President providing administrative supervision for the course.
 - iii. Should the Department Chair/Program Director and student fail to reach a satisfactory resolution, the Department Chair/Program Director shall forward the appeal to the appropriate Assistant Vice President providing administrative supervision for the course for review within three working days.
 - iv. The Assistant Vice President providing administrative supervision for the course shall convene a hearing before the Academic Appeals Committee within three working days. The Assistant Vice President shall serve as the committee chair. The Committee shall consist of four faculty members randomly selected from the Academic Appeals Committee membership. The Committee shall meet to discuss the grade appeal and may hear from the student, the instructor, and any other individuals that the Committee deems appropriate. If the Committee finds the grade received was inappropriate, the Committee shall determine a method by which the grade will be re-evaluated. The resulting grade, if different, must be submitted within College guidelines and may not be appealed further. Should the Committee find the grade received by the student as appropriate, the Committee shall direct that no action be taken to change the final grade and the findings shall be submitted to the Vice President for Instruction and Support Services within 24 hours. The Vice President shall notify the student of the committee's findings within three working days.
 - v. In cases where the Academic Appeals Committee finds that the grade received by the student was appropriate, the student may submit a written appeal to the Vice President for Instruction and Support Services within three working days. The Vice President shall review all evidence related to the appeal, conduct any interviews deemed appropriate, and render a decision within three working days. The decision rendered by the Vice President for Instruction and Support Services will be considered final.

Failure of a student to pursue a grade appeal in accordance with the provisions of this policy or any publications derived there from shall be deemed unacceptable and the grade assigned will be the grade of record.

This policy shall apply to all credit courses and Career and College Readiness courses offered by the College regardless of length, credit awarded, method of delivery, time of delivery, or other similar factors.

3.12 CLINICAL PERFORMANCE GUIDELINES

The JRCERT provides guidance for safe clinical practice and training for Radiography students. Specifically, the JRCERT outlines the definition and parameters of direct and indirect supervision.

JRCERT Standard 5.4: Assures that medical imaging procedures are performed under the appropriate supervision of a qualified radiographer.

Direct Supervision: Medical imaging procedures must be performed under the direct supervision of a qualified radiographer until a student achieves competency. The one to one ratio of a staff technologist to student enables adherence to direct supervision guidelines at all times. A qualified radiographer reviews the order requisition. The technologist must then assist the student in assessing the condition of the patient to determine if direct assistance from the technologist will be required during performance of the exam. The technologist remains physically present during the conduct of the procedure to ensure correct performance of the exam and maximum patient safety. This procedure is required for any exam for which the student has not yet achieved competency.

Indirect Supervision: Medical imaging procedures may be performed under the indirect supervision of a qualified radiographer after a student achieves competency. Clinical instructors and staff technologists are specifically reminded that students who have achieved competency on portable exams are not allowed to perform these exams outside the imaging department without a registered technologist being “immediately available”, which is defined as physically present or adjacent to the room or location where the radiographic procedure is being performed.

Repeating Images: Students must be directly supervised by a qualified radiographer when repeating unsatisfactory images. If a student repeats an exposure, a registered technologist must accompany the student when the student performs the repeat exposure. The registered technologist must verify the student has positioned correctly, alignment of tube-bucky-image receptor is correct, proper source to image receptor distance (SID) is used, appropriate radiation safety practices are employed, and optimal exposure factors are selected before the repeat exposure is made. In addition, the student must document the repeat procedures on their Repeat Images Log, which includes having the technologist sign that they supervised performance of the repeated image.

Students are prohibited from completing studies and sending images to the PACS without approval from the clinical instructor, supervisor, or staff technologist for all studies, whether they have previously achieved competency or not.

Students must be directly supervised until competency is achieved. First year students must receive direct supervision from the registered technologist assigned to their clinical area. Second year students may not supervise first year students in the clinical area. Second year students who have satisfied the clinical competencies for the particular area to which they are assigned may receive indirect supervision from the technologist-in charge but may not operate radiographic rooms unsupervised.

3.12.1 Clinical Assignments

The Radiography Program provides learning opportunities for students in an array of clinical learning environments. The clinical education sites include imaging centers, orthopedic offices, medical offices, and small to large hospitals. This ensures students are exposed to a maximum variety of exams through the use of computed and digital radiography equipment. Clinical rotations are assigned so that each student has the opportunity to experience procedures necessary to meet the American Registry of Radiologic Technologists (ARRT) clinical competency requirements.

Second-level students have the opportunity to participate in a clinical rotation in an advanced modality of interest. Students may request a clinical rotation in the following advanced modalities: Computed Tomography, Magnetic Resonance Imaging, Nuclear Medicine, Sonography, Vascular Imaging, Radiation Therapy, and Mammography. Program faculty reserve the right to approve a student's request to participate in a clinical rotation through a second modality of interest, and the decision will be based upon the individual student's progression on their required ARRT clinical competencies.

Students will be required to travel up to 70 miles to participate in their clinical assignments. This mileage is calculated from the RCC Campus. Therefore, it is imperative that students have a valid driver's license and reliable transportation. Program staff will not make exceptions or adjustments in clinical assignments based upon traveling distance.

- Students will be assigned to didactic and clinical experience not to exceed 40 hours per week (this does not include breaks, lunch, travel, or study time).
- Students will be assigned occasional afternoon, evening, and weekend clinical rotations. The clinical coordinator/instructor will post rotation schedules at the beginning of each semester.
- Students are not assigned clinical rotation on recognized holidays.
- Students receive vacation time according to the College's academic calendar. Summer vacation is scheduled before and/or after the summer session.
- Students receive meal periods of not less than 30 minutes when assigned for four or more hours of clinic assignments per day.
- Students should schedule all medical/dental appointments and other engagements during times when they are not participating in didactic or clinical experience.
- Tardiness in the clinical setting will not be tolerated. Tardiness in excess of 20 minutes will result in a full clinical day's absence, which must be made up (unless

- emergency situation can be validated). For tardies less than 20 minutes, 1 point per tardy (exceeding one occurrence) will be deducted from the final grade. Three tardies equals one absence, which will require a full clinical day for makeup time.
- Students are expected to participate in all scheduled didactic and clinical experiences. Absenteeism is defined as not being present for an assigned educational experience. No clinical absences are allowed unless a request for time off has been granted by the Radiography Clinical Coordinator (RCC-CC) or written documentation has been provided to explain an excused absence. A student may request time off from clinicals; however, the request must be made at least three weeks in advance, and missed time should be made up prior to the time off.
An excused absence is defined as:
 - a. Death in the immediate family (mother, father, child, sibling, grandparent, significant other),
 - b. Jury duty or court subpoena,
 - c. Sickness/ injury requiring a doctor's care. (This does not pertain to SCHEDULED doctor's appointments.) Requests for time off must be submitted in writing to the RCC-CC at least 2 weeks in advance of the requested absence (use Notification of Absence Form found in clinical notebook).
 - Students will not be allowed to re-schedule their clinical time without prior approval from the clinical coordinator or program director with a justified cause. All missed clinical time must be made up within 3 weeks of the absence or by the end of the semester, depending on which comes first. It is the student's responsibility to schedule make-up days and to communicate to the RCC-CC the day they have scheduled for make-up. (Make-up time MUST be completed in whole days rather than several partial days.) Any absence in excess of one will also result in a reduction of the final grade by 5 points per absence. Any absences not made up will result in a 10-point final grade deduction. If the student misses a scheduled makeup day for a previous absence without prior notification to Radiography faculty and clinical education center staff, the student is then responsible for making up the original missed day and the makeup day.
 - Attendance is vital for the Radiography student in the health care profession. Therefore, attendance is evaluated by the "Student Evaluation Form," as well as the "Student Time Sheet," and reflected in course grades.
 - All clinical competencies required for each semester are to be completed by the end of the last scheduled clinical day for that semester. "Incompletes" for deficiencies in clinical make-up time and incomplete competencies will not be granted without administrative approval and/or a medical doctor's excuse.

3.12.2 Equitable Learning Opportunities- Mammography Rotations

Robeson Community College Radiography Program has revised its policy, effective July 2017, regarding the placement of students in mammography clinical rotations to observe and/or perform breast imaging. (Additionally, the policy may be applied to any imaging procedures performed by professionals who are of the opposite gender of the patient.)

Under the revised policy, all students, male and female, will be offered the opportunity to participate in mammography clinical rotations. The Medical Imaging Department at Cape

Fear Valley-Bladen Healthcare serves as RCC Radiography Program's primary site to offer a mammography rotation to males and females enrolled in the Associate of Applied Science program. The criteria for students to observe, or participate in the performance of a mammography imaging procedure is outlined below:

- Mammographer will notify the patient that CFVBH is a teaching hospital and a male or female Radiography student is participating in clinical training.
- Mammographer will seek permission from the patient for a male or female student to observe or participate in the mammography imaging procedure.
- If permission is granted by the patient, the male or female student will be allowed to observe or participate in the performance of the mammography procedure.
- If permission is not granted by the patient, the male or female student will not be allowed to observe or participate in the performance of the mammography procedure.

