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The HCC Radiologic Technology Program Reserves The Right To Change and/or Add Policies As Necessary.

CODE OF ETHICS FOR THE PROFESSION OF RADIOLOGIC TECHNOLOGY

Principle 1

The radiologic technologist conducts herself or himself in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.

Principle 2

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.

Principle 3

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

Principle 4

The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.

Principle 5

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

Principle 6

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.

Principle 7

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 healthcare team.

Principle 8

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

Principle 9

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

Principle 10

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.

AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS

Standard of Ethics

Eligibility for certification requires that the applicant be of good moral character. Conviction of a misdemeanor or felony may indicate a lack of good moral character for ARRT purposes. Conviction of a crime, including a felony, a gross misdemeanor, or a misdemeanor with the sole exception of speeding and parking violations, are considered violations of the Standards of Ethics. All alcohol and/or drug related violations must be reported.

The ARRT Ethics Committee reviews the information provided by individuals concerning convictions to determine if a violation of the Standards has occurred and if sanctions are appropriate.

The Committee determines the level of sanction for each conviction. Violations such as violent crimes against another person or multiple crimes indicating a pattern of illegal behavior are more serious and may warrant a more severe sanction. Any misrepresentation or the falsification of information on ARRT application forms is considered to be serious violation of professional ethics and may result in revocation or permanent ineligibility.

Since the ethics review must be completed before eligibility is determined, students are requested to begin the review process as early as possible. Failure to provide the necessary information in a timely manner could result in a delayed assignment to an examination. For some students, this delay may result in lost employment opportunities.

If you have any questions regarding the reporting requirements for felony or misdemeanor convictions, please contact your instructor or the Department of Regulatory Services at the ARRT office.

ARRT
1255 Northland Drive
St. Paul, MN 55120
651.687.0048
www.arrt.org

ARRT Qualifications for Certification Eligibility

II. ELIGIBILITY FOR CERTIFICATION

A. General Qualifications

Candidates must comply with the "Rules of Ethics" contained in the ARRT Standards of Ethics. The Rules of Ethics are standards of minimally acceptable professional conduct for all Registered Technologists and applicants. The Rules of Ethics are intended to promote the protection, safety and comfort of patients. Registered Technologists and applicants engaging in any of the conduct or activities noted in the Rules of Ethics, or who permit the occurrence of said conduct or activities with respect to them, have violated the Rules of Ethics and are subject to sanctions as described. One issue addressed by the Rules of Ethics is the conviction of a crime. Including a felony, a gross misdemeanor, or a misdemeanor with the sole exception of speeding and parking violations. All alcohol and/or drug related violations must be reported. Conviction as used in this provision includes a criminal proceeding where a finding or verdict of guilt is made or returned but the adjudication of guilt is either withheld or not entered, or a criminal proceeding where the individual enters a plea of guilty or nolo contendere. All potential violations must be investigated by the ARRT in order to determine eligibility. Registered technologists and applicants who violate the Rules of Ethics must provide the ARRT with a written explanation, including court documentation of the charges, with the application for examination. The court documentation must verify the nature of the conviction, the nature of the sentence imposed by the courts, and the current status of the sentence. If an applicant is convicted between the time of application and the exam administration date, it is the applicant's responsibility to inform the ARRT immediately and begin the review process. Additional information may be found in the ARRT Rules and Regulations (Appendix D) and in the ARRT Standards of Ethics (Appendix E).

Individuals who have violated the Rules of Ethics may request a pre-application review of the violation in order to obtain a ruling of the impact on their eligibility for ARRT examination. The individual may submit a pre-application form at any time with before or after entry into an approved educational program. This review may enable the individual to avoid delays in processing the application for examination that is made at the time of graduation. The pre-application is not contained in the Handbook and must be requested directly from the ARRT. Submission of a pre-application request form does not waive the application for examination, the examination fee, or any of the other application procedures.

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

I have been provided a copy of the ARRT Eligibility for Certification - General Qualifications. I understand it is the individual applicant's responsibility to contact the ARRT with any concerns about violations of the Rules of Ethics.

Student Signature _____ Date _____

RADIOLOGY COURSE DESCRIPTIONS

RA 102 X-ray Terminology and Pathology **3 hours credit**

Fundamentals of x-ray terminology including prefixes, suffixes, word roots and combining forms and anatomical terminology with emphasis upon topographic anatomy and pathology.

RA 105 Radiographic Exposures I **4 hours credit**

Radiographic quality and the factors affecting it. Radiation protection and biological aspects of radiation. Routine radiographic positioning and film critiques and laboratory experiments. Students required to be "on-site" two hours a week in a radiology department.

RA 106 Radiographic Exposures II **4 hours credit**

Radiographic quality and the factors affecting it; laboratory experiments using radiographic exposure; routine radiographic positioning; and film critiques. Students required to be "on-site" two hours per week in a radiology department.

Prerequisite: RA 105

RA 110 Introduction to Clinical Training **3 hours credit**

Radiographic contrast procedures, x-ray departmental routines, venipuncture, and pharmacology. New developments in radiologic technology, professional ethics, legal considerations, body substance precautions, patient care, and radiologic technologist job responsibilities.

Prerequisite: RA 105

RA 115 Radiologic Physics **4 hours credit**

Basic atomic and nuclear physics with application of radiation in medicine and methods of radiation protection. Emphasis of mathematical equation is on direct clinical application.

BI 115 Basic Radiation Biology **2 hours credit**

Effects of ionizing radiation in biological systems and background for understanding the public right to minimal radiation exposure. For persons enrolled in the Radiologic Technology Program. Two hours lecture per week.

Prerequisite: BI 103 or concurrent enrollment

RA 201 Clinical Training I **8 hours credit**

Application of radiologic sciences theory and techniques. Performance will be under the direct supervision of a certified radiologic technologist. Competency in ten of the mandatory examinations required. Prerequisite: RA 205

RA 202 Clinical Training II**8 hours credit**

Application of radiologic sciences theory and techniques. Independent performance under the direct or indirect supervision of a certified radiologic technologist. Demonstration of competency in fifteen mandatory and five elective competencies is required. Participation in clinical rotations through five areas of specialty training is required.

Prerequisite: RA 201

RA 203 Clinical Training III**5 hours credit**

Application of radiologic sciences theory and techniques. Independent performance under the direct or indirect supervision of a certified radiologic technologist. Demonstration of competency in the remaining mandatory and elective examinations and a final competency is required.

Prerequisite: RA 202

RA 205 Radiographic Exposures III**4 hours credit**

Radiographic quality and factors affecting it. Principles of tomography, image intensification, indirect viewing devices, portable x-ray equipment and quality assurance. Routine radiographic positioning and film critique. Students required to be "on site" two hours per week in a radiology department.

Prerequisite: RA 106

RA 210 Imaging Modalities**2 hours credit**

Imaging principles, equipment and contrast media of special imaging modalities including ultrasound, angiography, computed tomography, digital imaging and magnetic resonance imaging.

Prerequisite: RA 205

RA 211 Skull Radiography**2 hours credit**

Anatomy and radiographic positioning of skull, facial bone, sinuses, mastoids and temporal bone. Film assessment of anatomy, positioning and technique.

Prerequisite: RA 205

RA 212 Physical Foundation of Radiology**4 hours credit**

X-ray production, interaction and modifying factors at the x-ray control panel and within the patient. Review of radiation protection principles.

Prerequisite: RA 201

RA 213 Radiographic Principles**3 hours credit**

Review of the fundamental principles of radiologic technology. Successful completion of a Simulated Registry Examination.

Prerequisite: RA 202

CURRICULUM

Freshman

First Semester

<u>Course</u> <u>Hour</u>	<u>Credit Hour</u>
Radiographic Exposures I	4
X-ray Terminology	3
Radiologic Physics	4
Public Speaking -or- Interpersonal Communications	3
Total 1st Semester	14

Second Semester

<u>Course</u>	<u>Credit</u>
Radiographic Exposures II	4
Intro to Clinical Training	3
Basic Radiation Biology	2
General Psychology	3
Job Search and Retention	1
Microcomputer Literacy	2
Total 2nd Semester	15

Summer

<u>Course</u>	<u>Credit Hour</u>
Radiographic Exposures III	4
Total Summer Semester	4

Sophomore

First Semester

<u>Course</u> <u>Hour</u>	<u>Credit Hour</u>
Clinical Training I	8
Imaging Modalities	2
Skull Radiography	2
Total 1st Semester	12

Second Semester

<u>Course</u>	<u>Credit</u>
Clinical Training II	8
Physical Found. Radiology	4
Total 2nd Semester	12

Summer

<u>Course</u>	<u>Credit Hour</u>
Clinical Training III	5
Radiographic Principles	3
Total Summer Semester	8

PROGRAM ACCREDITATION

The Hutchinson Community College Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The accreditation process offers both a means of providing public assurance of a program meeting accreditation standards and a stimulus to programmatic improvement. The JRCERT Standards for Accredited Educational Program in Radiologic Sciences require a program to demonstrate a variety of assessment approaches and its ability to document its effectiveness. The STANDARDS are included on the next page.

Any complaints and other allegations of non-compliance with the JRCERT Standards can be directed to the JRCERT or Radiology Program Director.

The address of the JRCERT is:

20 N. Wacker Drive, Suite 2850
Chicago, Illinois 60606-3182
Email address: mail@jrcert.org
Web site: www.jrcert.org

Any complaints regarding program policies and procedures should be directed to the Radiology Program Director or the Allied Health Department Co-Chairperson.

Standards for an Accredited Educational Program in Radiologic Sciences

JRCERT Accreditation Standards

Standard One

Integrity

Standard One: The program demonstrates integrity in the following:

- **Representations to communities of interest and the public,**
- **Pursuit of fair and equitable academic practices, and**
- **Treatment of, and respect for, students, faculty, and staff.**

Objectives:

In support of **Standard One**, the program:

- 1.1 Adheres to high ethical standards in relation to students, faculty, and staff.
- 1.2 Provides equitable learning opportunities for all students.
- 1.3 Provides timely, appropriate, and educationally valid clinical experiences for each admitted student.
- 1.4 Limits required clinical assignments for students to not more than 10 hours per day and the total didactic and clinical involvement to not more than 40 hours per week.
- 1.5 Assures the security and confidentiality of student records, instructional materials, and other appropriate program materials.
- 1.6 Has a grievance procedure that is readily accessible, fair, and equitably applied.
- 1.7 Assures that students are made aware of the **JRCERT Standards for an Accredited Educational Program in Radiography** and the avenue to pursue allegations of non-compliance with the **STANDARDS**.
- 1.8 Has publications that accurately reflect the program's policies, procedures, and offerings.
- 1.9 Makes available to students, faculty, and the general public accurate information about admission policies, tuition and fees, refund policies, academic calendars, academic policies, clinical obligations, grading system, graduation requirements, and the criteria for transfer credit.
- 1.10 Makes the program's mission statement, goals, and student learning outcomes readily available to students, faculty, administrators, and the general public.
- 1.11 Documents that the program engages the communities of interest for the purpose of continuous program improvement.
- 1.12 Has student recruitment and admission practices that are non-discriminatory with respect to any legally protected status such as race, color, religion, gender, age, disability, national origin, and any other protected class.

- 1.13 Has student recruitment and admission practices that are consistent with published policies of the sponsoring institution and the program.
- 1.14 Has program faculty recruitment and employment practices that are non-discriminatory with respect to any legally protected status such as race, color, religion, gender, age, disability, national origin, and any other protected class.
- 1.15 Has procedures for maintaining the integrity of distance education courses.

Standard Two:

Resources

Standard Two: The program has sufficient resources to support the quality and effectiveness of the educational process.

Objectives:

In support of **Standard Two**, the program:

Administrative Structure

- 2.1 Has an appropriate organizational structure and sufficient administrative support to achieve the program's mission.
- 2.2 Provides an adequate number of faculty to meet all educational, program, administrative, and accreditation requirements.
- 2.3 Provides faculty with opportunities for continued professional development.
- 2.4 Provides clerical support services, as needed, to meet all educational, program, and administrative requirements.

Learning Resources/Services

- 2.5 Assures JRCERT recognition of all clinical education settings.
- 2.6 Provides classrooms, laboratories, and administrative and faculty offices to facilitate the achievement of the program's mission.
- 2.7 Reviews and maintains program learning resources to assure the achievement of student learning.
- 2.8 Provides access to student services in support of student learning.

Fiscal Support

- 2.9 Has sufficient ongoing financial resources to support the program's mission.
- 2.10 For those institutions and programs for which the JRCERT serves as a gatekeeper for Title IV financial aid, maintains compliance with United States Department of Education (USDE) policies and procedures.

Standard Three***Curriculum and Academic Practices***

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

Objectives:

In support of **Standard Three**, the program:

- 3.1 Has a program mission statement that defines its purpose and scope and is periodically reevaluated.
- 3.2 Provides a well-structured, competency-based curriculum that prepares students to practice in the professional discipline.
- 3.3 Provides learning opportunities in current and developing imaging and/or therapeutic technologies.
- 3.4 Assures an appropriate relationship between program length and the subject matter taught for the terminal award offered.
- 3.5 Measures the length of all didactic and clinical courses in clock hours or credit hours.
- 3.6 Maintains a master plan of education.
- 3.7 Provides timely and supportive academic, behavioral, and clinical advisement to students enrolled in the program.
- 3.8 Documents that the responsibilities of faculty and clinical staff are delineated and performed.
- 3.9 Evaluates program faculty and clinical instructor performance regularly to assure instructional responsibilities are performed.

Standard Four
Health and Safety

Standard Four: The program's policies and procedures promote the health, safety, and optimal use of radiation for students, patients, and the general public.

Objectives:

In support of **Standard Four**, the program:

- 4.1 Assures the radiation safety of students through the implementation of published policies and procedures that are in compliance with Nuclear Regulatory Commission regulations and state laws as applicable.
- 4.2 Has a published pregnancy policy that is consistent with applicable federal regulations and state laws, made known to accepted and enrolled female students, and contains the following elements:
 - Written notice of voluntary declaration,
 - Option for student continuance in the program without modification, and
 - Option for written withdrawal of declaration.
- 4.3 Assures that students employ proper radiation safety practices.
- 4.4 Assures that medical imaging procedures are performed under the direct supervision of a qualified radiographer until a student achieves competency.
- 4.5 Assures that medical imaging procedures are performed under the indirect supervision of a qualified radiographer after a student achieves competency.
- 4.6 Assures that students are directly supervised by a qualified radiographer when repeating unsatisfactory images.
- 4.7 Assures sponsoring institution's policies safeguard the health and safety of students.
- 4.8 Assures that students are oriented to clinical education setting policies and procedures in regard to health and safety.

Standard Five

Assessment

Standard Five: The program develops and implements a system of planning and evaluation of student learning and program effectiveness outcomes in support of its mission.

Objectives:

In support of **Standard Five**, the program:

Student Learning

- 5.1 Develops an assessment plan that, at a minimum, measures the program's student learning outcomes in relation to the following goals: clinical competence, critical thinking, professionalism, and communication skills.

Program Effectiveness

- 5.2 Documents the following program effectiveness data:
- Five-year average credentialing examination pass rate of not less than 75 percent at first attempt.
 - Five-year average job placement rate of not less than 75 percent within six months of graduation.
 - Annual program completion rate,
 - Graduate satisfaction, and
 - Employer satisfaction.
- 5.3 Makes available to the general public program effectiveness data (credentialing examination pass rate, job placement rate, and program completion rate) on an annual basis.

Analysis and Actions

- 5.4 Analyzes and shares student learning outcome data and program effectiveness data to foster continuous program improvement.
- 5.5 Periodically evaluates its assessment plan to assure continuous program improvement.

Standard Six

Institutional/Programmatic Data

Standard Six: The program complies with JRCERT policies, procedures, and STANDARDS to achieve and maintain specialized accreditation.

Objectives:

In support of **Standard Six**, the program:

Sponsoring Institution

- 6.1 Documents the continuing institutional accreditation of the sponsoring institution.
- 6.2 Documents that the program's energized laboratories are in compliance with applicable state and/or federal radiation safety laws.

Personnel

- 6.3 Documents that all faculty and staff possess academic and professional qualifications appropriate for their assignments.

Clinical Education Settings

- 6.4 Establishes and maintains affiliation agreements with clinical education settings.
- 6.5 Documents that clinical education settings are in compliance with applicable state and/or federal radiation safety laws.

Program Sponsorship, Substantive Changes, and Notification of Program Officials

- 6.6 Complies with requirements to achieve and maintain JRCERT accreditation.

HUTCHINSON COMMUNITY COLLEGE AND AREA VOCATIONAL SCHOOL RADIOLOGIC TECHNOLOGY PROGRAM

Mission Statement

The mission of the Hutchinson Community College Radiologic Technology Program is to provide a curriculum of basic sciences and practical clinical training that provides graduates with the necessary knowledge, technical competency, and ethical responsibility to deliver safe, high quality medical imaging services in a variety of health care environments. The program establishes rigorous and measurable performance standards for all students and fosters the professionalism needed for patient-centered health care delivery. The program provides students with the necessary prerequisite requirements to transfer to other institutions to further their educational and career goals.

