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The Hutch CC Radiologic Technology Program Reserves the Right to Change and/or Add Policies as Necessary.

ARRT 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 Registered 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 basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.

Principle 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.

Principle 11

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

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.

Print Name _____

Student Signature _____ Date _____

RADIOLOGY COURSE DESCRIPTIONS

RA 102 Radiographic Pathology **3 hours credit**

Fundamentals of radiographic pathology including the definition and description of diseases and conditions, radiographic appearance of pathologies, and the diagnostic tests used in identification of diseases.
Co-requisite: HR105 or Equivalent

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

Radiographic quality and factors affecting it. Radiation protection and biological aspects of radiation. Routine radiograph positioning and image critiques. Students are required to be at an affiliate clinical site a total of 16 hours.

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

Radiographic and digital imaging quality and the factors that affect them. Laboratory exercises using radiographic exposure, routine radiographic positioning and image critiques. Students required to be at an affiliate clinical site a total of 36 hours.
Prerequisite: RA 105

RA 110 Patient Care and the Imaging Profession **3 hours credit**

Exploration of diagnostic imaging professional to include effective communication with patients and health care professionals, professional ethics, and organizational models within the healthcare industry. Demonstration of effective and safe patient care practices in imaging disciplines as well as patient assessment, venipuncture techniques, and safe administration of medications.
Prerequisite: RA 105

RA 115 Radiologic Physics **2 hours credit**

Basic physics concepts with application of radiation in medicine; emphasis on atomic, electrical and electromagnetic physics and radiographic equipment.

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**

Entry-level training as professional, ethical, and safe radiographer to include the application of radiologic science theory and techniques. Performed under the direct supervision of a registered radiologic technologist. Students will complete 480 hours of clinical training.
Prerequisite: RA 205

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

Development of clinical skills through supervised practice of radiologic science theory and techniques learned in Clinical Training I. Application of computed tomography theory and techniques under direct supervision of a registered CT technologist. Students will complete 480 hours of clinical training.
Prerequisite: RA 201

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

Continued supervised practice of radiologic theory and techniques learned in previous Clinical Training courses. Application of quality assurance practices and introduction to diagnostic imaging management. Demonstration of professional and patient care skills that meet or exceed standards expected of a registered radiographer. Students will complete 300 hours of clinical training.
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 Cranial Imaging and Computed Tomography **2 hours credit**

Imaging of the central nervous system and skull using radiographic imaging, magnetic resonance imaging, and computed tomography physics and instrumentation.
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

COURSE LIST BY SEMESTER

Pre-requisite Courses	**Credit Hour**
Human Anatomy and Physiology	6
College Algebra	3
English Composition I	3
Total Pre-reqs	**12**

Freshman

First Semester

Course	**Credit Hour**
Radiographic Exposures I	4
Patient Care and the Imaging	3
Radiologic Physics	2
Medical Terminology	3
Public Speaking -or- Interpersonal Communications	3
Total 1st Semester	**15**

Second Semester

Course	**Credit Hour**
Radiographic Exposures II	4
Radiographic Pathology	3
Basic Radiation Biology	2
General Psychology -or- Fund. Of Sociology	3
Total 2nd Semester	**12**

Summer

Course	**Credit Hour**
Radiographic Exposures III	4
Total Summer Semester	**4**

Sophomore

First Semester

Course	**Credit Hour**
Clinical Training I	8
Imaging Modalities	2
Cranial Imaging and CT.	2
Total 1st Semester	**12**

Second Semester

Course	**Credit Hour**
Clinical Training II	8
Physical Found. Radiology	4
Total 2nd Semester	**12**

Summer

Course	**Credit Hour**
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.

The program's current accreditation award is 8 years. General program accreditation information and the current accreditation award letter can be found here:
https://www.jrcert.org/programs/hutchinson-community-college/

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

2021 JRCERT Accreditation Standards

Standard One: Accountability, Fair Practices, and Public Information

The sponsoring institution and program promote accountability and fair practices in relation tostudents, faculty, and the public. Policies and procedures of the sponsoring institution and program must support the rights of students and faculty, be well-defined, written, and readily available.