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

Adoption of this policy regarding student clinical rotations in mammography is based on the sound rationale presented in a position statement on student mammography clinical rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at its April 2016 meeting. The JRCERT position statement is available on the JRCERT Web site, www.jrcert.org, Programs & Faculty, Program Resources.

3.13 LABORATORY PERFORMANCE GUIDELINES

- Students are required to demonstrate competency in positioning skills in the lab setting prior to attempting competency in the clinical setting.
- Every student is required to attend all clinical demonstrations and testing labs; if a student is absent during check-offs, the instructor will assign a time that the check-off is to be completed. If the student fails to attend without prior notification to the course/lab instructor, a zero will be given for the check-off grade and competency forms for those exams included in the lab testing will not be awarded. Failure to receive competency forms for ARRT required competencies will result in a failing grade for the course, and subsequent dismissal from the program.
- Students are not allowed to make any exposures in the Radiography lab unless supervised by Radiography staff. The Radiography program maintains compliance with the explanation provided by the JRCERT regarding Standard 5.3 which states the following:

Programs must develop policies regarding safe and appropriate use of energized laboratories by students. Students' utilization of energized laboratories must be under the supervision of a qualified radiographer who is available should students need assistance. If a qualified radiographer is not readily available to provide supervision, the radiation exposure mechanism must be disabled.

- Students are required to wear their personal dosimeters when performing lab experiments requiring exposure.
- The guidelines outlined above for didactic and clinical sessions are the same guidelines for clinical labs.

3.14 EARLY ALERT

The Radiography Program at Robeson Community College provides timely and supportive academic, behavioral, and clinical advisement to students enrolled in the program.

Programmatic Advising

Students enrolled in the Radiography Program are assigned to program faculty and receive academic advising throughout the program.

The Early Alert Notification System utilizes a document (Appendix K) to provide academic, behavioral, and clinical advisement to students enrolled in the program. Program staff complete and distribute Early Alert Notification Forms to students at the midpoint of each semester. The purpose of Early Alert Notification is to provide feedback to students regarding their performance. The form provides students the opportunity to request a conference to discuss the feedback provided by the staff. Additionally, the form provides program staff the opportunity to require a formal conference with the student. Students must sign the form and return them to the Radiography staff within 48 hours of distribution. Program staff file the signed Early Alert Notification Forms in the students' folders as evidence of advisement.

3.15 RADIOGRAPHY PROGRAM WITHDRAWAL/DISMISSAL POLICY

Students who fail to meet course, laboratory, clinical and/or program requirements, and/or demonstrate a pattern of unsatisfactory and unsafe behaviors may be dismissed from the Radiography Program. Listed below are examples warranting dismissal from the program.

- Student receives a final course grade of less than "C" with score below 80 in any required Radiography course.
- Student places others in physical or emotional jeopardy due to unprofessional student behavior.
- Student fails to meet legal and ethical standards or non-professional standards of practice.
- Student has excessive absences from clinical or didactic educational requirements, without prior approval.

- Student fails to pursue the learning objectives of the class due to excessive absences or lack of effort; the instructor can enforce an administrative withdrawal.
- Student accumulates (3) Unprofessional/Inappropriate Behavior Forms, which results in administrative withdrawal from the program.
- Student fails to abide by, or breach of, the Clinical Compliance Policy while enrolled in the program.
- Student's use of intoxicating beverages and/or illegal drugs during a Radiography Program educational function, or attending a Radiography Program educational function appearing as if still under the influence of an intoxicating beverages and/or illegal drugs.
- Student fails to abide by the rules and regulations of the clinical education site or Radiology Department, or student's presence in unauthorized areas of clinical education sites.
- Student is dismissed from a clinical site for inappropriate or unprofessional behavior.
- Student exhibits a failure to cooperate, portrays an antagonistic disposition, or fails to show empathy towards patients.
- Student falsifies Clinical Attendance Form, or allows verifying technologist to falsify Clinical Attendance Form.
- Student is caught cheating during any didactic or clinical assessment.
- Student exhibits conduct unbecoming of a professional, including dishonesty, cheating, theft, fighting on the premises of the College or clinical education sites, abuse or mishandling of a patient, and/or incompetence.

3.16 STUDENT WORK POLICY

All student didactic and clinical activities associated with the curriculum will be educational in nature. Students will not receive monetary remuneration during their clinical rotation, nor will they be substituted for hired staff personnel within the clinical affiliate, in the capacity of a radiologic technologist. Students may be employed by the clinical affiliate during hours when they are not involved in classroom, laboratory, or clinical assignments. Clinical time and employment must not overlap. Those second-year students who are employed as paid student technologists are not allowed to complete competencies while clocked in as an employee, nor are they allowed to supervise first year students. Moreover, if a student is employed, Radiography Program requirements take precedence over personal employment. Arrangements for a personal work schedule must be made so that work does not interfere with meeting the requirements of the Radiography Program.

3.17 GRADUATION REQUIREMENTS

3.17.1 RCC Radiography Program Requirements:

- Satisfactory completion of all courses in the Radiography Curriculum as outlined in the current College Catalog by the end of fifth semester. If requirements are not met at that time, the student will not be eligible for graduation or meet requirements for the registry exam.

- A grade of "C" or better with averaged test scores 80 or higher in ALL Radiography classes; Successful completion of general education courses including BIO 168- Anatomy and Physiology I, BIO 169- Anatomy and Physiology II, ENG 111- Writing and Enquiry, ENG 112- Writing/ Research in the Disciplines, MAT 143- Quantitative Literacy, MED 120- Survey of Medical Terminology, a Social/Behavioral Science Elective, and a Humanities /Fine Arts elective.
- Satisfactory achievement of all clinical competencies as outlined in the course syllabus. Failure to complete competencies required is subject to dismissal from the program.
- Satisfactory achievement of all clinical competency requirements as outlined by The American Registry of Radiologic Technologists. This includes the general patient care component and the radiologic procedures component.
- In addition to completion of the degree requirements for Radiography, to be employed in the field of Radiography, a student must pass The American Registry of Radiologic Technologists' (ARRT) certifying board exam, and may be required to obtain state certification as a Radiologic Technologist. The ARRT requires a passing score of 75 or greater and continuing education requirements for renewal of registration of certificates.

3.17.2 ARRT Certification Eligibility Requirements:

The American Registry of Radiologic Technologists (ARRT) is a credentialing organization that promotes high standards of patient care by recognizing individuals in medical imaging, interventional procedures and radiation therapy. ARRT eligibility for certification includes the following requirements:

- Be a graduate of an approved formal educational program acceptable to ARRT.
- Be a person of good moral character. The conviction of either a felony or misdemeanor, involving moral turpitude may indicate a lack of good moral character for registry purposes. The ARRT conducts a thorough review of all convictions to determine their impact on eligibility. Individuals may submit a preapplication to have the ARRT committee review history of convictions and evaluate eligibility (see ARRT Rules and Regulations for filing a pre-application at <https://www.arrt.org/Certification>).
- Agree to comply with the ARRT Rules and Regulations and the ARRT Standards of Ethics.
- Completion of application process and submitting appropriate fee.
- Receiving appropriate Candidate Status Report and Identification Number.
- Comply with rules and regulations for scheduling ARRT Exam.
- Pass the ARRT examination in the category for which certification is being sought.

The Radiography Program Director provides authorization for the student application. The authorization provided by the program director endorses that:

- the graduate has successfully completed all didactic and clinical competency requirements, including those identified by the ARRT; and
- the candidate has/will have completed all degree-related requirements of the program if it is accredited as degree granting.

3.18 STUDENT GRIEVANCE PROCEDURE/ DUE PROCESS

Radiography Students Only

Students who believe there has been a violation, misinterpretation, or inequitable application of any program policies or procedures have a formal grievance procedure.

Talk with the faculty member. The student should make an appointment with the appropriate program staff within 3 days of the occurrence or concern. In the event the matter cannot be resolved with the program staff member, the student may appeal the program staff member's decision as outlined below:

- i. The student shall present the concern in writing to the program director.
- ii. The program director shall confer with the student and the program staff member to seek a resolution of the appeal within three working days of receipt of the appeal. If the program staff member happens to also be the Program Director, then the appeal should be submitted to the Dean of University Transfer and Health Sciences.
- iii. Should the Program Director and student fail to reach a satisfactory resolution, the Program Director shall forward the appeal to the Dean of University Transfer and Health Sciences within three working days.
- iv. Should the Dean of University Transfer and Health Sciences and the student fail to reach a satisfactory resolution, the dean will forward the appeal to the Assistant Vice President for Instructional Services.
- v. Should the AVP and the student fail to reach a satisfactory resolution, the AVP will forward the appeal to the Vice President of Instructional Services. The decision of the Vice President providing administrative supervision for the program shall be made within three working days and the decision shall be considered final.

If a student wishes to file a grievance that is unrelated to the Radiography Program or faculty, the student will be instructed to follow guidelines published in RCC Catalog and Student Handbook. Students must follow the grievance procedure and complete grievance documents through the office of the Assistant Vice President of Student Services in the RCC Student Center.