PROGRAM GOALS AND OUTCOMES

1. Students will be clinically competent.
 - 1.1 Students/graduates will effectively position patients.
 - 1.2 Students will appropriately provide radiation protection.
 - 1.3 Students will demonstrate knowledge and skills of patient care.
 - 1.4 Students will select appropriate technical factors.
2. Students will demonstrate professionalism and professional growth.
 - 2.1 Students/graduates will demonstrate proper behaviors expected of healthcare professionals
 - 2.2 Students/graduates will participate in professional development.
3. Students will demonstrate necessary problem solving and critical thinking skills.
 - 3.1 Students will demonstrate independent judgment and discretion.
 - 3.2 Students will demonstrate the ability to modify the procedure of non-routine examinations.
4. Students will demonstrate communication skills.
 - 4.1 Students will demonstrate written communication skills
 - 4.2 Students will demonstrate oral communication skills
5. To provide graduates who will satisfy the affiliate hospitals, communities, and profession's need for certified radiographers.
 - 5.1 Students enrolled in the program graduate from the program.
 - 5.2 Graduates are able to find employment in the profession.
 - 5.3 Graduates will pass the ARRT exam on the first attempt.
 - 5.4 Employers will be satisfied with the graduates performance.
 - 5.5 Graduates indicate an overall satisfaction with the program.

Technical Standards

In order to ensure patient safety and welfare, the student must demonstrate “with or without accommodations” in order to successfully complete the program:

1. Sufficient eyesight to observe teaching methods and patients, manipulate equipment and accessories, and evaluate radiographs for quality.
2. Sufficient hearing to communicate effectively with members of the healthcare team and patients and hear various patient, equipment and background sounds.
3. Sufficient gross and fine motor coordination and strength to manipulate equipment and accessories including above the head, lift a minimum of fifty (50) pounds, and respond promptly to patient’s needs.
4. Satisfactory intellectual and emotional functions to ensure patient safety and to exercise independent judgment in the performance of assigned responsibilities in stressful situations.
5. Satisfactory verbal, written, and reading skills to effectively and promptly communicate in English.
6. The ability to work collaboratively and demonstrate ethical behaviors with all members of the healthcare team.

If anyone needs accommodations to meet the above criteria, please contact the Program Director immediately.

I have read and understand the above criteria and believe I can meet these requirements with reasonable accommodations.

Date: _____ **Student Name:** _____

Witness: _____

Please sign with a witness, date and return to Hutchinson Community College Radiologic Technology Program.

A PATIENT'S BILL OF RIGHTS

1. The patient has the right to considerate and respectful care.
2. The patient has the right to and is encouraged to obtain from physicians and other direct caregivers relevant, current, and understandable information concerning diagnosis, treatment, and prognosis.

Except in emergencies when the patient lacks decision-making capacity and the need for treatment is urgent, the patient is entitled to the opportunity to discuss and request information related to the specific procedures and/or treatments, the risks involved, the possible length of recuperation, and the medically reasonable alternatives and their accompanying risks and benefits.

Patients have the right to know the identity of physicians, nurses, and others involved in their care, as well as when those involved are students, residents, or other trainees. The patient also has the right to know the immediate and long-term financial implications of treatment choices, insofar as they are known.

The patient has the right to make decisions about the plan of care prior to and during the course of treatment and to refuse a recommended treatment or plan of care to the extent permitted by law and hospital policy and to be informed to consequences of this action. In case of such refusal, the patient is entitled to other appropriate care and services that the hospital provides or transfers to another hospital. The hospital should notify patients of any policy that might affect patient choice within the institution.

3. The patient has the right to have an advance directive (such as a living will, health care proxy, or durable power of attorney for health care) concerning treatment or designating a surrogate decision maker with the expectation that the hospital will honor the intent of that directive to the extent permitted by law and hospital policy.

Health care institutions must advise patients of their rights under state law and hospital policy to make informed medical choices, ask if the patient has an advance directive, and include that information in patient records. The patient has the right to information about hospital policy that may limit its timely ability to implement fully a legally valid advance directive.

4. The patient has the right to every consideration of privacy. Case discussion, consultation, examination, and treatment should be conducted so as to protect each patient's privacy.
5. The patient has the right to expect that all communications and records pertaining to his/her care will be treated as confidential by the hospital, except in cases such as suspected abuse and public health hazards when reporting is permitted or required by law. The patient has the right to expect that the hospital will emphasize the confidentiality of this information when it releases it to any other parties entitled to review information in these records.
6. The patient has the right to review the records pertaining to his/her medical care and to have the information explained or interpreted as necessary, except when restricted by law. The patient has the right to expect that, within its capacity and policies, a hospital will make reasonable response

to the request of a patient for appropriate and medically indicated care and services. The hospital must provide evaluation, service, and/or referral as indicated by the urgency of the case. When medically appropriate and legally permissible, or when a patient has so requested, a patient may be transferred to another facility. The institution to which the patient is to be transferred must first have accepted the patient for transfer. The patient must also have the benefit of complete information and explanation concerning the need for, risks, benefits, and alternatives to such a transfer.

7. The patient has the right to ask and be informed of the existence of business relationships among the hospital, educational institutions, other health care providers, or payers that may influence the patient's treatment and care.
8. The patient has the right to consent to or decline to participate in proposed research studies or human experimentation affecting care and treatment or requiring direct patient involvement, and to have those studies fully explained prior to consent. A patient who declines to participate in research or experimentation is entitled to the most effective care that the hospital can otherwise provide.
9. The patient has the right to expect reasonable continuity of care when appropriate and to be informed by physicians and other caregivers of available and realistic patient care options when hospital care is no longer appropriate.
10. The patient has the right to be informed of hospital policies and practices that relate to patient care, treatment, and responsibilities. The patient has the right to be informed of available resources for resolving disputes, grievances, and conflicts, such as ethics committees, patient representatives, or other mechanisms available in the institution. The patient has the right to be informed of the hospital's charges for services and available payment methods.

A Patient's Bill of Rights was first adopted by the American Hospital Association in 1973. This revision was approved by the AHA Board of Trustees on October 21, 1992.

DUE PROCESS

Students who believe they have been treated unfairly with regard to academic regulations such as academic honesty, academic probation and dismissal and reinstatement may request in writing a hearing before the Vice President of Academic Affairs. The appeal must be received by the Vice President of Academic Affairs' office within 30-calendar days after the event. The student will be notified in writing of a hearing date with the Vice President of Academic Affairs or his/her designee. The hearing will occur within 10-business days of the appeal being received by the college. A business day is defined as a day the college is open for business. If the student is requested to appear at the hearing, each party shall have the right to have an advisor present (including an attorney) at the party's own expense. Although each party has the right to have an advisor present, the advisor may not speak for the college or the student or cross examine witnesses. The outcome or decision will be communicated to the student and the instructor (if appropriate) within five business days of the hearing.

If a student is dismissed from a program and/or the institution for academic reasons, the student may within 30-calendar days of the recommendation of dismissal request in writing a hearing before the Vice President of Academic Affairs. The vice president will notify the student in writing of a hearing date. The hearing will occur within 10-business days of the appeal being received by the college. The student will be requested to appear at the hearing, each party shall have the right to have an advisor present (including an attorney) at the party's own expense. Although each party has the right to have an advisor present, the advisor may not speak for the college or the student or cross examine witnesses. The outcome or decision will be communicated to the student and the instructor within five business days of the hearing.

A student who wishes to appeal the decision of the Vice President of Academic Affairs in academic matters may do so by filing a written appeal within 10-business days of the decision with the Academic Appeal Committee. The Academic Appeal Committee is an ad-hoc committee of administrators, faculty and students appointed by the president of the college. Five members of the committee, selected from these three groups, with at least one member from each group, will hear the student's appeal. The Academic Appeal Committee will notify the student in writing of a hearing date. The hearing will occur within 10-business days of the appeal being received by the college. The student will be requested to appear at the hearing, each party shall have the right to have an advisor present (including an attorney) at the party's own expense. Although each party has the right to have an advisor present, the advisor may not speak for the college or the student or cross examine witnesses. An audio recording of the proceedings will be made, except for committee deliberations. The outcome or decision will be communicated to the student, instructor and the Vice President of Academic Affairs within five business days of the hearing.

A student who wishes to appeal the decision of the Academic Appeal Committee in academic matters may do so by filing a written appeal with the president of the college within 10-business days of the decision. Upon receipt of a complete letter of appeal, the president will review the recording of the previous proceeding(s) and any written materials submitted at the previous hearings. Within 10-business days of the receipt of the appeal, the president or his/her designee will affirm, modify or reverse the decision of the Academic Appeal Committee. The president's decision will be mailed to the student at the address listed in the student's letter of appeal. The outcome or decision will also be communicated to the instructor and the Vice President of Academic Affairs. The president's decision is final.

PROGRAM DESCRIPTION

Hutchinson Community College offers a 24 month program in radiography which leads to an Associate Degree in Applied Science, and eligibility to sit for the National Registry Examination for Radiologic Technologists. The program is offered in cooperation with approved clinical education centers. Those institutions offering clinical education facilities to the program are:

Hutchinson Regional Medical Center, Hutchinson
Hutchinson Clinic, P.A., Hutchinson
Newman Regional Health, Emporia
Comcare, Salina
McPherson Hospital, Inc., McPherson
Pratt Regional Medical Center, Pratt
Newton Medical Center, Newton
Via Christi Clinic Newton, Newton
Via Christi Clinic Founders' Circle, Wichita
Susan B. Allen Memorial Hospital, El Dorado

The main focus of the training is on diagnostic radiography, but students will also have an opportunity to experience other areas of medical imaging that currently includes computerized tomography, MRI, ultrasound, nuclear medicine, interventional radiology, and radiation therapy. Program instructors and administrators periodically review the program to assure that it stays abreast with future changes and needs in modern health care.

The program is accredited through the Joint Review Committee on Education in Radiologic Technology. The JRCERT is the only organization recognized by the U.S. Department of Education to evaluate and accredit educational programs in radiography and radiation therapy. The program is visited periodically by the JRCERT to assure that the Standards of an Accredited Educational Program for the Radiographer are being met.

Students are expected to show acceptable progress both academically and clinically. To monitor student progress, students will be counseled on a regular basis. Progress will also be determined through testing, performance appraisal, competency testing and evaluation. Due to guidelines established by the accrediting agency, enrollments are limited.

NOTE: A student should not undertake the radiology curriculum unless willing to be placed in any of the clinical education centers affiliated with the program. Students will not have their choice of second year clinical education assignment.

PROGRAM ORIENTATION AND OBSERVATIONS

During the first semester of the program, students will be introduced to the radiologic technology profession, including professional societies, use of radiation film badges, radiation protection, clinical participation, and medical ethics. Students must have at least a 65% class average to participate in observations in the first semester.

Specific observation times and number of students for the different clinical education centers will be handed out. At most clinical education centers, the most worthwhile activity will be occurring between the hours of 7:00 A.M. and 4:00 P.M. No observations are allowed after 11:00 p.m.

If a student wishes to observe a radiology department he/she should have the Davis Hall secretary contact the clinical education center to confirm that the student will be observing when worthwhile activity will be occurring and that staffing is sufficient. All observations will be performed under the direct supervision of a registered technologist. Students will be required to keep a log book of examinations. **Students are not allowed to observe mammography or hysterosalpingogram (HSG) procedures since those learning experiences are not available to all students.**

After you have scheduled a time, you are obligated to that time. It is the student's responsibility to inform the clinical site if you will be late or unable to be there.

Comcare	Jerry Berg, R.T. (R)	785.825.8221
Pratt Regional Medical Center	Connie Adelhart, R.T. (R) (M)	620.672.6476 888.900.7762 ext. 136
Newman Regional Health (Emporia)	Chelsea Ginn R.T. (R) Erin Piper, R.T. (R)	620.341.7893
Hutchinson Regional Medical Center	Tristina Herl	620.665.2126
Hutchinson Clinic	Leann Tobias, R.T.(R) Michelle Mog, R.T.(R)	620.669.2618
Newton Medical Center	Jennifer Hamm, R.T.(R)	316.804.6170 316.804.6173
Susan B. Allen Memorial Hospital (El Dorado)	Richard Emrick, R.T. (R)	316.322.4515
Via Christi Clinic, Newton	Barb Richmond, R.T. (R) (M)	316.283.3600
McPherson Hospital, Inc.	Tom Scott, R.T. (R) (CT) (BD)	620.241.2251
Via Christi Clinic, Founders' Circle (Wichita)	Patty Warkentine, R.T.(R)	316.613.4611

ACADEMIC STANDARDS

A grade of "C" or better is required in every course in the curriculum. A student failing to meet this requirement in the first year may repeat the course if it is not a radiology course. If a student earns less than a "C" in radiology courses, they will not be allowed to continue the program. The student may request to reapply to the program for the following year to the readmission committee. A student who earns less than a "C" grade in any course in the curriculum in the second year of training will be dismissed and will not be allowed to continue in the program or reapply.

In addition, a student who is not able to score at least an 85% in the laboratory competency examinations in the first year of training after three attempts, will not be allowed to continue in the program, regardless of academic grade. A score of least 85% after three attempts is also required for second year competency examinations.

It is felt that a student who is not able to attain average level comprehension in all courses in the curriculum could unwittingly present a health hazard to him/herself, patients, or co-workers.

READMISSION TO THE PROGRAM

A student who has failed to meet the academic standards required to continue normal progression through the program during the first year may request a meeting with the Reapplication Committee.

A Program Reapplications Committee consisting of radiology faculty, didactic faculty and one representative from administration will determine if the student can reapply to the program.

The student will be notified if he/she has been granted permission to begin the program again.

A student may not re-enter the program if academic or clinical standards were not met during the sophomore year of the program.

CLINICAL ASSIGNMENTS

Clinical assignments are not finalized until the week after the first year spring semester ends. Assignment will be made by a committee consisting of radiology program faculty as well as one non-faculty member. These assignments will be on the basis of education objectives and will not take into account other factors. You should not undertake this program unless you are able to accept assignment to ANY clinical education center affiliated with the program. The following sites are affiliated:

	Hutchinson Regional Medical Center, Hutchinson
	Hutchinson Clinic, P.A., Hutchinson
62 miles	Comcare, Salina
26 miles	McPherson Hospital, Inc., McPherson
110 miles	Newman Regional Health, Emporia
56 miles	Pratt Regional Medical Center, Pratt
70 miles	Susan B. Allen Memorial Hospital, El Dorado
35 miles	Via Chrisiti Clinic, Newton
35 miles	Newton Medical Center, Newton
50 miles	Via Christi Clinic Founders' Circle, Wichita

Please be aware that in order to fulfill clinical and course outcomes you may be required to travel to clinical education centers other than your assigned facility or to the HCC campus. These travel times will be scheduled. However, the program faculty reserves the right to reschedule and/or relocate classes or clinical experience if necessary.

Should a student commit an infraction of hospital/clinic policy which causes the hospital/clinic to dismiss him/her from that site, the student will not be given a transfer to another site. Once assigned to a particular clinical education center, the student must conduct him or herself in such a manner that he/she is able to complete training at that site. In the case of hospital/clinic dismissal, the student will have nowhere to complete the clinical phase of the program, and will be dismissed from the program.

RADIOLOGY PROGRAM SITE SELECTION

Students will be required to perform observation hours at no less than 5 clinical sites affiliated with the program. It is recommended students observe at all sites since they may be assigned to any site in the program.

1. Supervisors submit to the program names of students who meet their criteria.
2. Students submit to the program a listing of all clinical sites in order of their preference.
3. Program faculty provide input and make final selection.
4. Final draft reviewed with the Department Chairperson.

CLINICAL PLACEMENT CRITERIA GOALS

1. Locating each student in a clinical site suitable to foster and grow correct professional attitudes and judgments.
2. Matching the learning style of the student to the environment of the clinical department and the teaching styles of the technologists.
3. Avoiding placing students at a clinical site where they have previously worked.
4. Placing students at clinical sites who will learn and work harmoniously.
5. Avoiding placing students at a clinical site where they have created a negative impression during their first year of observations.
6. Creating a blend of student scholarship levels at clinical sites.

SITE ASSIGNMENTS ADDENDUM

It has been brought to the attention of HCC radiology program faculty that students have solicited themselves to clinical education centers prior to clinical site assignments. Clinical education centers have requested that students not approach them for placement. This action tends to make a negative impression upon the clinical site, since it implies that the site should be bias towards a particular student. The clinical education centers believe that considering any verbal or written request for placement is discriminatory.

Your actions, motivation and attitude during observations will provide the necessary information the sites will need to make input into the clinical site placement committee.

CLINICAL ORIENTATION

New students in the clinical area shall be given an orientation to the hospital/clinic and x-ray department. Students shall not be expected to perform blindly without a proper orientation to the x-ray department.

While in the clinical setting, students will be performing examinations with a registered technologist. As the student demonstrates proficiency in performing examinations, he/she will gradually be allowed to perform learned skills with different levels of supervision. Students are not permitted to attempt examinations independently should they not have previously demonstrated proficiency.

Radiation safety is of prime importance to oneself and others. Any violations of accepted radiation safety practices may be grounds for a two week suspension. Continued disregard of radiation safety practices could be grounds for dismissal.

PROGRAM DIRECTOR VISITATION

The program director will regularly visit the clinical education centers to visit with students and assist them with any problems. Clinical evaluations may be discussed at this time, should a particular problem be indicated. Discussion of such evaluations shall be with the individual student involved.

The director will also visit with staff technologists and the clinical supervisor concerning student progress.

Discussion with students also provides a means of strengthening the clinical experience phase of the program. The clinical coordinator will also visit clinical sites on a regular basis. Students should take advantage of these visits, since the clinical coordinator also has instructional duties and can therefore be a primary source person in assisting students encountering difficult subject matter.

OFFICE HOURS

Each instructor will post office hours on his/her door. The instructor will be available to students who "drop in". Should you have reason to visit other than during office hours, check with the instructor to insure that he/she will be available.

Freshman students may use the energized laboratory upon request. It will be necessary, however, that a faculty registered radiographer be present. A schedule of open lab times will be posted on the door. You are encouraged to make as much use of the laboratory as possible.

NOTE: Faculty radiographers will not be available for use of the laboratory during evening hours or on weekends.