Objectives:

1.1 The sponsoring institution and program provide students, faculty, and the public with policies,procedures, and relevant information. Policies and procedures must be fair, equitably applied,and readily available.

1.2 The sponsoring institution and program have faculty recruitment and employment practices thatare nondiscriminatory.

1.3 The sponsoring institution and program have student recruitment and admission practices that arenondiscriminatory and consistent with published policies.

1.4 The program assures the confidentiality of student educational records.

1.5 The program assures that students and faculty are made aware of the JRCERT **Standards for anAccredited Educational Program in Radiography** and the avenue to pursue allegations of noncompliance with the **Standards**.

1.6 The program publishes program effectiveness data (credentialing examination pass rate, jobplacement rate, and program completion rate) on an annual basis.

1.7 The sponsoring institution and program comply with the requirements to achieve and maintain JRCERT accreditation.

Standard Two: Institutional Commitment and Resources.

The sponsoring institution demonstrates a sound financial commitment to the program by assuring sufficient academic, fiscal, personnel, and physical resources to achieve the program's mission.

Objectives:

2.1 The sponsoring institution provides appropriate administrative support and demonstrates a soundfinancial commitment to the program.

2.2 The sponsoring institution provides the program with the physical resources needed to support theachievement of the program's mission.

2.3 The sponsoring institution provides student resources.

2.4 The sponsoring institution and program maintain compliance with United States Department ofEducation (USDE) Title IV financial aid policies and procedures, if the JRCERT serves as gatekeeper.

Standard Three: Faculty and Staff

The sponsoring institution provides the program adequate and qualified faculty that enable theprogram to meet its mission and promote student learning.

Objectives:

3.1 The sponsoring institution provides an adequate number of faculty to meet all educational,accreditation, and administrative requirements.

3.2 The sponsoring institution and program assure that all faculty and staff possess the academic andprofessional qualifications appropriate for their assignments.

3.3 The sponsoring institution and program assure the responsibilities of faculty and clinical staff aredelineated and performed.

3.4 The sponsoring institution and program assure program faculty performance is evaluated andresults are shared regularly to assure responsibilities are performed.

3.5 The sponsoring institution and/or program provide faculty with opportunities for continuedprofessional development.

Standard Four: Curriculum and Academic Practices

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

Objectives:

4.1 The program has a mission statement that defines its purpose.

4.2 The program provides a well-structured curriculum that prepares students to practice in theprofessional discipline.

4.3 All clinical settings must be recognized by the JRCERT.

4.4 The program provides timely, equitable, and educationally valid clinical experiences for allstudents.

4.5 The program provides learning opportunities in advanced imaging and/or therapeutictechnologies.

4.6 The program assures an appropriate relationship between program length and the subject mattertaught for the terminal award offered.

4.7 The program measures didactic, laboratory, and clinical courses in clock hours and/or credithours through the use of a consistent formula.

4.8 The program provides timely and supportive academic and clinical advisement to studentsenrolled in the program.

4.9 The program has procedures for maintaining the integrity of distance education courses.

Standard Five: Health and Safety

The sponsoring institution and program have policies and procedures that promote the health,safety, and optimal use of radiation for students, patients, and the public.

Objectives:

5.1 The program assures the radiation safety of students through the implementation of publishedpolicies and procedures.

5.2 The program assures each energized laboratory is in compliance with applicable state and/orfederal radiation safety laws.

5.3 The program assures that students employ proper safety practices.

5.4 The program assures that medical imaging procedures are performed under the appropriatesupervision of a qualified radiographer.

5.5 The sponsoring institution and/or program have policies and procedures that safeguard the healthand safety of students.