3.19 NON-COMPLIANCE WITH JRCERT STANDARDS

If a student has a concern that the program is non-compliant with one of the JRCERT Standards, the student should follow the program's Grievance Procedure. In the event the matter cannot be resolved, the student may review the JRCERT website regarding noncompliance with the JRCERT Standards.

If the individual is unable to resolve the complaint with program/institution officials or believes that the concerns have not been properly addressed, he or she may submit an Allegations Report Form of non-compliance to the JRCERT. Complaints may be addressed to the following:

Chief Executive Officer
Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Ph: (312) 704-5300 Fax:
(312) 704-5304 e-mail:
mail@jrcert.org

SECTION 4 CODE OF CONDUCT

4.1 Dress Code

Students must report to each clinical assignment in full uniform. Uniforms must be clean, pressed, neat, and in good condition (do not bleach uniforms) and shoes must be clean and polished. Uniforms are to be worn for all clinical assignments. When scheduled at a hospital, students may be required to adhere to specific attire for certain areas within the hospital, and instructions will be given for those areas (Example: OR, NICU). Students reported out-of-uniform will be dismissed from the clinical site for that day. The time missed will count as an absence and make-up of the absence will follow the same guidelines as any other absence.

Uniform

- Pewter grey scrubs with appropriate embroidered school identification
White or black round-neck undershirt (to ensure chest hair is covered). If a student chooses to wear a long-sleeved shirt under their scrub top, the shirt must be round-neck, in white or black.
- White, black, or grey nursing or tennis shoes with minimal trim color (no open toes or heels)
- White, black, or pewter grey lab coat/ scrub warm-up jacket (optional)
- Name pin (2) (purchased from Castle Uniforms)
- Appropriate picture ID (provided by some clinical sites)
- Dosimeter
- Ball-point pen
- Wrist watch with second hand (****Smart watches are prohibited in the clinical setting.** **)
- Technique book (small memo pad)
- Clinical Notebook
- RCC Assigned Lead markers

4.2 Personal Hygiene Policy

The following principles will be observed as guidelines for the clinical areas. Students who fail to abide by these guidelines will be subject to immediate removal from the clinical area with an absence documented for the clinical day.

- All hair must be worn off the shoulder, up and neatly away from the face. If hair is long enough to reach the shoulder, it must be completely pulled back in a braid, bun, or ponytail. Male facial hair/ neckline must be kept well-groomed for professional appearance. Bandanas, printed headbands, hats, and sunglasses are not allowed.
- Hair and fingernails must be clean and neatly trimmed; length and style must be such that they in no way interfere with job performance or present a hazard to the patient or employee; only natural hair colors and neutral or clear nail polish is acceptable (acrylic or gel overlays and nail art are prohibited)
- Females may wear cosmetics if they are conservative and complement the uniform and their complexion. Eccentric, exaggerated, or trendy cosmetic styles and colors are inappropriate with the uniform and are prohibited. Unnatural looking eyelash extensions and false eyelashes are not allowed. Excessive eyeliner is also prohibited.
- Jewelry is limited to small earrings, wedding bands and watches; for females only, one earring per ear may be worn; for males, no jewelry except wrist watch and wedding band is allowed. Permanent jewelry (bracelets) must be covered by a wrist band. The College is not responsible for damage to permanent jewelry in the classroom, lab, or clinical settings.
- In consideration of patients, visitors, and co-workers, perfumes, highly fragranced lotions, colognes, and after-shave lotions are not to be used; however, deodorant should be sufficient to prevent body odor.
- Nose rings, brow rings, lip piercings and other various facial piercings must be removed; visible body jewelry and tattoos are not acceptable and must be covered in a manner that does not degrade the uniform or the profession; if visible, students will be dismissed from the clinical setting, an absence will be recorded, and make-up of the clinical absence will follow the same guidelines as any other absence. Multiple instances of this offense will result in administrative withdrawal from the program. Ear gauges are not allowed. Holes from ear gauges must be plugged with flesh colored gauge plugs.
- Chewing gum is not permitted.
- Sweaters are not permitted in the clinical area for safety reasons; only lab jackets and lab coats may be worn.
- Students must adhere to smoking policies established by the clinical education centers. Smokers should be mindful of their unpleasant odor to breath and clothing, as offensive breath, or smoke odors on clothing could lead to dismissal from a clinical site which would lead to dismissal from the program.

4.3 Professionalism/ Social Media Usage

Radiography Program faculty are dedicated to providing students with the knowledge and background necessary to develop a sense of professionalism extending into their careers. The concept of professionalism in health care is motivated by the primary goal of providing quality service to health care consumers of a diverse population. It is also a concept that involves a commitment to the development and maintenance of a level of

knowledge enabling the provider to utilize standards of care in the daily delivery of health care to the consumer. Students should remain cognizant of the professional ethics employed by healthcare professionals at all times, including participation in social networking applications such as Facebook, Instagram, Twitter, Snapchat, TikTok, etc. Breach of HIPAA on social media will result in the student's immediate dismissal from the program. Likewise, students are not allowed to post pictures taken in clinical education centers on social media. Furthermore, inappropriate comments by students (including, but not limited to defamatory, derogatory, or inflammatory remarks or racial slurs) on networking sites are subject to disciplinary action including administrative withdrawal from the Radiography Program.

4.3.1 Clinical Expectations

As a Radiography student, you are expected to perform as follows:

- Adhere to acceptable ethical and legal practices.
- Be prepared in theory and practice to complete the clinical focus for the day.
- Be dressed in appropriate uniform with RCC name tag, hospital ID, and dosimeter.
- Be responsible for the care of the assigned patients and imaging procedures.
- Conduct yourself in a professional manner and be responsible for the completion of specific duties:
 - a. Rooms must be kept clean and orderly.
 - b. Rooms must be kept well stocked and supplied with linens.
 - c. Patients should never be left unattended.
 - d. Rooms must be ready prior to escorting patients in for the examination.
 - e. No eating or drinking in the clinical assignment areas.
 - f. Gratuities may not be accepted from patients.
 - g. Use of intoxicating drugs or beverages is prohibited in the clinical assignment areas.
 - h. Heart rate, blood pressure, and respiration rate should be recorded for every patient undergoing an injection of iodinated contrast media.
 - i. Students may perform venipuncture only when they have successfully passed the clinical competency criteria and under the direct supervision of a staff Radiographer, Clinical Instructor, or Radiography nurse.
 - j. Use of profanity or disrespectful actions is prohibited in all clinical areas.
 - k. Patients are to be addressed in a respectful manner using patient's last name.
 - l. All patients must be properly identified by checking an arm band and having the patient repeat his or her full name and date-of-birth before initiating an imaging procedure.
 - m. If a student starts a procedure, professional courtesy is to complete the exam, unless the clinical instructor specifically gives different instructions.
 - n. Radiographic tables should be wiped with alcohol or appropriate disinfectant after each patient.
 - o. Linens should be changed after each patient.
 - p. Hands should be washed before and after each patient.

4.3.2 Unprofessional Behavior

Program faculty will not tolerate unprofessional behavior in the classroom, lab, or clinical environments. Radiography faculty and clinical instructors will document unprofessional behaviors using the Report of Student's Unprofessional/ Inappropriate Behavior Form (Appendix H). A student who violates the program's behavior policies will be required to meet with the clinical coordinator and the program director each time an Unprofessional Behavior Form is submitted. For the first offense, the program director will formally document the meeting, obtain a signature from the student that denotes an understanding of the expected improvement, and file the documentation in the student record. For the second offense, the same process will be followed, but a 10-point deduction from the final grade of the course in which the violation occurred will also be documented. A student that acquires (3) Unprofessional/ Inappropriate Behavior Forms will be administratively withdrawn from the program. Examples of unprofessional clinical behavior that will result in dismissal from the clinical site include, but are not limited to:

- Inadequate preparation for clinical assignment. (Example: dress code)
- Failure to communicate changes in scheduled clinical assignments (Ex. Absenteeism, make-up time) with the Clinical Instructor.
- Use of cellular devices, smart watches, etc. during class, lab, or clinical education experiences.
- Inappropriate verbal or nonverbal communication with patient, staff, or instructor.
- Unsatisfactory performance, demonstration of unprofessional/unethical behavior, and/or consistent inability to perform skills.
- Conduct or performance that would impair or interfere with clinical assignment. (Example: alcohol or drugs)
- Inappropriate behavior which could cause harm to patient or others.
- Failure to abide by, or breach of, the Clinical Compliance Policy.
- Breach of confidentiality and violation of HIPAA law.
- Exhibiting conduct unbecoming of a professional, including insubordination, leaving the clinical education center without prior authorization by program faculty and/or clinical site staff, incompetence, disruption of the educational environment during didactic classes, laboratory experiences, or clinicals, and/ or poor attitude toward patients, faculty, classmates, or clinical staff

4.3.3 Clinical Conduct

The program staff has high expectations of students and expects students to perform as outlined below:

- **Conduct:** Refrain from inappropriate touching, gossiping, needless complaining, smoking, loud talking, boisterous laughing, gum chewing, and any other activities that could disturb patients or is inappropriate behavior in the clinical setting.
- **Criticism:** Complaints and/or grievances should be documented and discussed with the program director and clinical coordinator.