EXPENSES

Freshman

Books: Approximately \$750.00 for the first year

Uniform: Must include shoes
Name tag and school patch required

Tuition: See college catalog

Logbook: \$10.00 - \$20.00

Laboratory Fees:	Radiographic Exposures I	\$70.00
	Radiographic Exposures II	\$70.00

Sophomores

Books: Approximately \$200.00

Uniforms: A minimum of two to include name tag and school patch

Tuition: As per college catalog

Fees:	Clinical Training I	\$70.00
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REQUIRED TEXTBOOKS

Freshman

Basic Medical Techniques: Patient Care in Imaging Technology, by Torres

Tabor's Cyclopedic Medical Dictionary

Radiographic Anatomy & Positioning, by Bontrager

Radiographic Anatomy & Positioning Workbook, by Bontrager

Radiographic Pathology for Technologists, by Mace

Medical Terminology, A Systems Approach, by Gyls

Fundamentals of X-ray and Radium Physics, by Selmans

Radiation Protection in Medical Radiography, by Statkiewicz-Sherer

Radiographic Imaging and Exposure, by Fauber

Radiologic Science for Technologists, by Bushong

Sophomores

Radiologic Science for Technologists, by Bushong

Radiologic Science Workbook & Laboratory Manual, by Bushong

Fundamentals of X-ray and Radium Physics, by Selmans

Radiographic Anatomy & Positioning, by Bontrager

Radiographic Anatomy & Positioning Workbook, by Bontrager

Appleton and Lange's Review for the Radiography Examination, by D.A. Saia

Do not sell your books at the end of a semester. You will need them for the next semester the entire 2 years.

Book Scholarships – Be sure and indicate to the bookstore that you will need all of your books for the next semester.

LIABILITY AND MEDICAL INSURANCE

For the entire time that a student is in the program, the college will maintain a professional liability insurance policy covering x-ray students. The cost of this policy is paid from student laboratory fees.

The Kansas Department of Education has informed programs that medical insurance cannot be a mandatory requirement. We strongly recommend that students enrolled in the radiology program carry medical insurance. Any medical care cost incurred by the student is the responsibility of the student and is not the responsibility of HCC or any of the clinical education centers affiliated with the program.

ATTENDANCE AND VACATION - SOPHOMORES

To ensure that examination volume is sufficient and equally distributed, students are required to attend all assigned days at their clinical training facility according to the schedule provided at the beginning of each clinical training section. Changes in shift assignments are to be made by the clinical coordinator only. If a student must be absent or more than 10 minutes tardy on an assigned clinical day, he/she must notify the department supervisor prior to scheduled starting time. Students will be allowed only three unscheduled absences or late clock in's for the entire year. Each additional unscheduled tardy or absence will result in one additional clinical day at the end of the clinical training period with a maximum of 3 extra days to be assigned. Any further unscheduled absence may result in dismissal from the program. Failure to call in an absence or tardy may result in the student being placed on probation. All absences/tardies will count against the students 56 hours of personal time. In order for an absence or tardy to be considered scheduled, the clinical supervisor and clinical instructor must be notified of the absence or tardy at least 2 training days prior. Clinical schedules will not be modified to compensate for any absence or tardy.

Student schedules will include holiday time as observed by HCC. Students will not attend training in the event that HCC is closed. In addition, the student is given 56 hours "personal time" (PT) to use as scheduled or, unscheduled absence. Once PT is used it may not be earned back by working late or on a non-clinical training day. PT is to be taken in no less than ½ hour increments.

If a student exceeds the 56 hours which are granted, he/she will be dismissed from the program, with exceptions being an excused absence as defined, or to attend jury duty. Jury duty is considered the civic duty of the student and therefor will not be considered missed clinical training. In the event a student is on extended Jury duty (3 days or more) a plan will be devised to ensure proper training has occurred.

If a student does not use all 56 hours, and has met all the course requirements, he/she may use those hours at the end of the clinical training period. Due to class schedules students will be required to attend 2 hours of clinical training the final week of Clinical Training III, regardless of unused PT. Class schedules will take precedence over unused personal time. It is recommended that students refrain from scheduling personal time the last week of class until they know when their final class is scheduled.

In the event that you contract a communicable disease or other condition which may affect patients or others, report this finding by telephone. **Do not come to the clinical site**, but follow the communicable disease policy. If you become sick while in clinical, notify the technologist in charge.

Excused Absence

Excused absence is defined as any time missed in accordance with the inclement weather policy or time missed in excess of PT for the following, if appropriate documentation is provided: legal subpoena, personal illness, or illness of an immediate family member for which you are responsible for care, death of an immediate family member or the immediate family of a significant other.

Immediate family is defined as a child, significant other, parent, grandparent or sibling. A significant other is defined as a spouse, life partner, or fiancée. Appropriate documentation may include but not be limited to: Proof illness was treated by a physician, documentation of funeral proceedings, or proof of school closure.

Training time missed due to excused absence must be made up. In the event a student has excused time to make up, the clinical coordinator, student and site supervisor(s) will create a plan to ensure all clinical training time is completed. As part of the plan a student may request additional training opportunities that would extend the 8 hour clinical training day or 40 hour clinical training week. Such requests must be approved by the clinical coordinator and clinical supervisor and may not

occur on days in which the college is closed or the HCC Radiologic Technology faculty is not available. Plans for completion of excused time may include training at facilities other than the student's assigned clinical facility.

HCC Radiology Inclement Weather Policy, Clinical Training

In the event that the school district, in which the clinical training facility is located cancels school, or dismisses classes early due to inclement weather, students have the options of missing clinical training as an excused absence, using a portion of their 56 hours of personal time (scheduled), or attending scheduled clinical training. Students choosing to miss the time due to inclement weather, will be required to make up the missed clinical training time or deduct the time from their 56 hours.

Absence due to inclement weather will only be excused in the event that the school district in which the student is scheduled for training is closed, delayed, or dismissed early. Students are responsible for determining the status of the school districts that may affect their schedule. Faculty suggests consulting local news media.

Clinical Facilities and local school districts.	
Clinical Training Facility	School District
Hutchinson Regional Medical Center	USD 308 (Hutchinson Schools)
Hutchinson Clinic	USD 308 (Hutchinson Schools)
Newton Medical Center/Via Christi Clinic, Newton	USD 373 (Newton Schools)
Newman Regional Health	USD 253 (Emporia Schools)
Pratt Regional Medical Center	USD 382 (Pratt Schools)
ComCare Imaging	USD 305 (Salina Schools)
McPherson Hospital, Inc.	USD 418 (McPherson Schools)
Susan B. Allen Memorial Hospital, El Dorado	USD 409 (El Dorado Schools)
Via Christi Clinic, Founders' Circle	USD 259 (Wichita Public Schools) USD 385 (Andover Public Schools)

Note: Students are advised to live as close to their assigned clinical training facility as possible. In the event that weather has compromised road conditions and the respective school district has not closed, students are to be advised to use good judgment when considering road conditions and the 56 hours of personal time allotted him or her at the beginning of clinical training.

College Closed/Classes Canceled

In the event that HCC closes or cancels day classes, all students will be excused from clinical training. There will be no makeup of clinical time missed due to the closing of HCC.

Documentation of Clinical Training Time

Students are required to keep an accurate record of their clinical time. To do so students will utilize the online time keeping system onlineradschool.com.

Students will clock in only when they have arrived in the radiology department. Students will not knowingly misrepresent theirs or another student's clinical training time, nor will they allow a technologist or other student to do the same.

Important: Misrepresentation of clinical training time is considered a violation of HCC program policy as well as a violation of the ARRT standard of ethics. Individuals who have misrepresented theirs or another student's clinical time will be subject to immediate dismissal from the radiology program and will be reported to the ARRT.

In the event the computer or web site malfunctions the student will immediately notify the clinical instructor by e-mail or phone. Failure to notify faculty may result in a deduction of personal time. In the event that a student forgets to clock in, or out, the student will be required to provide documentation verifying the he/she was in attendance at the scheduled time. Failure to do so will result in a deduction of personal time and may result in probation or dismissal from the program.

Late Clock In: Attendance is an important part of professional behavior. In order to foster this, the radiology program requires that students' clock in time is no more than 5 minutes past their scheduled start time. In the event that a student clocks-in later than 5 minutes after, ½ hour of personal time will be deducted. At 10 minutes past the scheduled time the student will be given an unscheduled tardy. Excessive late clock-ins will be met with disciplinary action.

Early Clock Out: Students should not be let "off" due to departmental "slack" time. If work load is slowed to an extent that a student has nothing to do, they should be allowed to study or use the time in a beneficial way. Any early clock out will be considered an unscheduled absence and ½ hour will be deducted from the students PT.

ON LINE TIME CLOCK INSTRUCTIONS

1. go to: www.onlineradschool.com
2. Enter
School ID: 110
Username: Your last and first letter of first i.e. saamat
Password: HCC School ID#, no hyphen
3. Click "Open Time clock" in upper left of screen.
4. Select your clinical training facility from the drop down
5. Enter your HCC School ID# (no hyphen) click submit.
6. Click Log out.
7. Repeat process to clock out.

If you have questions or problems call Todd. (620)665-4939). Passwords and usernames can be changed on request.

Note: In the instance that a computer is not available students may be asked to document their training time using a time card. Time cards must be complete and signed by the student and the clinical supervisor.

OVERTIME

If a student stays, a minimum of 10 minutes, over his/her 8 hour day, he/she will be compensated for the overtime. The overtime must be verified by the technologist working with the student and the clinical coordinator must be notified of the occurrence. Verification of the occurrence and the requested comp time must be documented on the appropriate form. The student is to notify the clinical instructor via phone or e-mail of the occurrence before the end of the training week. Failure to notify may result in a deduction of personal time.

See: Overtime Verification Form.

Comp time must be pre-approved by a clinical supervisor and be taken the week the overtime occurred with the only exception being if the overtime occurred on a Friday. Overtime cannot be stacked; therefore comp time must be taken before the next occurrence of overtime. If it has not been taken the time is lost. The clinical supervisor may determine when comp time is to be taken. The clinical supervisor must initial the comp time.

In the event that a student uses comp time and has not notified the clinical instructor, or cannot provide the appropriate documentation, that time will be considered an unscheduled absence and be deducted from his or her personal time.

In the event that a student is training or observing as part of a modality rotation, and that department closes early, the student is responsible for the remaining clinical training time. Thus, the student is required to return to his/her normal training facility or to report to Davis Hall for the remaining training time. Or the student may use that as PT.

ORIENTATION SESSION

The orientation session prior to the beginning of the second year of the program is an important part of your clinical experience and is required for all students. If you are unable to attend, the time missed will be deducted from your 7 days.

GRADUATION

The program administers the final exam for the spring semester the same day as graduation. Students who attend the ceremony will be excused from their clinical assignment for that day. A student may be excused from graduation only by the Dean of Instruction. If excused from the graduation ceremony, the student will take the final examination and then report back to their clinical assignment. Faculty will determine reporting back time based upon driving time and lunch periods.

ATTENDING PROFESSIONAL MEETINGS

The Kansas Society of Radiologic Technologists sponsors an annual student/educator symposium, as well as an annual convention. A few hospitals also sponsor regional meetings.

During the first year, you will be excused from classes if you wish to attend these meetings. During the second year, attendance will be considered the equivalent of clinical training.

Attending professional meetings is a privilege offered to the students and is strongly encouraged by faculty and clinical training staff. Students choosing to attend such meetings will be expected to dress and behave professionally and to be present during the entire meeting. Failure to do so will be dealt with in the same manner as if the infraction occurred during clinical training. Attendance at professional meetings IS NOT required by the college, nor are such meetings college sponsored. The college assumes no liability for your attendance at such meetings.

**Hutchinson Community College
Radiologic Technology**

Overtime Verification Form

Student: _____

Month _____

Date of Overtime _____ Technologist Verifying Occurrence _____

Date Comp Time to Be Taken _____ Clinical Supervisor _____

Date of Overtime _____ Technologist Verifying Occurrence _____

Date Comp Time to Be Taken _____ Clinical Supervisor _____

Date of Overtime _____ Technologist Verifying Occurrence _____

Date Comp Time to Be Taken _____ Clinical Supervisor _____

Date of Overtime _____ Technologist Verifying Occurrence _____

Date Comp Time to Be Taken _____ Clinical Supervisor _____

Date of Overtime _____ Technologist Verifying Occurrence _____

Date Comp Time to Be Taken _____ Clinical Supervisor _____

Date of Overtime _____ Technologist Verifying Occurrence _____

Date Comp Time to Be Taken _____ Clinical Supervisor _____

FRESHMAN GRADING POLICY

GRADING

Objectively, grades will be determined from quizzes, tests, and the final examination. All daily quizzes will be totaled and averaged, and will then count the same as one major test. Three major tests will be given during the semester. Unannounced tests will not be given. However, quizzes will not be announced, and you should prepare for one daily. Your quiz average, 3 major tests, and final examination will each count 20% toward your semester grade.

NOTE: You will NOT be allowed to make a quiz or test up due to absence unless you present a physician's excuse which states that you or immediate family member (parents, sister, brother, husband, wife, grandparents, children) were seen and treated by them, or your name has appeared in the daily bulletin as being on an authorized field trip, a death in your immediate family, or jury duty. If a student does not meet these criteria, a grade of zero will be assigned.

ATTENDANCE

Students are allowed 3 unexcused absences per semester. An accumulated three (3) tardies per semester will count as 1 unexcused absence. A fourth unexcused absence will result in dismissal.

Attendance at clinical sites will be verified by having the clinical attendance form signed by a registered technologist. As you complete your observations for the semester, turn them in to the instructor.

NOTE: Clinical forms must be filled out in ink, without erasures, and times in attendance must be written out. Example: Four thirty instead of 4:30.

USE OF LABORATORY

You are encouraged to use the laboratory (x-ray room) to practice your positioning as much as possible. One hour per week is mandatory. Use of the equipment will not be possible during evenings or weekends. An instructor must be in the immediate vicinity when the laboratory is being used. A schedule of open times will be posted on door. The equipment will be disabled when instructors are not available.

COMPUTERS

The radiology program has a variety of software available for use in the computer room located in room 21 on the first floor of Davis Hall.

CHEATING

If a cheating offense is OBSERVED, the student will receive a zero (0) on the examination/quiz involved, and will be placed on probation for a three month period. During the probationary period, if a second cheating offense is observed, you will be dismissed from the program.

PROGRESS REPORTS

You will be given four or five progress reports per semester in order to keep you fully informed of your status in the program. These reports will be issued for your x-ray courses only.

SOPHOMORE GRADING AND METHODS OF EVALUATION

Clinical grades will be determined by assessing the following four areas:

1. Performance appraisals - You will be required to obtain a bimonthly evaluation from the Clinical Supervisor and/or staff technologist with whom you have been working.
2. Clinical competency evaluations - During the clinical year, you will be required to satisfactorily pass competency performance examinations.
3. Special presentations - Precise information will be included in the syllabus for each semester of clinical training.
4. Professional impression - You will be required to obtain a bimonthly evaluation from the Clinical Supervisor and/or the staff technologists which whom you have been working.

NOTE: Failure to obtain 80% in any one of the four areas could be grounds for dismissal. In the spring and summer semesters, the standard is raised to 85%.

Academic Grades

Your academic grade will be determined independent of your clinical grade. The method of assigning a grade to your academic course work will be fully explained in each course syllabus.

HANDING OUT EVALUATIONS

Evaluation forms are to be handed out to a clinical supervisor or supervising technologists one week before they are due. Failure to do so will result in one point being deducted from the student's final grade average.

BREAKS AND LUNCH PERIODS

Students will observe departmental policies regarding breaks and lunch periods. Occasionally, there will be times when lunch and/or break periods will be missed due to emergencies or heavy case loads. You will be compensated for missed lunch periods and/or breaks by taking a later break or lunch period than is usual. Breaks and lunch periods cannot be taken off the end of the clinical day.

A student must not leave the x-ray department without notifying the technologist in charge.

If a student chooses to leave clinical training during his or her lunch break the student must clock out and back in using the online time clock. **All attendance policies apply to students who leave the clinical facility for lunch.**

Performance Appraisal Form (Fall)

Student _____ Date of Rating _____ Time in Clinical _____

Evaluator: _____ Score: _____

Grading Scale	Clinical I
94 – 100	A
87 – 93.9	B
80 – 86.9	C

Dependability: Consider how efficiently the student makes use of training time. Consider how long the student has been in training, and how much supervision is required. Can the student be relied upon?

1. Dependability:	Unsatisfactory 7.4 or Below	Below Average 7.5 – 7.9	Average 8.0 – 8.6	Above Average 8.7 – 9.3	Excellent 9.4 – 10
a. Quantity of time spent at work station.					
b. Quality of time spent at work station					
c. Amount of Supervision Required.					
d. Reliability					

Comments:

Quantity & Quality of Work: Consider neatness, accuracy, and general efficiency of work. How does the student's work compare to the established standards for thoroughness, care, and lack of mistakes? Consider the amount of work the student turns out and the promptness in which the student performs tasks.

2. Quantity & Quality of Work:	Unsatisfactory 7.4 or Below	Below Average 7.5 – 7.9	Average 8.0 – 8.6	Above Average 8.7 – 9.3	Excellent 9.4 – 10
a. Repeat Rate					
b. Accuracy					
c. Thoroughness					
d. Neatness of work place					
e. Amount of Work output					

Comments:

Safety Consciousness: Consider radiation protection principles demonstrated by the student. How conscious is he/she about safety to self, patients, personnel, and equipment.

3. Safety					

Comments:

Attitude toward Job & Supervision: Consider the attitude of the student toward the profession and staff. How will is the student to work with and help others? Is the student willing to assume his/her fair share of the work? How does the student respond to supervision, constructive criticism and suggestions?