- Ethics: Students are responsible for observing the Code of Ethics adopted by The American Registry of Radiologic Technologists.
- Language: Students are expected to use appropriate language in all conversations.
- Personal affairs: Students should not discuss personal problems or business matters at the healthcare facility.
- Students should not approach physicians for attention to their personal needs during clinical duty.
- Personal relationships: Students should conduct themselves in a professional manner at all times.
- Weapons: Students are forbidden to bring firearms, knives or other weapons to the healthcare facility or college. Violation of this policy will result in immediate dismissal from the clinical site and the program.

4.4 LIABILITY INSURANCE AND HOSPITAL REGULATIONS

All students must be covered by liability insurance before practicing in the clinical laboratory. Insurance is provided through the College, and a cost is included with the student activity fees which are collected in the tuition payment. Students are governed by rules, regulations, and employee health policies of the cooperating hospital (Example: OSHA). A policy book is available in each of the hospitals.

4.5 STUDENT INSURANCE

If a student is a full-time student, he/she is covered by an accidental policy that covers injuries to and from school and/or clinicals, during school related events, and while at clinical sites. It is the student's responsibility to file the claim within 24 to 48 hours after the accident. Information to file claims may be obtained from RCC's Business Office. Robeson Community College does not handle the insurance claims for the students.

4.6 CONFIDENTIALITY

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) further ensures confidentiality of patient records. Prospective and current Radiography students must maintain patient confidentiality. Any and all information concerning patients must be held in the strictest of confidence and may not be disclosed except to the healthcare individuals providing care to that patient. Health information concerning patients should not influence one's attitude toward quality of care or treatment of patients. Students found guilty of breach of confidentiality will be subject to disciplinary action and/or dismissal from the program. Students are required to read and adhere to all material provided within the HIPAA training. Violation of HIPAA law could result with federal charges. Information regarding HIPAA provided during orientation, and thorough coverage is provided in the RAD 110, RAD Intro and Patient Care.

4.7 LEGAL DOCUMENTS

Radiography students are not allowed to sign any legal documents for patients or to act as a witness for medical/legal documents for scheduled operative exams or procedures.

4.8 RADIATION SAFETY

Robeson Community College ensures the radiation safety of students and adheres to the JRCERT Standard 5.1 which states:

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

Radiography students must clearly understand the importance of radiation protection, and the concepts of the “As Low As Reasonably Achievable” (ALARA) principle. The printed data, rules and regulations are located in the Robeson Community College Radiation Protection Plan which is discussed in RAD 110, Introduction to Radiologic Technology and Patient Care. Students must sign a document indicating they understand and will comply with all radiation protection rules and regulations established by Nuclear Regulatory Commission (NRC), the state, and Robeson Community College’s Radiography Program.

Robeson Community College has a contract with Landauer, Inc. This company provides the OSL radiation monitoring devices (dosimeters) that each faculty member/student is required to wear during clinical duty or exposures in the Radiography lab. Landauer provides monthly reports of OSL monitoring devices, which are forwarded to the Program Director, who serves as the designated Radiation Safety Officer for RCC. Reports are reviewed by the RSO to verify minimal exposure. Faculty members and students are required to review exposure reports and acknowledge results by initialing and dating the document within thirty days of receiving the report. The reports are kept in a three-ring binder, labeled “Landauer Reports,” which is locked and secured at all times.

The dosimeter shall be worn at collar level at all times. If the faculty member or student is wearing a lead apron, the device shall be outside the apron.

If the student suspects there has been an excessive exposure or a radiation accident, he or she should immediately notify Candice Ward, RSO. The RSO will evaluate the incident. If necessary, based on the investigation levels outlined below, the RSO will notify:

Division of Radiation Protection
P.O. Box 27687
Raleigh, NC 27611
(919) 571-4141

Investigation Levels

The investigation levels for external radiation exposure, which, if exceeded, will initiate review or investigation by the Radiation Safety Officer and Clinical Coordinator, are as follows:

Investigational Dose Levels (mrem per calendar quarter)		
	Level I	Level II
Total effective dose equivalent (deep dose equivalent plus internal dose, if any)	40-79 mrem	≥80 mrem
Lens of the eye	50-149 mrem	≥150 mrem
Any extremity, skin, or organ (shallow dose equivalent for skin)	150-499 mrem	≥500 mrem

**These investigational dose levels have been set by Robeson Community College to ensure radiation safety for our students and faculty. They are NOT the maximum allowable dose limits set by the state of North Carolina. **

Faculty annual occupational limits as defined by regulation 10A NCAC 15 .1604:

- A. Total Effective Dose Equivalent 5 rems or 5,000 mrem
(deep dose equivalent plus internal dose, if any)
- B. Lens of the Eye 15 rems or 15,000 mrem
- C. Any Extremity, Skin, or Organ 50 rems or 50,000 mrem
(shallow dose equivalent for skin)

Annual educational limits as defined by regulations 10A NCAC 15 .1612 and NCRP 116:

- A. Total Effective Dose Equivalent .1 rems or 1,000 mrem
(deep dose equivalent plus internal dose, if any)
- B. Lens of the Eye 1.5 rems or 1,500 mrem
- C. Any Extremity, Skin, or Organ 5 rems or 5,000 mrem
(shallow dose equivalent for skin)

The following actions will be taken for instances in which the investigational levels have been met:

- If the dose is below Level I, no action is required.
- If the dose is Level I, the RSO will meet with the faculty member or student to try to find the cause of the excessive exposure. The faculty member or student will be counseled on proper radiation protection methods and the “Excessive Exposure Report” form (see Appendix J) will be completed. No other action is needed unless deemed appropriate by the RSO.
- If the dose is Level II, the RSO will meet with the faculty member or student to determine the cause of the overexposure. The RSO will complete an “Excessive Exposure Report” form (see Appendix J) and counsel the faculty member or student on proper radiation protection methods. Adjustments to the student’s clinical assignments will be made if necessary. A report of the investigation, any actions taken, and a copy of the individual’s dosimetry record will be kept on file and made available to state inspectors for review. If occurrence warrants, the North Carolina Radiation Protection Section will be notified.

In order to ensure radiation safety for the student, each student is required to:

- Always wear his/her dosimeter at collar level when in the clinical area.
- Immediately report the loss of a dosimeter.
- Return dosimeters to the program director/or clinical coordinator the ninth of each month.
- Always wear a leaded apron and thyroid shield when performing fluoroscopic, portable, or operative procedures; the dosimeter is worn at collar level outside the lead apron.
- Always wear leaded gloves if the hands are to be placed in the primary beam.
- Wear protective shield and extend the exposure cord at least 6 feet when performing portable examinations.
- Never hold a patient during exposure for a radiographic procedure.
- Make every attempt to use the Radiologist as a barrier during fluoroscopic procedures, by standing behind the Radiologist whenever possible.

4.9 MRI Safety

To maintain compliance with the Joint Review Committee on Education in Radiologic Technology's (JRCERT) Standards, Robeson Community College Radiography Program has established a policy for students who might potentially enter the Magnetic Resonance Imaging (MRI) suite at any point in the program. Students in the Radiography Program may be asked to assist in moving/ transporting patients in the MRI department. In addition, second year students may choose to complete observation rotations in advanced modalities to determine if they are interested in continuing their education after the Radiography program.

MRI equipment operates by use of a very intense magnetic field. This magnetic field is not only within the MRI scanner, but also surrounds the scanner at varying degrees of intensity according to the distance from the bore of the magnet. The magnetic is always on, therefore the student should check with the MRI technologist prior to entering the MRI suite to ensure it is safe to go in. Unsecured magnetically susceptible (ferromagnetic) materials, even from a distance, can accelerate into the bore of the magnet with significant enough force to cause damage to equipment and/or severe, and potentially fatal, injury to patients, staff, and other personnel in its path.

To ensure students are educated on the potential hazards associated with MRI, and before students are allowed to assist/ observe in the MRI department, all students must complete the MRI screening process. This process takes place annually as part of the RAD 151 (new students) and RAD 251 (second-year students) clinical education courses. Students will:

1. Review the MRI Screening Policy and sign stating their acknowledgement and understanding of the policy.
2. Watch the "Safe MRI Practices" video published by ASRT.
3. Complete the MRI Safe Practices Quiz with a score of 80 or higher.
4. Complete the MRI Screening Form

Once students have completed these steps, Radiography faculty will review the students' screening forms to determine if students are deemed safe for entrance into the MRI department. If Radiography faculty have concerns about student responses on the forms, the forms will be submitted for review by registered MRI personnel at one of the program's clinical education centers. Situations in which the student is considered unsafe for the MRI environment will be dealt with on a case-by-case basis. It is the student's responsibility to report any changes in their MRI screening information after the form is submitted. If changes need to be made, a new form must be completed and submitted for approval.

After completion of the MRI screening process, and subsequent approval, students are reminded to always remove any detachable metallic (ferromagnetic) objects before entering the MRI suite. These items include jewelry, piercings, credit cards, electronic devices, hearing aids, hair pins, clothing with metallic thread or fasteners, etc. Failure to follow the policies for removal of ferromagnetic objects prior to entering the MRI suite will result in the completion of a Report of Student's Unprofessional/ Inappropriate Behavior Form.

Students must always be in the direct supervision of MRI personnel anytime they are in the MRI suite. Furthermore, students are required to adhere to the MRI policies of the clinical affiliate. Students may also be subject to additional screening at MRI facilities, and must disclose personal information which may be viewed as a health risk by an individual clinical education center.

The student's failure to complete the requirements of the MRI screening process will result in failure to meet the requirements for the related clinical course. As a result, the student will be administratively withdrawn from the program.

4.10 PHYSICAL AND MENTAL REQUIREMENTS

Due to the nature of the work required of the student in the Radiography program, the student applicant must be:

- Able to reach, manipulate and operate the equipment necessary to obtain the requested Radiographic image.
- Able to move, lift, manipulate and observe a patient as necessary to obtain the requested procedure.
- Able to visually assess patients, visually acknowledge medical orders/ test results, and evaluate an appropriate plan of action for excellent patient care and quality images for the patient.
- Able to clearly communicate, both orally and in written expression, with patients, instructors, and staff; to give and receive information relevant to the patient; to be able to hear accurately to gather information about the patient and operate exposure control with audible signals from equipment.
- Able to make appropriate judgment in an emergency or when the situation is not clearly governed otherwise.

- Able to demonstrate emotional and psychological health in day-to-day situations with patients and staff in routine and non-routine situations and in the daily didactic and clinical situations
- Able to stand for extended periods of time during clinical rotations.

4.11 INCLEMENT WEATHER

Robeson Community College provides emergency notification services to students, faculty, and staff via phone, email, text, social media, website, call boxes, and a public warning system. Examples of notifications include weather closings, facility closings, timely warning of criminal activity, and general announcements for students and employees. These notifications are sent through the RCC Alert System and students are automatically registered in the system upon enrollment at the College. Students can make changes to their contact information for the Alert System through the Self-Service Portal Link. The public warning system broadcasts emergency messages over electronic sirens which incorporate custom tones, pre-recorded emergency messages, and live voice capabilities.

If Robeson Community College is closed for the day, all Radiography classes, labs, and assignments at clinical educational sites would be cancelled as well. It is the student's responsibility to check the institution's learning management system for out-of-class assignments. If the announcement indicates a delayed opening, students should report to clinical education sites or classes at the delayed time indicated.

4.12 STUDENT HEALTH

All students will be required to have a complete physical examination with a statement from the physician stating they are both physically and mentally competent to enter the Radiography Program. Physicals must be submitted prior to the scheduled orientation session. Students who have not submitted proper documents or required medical forms will not be granted full acceptance in the Radiography program, unless prior permission or arrangements have been given by the Program Director. Failure to comply with guidelines will result in the student not gaining full acceptance into the Radiography program.

4.12.1 Clinical Incident

Robeson Community College Radiography Program is always concerned for the safety and well-being of their Radiography students. In the event of an incident while on clinical duty, the following steps must be followed in reporting the incident.

Steps for reporting incidents at Clinical Education Centers:

1. Immediately report incident(s) to supervising technologist and clinical instructor.
2. If immediate emergency care is needed for student, please report to the nearest emergency room or healthcare service provider.

3. Request the clinical instructor to contact the Clinical Coordinator and Program Director immediately.
4. Complete a clinical incident report for the clinical education center and adhere to their procedure for an incident; complete the RCC Clinical Incident Report (see Appendix G) and submit to the Clinical Coordinator within 48 hours of the incident. Students are required to complete and submit their own insurance claims with personal insurance provider and with RCC. Students are advised to submit documents within 24 to 48 hours from the time of the incident.
5. Other safety personnel from the clinical site may need to be involved depending on the nature and cause of incident, (Ex: Infection Control Nurse, Risk Management Officer, Fire and Safety Engineer). Clinical Instructor, Supervising Technologist, Clinical Coordinator and Program Director will advise if additional information or instructions are needed.

4.12.2 Student Illness at Clinical Education Center

Students who become ill while on duty in the clinical site must first report to the Clinical Instructor for the clinical education center and the RCC Clinical Coordinator who will decide if the student should return home or go to the Outpatient Department for emergency treatment. If the RCC Clinical Coordinator cannot be reached, the students should contact the Program Director. Students who receive emergency treatment in the Outpatient Department of any hospital will be billed as a private patient.

The Program Staff or Clinical Instructor will use their professional judgment to determine if a student is not physically or mentally able to provide safe patient care. The student will be asked to leave the clinical education center for the following reasons. (List is not all-inclusive)

- a. Physical illness (obvious symptoms of Covid, flu, fever, N/V, etc.)
- b. Inappropriate verbal/nonverbal communications with patients/clients, staff, instructor, or peers
- c. Demonstration of thought disturbances such as irrational thinking, delusions, hallucinations, etc.
- d. Refusal to perform an activity expected of a student
- e. Inability to function in expected role of a student
- f. Inability to follow simple directions
- g. Nonprofessional and inappropriate behavior
- h. Alcohol or substance abuse (alcohol breath, staggering gait, observation of use, etc.)

The Program Staff or Clinical Instructor will use their professional judgment to determine when the student may return to the clinical site if they have been dismissed for an illness. If said behavior recurs, the student may be administratively withdrawn from the Radiography Program.

4.13 DRUG POLICY/SUBSTANCE ABUSE

Robeson Community College's Policy Governing Student Misconduct states, "...A student may not knowingly use, sell, deliver, or manufacture those drugs designated as "controlled substances" in Article 5 of Chapter 90 of N.C. General Statutes..."

Once a student has successfully entered the Radiography program, it is the responsibility of the student and program staff to assure that safe participation occurs with Radiography education in the classroom and assigned clinical sites. RCC Radiography Program requires students to be verified as drug free.

Students who use, misuse, or abuse alcohol, any prescription drugs, illegal drug, or any controlled substance in the clinical setting or while representing the Radiography program shall be considered guilty of misconduct. Inappropriate behavior or breach of the Clinical Compliance Policy will result in disciplinary action including termination from the program. The Radiography program has a "zero tolerance" policy for drug or alcohol abuse. This policy does not apply to prescription drugs used in accordance with a physician's orders. Students using prescribed medication that could result in their impairment while in the clinical setting must discuss their situation with the Radiography Clinical Coordinator or Program Director. If it is determined that the student is not capable of performing satisfactorily, the student will be required to medically withdraw until their situation changes.

4.13.1 Discretionary Cause

The program director reserves the right to require a student to submit to a random or unannounced drug screen at any time with probable cause. The cost of the drug screening will be the sole responsibility of the student at the time of testing. If drug screening reveals positive results, consequences will be immediate dismissal from the program with no appeals allowed. If a urine sample is analyzed as "too dilute" by the testing facility, the student must submit samples until the test can be completed with a definitive negative or positive result. Any additional cost is at the expense of the student.

4.14 PROFESSIONAL MEETINGS AND LECTURES

Students are encouraged to attend professional meetings and lectures. Senior students are strongly encouraged to attend a seminar with a mock registry. Students may do so on a voluntary basis. Cost of registration, travel, meals, lodging, and other expenses are paid by the student. Students attending professional meetings and lectures may receive credit for attendance toward course requirements.

4.15 COMMUNICABLE DISEASE POLICY

Students receive instruction regarding Standard Precautions during hospital orientation sessions; record of attendance is placed in the student's folder. Standard Precautions is also covered during RAD 110, Introduction and Patient Care in the student's first fall semester prior to clinical assignments.

Communicable Disease Policy Precautions to Prevent Transmission of HIV:

Medical history and examination cannot identify all patients infected with the Human Immunodeficiency Virus (HIV), the virus that causes Acquired Immunodeficiency Syndrome (AIDS), or other blood pathogens. Diseases can be transmitted through exposure to body fluids, including secretions and excretions. The potential risk that health care workers may be exposed to blood and body fluids emphasizes the need to consider ALL patients as potentially infected with transmittable pathogens. All health care workers and students should adhere rigorously to infection control precautions in order to minimize the risk of exposure to blood and body fluids of all patients.

To minimize the transmission of blood-borne pathogens, UNIVERSAL BLOOD AND BODY FLUID PRECAUTIONS should be used in the care of ALL patients.

All students are required to use appropriate barrier precautions to prevent skin and mucous membrane exposure when in contact with blood or other body fluids with patients. Gloves should be worn in all situations involving blood and body fluids, mucous membranes, or non-intact skin of all patients, and for handling items or surfaces soiled with blood or body fluids. Students are to wear gloves when performing venipuncture and other vascular access procedures. It is imperative that gloves be changed after contact with each patient. Masks and protective eyewear or face shields should be worn during procedures that are likely to generate droplets or splashing of blood and body fluids. Mask and eyewear are to prevent body fluid exposure to mucous membranes of the mouth, nose, and eyes. Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or other body fluids.