4. Attitude toward Job & Supervision:	Unsatisfactory 7.4 or Below	Below Average 7.5 – 7.9	Average 8.0 – 8.6	Above Average 8.7 – 9.3	Excellent 9.4 – 10
a. Student's interest in job.					
b. Student's responsibility					
c. Ability to Cooperate					
d. Attitude toward supervision					
e. Attitude: Constructive Criticism & Suggestions.					

Comments:

Adaptability: Consider how quickly the student learns new concepts, and how well he/she retains what he/she has learned. How well does the student follow instructions? How well does the student adjust to changes in policies and procedures? Consider the students ability to calmly, logically and rapidly arrive at intelligent decisions, even in stressful situations.

5. Adaptability:	Unsatisfactory 7.4 or Below	Below Average 7.5 – 7.9	Average 8.0 – 8.6	Above Average 8.7 – 9..3	Excellent 9.4 – 10
a. Comprehension of concepts.					
b. Personal Adjustment					
c. Judgment					

Comments:

Professionalism: Consider the student’s appearance, tactfulness, self-confidence, integrity, loyalty, and impression he or she makes upon other staff, patients and physicians.

6. Professionalism:	Unsatisfactory 7.4 or Below	Below Average 7.5 – 7.9	Average 8.0 – 8.6	Above Average 8.7 – 9..3	Excellent 9.4 – 10
a. Professional Appearance					
b. Professional Attitude					

Comments:

Final Comments: Describe the areas in which you think the student is strongest and where he/she needs improvement. Summarize the student’s overall performance.

Evaluators overall impression: Regarding the student’s professionalism and performance skills do you feel that this student is performing at the appropriate level for this stage in his or her training?

Should this student continue clinical training? (Please check one)

- Yes, this student should continue clinical training.
 No, this student should not be allowed to continue clinical training.

Student Remarks:

Evaluator _____ **Date:** _____

Student _____ **Date:** _____

Clinical Instructor _____ **Date:** _____

**Hutchinson Community College and Area Vocational School
Radiologic Technology Program
Performance Appraisal Form (Spring and Summer)**

Eval# _____
Semester _____

Student _____ Date of Rating _____ Time in Clinical _____

Evaluator: _____ Score: _____

Grading Scale

Clinical II & III
96 – 100 A
90 – 95.9 B
85 – 89.9 C

Dependability: Consider how efficiently the student makes use of training time. Consider how long the student has been in training, and how much supervision is required. Can the student be relied upon?

1. Dependability:	Below Average 8.4 or Below	Average 8.5 – 8.9	Above Average 9.0 – 9.7	Excellent 9.8 or Above
a. Quantity of time spent at work station.				
b. Quality of time spent at work station				
c. Amount of Supervision Required.				
d. Reliability				

Comments:

Quantity & Quality of Work: Consider neatness, accuracy, and general efficiency of work. How does the student's work compare to the established standards for thoroughness, care, and lack of mistakes? Consider the amount of work the student turns out and the promptness in which the student performs tasks.

2. Quantity & Quality of Work:	Below Average 8.4 or Below	Average 8.5 – 8.9	Above Average 9.0 – 9.7	Excellent 9.8 or Above
a. Repeat Rate				
b. Accuracy				
c. Thoroughness				
d. Neatness of work place				
e. Amount of Work output				

Comments:

Safety Consciousness: Consider radiation protection principles demonstrated by the student. How conscious is he/she about safety to self, patients, personnel, and equipment.

3. Safety				

Comments:

Attitude toward Job & Supervision: Consider the attitude of the student toward the profession and staff. How will is the student to work with and help others? Is the student willing to assume his/her fair share of the work? How does the student respond to supervision, constructive criticism and suggestions?

4. Attitude toward Job & Supervision:	Below Average 8.4 or Below	Average 8.5 – 8.9	Above Average 9.0 – 9.7	Excellent 9.8 or Above
a. Students interest in job.				
b. Student's responsibility				
c. Ability to Cooperate				
d. Attitude toward supervision				
e. Attitude: Constructive Criticism & Suggestions.				

Comments:

Adaptability: Consider how quickly the student learns new concepts, and how well he/she retains what he/she has learned. How well does the student follow instructions? How well does the student adjust to changes in policies and procedures? Consider the students ability to calmly, logically and rapidly arrive at intelligent decisions, even in stressful situations.

5. Adaptability:	Below Average 8.4 or Below	Average 8.5 – 8.9	Above Average 9.0 – 9.7	Excellent 9.8 or Above
a. Comprehension of concepts.				
b. Personal Adjustment				
c. Judgment				

Comments:

Professionalism: Consider the student's appearance, tactfulness, self-confidence, integrity, loyalty, and impression he or she makes upon other staff, patients and physicians.

6. Professionalism:	Below Average 8.4 or Below	Average 8.5 – 8.9	Above Average 9.0 – 9.7	Excellent 9.8 or Above
a. Professional Appearance				
b. Professional Attitude				

Comments:

Final Comments: Describe the areas in which you think the student is strongest and where he/she needs improvement. Summarize the student's overall performance.

Evaluators overall impression: Regarding the student's professionalism and performance skills do you feel that this student is performing at the appropriate level for this stage in his or her training?

Should this student continue clinical training? (Please check one)

- Yes, this student should continue clinical training.
 No, this student should not be allowed to continue clinical training.

Student Remarks:

Evaluator _____ Date: _____

Student _____ Date: _____

Clinical Instructor _____ Date: _____

Hutchinson Community College and Area Vocational School Evaluation# _____
Radiologic Technology Program Semester _____
Professional Impression (Fall)

Student _____ Date of Rating _____ Time in Clinical _____

Evaluator: _____ Score: _____

Consider the following professional behaviors and the student by asking, “Does the Student:”

1. Demonstrate proper Confidentiality?

By:	Unsatisfactory 3.6 or Below	Below Average 3.7-3.9	Average 4-4.3	Above Average 4.4-4.6	Excellent 4.7-5.0
e. Showing respect for the patients’ modesty?					
f. Discussing patients in an appropriate manner?					
g. Keeping all medical matters confidential?					

Comments:

2. Demonstrate proper patient/student relationship?

By:	Unsatisfactory 3.6 or Below	Below Average 3.7-3.9	Average 4-4.3	Above Average 4.4-4.6	Excellent 4.7-5.0
a. addressing the patient by name.					
b. explaining the exam in terms the patient understands.					
c. continually informing the patient of exam progress.					
d. demonstrating compassion.					

Comments:

3. Demonstrate Cooperation?

By:	Unsatisfactory 3.6 or Below	Below Average 3.7-3.9	Average 4-4.3	Above Average 4.4-4.6	Excellent 4.7-5.0
a. showing respect to Radiologists and staff physicians?					
b. showing respect for technologists?					
c. showing respect for other personnel?					
d. accepting criticism positively?					
e. observing regulations of the department, hospital and college?					
f. accepting job assignments?					

Comments:

4. Demonstrate an effort and willingness to become involved?

By:	Unsatisfactory 3.6 or Below	Below Average 3.7-3.9	Average 4-4.3	Above Average 4.4-4.6	Excellent 4.7-5.0
a. offering assistance to staff?					
b. seeking responsible assignments?					
c. keeping busy?					

Comments:

5. Demonstrate dependability?

By:	Unsatisfactory 3.6 or Below	Below Average 3.7-3.9	Average 4-4.3	Above Average 4.4-4.6	Excellent 4.7-5.0
a. following instructions?					
b. Completing assignments?					
c. Maintaining acceptable					

standards?					
d. Operating at an appropriate rate.					

Comments:

6. Adhere to the program dress code, and demonstrate good personal hygiene?

By:	Unsatisfactory 3.6 or Below	Below Average 3.7-3.9	Average 4-4.3	Above Average 4.4-4.6	Excellent 4.7-5.0
a. wearing a clean appropriate uniform?					
b. use of good personal hygiene?					

Comments:

7. Demonstrate professionalism?

By:	Unsatisfactory 3.6 or Below	Below Average 3.7-3.9	Average 4-4.3	Above Average 4.4-4.6	Excellent 4.7-5.0
a. show and ability to adapt?					
b. Demonstrate kindness and courteousness to patients?					
c. adhere to professional ethics?					
d. use appropriate interaction with patients?					

Comments:

Final Comments: Describe the areas in which you think the student is strongest and where he/she needs improvement. Summarize the student's overall performance.

Evaluators overall impression: Regard the student's professionalism. Do you feel the student's interactions with personnel and patients are reflective of a health care professional?

Should this student continue clinical training? (Please check one)

- Yes**, this student should continue clinical training.
 No, this student should not be allowed to continue clinical training.

Student Remarks:

Evaluator _____
Student _____

Date: _____
Date: _____

Clinical Instructor _____

Date: _____

**Hutchinson Community College and Area Vocational School
Radiologic Technology Program
Professional Impression (Spring and Summer)**

Evaluation# _____
Semester _____

Student _____ Date of Rating _____ Time in Clinical _____

Evaluator: _____ Score: _____

Grading Scale	Clinical II & III
96 – 100	A
90 – 95.9	B
85 – 89.9	C

Consider the following professional behaviors and the student by asking, "Does the Student:"

8. Demonstrate proper Confidentiality?

By:	Below Average 4.1 or Below	Average 4.2 – 4.5	Above Average 4.6 – 4.8	Excellent 4.9 or Above
h. Showing respect for the patients' modesty?				
i. Discussing patients in an appropriate manner?				
j. Keeping all medical matters confidential?				

Comments:

9. Demonstrate proper patient/student relationship?

By:	Below Average 4.1 or Below	Average 4.2 – 4.5	Above Average 4.6 – 4.8	Excellent 4.9 or Above
e. addressing the patient by name.				
f. explaining the exam in terms the patient understands.				
g. continually informing the patient of exam progress.				
h. demonstrating compassion.				

Comments:

10. Demonstrate Cooperation?

By:	Below Average 4.1 or Below	Average 4.2 – 4.5	Above Average 4.6 – 4.8	Excellent 4.9 or Above
g. showing respect to Radiologists and staff physicians?				
h. showing respect for technologists?				
i. showing respect for other personnel?				
j. accepting criticism positively?				
k. observing regulations of the department, hospital and college?				
l. accepting job assignments?				

Comments:

11. Demonstrate an effort and willingness to become involved?

By:	Below Average 4.1 or Below	Average 4.2 – 4.5	Above Average 4.6 – 4.8	Excellent 4.9 or Above
d. offering assistance to staff?				
e. seeking responsible assignments?				
f. keeping busy?				

Comments:

12. Demonstrate dependability?

By:	Below Average 4.1 or Below	Average 4.2 – 4.5	Above Average 4.6 – 4.8	Excellent 4.9 or Above
e. following instructions?				
f. Completing assignments?				
g. Maintaining acceptable standards?				
h. Operating at an appropriate rate.				

Comments:

13. Adhere to the program dress code, and demonstrate good personal hygiene?

By:	Below Average 4.1 or Below	Average 4.2 – 4.5	Above Average 4.6 – 4.8	Excellent 4.9 or Above
c. wearing a clean appropriate uniform?				
d. use of good personal hygiene?				

Comments:

14. Demonstrate professionalism?

By:	Below Average 4.1 or Below	Average 4.2 – 4.5	Above Average 4.6 – 4.8	Excellent 4.9 or Above
e. show and ability to adapt?				
f. Demonstrate kindness and courteousness to patients?				
g. adhere to professional ethics?				
h. use appropriate interaction with patients?				

Comments:

Final Comments: Describe the areas in which you think the student is strongest and where he/she needs improvement. Summarize the student's overall performance.

Evaluators overall impression: Regard the student's professionalism. Do you feel the student's interactions with personnel and patients are reflective of a health care professional?

Should this student continue clinical training? (Please check one)

Yes, this student should continue clinical training.

No, this student should not be allowed to continue clinical training.

Student Remarks:

Evaluator _____

Student _____

Clinical Instructor _____

Date: _____

Date: _____

Date: _____

Additional Imaging Modality Rotations

Beginning in the spring semester, students will be required to spend 1 day (8 hours) observing in each of the following imaging modalities.

Radiation Therapy

Cardiovascular Interventional Therapy/Interventional Radiography

Ultrasound

Nuclear Medicine

Magnetic Resonance Imaging

These rotations are to be scheduled by the clinical supervisor in conjunction with the student and clinical coordinator. In the event that a training facility does not offer one or more of the modalities the student will be scheduled by the clinical coordinator to observe at a facility that does. Students interested in applying to an imaging program following graduation should contact the clinical coordinator ASAP.

Students will be required to meet a set of objectives and to be evaluated for each of the modality rotations.

Request for Additional Modality Rotation

Once all five of the rotations are complete a student may request an additional four (4) days of training and observation in any one of the 5 modalities or in CT.

This request must be in writing and include the dates of the rotation. The request must be approved by the Clinical Supervisor, and the Clinical Coordinator.

All rotations must be completed by the date specified by the Clinical Coordinator.

ELECTIVE ROTATIONS

Starting in January, during the second year of the program, the student may elect an evening and/or weekend rotation. No more than 8 evenings or 2 weekends per month may be chosen. Students will be evaluated based on the objectives for the rotation.

Regardless of a student's schedule, they will not be allowed more than 40 hours per week of clinical and academic involvement.

The clinical training week is considered to begin on Sunday and end on the following Saturday. Once an elective rotation has been requested and approved the student must attend training during the requested time.

Clinical Objectives for Elective Evening and Weekend Rotations

- 1.0 Perform or assist, according to supervision level, with radiographic examinations frequently seen during evening and weekends.
 - 1.1 Demonstrate the ability to perform radiographic procedures with a variety of patient conditions. Examples of these conditions include trauma, as well as patients under influence of drugs and/or alcohol.
 - 1.2 Provide the appropriate patient care for a variety of patient conditions. Examples of these conditions include trauma, as well as patients under influence of drugs and/or alcohol.
- 2.0 Develop the independent actions and judgment necessary to work effectively during an evening or weekend shift.
 - 2.1 Determine protocol differences from day shift.
 - 2.2 Organize the "unscheduled" patient work load with emphasis on determining patient priorities.
 - 2.3 Maintain personal control, poise and demonstrate appropriate judgment under the pressure of a trauma situation or in situations that are not governed by specific guidelines.
- 3.0 Demonstrate knowledge and skill of all trauma radiography.
 - 3.1 Perform multiple trauma procedures.
 - 3.2 Demonstrate safe transfer techniques for trauma patients.
 - 3.3 Demonstrate appropriate universal precautions when performing trauma radiography.

**Hutchinson Community College and Area Vocational School
Radiologic Technology Program
Clinical Experience II, III**

Elective Evening and Weekend Rotation Request Form

I, _____ am requesting an evening/weekend rotation for the month of _____.

Dates of clinical training requested by the student:

Dates of compensated training time:

Dates approved by the Clinical Supervisor:

The above dates are acceptable to both the student and student supervisor as indicated by the following signatures.

Student _____

Clinical Supervisor #1 _____

*Clinical Supervisor #2 _____

Clinical Coordinator _____

The maximum number of evening shifts a student may request is eight in one month. No more than 8 evenings or 2 weekends per month may be chosen. Students may not be assigned more than 40 hours per week from Sunday to Saturday. Students should not request rotations that conflict with class days.

* A second supervisor's approval is necessary only if the requested rotation involves attending clinical training at a facility other than the student's assigned facility. The form must be signed by a supervisor from each facility.

**Hutchinson Community College and Area Vocational School
Radiologic Technology Program
Evening and Weekend Performance Appraisal**

Student _____ Date of Rating _____ Time in Clinical _____

Evaluator: _____ Score _____

Grading Scale 96 - 100 A
 90 - 95.9 B
 85 - 89.9 C

Adaptability: Consider how the student performs when presented with a variety of patient conditions, including multiple trauma procedures. Consider the students reliability to follow through with tasks according to his or her competency level.

Adaptability: Does the student:	Unsatisfactory 7.4 or Below	Below Average 7.5 - 7.9	Average 8.0 - 8.6	Above Average 8.7 - 9.3	Excellent 9.4 - 10
demonstrate the ability to perform procedures when presented with a variety of patient conditions?					
perform multiple trauma procedures?					
demonstrate reliability when performing tasks common to trauma and off-shift situations					

Comments:

Quality of Care: Consider the students repeat rate and accuracy as well as his or her ability to provide appropriate patient care in an emergency or trauma situation.

Quality of Care Does the student:	Unsatisfactory 7.4 or Below	Below Average 7.5 - 7.9	Average 8.0 - 8.6	Above Average 8.7 - 9.3	Excellent 9.4 - 10
demonstrate a level of accuracy that is consistent with other students with the same level of training.					
demonstrate appropriate patient care and the ability to adapt his or her patient care techniques to the conditions encountered in an emergency or trauma situation?					

Comments:

Safety Consciousness: Consider radiation protection principles, universal precautions and transfer techniques demonstrated by the student. How conscious is he or she about safety to self, patients, personnel, and medical equipment in a trauma or emergency situation.

Safety Consciousness: Does the student:	Unsatisfactory 7.4 or Below	Below Average 7.5 - 7.9	Average 8.0 - 8.6	Above Average 8.7 - 9.3	Excellent 9.4 - 10
demonstrate radiation safety of self, others and medical equipment in all types of situations?					
demonstrate safe transfer techniques in trauma situations?					
demonstrate appropriate universal precautions?					

Comments:

Attitude toward Job & Supervision: Consider the attitude of the student toward the profession and staff. How willing is the student to work with and help others? Is the student willing to assume his or her fair share of the work? How does the student respond to supervision, constructive criticism and suggestions?