Students should be careful to ensure their hands and other skin surfaces are washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should also be washed immediately after gloves are removed.

All health care workers should take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during procedures. Students must be extremely careful when cleaning instruments, and when handling sharp instruments after procedures, to prevent injuries. In an effort to prevent self-inflicted needle sticks, during disposal of used needles, it is important that students do not attempt to recap needles. After they are used, disposable syringes and needles, scalpel blades, and other sharp items should be placed in a puncture resistant container for disposal; the puncture resistant container should be located close to the work area and near a sink. Large bore reusable needles should be placed in a puncture resistant container for transport to the reprocessing area.

Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use in areas in which the need for resuscitation is predictable.

Students who have open lesions or weeping dermatitis should refrain from all direct patient care, and from handling patient care equipment, until the condition resolves. Pregnant students/health care workers are not known to be at a greater risk of contracting HIV infection than health care workers who are not pregnant; however, if a health care worker develops HIV infection during pregnancy, the infant is at risk of infection resulting from prenatal transmission. Because of this risk, pregnant health care workers should be especially familiar with, and strictly adhere to, precautions to minimize the risk of HIV transmission. Implementation of universal blood and body fluid precautions for all patients eliminates the need for use of the isolation category of "Blood and Body Fluid Precautions" previously recommended by CDC for patients known or suspected to be infected with blood-borne pathogens. Isolation precautions (e.g., enteric, "AFB") should be used as necessary if associated conditions such as infections, diarrhea, or tuberculosis are diagnosed or suspected.

Precautions for Invasive Procedures:

An invasive procedure is defined as surgical entry into tissues, cavities, or organs or repair of major traumatic injuries 1) in an operating or delivery room, emergency department, or outpatient setting, including both physicians' and dentists' offices; 2) cardiac catheterization and angiographic procedures; 3) a vaginal or cesarean delivery or other invasive obstetric procedure during which bleeding may occur; or 4) the manipulation, cutting, or removal of any oral or perioral tissues, including tooth structure, during which bleeding occurs or the potential for bleeding exists. The universal blood and body fluid precautions listed above, combined with the precautions listed below, should be the minimum precautions for all such invasive procedures.

All students/health care workers who participate in invasive procedures must routinely use appropriate barrier precautions to prevent skin and mucous membrane contact with blood and other body fluids of all patients. Gloves and surgical masks must be worn for all invasive procedures. Protective eyewear or face shields should be worn for procedures that commonly result in the generation of droplets, splashing of blood or other body fluids, or the generation of bone chips. Gowns or aprons made of materials that provide an effective barrier should be worn during invasive procedures that are likely to result in the splashing of blood or other body fluids.

If a glove is torn or a needle stick or other injury occurs, the glove should be removed and new gloves used as promptly as patient safety permits; the needle or instrument involved in the incident should also be removed from the sterile field. An incident report should be completed and signed with a witness. Appropriate hospital personnel, program director and clinical coordinator must receive a copy.

4.16 OCCUPATIONAL EXPOSURE TO BLOOD-BORNE PATHOGENS

All students are required to follow the clinical affiliates' written exposure control plan. Program staff encourage Radiography students to receive the Hepatitis B vaccination series as outlined in the Physical Examination Form. If the student declines, the student must sign a waiver.

If the student is exposed during their clinical rotation, they must report their exposure to the clinical instructor and follow procedures regarding post exposure evaluation and follow-up.

Eye protection is recommended. If a student elects to purchase eye protection, it is at his or her own expense. Clinical affiliate provides protective equipment such as gloves, gowns, laboratory coats, face shields or masks, mouthpieces, resuscitation bags, pocket masks or other ventilation devices at no cost to the student.

The clinical affiliate will maintain extensive confidential medical records for individuals receiving an occupational exposure and retain such records for at least the duration of education plus 30 years.

Students are encouraged to read the Center for Disease Control website at www.cdc.gov to keep abreast of the facts and regulations.

4.17 PREGNANCY POLICY

Robeson Community College Radiography Program has a published pregnancy policy that is consistent with applicable federal regulations and state law guidelines. The policy is made known to accepted and enrolled female students, and contains the following elements:

Written notice of voluntary declaration with three options:

- Option for student to continue in the program without modifications
- Option for student to continue with temporary modifications
- Option for student to discontinue the program due to pregnancy

Or:

- Written withdrawal of declaration of pregnancy

Robeson Community College Radiography Program has a Radiation Protection Plan, and a component of that plan is a pregnancy policy. The policy is compliant with the regulations of the Nuclear Regulatory Commission (NRC), and adheres to all radiation safety regulations of North Carolina Department of Radiation Protection. Furthermore, the program's policy is in compliance with Title IX regulations, and should a student declare pregnancy while enrolled in the program, program staff will work with the College's Title IX Coordinator and/or legal counsel to discuss any specific circumstances associated with the student's pregnancy and completion of program requirements. Radiography students are made aware of the pregnancy policy, and the importance of utilizing the ALARA (As Low As Reasonably Achievable) principle to minimize radiation to the pregnant female and the fetus.

The pregnancy policy is published in the Radiography Student Handbook of Guidelines and Procedures and is discussed during the program orientation. All female students are required to read the pregnancy policy and sign the Pregnancy Policy Acknowledgement Form, see Appendix C. The Pregnancy Policy Acknowledgement Form denotes that the student understands and will adhere to the program's pregnancy policy. The pregnancy

policy provides a student options to continue in the program. If a student declares pregnancy, a Declaration of Pregnancy Form must be completed (see Appendix D).

The pregnancy policy and Student Declaration of Pregnancy Form provide the student options to continue in the program. The student may choose one of the three options:

- Continue in the program with no change in clinical rotation or scheduling
- Continue with temporary modifications, reassigning clinical rotations if a previously scheduled area will result in higher levels of radiation exposure
- Withdrawal from the program- if a student voluntarily withdraws from the program, the student may request readmission based upon the program's readmission policy.

Also, the student has the right at any time to voluntarily withdraw a pregnancy declaration. If a student declares pregnancy, the student may opt to withdraw their pregnancy declaration using the program's Withdrawal of Pregnancy Declaration Form (see Appendix E).

In order to minimize any possible danger to the fetus, the student will be immediately advised by the program director or RSO (Radiation Safety Officer) about the precautions the student should take in her remaining clinical assignments in areas of higher radiation exposure (fluoroscopy, portable examinations, operating room examinations, nuclear medicine, and special procedures). The declared pregnant student will receive a second (fetal) dosimeter, which will be worn at the abdomen level (under the lead apron when such apron is worn) during all clinical assignments. The student's dosimeter records will be reviewed and carefully monitored monthly. During fluoroscopy, portables, surgical procedures, and special procedures, the pregnant student must wear a 0.5 mm (Pb) lead equivalent, wrap-around apron. The recommendations of the National Council on Radiation Protection Report #116 states that a dose limit to the fetus from occupational exposure of the pregnant mother shall not exceed .05 mSv per month (50mrem/mo) or 0.5 rem (500 millirem) for the entire gestational period.

Whether or not the student decides to voluntarily declare her pregnancy status, it is strongly advised that the student confer with her own private health care provider(s) about the physical performance requirements and demands which are associated with the practice of Radiography. Should the student elect NOT to declare her pregnancy status, it is understood that the program is under no requirement to provide any measures with regard to radiation safety other than those which are routinely afforded to all enrolled Radiography students.

If the student desires to withdraw from the program, no partial credit will be assigned for any course not fully completed. Reinstatement of a student who has withdrawn due to pregnancy will occur under the following conditions:

- a. Space is available in the class such that the maximum student capacity established by the JRCERT is maintained. Students who withdraw under the pregnancy policy will be given first priority for readmission.

- b. The student has completed all minimum requirements of the program up to the point of withdrawal.
- c. The final decision regarding readmission will be determined by the college's senior administration and the Program faculty.
- d. It is the responsibility of the student to initiate the readmission procedure by completing a new application form.
- e. Adhere to the Readmission Policy outlined in Section 3.6.

It is both practice and procedure of the Radiography Program to offer the highest standard of radiation protection to the student. Consequently, Robeson Community College will not be held responsible for, and is hereby, forever, released from liability for, any death, injury, disease, illness disability or impairment of either the student or the student's child or children, due to radiation exposure, including, but not limited to, such exposure during pregnancy. Information concerning a student's withdrawal due to pregnancy will be held in strictest confidence.

4.18 American Registry of Radiologic Technologists Code of Ethics

Preamble

Ethical professional conduct is expected of every member of the American Society of Radiologic Technologists and every individual registered by the American Registry of Radiologic Technologists. As a guide, the ASRT and the ARRT have issued a code of ethics for their members and registrants. By following the principles embodied in this code, radiologic technologists will protect the integrity of the profession and enhance the delivery of patient care.

Adherence to the code of ethics is only one component of each radiologic technologist's obligation to advance the values and standards of their profession. Technologists also should take advantage of activities that provide opportunities for personal growth while enhancing their competence as caregivers. These activities may include participating in research projects, volunteering in the community, sharing knowledge with colleagues through professional meetings and conferences, serving as an advocate for the profession on legislative issues and participating in other professional development activities.