Attitude toward Job & Supervision: Does the student:	Unsatisfactory 7.4 or Below	Below Average 7.5 - 7.9	Average 8.0 - 8.6	Above Average 8.7 - 9.3	Excellent 9.4 - 10
show an appropriate level of interest in the training opportunities offered on evening and weekend shifts?					
demonstrate a level of responsibility that instills trust in his or her ability to perform tasks common to off shift personnel?					
demonstrate the ability to cooperate with department and medical staff?					
demonstrate an appropriate attitude toward supervision?					
respond appropriately to constructive criticism.					

Comments:

Ability to Adjust to Trauma and Emergency Situations: Consider how the student adjusts to changes in schedule, and procedure protocols as they occur in a trauma situation. Is the student able to establish proper priorities when performing examinations? Consider the students ability to calmly, logically and rapidly arrive at intelligent decisions, even in stressful situations.

Ability to adjust: Is the student able to:	Unsatisfactory 7.4 or Below	Below Average 7.5 - 7.9	Average 8.0 - 8.6	Above Average 8.7 - 9.3	Excellent 9.4 - 10
use appropriate protocols for off-shift schedule.					
quickly adjust to changes as they occur?					
effectively establish proper exam and patient priorities in for an unscheduled work load?					
maintain personal control, poise and demonstrate appropriate judgment under the pressure of a trauma situation or in situations that are not governed by specific guidelines?					

Comments:

Professionalism: Consider the student's appearance, tactfulness, self-confidence, integrity, loyalty, and the impression that he or she makes upon other staff, patients and physicians.

Professionalism: Does the student demonstrate appropriate:	Unsatisfactory 7.4 or Below	Below Average 7.5 - 7.9	Average 8.0 - 8.6	Above Average 8.7 - 9.3	Excellent 9.4 - 10
professional appearance?					
professional attitude?					
ethical behavior?					

Comments:

Final Comments: Describe the areas in which you think the student is strongest and where he/she needs improvement. Summarize the student's overall performance.

Evaluators overall impression: Regarding the student's professionalism and performance skills do you feel that this student is performing at the appropriate level for this stage in his or her training?

Should this student continue clinical training? (Please check one)

- Yes**, this student should continue clinical training.
- No**, this student should not be allowed to continue clinical training.

Student Remarks: Please make any comments regarding this evaluation or your clinical experience to this point in your training.

Evaluator: _____ **Date:** _____

Student: _____ **Date:** _____

Clinical Instructor: _____ **Date:** _____

**Hutchinson Community College
Radiologic Technology Program**

Student Request for Additional Modality Rotation

Please complete the following form and return it to the clinical supervisor. The clinical supervisor will contact the department that you are requesting to visit and verify that the dates are acceptable.

I, _____, am requesting an additional 4-day educational opportunity in the _____ department.

The dates that I am requesting are _____ to _____. I understand that I should not schedule dates that correspond with class times and that the dates I am requesting must be approved by the clinical supervisor and the clinical instructor. I also understand that the dates I have requested must be acceptable to the modality department that I wish to visit.

The student request has been evaluated and the following dates can be assigned for an elective rotation in the _____ department.

Student _____

Clinical Supervisor _____

Clinical Instructor _____

ROTATION SCHEDULE

The rotation schedule is determined by the clinical coordinator and is designed to meet the objectives of the curriculum. **Students will not be provided any type of rotation in mammography or hysterosalpingography (HSG) since those learning experiences are not available to all students.** Students who fail to follow the schedule will be dismissed from the program.

FINANCIAL AID

The Financial Aid Office is located in the Parker Student Union. Students are encouraged to view specific information about financial aid on the HCC web site at www.hutchcc.edu or contact the Director of Financial Aid, Nathan Bunche at (620) 665-3569 or E-Mail address: bunchen@hutchcc.edu. To view the status of your financial aid, go to your Dragon Zone account.

PERSONAL COUNSELING

Guidance & Counseling is located in the Parker Student Union directly behind the Information Center. Counselors are available from 8:00 a.m. to 5:00 p.m., Monday-Friday. To schedule an appointment call Christopher Lau or Michelle Wortham at 620-665-3583 or 620-665-3577.

Professional counselors provide a confidential and empathetic environment in which students may seek assistance with issues they face. Personal counseling services are designed to assist students with emotional and behavioral problems that may interfere with the successful attainment of college goals. Typical counseling needs among college students include stress and anxiety, alcohol and drug abuse, loneliness, eating and sleeping disorders, and relationship problems. Students in need of long-term or clinical psychological treatment are referred to outside agencies and services.

CRISIS INFORMATION

If you are experiencing a mental health emergency and need professional intervention, the mental health crisis number for Hutchinson is 1-800-794-0163 or 620-665-2299.

For those individuals located outside of Hutchinson who are in a crisis situation, look in the front pages of the local phone book under emergency phone numbers for your mental health crisis line. Individuals who are seeking information about additional community resources for therapy can look in their yellow pages under the titles of psychologist, psychotherapist, mental health counselor or therapist.

UNSATISFACTORY PERFORMANCE

Any infraction of the policies of the Hutchinson Community College Radiologic Technology Program and/or any infractions of the policies and regulations of the clinical education center in which you are assigned may warrant that disciplinary action be taken. The type of action will depend upon the seriousness of the infraction.

If the infraction should develop within the assigned education center, the hospital/clinic may ask that the student be issued a notice of unsatisfactory performance. For serious offences the clinical training facility may opt to send the student home, or deny further access to the facility.

NOTE: In the event that a student is not following program or clinical site policy, or if a student's attitude or actions are hindering his/her or another students learning, the student supervisor may ask the student to leave the clinical setting. In this instance the time missed from clinical training will be deducted from the student's 56 hours of personal time. First year students may also be asked to leave.

The radiologic technology faculty shall investigate any infraction of program or clinical site policy and decide upon the proper course of action to pursue. Disciplinary action may fall into one of the following categories:

1. Performance interview with student. Program personnel will discuss the problem with the student and suggest remedial action.
2. Probation or suspension. A student may be placed on probation or suspended. Time lost due to suspension must be made up at the end of clinical training and must not interfere with the training of new students in the clinical setting.
3. Dismissal. The student will be dismissed from the program for severe infractions of hospital/clinic or program policies. Dismissal is permanent. The clinical administrative personnel have the authority to dismiss a student permanently from further use of their facility.

NOTE: Grounds for immediate dismissal include alcohol usage, drug usage, (Non medical prescribed) theft, and all felonies. A person will be dismissed also, if he/she is on probation and commits a second infraction which would result in probation.

Dismissal will also occur for a grade less than "C" in any course in the curriculum. A person may not reenter the program if the below "C" grade occurred in the clinical year of training.

**HUTCHINSON COMMUNITY COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM**

UNSATISFACTORY PERFORMANCE REPORT

Name of Student _____ Date _____

Notice of unsatisfactory performance is issued for the following reason:

- | | | |
|--|---------------------------------------|--|
| <input type="checkbox"/> Radiography | <input type="checkbox"/> Appearance | <input type="checkbox"/> Attitude |
| <input type="checkbox"/> Dependability | <input type="checkbox"/> Patient Care | <input type="checkbox"/> Department Procedures |
| <input type="checkbox"/> Professional Growth | <input type="checkbox"/> Other | |

FACTUAL EXPLANATION OF THE ABOVE:

SIGNATURE: _____

STUDENT COMMENTS:

STUDENT SIGNATURE: _____

ACTION TAKEN

- Performance interview with student
- Probation
- Suspension
- Consult with program director
- Dismissal

PROFESSIONALISM

The educational process in radiologic technology is directed toward assisting the student in acquiring psychomotor, cognitive, and affective behaviors necessary to become a radiologic technologist who is competent to function as a professional. To this end, the faculty has the responsibility to plan learning experiences designed to assist the student in becoming competent as a radiologic technologist. Students must learn to acquire affective behaviors consistent with those required to acquire and maintain employment and to function effectively as part of the medical team.

"Professionalism" is defined as professional character, spirit, or methods...the standing practice, or methods of a professional, as distinguished from an amateur. Behavior and attitudes required by Allied Health professionals are expected of radiologic technology students and include:

1. Utilizing communication skills that are appropriate and effective in relating to patients, peers, and faculty.
2. Conducting one's self in a manner considered to be appropriate, legal, and ethical by members of the Allied Health professions.
3. Assuming responsibility for one's own academic and professional development.
4. Complying with appropriate dress standards.

PROFESSIONAL CONDUCT

The Student

The clinical setting is a most important time period in your radiologic technology training. You are expected to conduct yourself as a mature and responsible individual. There is no room for unethical behavior or horseplay in the clinical setting.

The Patient

The patient's condition and/or diagnosis is confidential, and a student must not relay information pertaining to patient's conditions or diagnosis to anyone without specific authorization of the patient's physician or the radiologist.

The Physician

The student will show due respect to all "in house" or visiting physicians and give quick, accurate, and deliberate service.

The Radiologist

The radiologist has been specially trained in the field of radiology. He/she is the person you are working for/with during and after your training. Show him/her your professional courtesy and respect, and utilize his/her expertise to increase your knowledge.

The Technologist

The student will show due respect and be helpful in assisting the technologists. The technologists on the staff will be your primary resource for learning during the time that you are in training. Remember: WATCH, LISTEN, ASK QUESTIONS, PERFORM, AND LEARN!

UNIFORM POLICY

While working in the clinical education center with other professional personnel and patients, the student's personal appearance and hygiene is of the utmost importance.

MALES/FEMALES

Lab Coat: Sports coat type. No long lab coats. White, clean, and pressed.

Pants: Navy blue, clean, pressed. Purchased at Health-Equip

Shirts: White, clean, and pressed (purchased at bookstore).

Shoes: Mostly white and clean.

Socks: White

Name Tag: Worn on left upper portion of uniform.

HCC Patch: Worn on left upper arm of uniform.

Film Badge: Worn on collar of uniform

1. Hair must be clean and moderate in length. Longer hair must be pulled back. Hair ornaments are not allowed.
2. Male students with beards or mustaches must keep them well groomed. You are **not** allowed to start growing a beard or mustache during clinical.
3. Excessive use of perfume or cologne is not recommended.
4. Excessive jewelry will not be worn. (1 ring per hand, 1 watch, no necklaces or earrings.)
5. Use a deodorant and bathe daily.
6. Hair dyes must be natural hair colors.
7. No visible body piercing is allowed.
8. No visible tattoos are allowed.
9. No artificial fingernails are allowed.
10. No gum chewing.
11. No tongue rings.
12. No nail polish is allowed.

Surgery scrubs can only be worn at times students are scheduled and assisting with surgery examinations. They cannot be worn if not assigned to surgery or outside the clinical facility.

Failure to comply with the uniform policy will be grounds for probation. A second offense will result in suspension. A third offense will result in dismissal from the program.

Clinical education personnel in a supervisory capacity have the authority to send students home for not honoring the uniform policy, or for any violation of hospital and/or college regulations.

RADIATION MONITORING

Each student will be given a radiation monitoring badge which will require changing each month. Exchanges should be made no later than the 5th day of the month. At the end of the semester, the badges must be exchanged or returned by the last day of finals week. It is the student's responsibility to exchange his/her own badge each month. If a student fails to exchange their badge, he/she will not be allowed in the clinical setting and will be charged a \$5.00 fee.

The badge is to be worn in all laboratory sessions on campus as well as all clinical visitations. It is the student's responsibility not to lose or damage the badge. Any badges which are lost will be replaced at the student's expense.(\$20.00) A student who discontinues the program must turn in the badge or pay for its replacement. Failure to do so will result in a "hold" being placed on the student's transcript until such time as the badge is returned or \$20.00 is remitted.

In the sophomore year, individual clinical education centers will provide badging for students. Students will be provided with monthly readings and a copy will be mailed to the college in order to keep track of accumulated dose.

Badge reports will be made available to students within 30 days of receipt of the report. It will be the student's responsibility to indicate to the program the method of being informed of radiation exposure readings. Students can either sign a form allowing posting of exposure readings by name or contact the radiation safety officer for a personal disclosure. Exposure readings with confidential information will NOT be posted or located in an uncontrolled area. If departments do not post readings, it is the responsibility of the student to contact the radiation safety officer for personal disclosures. Personal disclosures will only be made in a controlled area.

In the event of a reading of 50 mrems or higher in any month, either in the first or second year, the student will be given written notification, receive counseling, and sign a form indicating counseling was received. A copy will be maintained in the student's file at the college.

**HUTCHINSON COMMUNITY COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM**

SUBSTANCE ABUSE POLICY

HCC Policy

The possession, use, or distribution of illicit drugs and alcohol by students or employees on the property of Hutchinson Community College or as part of any of the activities of the college is strictly prohibited.

Radiologic Technology Program Policy

Students in the Radiologic Technology Program work directly with patients and have a special responsibility to abstain from the use of illicit drugs and/or alcohol. A student whose judgment and/or motor skills are affected by illicit drugs and/or alcohol could injure a patient. Consequently, this special drug and alcohol policy is applicable to students in the program. Hutchinson Community College Radiologic Technology students who are involved in clinical activities at Health Care facilities must comply with substance abuse regulations of the facilities as well.

It is further an expectation that students will abstain from the use of illicit drugs and/or alcohol within the 8-12 hours prior to participation in a learning experience in which care is provided to a patient in a work setting.

In the event the use of drugs and/or alcohol is suspected the college will be notified immediately. Cause for suspicion of illicit drug and/or alcohol use may be based upon such things as appearance, behavior, speech, breath, odor, possession of use of alcohol or drug containers or paraphernalia. Cause may also be based on involvement in a poor safety record, impairment of job performance, evidence or suspicion of impairment, or involvement in an incident or incidents which may pose a threat or potential liability to the clinical site.

Testing

The clinical site and college maintains the right to require students to provide urine and blood samples for chemical tests/analysis and to submit to breath analysis or other tests as necessary. The program will use the confirmatory method drug/alcohol screen. This is a two-step process. If a positive result is obtained from the screening method, the sample will be retested using the confirmatory method. Should the confirmatory test result be positive, the student will be dropped from the program. If the test result from the 1st step is positive, the student will be notified and will have the opportunity on that same day to submit a sample for testing at their own expense.

Students have the right to refuse to consent and cooperate in the required tests. Refusal to consent and cooperate in such tests by any student will be cause for dismissal from the program.

Consent

Students shall be required to sign a consent form authorizing an immediate urinalysis and/or blood test and/or breath test when testing is required under this policy. The consent form also authorizes the laboratory to inform the college of the test results. Students refusing to sign a consent form or to be tested, including refusing to submit to tests in a timely manner will be dismissed from the program. The student agrees that there is no physician-patient privilege implicated in obtaining the screen and that Hutchinson Community College is entitled to know the results of the screen.

Positive Results

If the result of the above testing is positive, the student will be allowed to continue in the Radiologic Technology Program on a probationary status. The student will be allowed to participate in the classroom and lab settings. No admittance to clinicals will be permitted. On the day of positive test results, arrangements for transportation from the classroom, lab or clinical site will be made in collaboration with the student, the college, and the student's supervisor. Follow-up referral will be made within two working days to the chairperson of the HCC Substance Abuse Committee or appropriate designee. The committee will determine what sanctions and/or intervention referral the student will be subject to as described in the HCC policy.

Cost of Testing

The college will be responsible for the cost of the initial drug and/or alcohol testing.

Retesting

If the test result from the 1st step is positive, the student will be notified and will have the opportunity on that same day to submit a second sample for testing at their own expense. Any recurrence will result in documentation by an instructor, notification of the program coordinator, and dismissal from the program.

ALCOHOL TESTING CONSENT FORM

I consent to provide samples of my blood, urine, or breath for the purpose of testing to detect the presence of alcohol.

I authorize the disclosure of test results to representatives of Hutchinson Community College.

I have read and fully understand the above consent and am aware that the results of this test may be subsequently used for discipline purposes, including dismissal.

Date

Signature

Date

Witness

DRUG TESTING CONSENT FORM

I consent to provide samples of my blood or urine for the purpose of testing to detect the presence of drugs.

I authorize the disclosure of test results to representatives of Hutchinson Community College.

I have read and fully understand the above consent and am aware that the results of this test may be subsequently used for discipline purposes, including dismissal.

Date

Signature

Date

Witness

Radiologic Technology Program

Declared Pregnancy Policy

A student who becomes pregnant has two options:

1. Student may voluntarily inform program officials in writing of the confirmed pregnancy and projected date of delivery.
 - a. The student would then withdraw from clinical Radiologic technology courses during the pregnancy or sign a waiver allowing continuance in the program until delivery.
 - b. The student will meet with the program director and clinical coordinator to evaluate the clinical experience required for completion of the program.
 - c. The written notification can be withdrawn at any time.
2. Student may not inform program officials of pregnancy. The student cannot be considered pregnant without a voluntary written disclosure.

EACH STUDENT MUST COMPLETE ANY CLINICAL EXPERIENCE LOST IN EXCESS OF THE CURRENT ABSENCE POLICY BEFORE SHE WILL BECOME ELIGIBLE FOR GRAUDATION AND THE ARRT NATIONAL REGISTRY EXAMINATION. THE STUDENT MAY HAVE TO DELAY COMPLETION OF THE CLINICAL COURSES UNTIL SPACE IS AVAILABLE AND/OR BE TRANSFERRED TO ANOTHER SITE.

The student is expected to comply with the above procedures. Hutchinson Community College will not be held responsible for any complication relating to student pregnancy or delivery.

I have read, and agree to the policy stated above. My signature indicates full understanding of the policy.