By exhibiting high standards of ethics and pursuing professional development opportunities, radiologic technologists will demonstrate their commitment to quality patient care.

Code of Ethics

- The radiologic technologist conducts himself or herself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.
- The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.

- The radiologic technologist delivers patient care and services unrestricted by concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion or socio-economic status.
- The radiologic technologist practices technology founded with theoretical knowledge and concepts uses equipment and accessories consistent with the purpose for which they were designed and employs procedures and techniques appropriately.
- The radiologic technologist assesses situations; exercises care, discretion and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
- 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 of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
- The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice and demonstrates expertise in minimizing radiation exposure to the patient, self and other members of the health care team.
- The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
- The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy and reveals confidential information only as required by law or to protect the welfare of the individual or the community.

The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues and investigating new aspects of professional practice.

Robeson Community College
Radiography Program
Clinical Sites Information

<p><u>Southeastern Health</u> 300 W 27th Street, Lumberton, NC 28358 (910) 671-5152</p> <ul style="list-style-type: none"> • Sabine Cox (CI/ Diagnostic Supervisor) 	<p><u>Southeastern Orthopedic</u> (Located on 2nd floor of Southeastern Health Park) 4901 Dawn Drive, Lumberton, N.C. (910) 738-1065</p> <ul style="list-style-type: none"> • Laura Welch (CI)
<p><u>Southeastern Radiological Associates</u> 209 W 27th Street, Lumberton, NC (910) 738-8222</p> <ul style="list-style-type: none"> • Tiffany McLellan • Jeff Inman (Supervisor) 	<p><u>Southeastern Urgent Care-Pembroke</u> 923 West 3rd Street, Pembroke, N.C. (910) 521-0564</p> <ul style="list-style-type: none"> • Barry Chadwick (CI)
<p><u>CFV- Bladen County Hospital</u> 501 South Poplar St, Elizabethtown, NC (910) 862-5165</p> <ul style="list-style-type: none"> • Craig Creech (CI) • Anthony (Tony) Brisson (Radiology Manager/ CI) 	<p><u>Columbus Regional Healthcare System</u> 500 Jefferson Street, Whiteville, NC (910) 642-8011 (EXT. 2200 or 2201)</p> <ul style="list-style-type: none"> • Paige McDowell (CI) • Ashley Wilson (Imaging Manager)
<p><u>Scotland Memorial Hospital</u> 500 Lauchwood Drive, Laurinburg, NC (910) 291-7000 ext. 7737</p> <ul style="list-style-type: none"> • Krystal Bullard (CI) 	<p><u>Cape Fear Valley – Fayetteville</u> 1638 Owen Dr., Fayetteville, NC (910)615-8135</p> <ul style="list-style-type: none"> • Melissa Tosto (CI)
<p><u>Dillon Family Medical Center</u> 600 North Sixth Street, Dillon, SC (843) 774-7336 Ext. 363 (leave message if calling before 8:00am)</p> <ul style="list-style-type: none"> • CI- Jennifer Gaddy 	<p><u>Cape Fear Valley- Hoke Hospital</u> 210 Medical Pavilion Drive, Raeford, NC (910)904-8031- Imaging Dept. (910)904-8149- (Hospital Switchboard)</p> <ul style="list-style-type: none"> • Rochelle Carter (CI) • Clyde Hough (Director of Imaging)
<p><u>Allen Orthopedic</u> 404 Hatfield Court, Lumberton, NC (910) 738-3358</p> <ul style="list-style-type: none"> • W. Jody Johnson (Part-time CI) • Walter Cheeks (Lead tech) 	<p><u>Emerge Ortho</u> 5160 Ocean Hwy W, Shallotte, NC 28470 (910)991-2014</p> <ul style="list-style-type: none"> • Emily Dozier (CI)
<p><u>Advanced Imaging- Whiteville</u> 619 Jefferson St., Suite 2, Whiteville, NC (910)642-9085</p> <ul style="list-style-type: none"> • Gilford Murphy (CI) 	<p><u>Advanced Imaging- Leland</u> 509 Olde Waterford Way, Suite 104, Leland, NC (910)640-4380</p> <ul style="list-style-type: none"> • Shannon Miller (CI)

For emergency situations only: Please make a copy of this page to leave with your family so they can contact you during clinicals in case of emergency.



RADIOGRAPHY PROGRAM
Handbook of Guidelines and Procedures Acknowledgement Form

I hereby acknowledge receipt of the Robeson Community College Radiography Student Handbook of Guidelines and Procedures. I understand that I am responsible for reading the handbook and following the policies and procedures as described herein. I also understand that this manual is not intended to be all-inclusive and that individual instructors may establish additional policies, provided these policies do not conflict with this manual or the policies, rules, or regulations of Robeson Community College. Furthermore, I have specifically read and understand the ARRT Code of Ethics, the Clinical Compliance Policy, and the Radiation Safety Policies.

Student's Name (Printed)

Student's Signature

Date

Program Director

Date



RADIOGRAPHY PROGRAM
Consent for Release of Information

I hereby consent to the release of information about my academic status and other information contained in educational records maintained by Robeson Community College to all clinical affiliate institutions of the Robeson Community College Radiography Program, and to the administrative and professional staff of said clinical affiliate institutions who are in any way connected to the clinical training provided through the College's Radiography Program. In providing this consent to the release of information, I recognize that I am waiving rights I may have under State and Federal privacy laws.

Student's Name (Printed)

Student's Signature

Date

Program Director

Date



RADIOGRAPHY PROGRAM
Pregnancy Policy Acknowledgement Form

I have read the Pregnancy Policy carefully, understand the contents, and agree to comply with the policy.

Student's Name (Printed)

Student's Signature

Date

Program Director

Date

Clinical Coordinator

Date



RADIOGRAPHY PROGRAM
Declaration of Pregnancy Form

This document is specifically for a Radiography student who has declared they are pregnant.

The Program Director (Radiation Safety Officer) has consulted with the student the issues of radiation protection during pregnancy and how the fetus is susceptible to radiation exposure. The student must adhere to the guidelines in the Radiography Handbook under the section titled “Pregnancy Policy.”

In addition, students must select one of the following options:

- _____ Option 1 -- Continue in Radiography program with no change in clinical rotation or scheduling.

- _____ Option 2 – Continue in the Radiography program with temporary modifications, reassigning clinical rotations if previously scheduled area will result in higher levels of radiation exposure. (ex. Fluoroscopy, OR, and portables) but are not excused from performing procedures or check offs that are required for that specific semester in clinical rotations.

- _____ Option 3 – Withdrawal from the program- if a student withdraws from the program as result of pregnancy, the student may request readmission based upon the program’s readmission policy.

It is both practice and procedure of the Department of Radiography to offer the utmost in radiation protection to the student. Robeson Community College will not be held responsible for, and is hereby, forever, released from liability for any death, injury, disease, illness, disability or impairment of either the student or the student’s child or children, due to radiation exposure, including, but not limited to, such exposure during pregnancy.

I have read and thoroughly understand the above document in reference to my pregnancy as a Radiography student. I have made my selection of the options provided and will adhere to all of the guidelines provided in the pregnancy policy and options document. I understand Radiography staff will work in collaboration with the College’s Title IX Coordinator and/or legal counsel to ensure compliance with Title IX regulations for circumstances associated with my pregnancy, if necessary.

_____	_____	_____
Student’s Name (Printed)	Student’s Signature	Date
_____	_____	
Program Director’s Signature	Date	
_____	_____	
Clinical Coordinator’s Signature	Date	



RADIOGRAPHY PROGRAM
Withdrawal of Pregnancy Declaration Form

This document is specifically for a Radiography student that has declared they are no longer pregnant.

_____ Option 1 – Students may continue in Radiography program with no change in clinical scheduling and/or rotations.

_____ Option 2 –Withdrawal from the Radiography program, due to complications from a recent pregnancy, if student’s health permits, student may reapply for Radiography program.

It is both practice and procedure of the Department of Radiography to offer the utmost in radiation protection to the student. Robeson Community College will not be held responsible for, and is hereby, forever, released from liability for any death, injury, disease, illness, disability or impairment of either the student or the student’s child or children, due to radiation exposure, including, but not limited to, such exposure during pregnancy.

I have read and thoroughly understand the above document in reference to my pregnancy as a Radiography student. I have made my selection of the options provided and will adhere to all of the guidelines provided in the pregnancy policy and options document.