Student Signature _____

**ASSUMPTION OF RISK AGREEMENT
RELEASE AND INDEMNIFICATION AGREEMENT**

READ CAREFULLY BEFORE SIGNING

WHEREAS, the undersigned has been enrolled as a student in clinical radiologic technology courses offered by Hutchinson Community College; and

WHEREAS, the undersigned is pregnant and has informed the program coordinator of her pregnancy; and

WHEREAS, it is the policy of Hutchinson Community College that any student who becomes pregnant shall withdraw from clinical radiologic technology courses during pregnancy; and

WHEREAS, the undersigned does not desire to withdraw from such courses during pregnancy;

NOW THEREFORE, in consideration of the undersigned being permitted to continue in clinical radiologic technology courses during her pregnancy, the undersigned hereby releases and discharges Hutchinson Community College, and its trustees, agents, officers, servants and employees, of and from any and all liability, claims, demands, actions and causes of action whatsoever, arising out of or related to any loss, damage or injury, present or future, whether known or unknown, anticipated or unanticipated, to herself and/or to her child arising out of, or incident to the undersigned's participation in clinical radiologic technology courses offered by Hutchinson Community College, and the undersigned assumes the risk of any such damage or injury.

The undersigned further indemnifies and agrees to hold harmless the Hutchinson Community College, its trustees, agents, officers, servants and employees, of and from any and all claims, demands, actions and causes of action whatsoever, arising out of, or incident to the undersigned's participation in clinical radiologic technology courses offered by Hutchinson Community College.

I have read, understand and signed the foregoing Assumption of Risk Agreement, Release and Indemnification Agreement this

_____ day of _____, 20_____.

Student Signature: _____

Witness: _____

ACKNOWLEDGMENT OF RADIATION RISK DURING PREGNANCY

I _____, do acknowledge that I have received counseling from _____, regarding my responsibilities during pregnancy.

The reading material listed below has been made available to me to demonstrate that the additional risk during my pregnancy is much less than that for most occupational groups. I further understand that although a second radiation monitor has been made available; this is simply added precautions and does not in any way convey that any assignment in an X-ray department is especially hazardous.

1. Medical Exposure of Pregnant and Potentially Pregnant Women.
2. Responses, Effects of Irradiation in Utero, and Protective Measures for the Pregnant Radiographer.

The completion of clinical courses have explained to me and I have had any questions answered to my satisfaction.

Student

Program Director

Date

Date

CLINICAL BASED COMPETENCY FLOW CHART DESCRIPTION FIRST YEAR

Cognitive

The student will attend lectures related to the subject matter deemed necessary to assure a meaningful clinical participation in the program. [1.0]

Cognitive Competency [2.0]

The student will attain those cognitive objectives as presented in the course. If the student fails, he/she will be assisted in reaching those objectives by means of a power point tutorial system.

Affective and Psychomotor [3.0]

The students proceed to laboratory simulation and the passive mode of clinical participation. [3.1]

Simulated Category Competency [4.0]

After sufficient laboratory experiences, the student will perform a simulated category competency examination from the program director at the end of each semester. If the student fails, he/she will be required to gain additional experiences in the laboratory. The student will then be re-evaluated.

Clinical Participation [5.0]

The student will assist those examinations in that category under the direct supervision of a radiologic technologist. The student will continue clinical participation in the passive mode with the remaining categories until the simulated category competency has been completed in those categories.

Final Simulated Competency Evaluation [6.0]

Upon successful completion of the required simulated category competency evaluations, the instructor reserves the right to have the student perform a final simulated competency evaluation. If the student fails he/she will be required to review the power point tutorial system in his/her area of weakness and gain additional experience in the laboratory and clinical setting under direct supervision. The student may request re-evaluation upon completion of the above requirements. [6.1]

The student must successfully complete all simulated competency evaluations before entering his second year of the program. [6.2]

FIRST YEAR CATEGORY COMPETENCY

Students in the first year of training will be required to successfully pass categories I, II, and III. When competency has been demonstrated in any category, clinical education centers will be notified. You are encouraged to assist examinations in that category under the direct supervision of a registered radiographer.

Category I - Upper Extremity

Chest	Humerus
Fingers	Shoulder
Hand	Scapula
Wrist	Clavicle
Forearm	Abdomen
Elbow	Abdominal Series
AC joints	

Category II - Lower Extremity

Toes	Femur
Foot	Hip
Ankle	Pelvis
Lower leg	Os Calcis
Knee	Patella
Intercondyloid fossa	S-I joints

Category III - Thorax and Spine

Ribs	Lumbar spine
Cervical spine	Sacrum
Thoracic spine	Coccyx
Sternoclavicular joints	Sternum

You must bring another classmate with you for the simulation. You will be required to simulate the examinations on that person. To pass the competency examination, you must perform three projections from that category with 85% accuracy. You will be given three opportunities to meet the 85% accuracy.

First Year Competency Evaluation

Radiologic Technology



Name _____ Projections _____

Criteria	Evaluation Scale			
Distance control Used Properly	0 or 2			
Tube Angled Properly	0 or 5			
Tube Center Locked When Necessary	0 or 5			
Tube Locked When Parked	0 or 5			
Proper Collimation	0, 1, or 2			
Patient Shielding	0 or 5			
Bucky (Film) Centered	0 or 5			
Film in Bucky Properly	0 or 5			
Patient/Part Centered Properly	0, 1, or 2			
Central Ray Directed Properly	0, 3, or 5			
Body part in Correct Position	0, 1, or 2			
Correct SID Used	0 or 5			
Proper Film Size Used	0 or 5			
Film Split Properly	0, 1, or 2			
Correct Markers in Correct Location	0, 3, or 5			

Patient Comfort Taken into Account	0, 1, or 2			
Proper Breathing Instructions	0 or 5			
Effective Communication Skills	0, 1, 2			

Comments:

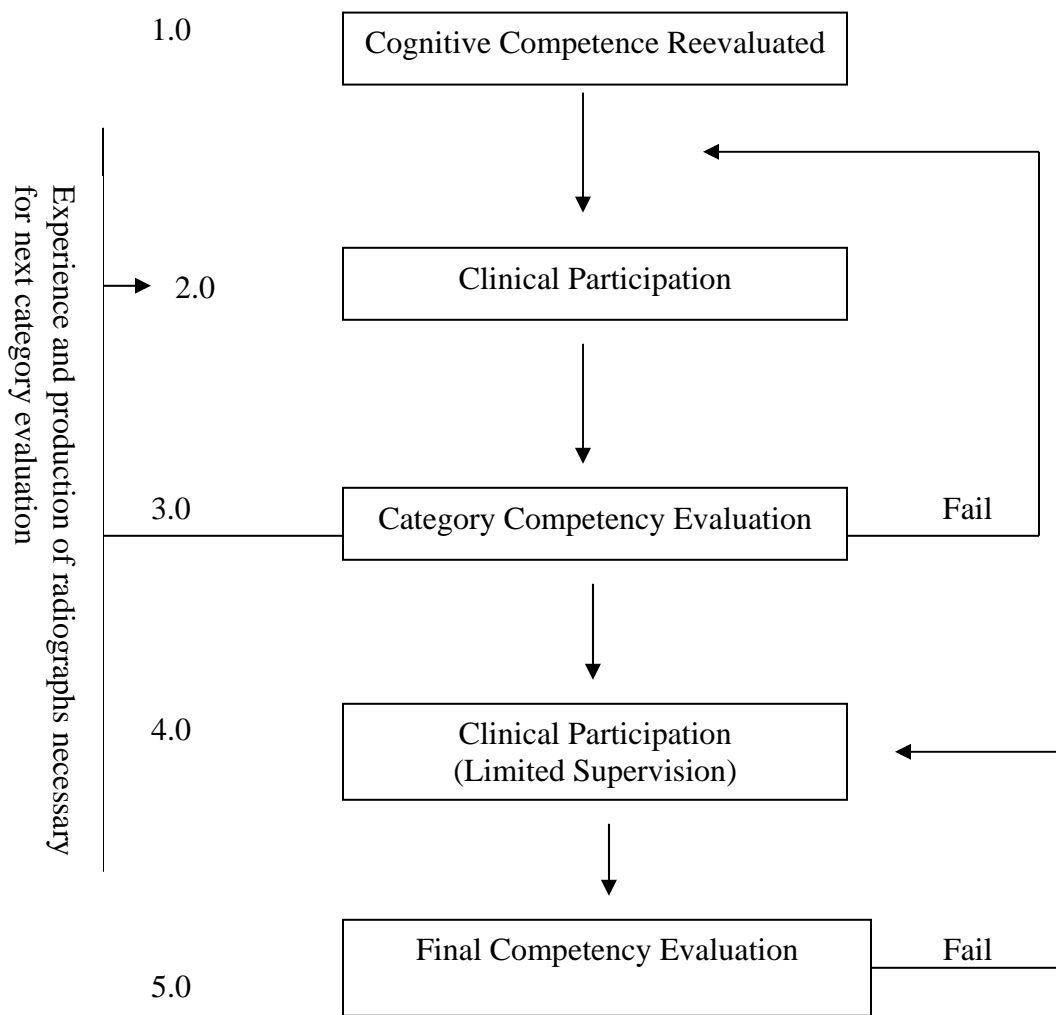
Student _____

Instructor _____

Date _____

Date _____

**Chart I –Second Year of Training Schematic
Flow Chart**



CLINICAL BASED COMPETENCY SCHEMATIC FLOW CHART DESCRIPTION

SECOND YEAR

2.0 Clinical Participation

- 2.1 The student begins his/her clinical participation by observing a practicing radiologic technologist.
- 2.2 Participation moves from a passive mode to a more active mode of assisting the radiologic technologist in radiographic examinations. The rate of student progress at this point is dependent upon the ability to comprehend and perform the various assigned tasks.
- 2.3 The student will be under the direct supervision of a radiologic technologist. When the student is able to demonstrate competency, the student will be under indirect supervision. A technologist must accompany a student for all portable and surgery exams in order to assure proper supervision.
- 1.4 As the student gains experience in various procedures, he/she will gradually move to independent clinical performance. At this point, the student is actually performing the procedure under the supervision of a radiologic technologist.
- 1.5 The clinical instructor will determine the required number of times a specific radiologic examination must be satisfactorily performed or simulated prior to competency evaluation.

3.0 Competency Evaluation

When the student has demonstrated his/her ability to perform an examination, he/she will request a competency examination by the instructor or clinical supervisor. The student will demonstrate skills and competency of that particular radiographic examination with at least 85% accuracy. If the student fails the competency evaluation, he/she will be re-evaluated. The student will have two additional opportunities to receive 85% accuracy. If the student fails the competency upon the third attempt, he/she will be dismissed from the program.

4.0 Clinical Participation

- 4.1 Upon successful completion of a competency examination, the student is allowed to perform the examination with indirect supervision.
- 4.2 The student will continue to produce the examination while he/she is pursuing experience in other examinations.

5.0 Final Competency Exam

- 5.1 Upon successful completion of the required competency evaluations, the student will request a final competency evaluation from the clinical instructor. If a student fails one or more requirements of this examination, he/she shall return to that area of weakness and obtain additional experience as determined by the clinical instructor or clinical supervisor. After the required experience is completed, the student may request to be reevaluated.
- 5.2 The student must successfully complete the final clinical competency before graduation will be granted from the program. The student will be given only three opportunities to complete the final clinical competency with at least 85% accuracy. If the student does not receive at least 85% on the third attempt, he/she will be dismissed from the program.

NOTE: Students will NOT be granted transfers to other clinical sites for competency testing!

EVALUATING COMPETENCY

SECOND YEAR

A student may challenge a competency when he/she has demonstrated the ability to perform an examination by completing the required number of simulations and practice attempts under the direct supervision of a registered technologist. The clinical instructor, clinical supervisor or staff technologist will accommodate the students request for the competency evaluation as soon as possible.

The student will be given only three opportunities to obtain a minimum 85% score on competencies. If the student fails to achieve 85% or better on the third attempt, he/she will be dismissed from the program.

Students will be asked by the clinical instructors to perform spot competency checks. The spot competency will be assigned from the students list of successfully completed competencies.

Following the student's successful completion of a competency, the student will be under indirect supervision for that particular radiologic examination. The student will remain under direct supervision for those examinations in which competency has not been demonstrated.

Clinical I, II and III syllabi describe competency requirements for each semester. A final competency of five randomly selected projections is required for successful completion of Clinical III.

FINAL COMPETENCY EXAMPLE

Lateral Lumbar Spine
A.P. Knee
Oblique Hand

Oblique Ankle
RAO Stomach

**Hutchinson Community College
Radiologic Technology
Clinical Competency Evaluation
Competency Form**

Student _____ Competency Grade _____
Examination _____ Date of Comp _____ Time: _____

Please Circle: Mandatory or Elective Competency

When presented with the opportunity to perform the competency did the Student:

Evaluate the Requisition Sufficiently? YES () NO ()

Provide Adequate Physical Facility Readiness? YES () NO ()

(Each of the above is worth 1 point toward competency score.)

Procedure Evaluation

Performance Objective: Given a patient and the necessary radiographic equipment, the student should demonstrate with at least 85% competency, the ability to:

1. provide proper patient-student technologist relationship by:	Evaluation Scale	Score		
a. addressing the patient by name.	0 or 2			
b. explaining exam in lay terms.	0,1, or 2			
c. instilling confidence in patient.	0,1, or 2			
d. keeping patient clothed and covered modestly	0 or 2			
2. demonstrate proper positioning skills by:	Evaluation Scale	AP	LAT	OBL
a. selection of the proper cassette size	0, or 2			
b. correct alignment of the cassette.	0,1, or 2			
c. correct positioning of the patient and/or part.	0,1, or 2			
d. correct alignment of tube object and film.	0,1, or 2			
e. give proper patient and breathing instructions.	0, or 2			
f. completing exam within a reasonable time.	0,1, or 2			
3. demonstrate proper equipment manipulation By:	Evaluation Scale	AP	LAT	OBL
a. maneuvering the tube, bucky and table properly.	0, or 2			
b. selecting the proper distance.	0, or 2			
4. provide proper radiation protection by:	Evaluation Scale	AP	LAT	OBL
a. properly collimating	0, 1, or 2			
b. appropriately shielding of the patient and staff.	0, or 2			

Comments:

Image Evaluation

Performance objective; Given a patient and the necessary radiographic equipment, the student should produce a satisfactory radiograph with at least 85% competency, that demonstrates:

5. proper anatomical part or parts by:	Evaluation Scale	AP	LAT	OBL
a. demonstrating anatomy in proper perspective (AP,LAT, OBL, etc.).	0, 1, or 2			
b. demonstrating all pertinent anatomy on the radiograph	0, or 2			
6. proper technique selection by demonstrating:	Evaluation Scale	AP	LAT	OBL
a. adequate contrast.	0, 1, or 2			
b. sufficient density.	0, 1, or 2			
c. proper compensation for pathology.	0, 1, or 2			
7. proper film identification by correct placement and visualization of:	Evaluation Scale	AP	LAT	OBL
a. appropriate positioning markers (R/L, upright, decub, etc.).	0, or 2			
b. date and Patient information blocker.	0, or 2			
proper radiation protection by production of an acceptable image	0 through 5			

Comments:

Evaluation Scale-The clinical competency evaluation is written in objective form, with a 0 = unsuccessful performance of an objective, 1 = minor improvement of objective needed, 2 = successful performance of an objective.

Critical Analysis

Performance Objective: Did the student select the appropriate technical factors and show awareness of patient exposure when utilizing an AEC device?

(If the AEC was utilized have the student demonstrate awareness by identifying patient exposure using the mAs indicator.)

Objective	Yes/No/NA	Technical Factor Selected. Or Exposure
Did the student select an appropriate kVp?		
Did the Student select an appropriate mA, time combination?		
Did the Student select the appropriate AEC detectors?		

Performance Objective: List 6 anatomic structures and ask the student to identify each. Indicate if the student correctly identified the structure by placing a Yes or a No in the blank provided.

Projection:	Structure:	Correctly Identified: Yes/No

Performance Objective: Ask the student to list 4 image evaluation criteria for one projection. Indicate with a Yes or No if the student was able to demonstrate those criteria on the radiographic image.

Projection:

Image Criteria:	Correctly Demonstrated: Yes/No

Performance Objective: Ask the student how he or she would correct 2 hypothetical errors on any of the images produced. Indicate if the student was able to develop a plan that would correct each hypothetical error.

Error:	Appropriate Corrective Action: Yes/No

What could the student have done that would have improved performance:

Evaluators overall Impression:

Regarding the student’s professionalism and/or performance skills as compared to others, and in regard to time frame, I suggest that this student should:

Continue Clinical Training
 Dismiss from Clinical Training

Evaluator Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

Instructor Signature: _____ **Date:** _____

**Hutchinson Community College
Radiologic Technology
Clinical Competency Evaluation
C-Arm/Surgical Competency Form**

Student _____ Competency Grade _____

Procedure _____ Date of Comp _____ Time: _____

Procedure Evaluation

Performance Objective: Given a patient and the necessary radiographic equipment, the student should demonstrate with at least 85% competency, the ability to:

1. Demonstrate ability to prepare the facility. Was the student able to:	Evaluation Scale	Score
a. Determine the starting position of the c-arm and appropriate placement of the monitor and pedal control?	0 or 2	
b. Examine the surgical suite and remove any obstacles before bringing the c-arm into the room?	0 or 2	
c. Drive the equipment into the correct surgical suite without bumping personnel or other surgical equipment?	0 or 2	
d. Manually enter correct patient and exam information?	0 or 2	

2. Demonstrate knowledge of the c-arm equipment. Was the student able to:	Evaluation Scale	Score
a. Connect the monitor to the c-arm and plug both units into the appropriate electrical outlet?	0, or 2	
b. Switch the unit on and off?	0 or 2	
c. Select the appropriate imaging mode?	0 or 2	
d. Use collimators appropriately?	0 or 2	
e. Correctly orient the image?	0, or 2	
f. Ready the imaging system in a reasonable amount of time?	0,1, or 2	

3. Provide proper radiation and patient protection. Did the student:	Evaluation Scale	Score
a. Ensure that everyone in the room was provided the appropriate radiation safety equipment?	0, or 2	
b. Keep exposure time to a minimum?	0, or 2	
c. Correctly document fluoro time? (if appropriate)	0, or 2	
d. Observe and not interfere with the sterile field?	0, or 2	

4. Demonstrate proper equipment manipulation. Was the student able to:	Evaluation Scale	
a. Use c-arm locks appropriately?	0 or 2	
b. Comfortably move the c-arm? I.e. up/down, Lateral/oblique, in/out, swivel.	0,1, or 2	
c. Quickly and correctly respond to the surgeon's or physician's requests?	0,1, or 2	
d. Instill confidence in the surgical team?	0,1, or 2	

5. Demonstrate proper image manipulation. Was the student able to:	Evaluation Scale	
a. Chose the correct part program (i.e. chest, abdomen, extremity) or select the appropriate technical factors for the part to be imaged?	0 or 2	
b. Correctly reverse or rotate the image when asked?	0,1, or 2	
c. Correctly transfer images from monitor A to monitor B?	0,1, or 2	
d. Correctly freeze, save, recall and forward images as requested?	0,1, or 2	

6. Demonstrate knowledge of department workflow. Did the student:	Evaluation Scale	
a. Correctly print, or digitally send images to the appropriate location?	0 or 2	
b. Disassemble the imaging equipment without disturbing the surgical team?	0 or 2	
c. Return the imaging unit to its storage location and charge it as needed?	0 or 2	

Technologist's Comments:

What could the student have done that would have improved performance:

Evaluators overall Impression:

Regarding the student's professionalism and/or performance skills as compared to others, and in regard to time frame, I suggest that this student should:

Continue Clinical Training Be dismissed from Clinical Training.

Evaluator Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

Instructor Signature: _____ **Date:** _____

Clinical Competency Evaluation Actual Competency Form Fluoroscopy/Digital Fluoroscopy

Student _____ Competency Grade _____

Examination _____ Date of Comp _____ Time: _____

Please Circle: Mandatory or Elective Competency

Please Circle One: Was this exam performed on a: Actual Patient or Simulated Patient

When presented with the opportunity to perform the competency did the Student:

Evaluate the Requisition Sufficiently? YES () NO () *(this is worth 1 point toward competency score.)*

Fluoroscopic Procedure Evaluation

Evaluation Scale This portion of the clinical competency evaluation is written in objective form, with a
 0 = unsuccessful performance of an objective,
 1 = minor improvement of objective needed,
 2 = successful performance of an objective.

Performance Objective: Given a patient and the necessary fluoroscopic equipment, the student should demonstrate with at least 85% competency, the ability to:

1. Provide proper patient-student technologist relationship by:	Evaluation Scale	Score
a. consistently addressing the patient by name.	0,1, or 2	
b. explaining exam in lay terms.	0,1, or 2	
c. instilling confidence in patient.	0,1, or 2	
d. consistently keeping patient clothed and covered modestly	0,1, or 2	

2. Demonstrate knowledge of fluoroscopic exam by:	Evaluation Scale	Score
a. correct and appropriate room preparation.	0,1, or 2	
b. correct and appropriate preparation of the patient.	0,1, or 2	
c. correctly preparing and administering contrast media.	0,1, or 2	
d. giving the patient correct and appropriate instructions.	0,1, or 2	
e. efficiently and effectively assisting radiologist.	0,1, or 2	

3. Demonstrate proper fluoroscopic equipment manipulation by:	Evaluation Scale	Score
a. appropriately maneuvering the table, fluoroscopy and viewing equipment.	0,1, or 2	
b. appropriately maneuvering the x-ray tube, table, and bucky.	0,1, or 2	

4. Provide proper radiation protection during fluoroscopy by:	Evaluation Scale	Score
a. appropriate shielding of patient, self and staff.	0,1, or 2	
b. appropriate and effective use of distance during exposure.	0,1, or 2	

Post Fluoroscopy Radiographic Imaging

Evaluation Scale This portion of the clinical competency evaluation is written in objective form, *award the student 1 point per projection for correctly performing each objective. Please indicate the number of projections performed.*

Performance Objective: Given a patient and the necessary radiographic equipment, the student should demonstrate on at least 85% of the projections performed, the ability to:

5. Demonstrate proper positioning skills by:	Score
Please indicate the number of projections performed	
a. selection of appropriate image receptor.	
b. correct alignment of the image receptor.	
c. correct positioning of the patient and/or part.	
d. correct central ray alignment.	
e. give proper patient and breathing instructions.	
f. complete each exposure within a reasonable time.	

6. Provide proper radiation protection by:	Score
a. appropriately shielding of the patient and staff.	
b. proper collimation used for post fluoroscopy images.	
c. producing exposure index numbers within an acceptable range.	
7. Proper radiation protection by production of an acceptable image	

Image Evaluation

Evaluation Scale This portion of the clinical competency evaluation is written in objective form, *award the student 1 point per projection for correctly performing each objective. Please indicate the number of projections performed.*

Performance objective; Given a patient and the necessary radiographic equipment. On at least 85% of the projections performed the student will produce a satisfactory radiograph that demonstrates:

8. Proper anatomical part or parts by:	Score
a. demonstrating anatomy in proper perspective (AP,LAT, OBL, ect.).	
b. demonstrating all pertinent anatomy on the radiograph	

9. Proper KVp and mAs selection by:	Score
a. demonstration of adequate contrast.	
b. demonstration of sufficient density.	
c. properly compensating for a known pathological condition.	

Digital imaging only.

10. Proper post image processing and archiving:	Score
a. by assuring that correct patient identification and image information is displayed on the image.	
b. windowing to an acceptable density.	
c. image set, correctly filled and sent to the appropriate destination.	

Conventional imaging only.

11. Proper film identification by correct placement and visualization of:	Score
a. appropriate positioning markers (R/L, upright, decub, ect.).	
b. correct date and patient information.	

Evaluators overall impression and comments:

Regarding the student's professionalism and/or performance skills as compared to others, and in regard to time frame, I suggest that this student should:

Continue Clinical Training Be dismissed from Clinical Training.

Evaluator Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

Instructor Signature: _____ **Date:** _____

Simulated Spot Competency Evaluation: Sophomore

Student: _____

Date: _____

Exam Simulated _____

Final Grade _____

Exam Preparation		
In preparing the room and patient for the exam, did the student:		Score
1. identify the projections to be performed?	0,2	
2. adequately describe patient preparation for the exam?	0,1,2,3	
3. adequately prepare the imaging suite for the procedure?	0,1,2,3	
Total Score Exam Preparation:		

Comments:

Positioning					
Did the student simulate the exam correctly by demonstrating appropriate:		AP/PA	Lateral	Oblique	Other
4. Manipulation of the radiographic table or wall unit, and the image receptor holder?	0,1,2				
5. manipulation of the radiographic tube?	0,1,2				
6. alignment of the image receptor?	0, 3, 5				
7. alignment of the central ray?	0, 3, 5				
8. positioning of the part of interest?	0, 3, 5				
9. source to image distance?	0, 3, 5				
Scores					
Total Score Positioning					

Comments:

Radiation Safety					
Did the student protect the patient by:		AP/PA	Lateral	Oblique	Other
10. using appropriate collimation	0, 3, 5				
11. providing shielding when appropriate.	0 or 5				
12. (identify when & why shielding is not appropriate)					
Scores					
Total score Radiation Safety					

Comments:

Patient Care					
Did the student instill patient comfort and confidence by:		AP/PA	Lateral	Oblique	Other
13. providing clear and concise patient instructions?	0,1,2				
14. simulating appropriate protection of the patients modesty?	0,1,2				
15. using appropriate methods to insure patient comfort?	0,1,2				
16. completing the exposure within a reasonable time?	0, 3, 5				
Scores					
Total Score Patient Care					

Comments:

Image Production					
Did the student:		AP/PA	Lateral	Oblique	Other
17. correctly use all image identification markers?	0,1,2				
18. set technical factors that would under normal circumstances produce an acceptable radiograph?	0 or 5				
19. use appropriate breathing instructions?	0 or 5				
Scores					
Total Score Image Production					

Comments:

Additional Comments:

Student Comments:

Scoring (55 points per Position)	
Category	Percentage
Positioning	
Radiation Safety	
Patient Care	
Image Production	
Exam Preparation Questions (9 points possible)	
Final Average	

Instructor Signature: _____

Student Signature: _____

**Hutchinson Community College and Area Vocational School
Radiologic Technology
Final Simulated Competency Evaluation**

Student _____ Competency Grade _____
 Projection _____ Date of Evaluation _____

Projection Evaluation

Performance Objective: Given a patient and the necessary radiographic equipment, the student should demonstrate with at least 85% competency, the ability to:

- **Evaluate Requisition Sufficiently** Yes No
- **Provide Adequate Facility Readiness** Yes No
- **Provide Proper Patient-Tech Relationship by**

Addressing Patient by name	0 or 2	
Explaining exam in lay terms	0, 1 or 2	
Instilling Confidence in Patient	0, 1 or 2	
Assuring patient comfort and modesty	0 or 2	

• **Demonstrate Proper Positioning Skills By:**

Completing exam within a reasonable time	0, 1 or 2	
Selection of proper cassette type and size	0 or 2	
Proper use of bucky and cassette to part alignment	0, 1 or 2	
Correct patient position	0, 1 or 2	
Correct alignment of tube, part and cassette	0, 1 or 2	
Use of appropriate patient instructions (breathing ect)	0 or 2	

• **Demonstrate Proper Equipment Manipulation by:**

Maneuvering tube, bucky, and table top properly	0 or 2	
Selection of proper SID	0 or 2	

• **Provide Proper Radiation Protection By:**

Use of proper collimation	0, 1 or 2	
Use of patient shielding	0 or 2	

Simulated Image Evaluation

Performance Objective: Given a patient and the necessary radiographic equipment, the student will simulate the requirements that would produce a satisfactory radiograph with at least 85% competency through.

• **Proper Technique Manipulation By:**

Appropriate mAs or photo-timer selection	0, 1 or 2	
Appropriate KVp selection	0, 1 or 2	

• **Proper Film Identification By:**

Use of appropriate directional markers in the proper location	0 or 2	
---	--------	--

• **Radiation protection By**

Simulating all requirements that would produce and acceptable image in only 1 exposure	0 to 5	
--	--------	--

Comments

Evaluator's Overall Impression

Regarding the student's professionalism and/or performance on this simulated competency at the end of his or her clinical training this student should:

Be recommended for Licensure Note be recommended for Licensure

Student's Signature: _____ Date: _____

Instructor's Signature: _____

DEFINITION OF TERMS

Passive Mode:	Observation
Direct Supervision:	Student supervision by a qualified practitioner, who reviews the procedure in relation to the student's achievement, evaluates the condition of the patient in relation to the student's knowledge, is present during the procedure, and reviews and approves the procedure. A qualified radiographer is present during the student performance of a repeat of any unsatisfactory radiograph.
Indirect Supervision:	Supervision is provided by a qualified practitioner immediately available to assist students regardless of the level of student achievement.
Immediately Available:	The physical presence of a qualified practitioner adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use.
Qualified Practitioner:	A radiographer possessing American Registry of Radiologic Technologists Certification or equivalent and active registration in the pertinent discipline and practicing in the profession.
Power Point Tutorial:	Bontrager positioning series.
Competency Evaluation:	The procedure by which a student's performance and resulting radiographic images are evaluated. The minimum acceptable level is 85%.
Final Competency Evaluation:	A series of non-related radiographic projections to re-evaluate student's competency prior to second year and graduation.
Simulation:	The student will perform radiographic examinations on the phantom, or on another person. [Not a patient] Exposure will be simulated.
Clinical Participation:	Observation, assisting, performing under direct supervision or indirect supervision.

COMMUNICABLE DISEASE POLICY

The following shall be regarded as program policy:

1. All students are required to have a physical examination with a favorable recommendation prior to entering the program.
2. Students are sometimes subject to exposure to illness which may result in their becoming carriers of a disease, although not actually sick themselves. Each student is responsible for reporting to the head of the radiology department, any colds, sore throats, skin lesions, fever, diarrhea, vomiting, conjunctivitis, or any other condition which could be transmitted to a patient and therefore patient contact should be avoided.
3. If the hospital/clinic deems it appropriate, the student will report to the infection control nurse/officer, and the hospital/clinic will retain the right to exercise any infection control policy for students which applies to their own employees.
4. Students will not participate in any clinical experience with the following illnesses; a physician's release will be necessary before resuming the clinical experience.
 - a. Streptococcal Infections
 - b. Herpes Simplex
 - c. Herpes Zoster
 - d. Dysentery–Confirmed Organism
 - e. Staphylococcal Infections
 - f. Hepatitis
 - g. Tuberculosis
 - h. Influenza
 - i. HIV or AIDS
5. The hospital/clinic will retain the right to require the student to see a physician and to secure a physician's release before permitting the student to return to the department for any condition deemed necessary.

HARASSMENT

Hutchinson Community College (“the College”) is committed to maintaining an environment that supports educational programs to develop individuals capable of applying enlightened judgment in their professional, personal, and social lives. In the furtherance of this objective, it is the official policy of the College to prohibit discrimination, harassment (including sexual harassment and sexual violence), and retaliation against individuals or groups of individuals based on race, color, ethnic or national origin, sex, sexual orientation, gender identity, marital status, genetic information, religion, age, ancestry, disability, military status, or veteran status in all aspects of College life and /or employment with the College.

To prevent discrimination, the College has established procedures which are outlined in its Affirmative Action Plan and EEO policies. The goal of these procedures and policies is to prevent the occurrence of these discriminatory acts, to assist victims in obtaining relief, and to provide appropriate consequences for those who by their actions practice, promote, or condone such discrimination.

Discrimination

In this Policy, discrimination is treating an individual adversely in employment, housing, or academic decisions based on race, color, ethnic or national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status without a legitimate, nondiscriminatory reason for the treatment, or maintaining seemingly neutral policies, practices, or requirements that have a disparate impact on employment, on-campus housing, or academic opportunities of members of protected groups without a valid business or academic reason.

Harassment

In this Policy, the term "harassment" can have two different definitions, depending on where the alleged conduct takes place and its context. Harassment meeting either of these definitions is considered discrimination.

- i. In the work and on-campus housing environment, "harassment" is:

Conduct toward a person or persons based on race, color, ethnic or national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status that: (1) has the purpose or effect of: (a) creating an intimidating, hostile, or offensive work environment or on-campus housing environment for the person(s); or (b) unreasonably interfering with the work or on-campus housing of the person(s); and (2) is sufficiently severe or pervasive that it alters the terms, conditions, or privileges of a person's employment or use of on-campus housing.

- ii. In the academic environment, "harassment" is:

Conduct toward a person or persons based on race, color, ethnic or national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status that: (1) has the purpose and effect of: (a) creating an intimidating, hostile, or

offensive educational environment for the person(s); or (b) unreasonably interfering with the academic performance or participation in any College-sponsored activity of the person; or (c) threatening the academic opportunities of the person; and (2) is sufficiently severe or pervasive that it alters the terms, conditions, or privileges of the person's academic opportunities or participation in College-sponsored activities.

Whether conduct is sufficient to constitute "harassment" is evaluated under the totality of the circumstances, including the frequency of the conduct, its severity, whether it is physically threatening or humiliating, or merely an offensive utterance. These factors are evaluated from both subjective and objective viewpoints, considering not only the effect that conduct actually had on the person, but also the impact it would likely have had on a reasonable person in the same situation. The conduct must subjectively and objectively meet the definition to be "harassment" under this Policy. Repeated incidents, even where each would not, on its own, constitute harassment, may collectively constitute harassment under these definitions.

Depending on the circumstances, some occurrences may require evaluation under both definitions.

Sexual harassment

Like harassment on the basis of race or religion, sexual harassment is a form of prohibited discrimination. Sexual harassment on campus or in other settings related to College employment or enrollment, is unlawful as well as unethical, and will not be tolerated. The College will respond promptly to complaints of sexual harassment, and, where it is determined that sexual harassment has occurred, will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate. This Policy applies to all activities of the College, whether on campus or off campus. With the adoption of this Policy on sexual harassment, the College reaffirms its commitment to maintaining an environment free of intimidation, fear, reprisal, and coercion—one in which staff, faculty, and students can develop intellectually, professionally, personally, and socially.

While this Policy sets forth the College's goal of promoting a work and educational environment that is free from harassment and/or prohibited discrimination, the Policy is not designed or intended to limit the College's authority to discipline or take remedial action for conduct that the College deems inappropriate or unacceptable, regardless of whether that conduct satisfies the legal definition of harassment and/or prohibited discrimination.

Definition of Sexual Harassment

Both federal and state laws define and prohibit sexual harassment in employment and in providing educational services to students. Sexual harassment is any behavior which, through inappropriate sexual content or disparagement of members of one sex, interferes with an individual's work or learning environment. Behavior, whether verbal or physical, constitutes sexual harassment if:

A. a person is intimidated by the threat, overt or implicit, that any education or employment decision may be affected by an unwillingness to tolerate or accept sexual attentions (those decisions may involve grades, recommendations, evaluations, and all decisions about the requirements, terms, and conditions of employment or learning);

B. a person is required to tolerate or accept sexual attentions as a condition of employment or learning;

- C. the behavior creates an environment that is intimidating, hostile, or offensive for members of one sex, and thus interferes with a person's ability to work or learn;
- D. any educational or employment decision has been affected by a person's refusal to comply with or tolerate inappropriate sexual behavior; or
- E. any reprisals are taken for reporting or objecting to sexual harassment.