Student’s Name (Printed) Student’s Signature Date

Program Director’s Signature Date

Clinical Coordinator’s Signature Date



RADIOGRAPHY PROGRAM
Patient Confidentiality Agreement

As a new Radiography student, I understand that I must agree and adhere to the following:

1. I understand that all information regarding a patient, or former patient, whether in the hospital, office, imaging center, etc. is confidential and is to be used only for treatment and care of the patient.
2. All communication regarding a patient's history, accidents, or procedures, whether medical or otherwise, is strictly confidential, and is not to be given to anyone other than health care professionals involved with treatment of the patient. Information regarding patient admissions or discharge should never be disclosed, even to a relative.
3. I clearly understand the importance of the Patient Privacy Act and HIPAA Laws, and will always abide by the law by never disclosing patient information with anyone that does not have the legal authority or need to know. Violations could result in federal charges and imprisonment.
4. I understand that I am to function as a professional in all the clinical education sites, and I will conduct myself accordingly. Excellent patient care is expected at all times. I must always adhere to rules and regulations of the clinical education site. When in doubt, I will consult the clinical instructor(s) for clarification.
5. I understand that I will rotate through multiple clinical education sites, and I must be professional and courteous at all times to patients, staff radiographers, employees and other members of the healthcare staff.
6. I clearly understand that Radiography students are not allowed to sign any legal documents for patients or to act as a witness for medical/legal documents for scheduled operative exams or procedures.

I verify that I have read and agree to comply with the guidelines set forth in this Patient Confidentiality Agreement:

PRINT NAME

SIGNATURE

DATE



RADIOGRAPHY PROGRAM
Student Accident/Incident Report

Student's Name: _____

Address: _____ Phone: _____

Emergency Contact's Name/Phone #: _____

When did Accident/Incident Occur? Date: _____ Time: _____

Location of accident/incident: _____

Type of Injury/Site/Sickness: _____

Cause: _____

Witness: _____

Explain Incident:

Recommendation Program Director:

Clinical Instructor's Signature: _____ Date: _____

PD's Signature: _____ Date: _____

Student's Signature: _____ Date: _____

Copies: Safety Director, Assistant Vice President



RADIOGRAPHY PROGRAM
Report of Student's Unprofessional/Inappropriate Behavior

Name of student: _____ Date: _____

Clinical site/ Course Number: _____

Behavior of student (Be very specific):

Report completed by: _____

Clinical Coordinator: _____ Date: _____

Recommendation:

Program Director: _____ Date: _____

Consequences of behavior:

Signature of student: _____ Date: _____



RADIOGRAPHY PROGRAM
JRCERT Allegations Reporting Form

Name of Student: _____ Date: _____

Allegation:

Date of incident/allegation: _____

Location if applicable: _____

RCC Official: _____ Date: _____

Date Forwarded to JRCERT: _____



RADIOGRAPHY PROGRAM
Excessive Exposure Report

Student: _____ Student ID# _____

Date range of current report: _____

Dosimetry reading and level of current exposure: _____

Quarterly exposure total (Previous 2 months plus current month): _____

Clinical Education Site for current month: _____

Clinical Instructor for current month: _____

Explanation for excessive exposure:

"This report is furnished to you under the provisions of 10A NCAC 15 .1000: NOTICES: INSTRUCTIONS: REPORTS AND INSPECTIONS. You should preserve this report for future reference."

Report Submitted to NRC/NCRP: ___ Yes ___ No If yes, date of submission: _____

Consultation/Recommendation/Action by Program Director:

Program Director's Signature

Date

Student's Signature

Date

All supporting documentation must be attached to this form and a copy provided to the student.



RADIOGRAPHY PROGRAM
Early Alert Notification Form

Student's Name: _____ Date of distribution: _____

Academic Advisement and Progress:

Clinical Advisement and Progress:

Behavioral Advisement:

- Instructor requests a formal conference with the student
- Instructor does not request a formal conference with the student

Instructor's Signature/Date: _____

Student Acknowledgement of Advisement:

- I have reviewed the Early Alert Notification Form and do not request a formal conference to discuss my progress in the program at this time.
- I have reviewed the Early Alert Notification Form and request a formal conference to discuss my progress in the program at this time.

Student's Signature/Date: _____

Appendix L

**Robeson Community College Radiography Program
Student MRI Screening Form**

Name: _____

Date: _____

	Yes	No
1. Have you had any prior surgery or an operation of any kind? If yes, please indicate the date and type of surgery. Date: _____ Surgery Type: _____		
2. Have you had an injury to the eye involving a metallic object (metallic slivers, foreign body, etc.)? If yes, please describe: _____		
3. Have you ever been injured by a metallic object or foreign body (BB, bullet, shrapnel, etc.)? If yes, please describe: _____		
4. Do you have any piercings? If yes, please initial stating you understand you are required to remove all piercing before entering the MRI suite. Initials: _____		
5. Please indicate if you have any of the following:		
• Aneurysm clip(s)		
• Cardiac pacemaker		
• Implanted cardioverter defibrillator (ICD)		
• Electronic implant or device		
• Magnetically-activated implant or device		
• Neurostimulator system		
• Spinal cord stimulator		
• Cochlear implant or implanted hearing aid		
• Insulin or infusion pump		
• Implanted drug infusion device		
• Any type of prosthesis or implant		
• Artificial or prosthetic limb		
• Any metallic fragment or foreign body		
• Any external or internal metallic object		
• Hearing aid		
• Other device: _____		

****Pregnancy Notice:** The declared pregnant student who continues to work in or around the MR environment should not remain with the MR scanner room or Zone IV during data acquisition or scanning.

I attest that the above information is correct to the best of my knowledge. If any of this information changes, I will inform radiography program faculty.

Additionally, I understand that I must remove all metal objects (jewelry, hearing aids, credit/debit cards, electronic devices, etc.) before entering the MRI suite.

Signature: _____ **Date:** _____

For Office Use Only -----

_____ The student has not identified any contraindications to entering MR Zones III or IV.

_____ The student has identified contraindications to entering MR Zones III and IV. The student has been advised not to progress past MR Zone II unless screened by a MR Technologist at the clinical facility.

Radiography Program Faculty Signature: _____ **Date:** _____

Robeson Community College
Radiography Program
MRI Screening Policy

To maintain compliance with the Joint Review Committee on Education in Radiologic Technology's (JRCERT) Standards, Robeson Community College Radiography Program has established a policy for students who might potentially enter the Magnetic Resonance Imaging (MRI) suite at any point in the program. Students in the Radiography Program may be asked to assist in moving/ transporting patients in the MRI department. In addition, second year students may choose to complete observation rotations in advanced modalities to determine if they are interested in continuing their education after the Radiography program.

MRI equipment operates by use of a very intense magnetic field. This magnetic field is not only within the MRI scanner, but also surrounds the scanner at varying degrees of intensity according to the distance from the bore of the magnet. The magnetic is always on, therefore the student should check with the MRI technologist prior to entering the MRI suite to ensure it is safe to go in. Unsecured magnetically susceptible (ferromagnetic) materials, even from a distance, can accelerate into the bore of the magnet with significant enough force to cause damage to equipment and/or severe, and potentially fatal, injury to patients, staff, and other personnel in its path.

To ensure students are educated on the potential hazards associated with MRI, and before students are allowed to assist/ observe in the MRI department, all students must complete the MRI screening process. This process takes place annually as part of the RAD 151 (new students) and RAD 251 (second-year students) clinical education courses. Students will:

1. Review the MRI Screening Policy and sign stating their acknowledgement and understanding of the policy.
2. Watch the "Safe MRI Practices" video published by ASRT.
3. Complete the MRI Safe Practices Quiz with a score of 80 or higher.
4. Complete the MRI Screening Form

Once students have completed these steps, Radiography faculty will review the students' screening forms to determine if students are deemed safe for entrance into the MRI department. If Radiography faculty have concerns about student responses on the forms, the forms will be submitted for review by registered MRI personnel at one of the program's clinical education centers. Situations in which the student is considered unsafe for the MRI environment will be dealt with on a case-by-case basis. It is the student's responsibility to report any changes in their MRI screening information after the form is submitted. If changes need to be made, a new form must be completed and submitted for approval.

After completion of the MRI screening process, and subsequent approval, students are reminded to always remove any detachable metallic (ferromagnetic) objects before entering the MRI suite. These items include jewelry, piercings, credit cards, electronic

devices, hearing aids, hair pins, clothing with metallic thread or fasteners, etc. Failure to follow the policies for removal of ferromagnetic objects prior to entering the MRI suite will result in the completion of a Report of Student's Unprofessional/ Inappropriate Behavior Form.

Students must always be in the direct supervision of MRI personnel anytime they are in the MRI suite. Furthermore, students are required to adhere to the MRI policies of the clinical affiliate. Students may also be subject to additional screening at MRI facilities, and must disclose personal information which may be viewed as a health risk by an individual clinical education center.

The student's failure to complete the requirements of the MRI screening process will result in failure to meet the requirements for the related clinical course. As a result, the student will be administratively withdrawn from the program.

Student's Acknowledgement of MRI Screening Policy

I, _____, have read and understand the MRI Screening Policy for the Robeson Community College Radiography Program. I agree to abide by the requirements of the policy, and understand the consequences of my failure to do so.

Student's Printed Name

Student's Signature

Date

Program Director's Signature

Clinical Coordinator's Signature



Appendix N

PICTURE/ VIDEO CONSENT FORM

Date: _____

I, _____, give my consent for Robeson Community College to use any video footage, still pictures, or audio material shot during my two-year enrollment in the Radiography Program starting _____ and ending _____ for media promotional purposes, published articles, or on social media.

SIGNED: _____

Student Signature

WITNESSED: _____

Radiography Program Director