Under (A) above, direct or implied requests by a supervisor, professor, athletic coach or trainer, or other individual responsible for work or academic evaluations for sexual favors in exchange for actual or promised job or academic benefits constitutes sexual harassment. Benefits include grades, academic assignments, research opportunities, favorable reviews and recommendations, salary increases, promotions, increased benefits, and continued employment or enrollment.

Sexual harassment can occur between individuals of the same gender and regardless of sexual orientation. The same standards that apply to harassment between individuals of the opposite sex apply to harassment involving individuals of the same sex.

Prohibited is any behavior that represents repeated or unwanted sexual attention or sexual advances, including that between co-workers or students.

Examples of Conduct

While it is not possible to list all circumstances that constitute sexual harassment, the following are some examples of conduct that may constitute sexual harassment depending upon the totality of the circumstances, including severity of the conduct and its pervasiveness:

- Unwelcome sexual advances—whether they involve physical touching or not;
- Threats or insinuations that a person's employment, wages, academic grade, promotional opportunities, classroom work assignments or other conditions of employment or academic life may be adversely affected by not submitting to sexual advances;
- Dissemination of sexually explicit voicemail, email, graphics, downloaded material or web sites;
- Unwelcome sexual epithets, sexual jokes, written or oral references to sexual conduct, gossip regarding one's sex life;
- Unwelcome comments about an individual's sexual activity;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, sexual behavior, or sexual gestures;
- Unwelcome inquiries into another's sexual experiences;
- Unwelcome discussion of one's sexual activities;
- Sexual violence;
- Creating a hostile environment for others by engaging in harassing conduct that affects the workplace, or the teaching or research environment, or affects others' ability to compete for grades, research opportunities, academic or work assignments, compensation, and/or employment benefits. In addition to the conduct described above, romantic involvement (even if consensual) between supervisors and subordinates or between a faculty member and a student may create a hostile environment. Depending on the totality of the circumstances and the nature of the complaint, the fact that a relationship began as a consensual relationship may not be a defense to a claim of sexual harassment.

Definition of Sexual Violence

In this Policy, the term "sexual violence" refers to a physical act perpetrated against a person's will, or where a person is so incapacitated that he or she is incapable of giving consent due to the use of drugs or alcohol, or where a person is incapable of giving consent due to an intellectual or other disability. A number of different acts fall into the category of sexual violence, including but not limited to, rape, sexual assault, sexual battery, and sexual coercion. Use of alcohol or other drugs by a perpetrator or victim does not excuse acts of sexual violence.

The determination regarding the presence or absence of consent shall be based upon the totality of circumstances in a particular case, including the context in which the alleged incident(s) occurred. Consent will not necessarily be inferred from silence or passivity alone.

Sexual violence meeting this definition is considered sexual harassment, and is therefore considered to be discrimination.

Informal Resolution

An individual who believes he or she has been subjected to sexual harassment is advised to make it clear to the offender that such behavior is offensive. Early informal methods are often effective in correcting questionable behavior or resolving incidents of possible harassment.

If such methods are not possible or have not resolved the matter, then the matter should, as soon as possible, be brought to the attention of the Affirmative Action Officer or designee. This will ensure that prompt efforts will be made to help assess the situation, and determine what informal or formal steps are necessary.

Formal Complaint

A formal complaint is considered a written complaint filed with the College's Affirmative Action Officer. A formal complaint should include as much information as possible regarding the alleged conduct or incidents, including but not limited to: the dates and locations of the conduct; the effect the conduct has had on employment, learning or living environment, or the complainant's ability to participate in College programs or activities; and the name of the person alleged to have engaged in the conduct. The individual with a complaint must file his/her written complaint with the College's Affirmative Action Officer.

In the event of a sexual violence complaint, the Vice President of Student Services should interview the complainant, with the understanding that the College is obligated to investigate if it has enough information to do so. The Vice President of Student Services should explain to the complainant that the College may not be able to ensure confidentiality. The Vice President of Student Services should also encourage the complainant to file a complaint with the City Police or County Sheriff with appropriate jurisdiction.

If the Vice President of Student Services determines there is not sufficient information for an investigation, the Vice President of Student Services submits a written report to the College's Affirmative Action Officer explaining why the information was insufficient, and should document

whether the complainant refused to provide information that would be necessary for a College investigation.

When the College's Affirmative Action Officer receives a formal complaint, the Affirmative Action Officer will promptly investigate the allegation. An investigator will determine facts that support

findings about the complaint. The investigation generally will include interviews with (1) the complainant; (2) the respondent; (3) witnesses (if any and if deemed necessary by the College); and others as determined by the investigator.

All employees are expected to cooperate fully in efforts to investigate and enforce this Policy. When the College has completed the investigation, the findings of the investigation will be shared with the complainant, the respondent, and others involved only to the extent appropriate.

Confidentiality

The College recognizes that in the investigation of a sexual harassment and/or prohibited discrimination complaint in most circumstances it will be important to protect the confidentiality of and/or information about the complainant, the accused, and/or witness(es). In each investigation, the need for confidentiality in the investigation will be determined by the investigator. The investigator will take into consideration whether confidentiality is necessary to:

- A. protect the confidentiality of and/or information about an individual (such as the complainant, the accused, a student, another employee);
- B. protect evidence (emails, documents, or other things) that might be destroyed or modified;
- C. protect a witness (such as a student or another employee) from being pressured to change or fabricate a statement; or
- D. avoid an attempt to cover up improper conduct.

Actions taken in each investigation shall be conducted with as much privacy, discretion, and confidentiality as determined necessary by the investigator (using the factors described above) without compromising the thoroughness and fairness of the investigation. The investigator will instruct all persons involved in an investigation concerning the degree of confidentiality determined necessary (as outlined above) for the investigation. Information about individual complaints and their disposition will be shared only on a “need to know” basis. However, even informal efforts to end harassment may require that an accused harasser learn of the identity of the complainant. The College will work closely with students and/or employees to ensure their ability to complete their academic program or continue to work during all stages of investigating a formal complaint of sexual harassment.

Disciplinary Action

If it is determined that an employee or student has engaged in sexual harassment or other inappropriate conduct, the College will take action appropriate under the circumstances. Such action may include written warnings, required counseling, probation, suspension, termination, or expulsion, and it may include such other forms of disciplinary action as the College deems appropriate. Likewise, if it is determined that a complainant invoked the investigatory process in bad faith or knowingly presented false or misleading information, appropriate disciplinary action may be taken.

Grievance Procedure

Reference current published grievance procedure.

No Retaliation for Filing or Assisting with a Complaint of Sexual Harassment

Retaliation against any individual for making a good faith complaint of sexual harassment or for assisting in good faith in the investigation of such a complaint is illegal and will not be tolerated. All acts of retaliation are subject to disciplinary action. Individuals who believe they have been subject to retaliation should immediately report their concerns to the Affirmative Action Officer.

Commitment to Awareness and Response Training

The College provides regular sexual harassment awareness and response training programs for supervisors and individuals identified with responsibilities in this Policy.

State and Federal Agency Complaints

In addition to the above, an individual who believes he or she has been subjected to harassment may file a formal complaint with government agencies with jurisdiction. Using the College's complaint process does not prohibit an individual from filing a complaint with any of these agencies:

- The Kansas Human Rights Commission (KHRC) (www.khrc.net)
- Equal Employment Opportunity Commission (EEOC) (www.eeoc.gov)
- Office of Civil Rights of the Department of Education (www2.ed.gov/ocr)

Specific requirements and time frames exist for filing with these agencies.

Christopher Lau, Affirmative Action Officer
Hutchinson Community College – Student Success Center
1300 North Plum
Hutchinson, KS 67501
1-800-289-3501 x3583
lauc@hutchcc.edu

WORKPLACE HAZARDS

Workplace Violence Policy

The safety and security of Hutchinson Community College employees, students and patrons are very important. Threats, threatening behavior, acts of violence, or any related conduct which disrupts another's work performance or the organization's ability to execute its mission will not be tolerated.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on owned or leased property, or at a college sponsored event of Hutchinson Community College may be removed from the premises, program or activity pending the outcome of an investigation. Threats, threatening behavior, or other acts of violence executed off college-owned or leased property but directed at Hutchinson Community College employees while conducting official college business, is a violation of this policy. Off-site threats include but are not limited to threats made via the telephone, fax, electronic or conventional mail, or any other communication medium.

Violations of this policy will lead to disciplinary action that may include dismissal, arrest, and prosecution. In addition, if the source of such inappropriate behavior is a member of the public, the response may also include barring the person(s) from college-owned or leased premises, termination of the business relationships with that individual, and/or prosecution of the person(s) involved.

Employees are responsible for notifying their supervisor of any threats that they have witnessed, received, or have been told that another person has witnessed or received. Employees should also report any behavior they have witnessed which they regard as threatening or violent when the behavior is job related or might be carried out on college-owned or leased property or in connection with Hutchinson Community College employment.

Each employee who has received a protective or restraining order which lists college-owned or leased premises as a protected area is required to provide their supervisory with a copy of such order.

CELL PHONES

During the first year and second year, cell phones **must** be turned off during all classes, lab sessions and lab practice times because of their disruptive nature. You will **not** be allowed to carry them with you for your observation times.

During the second year of training, the student's attention should be directed toward the patient and reflect conduct appropriate to the profession. Therefore, students will **not** be allowed to carry cell phones or any type of electronic paging device with them in the clinical facility. Electronic devices should be kept, turned off in a secure place at all times. In the event a student intentionally or unintentionally disregards this policy he/she will be asked to remove the device from the clinical facility and one hour will be deducted from his/her personal time. Students are encouraged to use the clinical facilities phone system in cases of emergency and should collect department phone numbers during the facilities orientation.

Cell phones are not to be used to post on social media during scheduled clinical training. Students should refrain from posting any information regarding their clinical training experience on social media. Any posting may be considered a HIPPA violation and could result in disciplinary action.

EMPLOYMENT OF STUDENTS

A student who is employed while in the program should be aware that:

1. College liability insurance will not cover the student.
2. Student name tag, school patch, and film badge will **NOT** be worn.
3. Such employment will not count toward the student experience.

From the view of the college, this practice should be discouraged, since the person employed is not qualified, and the student is at some risk concerning liability.

Students should be aware that it is often difficult for hospital staff to distinguish the student's performance during training and their performance as an employee. It is not uncommon for comments and grading on student evaluations to be a reflection of the student's performance as an employee. It is impossible for faculty to distinguish one from the other. Therefore, the students grade will likely reflect issues that did not occur during clinical training.

It is imperative that the employed student continue to abide by program policies concerning supervision, and repeat radiographs. Employment does not permit a student to perform radiographic exams unsupervised during clinical training hours.

SURGERY, PORTABLE AND ER POLICY

The JRCERT and Hutchinson Community College Radiography Program have adopted the following policy regarding supervision of all surgery, portable and ER examinations:

Prior to competency testing, a qualified radiographer is physically present during the conduct of the above mentioned examinations.

After successful competency testing, a qualified radiographer must be immediately available (in or adjacent to the room or location) to where the surgery, portable or ER examination is being performed.

Should violation of this policy occur, the following disciplinary action will be taken:

- | | |
|-------------|----------------------------|
| 1st Offense | Warning |
| 2nd Offense | Two Week Suspension |
| 3rd Offense | Dismissal From the Program |

My signature indicates full understanding of the Surgery, Portable and ER Policy.

Signature of Student _____ Date _____

STUDENT "REPEAT RADIOGRAPH" POLICY

The JRCERT and Hutchinson Community College Radiography Program have adopted the following policy regarding "repeat radiographs," regardless of the level of a student's competency:

ALL "repeat radiographs" must be performed in the physical presence of a qualified radiographer

A registered technologist must initial the film/form to be repeated for verification of the policy.

Should violations of this policy occur, the following disciplinary action will be taken:

- 1st Offense Warning
- 2nd Offense Two Week Suspension
- 3rd Offense Dismissal From the Program

It is the responsibility of the student to ensure that appropriate supervision is occurring, and that the correct documentation is maintained.

My signature indicates full understanding of the "Repeat Radiograph Policy."

Signature of Student _____ Date _____

EVIDENCE OF UNDERSTANDING

FRESHMAN

By my signature, I signify that the contents of the Radiologic Technology Program Manual as reviewed by an attorney have been satisfactorily explained to me. I further signify that I have had the opportunity to question any policy and/or procedure until it has been explained to my satisfaction.

My signature further indicates an agreement to abide by the established policies and procedures. In the event that I do not follow the stated policies and procedures, I am willing to abide by the consequences set forth in this manual, in the Hutchinson Community College Student Handbook, and/or college or hospital regulations.

Signed _____

Date _____

EVIDENCE OF UNDERSTANDING

SOPHOMORES

By my signature, I signify that the contents of the Radiologic Technology Program Manual as reviewed by an attorney have been satisfactorily explained to me. I further signify that I have had the opportunity to question any policy and/or procedure until it has been explained to my satisfaction.

My signature further indicates an agreement to abide by the established policies and procedures. In the event that I do not follow the stated policies and procedures, I am willing to abide by the consequences set forth in this manual, in the Hutchinson Community College Student Handbook, and/or college or hospital regulations.

Signed _____

Date _____

Computer Resources
Available at Davis Hall Room 21

- Basics of Digital Imaging
- Digital Image Quality
- Brightness and Contrast
- Practical CR
- Image Acquisition Challenge
- Physics Challenge
- Radiation Protection Challenge
- Digital Image Quality
- Spatial Resolution
- Radiographic Contrast
- Radiographic Density
- Recorded Detail and Distortion
- Radiographic Procedures
- Exposure to Digital IRS
- Health and Allied Science Publishers
 - Four Simulated Registry Exams

Software Programs

- Concepts of Scrubbing, Gowning and Gloving
- Care of Chest Tubes
- Radiology
- Medical Terminology Image Library
- Radiographic Imaging Mosby's Instructional Series
- Professional Behavior in Healthcare Professions: Professionalism and Self-Presentation
- Patient Assessment in Radiology
- Hospital Infection Control
- Cultural Competence
- Bloodborne Safety: Universal Precautions, Standard Precautions, and Needlestick Prevention
- IV Procedures
- Recognize and Respond
- Body Mechanics: Protecting Yourself

APPENDIX

REFERENCE BOOKS
HUTCHINSON COMMUNITY COLLEGE LIBRARY

- | | |
|--|---|
| Bontrager, Kenneth L.
Lampignano, John D. | <u>Textbook of Radiographic Positioning and Related Anatomy</u> , 7 th Edition
ISBN: 978-0-323-05410-2 |
| Boyd, Charles | <u>Basic Science Principles of Nuclear Medicine</u> |
| Bushong, Stewart C. | <u>Radiologic Science for Technologists</u>
ISBN: 0-323-02555-2 (2004) |
| Claus, Walter D. | <u>Radiation Biology and Medicine</u>
(1958) |
| Curley, LaVerne Tolley
Callaway, William J. | <u>Introduction to Radiologic Technology</u> , 6 th Edition
ISBN: 0-323-003566-3 (January 2006) |
| Ehrlich, Ruth Ann
Doble McCloskey, Ellen
Daly, Joan A. | <u>Patient Care in Radiography</u> , 6 th Edition
ISBN: 0-323-01957-9 (2004) |
| Eisenberg, Ronald
Johnson, Nancy M. | <u>Comprehensive Radiographic Pathology</u> , 4 th Edition
ISBN: 0-323-03624-4 (February 2007) |
| Frank, Eugene D. | <u>Merrill's Atlas of Radiographic Positioning and Procedures</u> , 11 th Edition
ISBN: 0-323-03317-2 |
| Grigg, Emanuel, RN | <u>The Trail of the Invisible Light</u>
(1965) |
| Hansen, John T. | <u>Nutter's Clinical Anatomy</u> , 2 nd Edition
ISBN: 978-1-4377-0272-9 (2010) |
| Hariis, James E.
Weeks, Kent | <u>X-Raying the Pharaohs</u>
(1973) |
| Jensen, Steven C.
Peppers, Michael P. | <u>Pharmacology and Drug Administration for Imaging Technologists</u> , 2 nd Edition
ISBN: 0-323-03075-0 (2006) |
| Martensen, Kathy McQuillen | <u>Radiographic Image Analysis</u> , 3 rd Edition
ISBN: 978-1-4377-0336-8 (2011) |
| Netter, Frank H. | <u>Atlas of Human Anatomy</u> , 5 th Edition
ISBN: 978-1-4160-5951-6 (2011) |
| Papp, Jeffery | 1
<u>Quality Management in the Imaging Sciences</u> , 4 th Edition |

ISBN:978-0-323-05761-5 (2011)

Snopek, Albert

Fundamentals of Special Radiographic Proecdures,
5th Edition
ISBN: 0-7216-0632-6 (April 2006)

Statkiewicz, Mary Alice
Visconti, Paula J.
Ritenour, E. Russell

Radiation Protection in Medical Radiography, 6th Edition
ISBN: 978-0-323-06611-2 (2011)

Teitelbaum, Maurice J.

Mangled Medicine
(1972)

Towley-Cook, Doreen M.
Young, Terese

Ethical and Legal Issues for Imaging Professionals
ISBN: 0-8151-2966-1 (February 2007)

United States Atomic Energy
Commission Division of
Public Information

Now a Word About---Radiation Protection Past, Present,
and Future
(1969)

United States. Bureau of
Radiological Health

The Biological Effects of Ionizing Radiation: An
Overview
(1976)

Vennes, Carol Hacking
Watson, John C.

Patient Care & Special Procedures
(1959)

MAGAZINES

HUTCHINSON COMMUNITY COLLEGE LIBRARY

Radiologic Technology
Applied Radiology