Standard Six: Programmatic Effectiveness and Assessment:Using Data for Sustained Improvement

The extent of a program's effectiveness is linked to the ability to meet its mission, goals, and studentlearning outcomes. A systematic, ongoing assessment process provides credible evidence that enables analysis and critical discussions to foster ongoing program improvement.

Objectives:

6.1 The program maintains the following program effectiveness data:

- five-year average credentialing examination pass rate of not less than 75 percent at firstattempt within six months of graduation,
- five-year average job placement rate of not less than 75 percent within twelve months ofgraduation, and
- annual program completion rate.

6.2 The program analyzes and shares its program effectiveness data to facilitate ongoing program improvement.

6.3 The program has a systematic assessment plan that facilitates ongoing program improvement.

6.4 The program analyzes and shares student learning outcome data to facilitate ongoing program improvement.

6.5 The program periodically reevaluates its assessment process to assure continuous program improvement.

HUTCHINSON COMMUNITY COLLEGE AND AREA VOCATIONAL SCHOOL
RADIOLOGIC TECHNOLOGY PROGRAM

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. Students must be able to execute gross and fine motor movements required to adequately provide transport, assessment, general care, and emergency treatment of patients.

2. Students must be able to perform observational skills necessary to assess the health needs of clients/patients through auditory, visual, and tactile abilities.

3. Students must have sufficient ability to learn, retain and utilize the skills the program provides to problem solve clinical situations by synthesizing information in a quick and decisive manner.

4. Students must be able in a variety of situations to reflect sensitivity, clarity and mutual comprehension through verbal, non-verbal, written, and electronic methods.

5. Students must possess sufficient emotional maturity and stability to enable them to develop therapeutic relationships with patients, professional relationships with healthcare staff and fellow students, communicate effectively and appropriately, handle demanding workloads and to function effectively in both the cognitive and psychomotor domains under stress.

Accommodations Statement:

Any student who has a documented disability and wishes to access academic accommodations (per the 1973 Rehabilitation Act and Americans with Disability Act) must contact the HCC Coordinator of Disability Services, at 620-665-3554, or the Student Success Center, Parker Student Union. The student must have appropriate documentation on file before accommodations can be provided.

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.

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.

The following policy applies to both Males and Females.

Lab Coat:	Sports coat type. No long lab coats. White or Navy Blue, clean, and pressed. Purchased through health care uniform retail store. Lab coats must have Hutch CC Radiology patch on left shoulder.
Pants:	Solid navy blue, clean, pressed. Cherokee brand.
Shirts:	Solid navy blue, clean, pressed. Cherokee brand. White, gray, or black short or long sleeve shirt may be worn underneath.
Badge:	Hutch CC patch on right sleeve. Sewn 1 inch below seam.
Shoes:	Suggested: athletic style, closed toe and heel. Mostly white, gray or black and clean and tied.
Name Tag:	Worn on left upper portion of uniform
Exposure Badge:	Worn at collar level.

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 trimmed and well groomed.
3. Excessive use of perfume or cologne is not permitted.
4. Excessive jewelry will not be worn. (1 ring per hand, 1 watch, no necklaces or bracelets.)
5. Use a deodorant and bathe daily.
6. Hair dyes must be natural hair colors.
7. Post style earrings only. Hoops, earrings that dangle or gauges are not allowed.
8. No tongue rings or visible body piercings allowed.
9. No offensive visible tattoos are allowed. If deemed offensive by the program or clinical site, student must conceal the tattoo(s).
10. No artificial fingernails are allowed.
11. No gum chewing.
12. No nail polish is allowed. Nails are to be trimmed and well-maintained.
13. Jackets, hoodies or other cover-ups are not allowed.

Surgery scrubs should 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 result in the student being barred from the training facility until they satisfy the requirements of the uniform policy. If the infraction occurs in the second year the time missed will be deducted from the student's personal time or be considered an unexcused absence.

Clinical education personnel in a supervisory capacity have the authority to deny students' access to the clinical setting for not honoring the uniform policy, or for any violation of hospital and/or college regulations. If an incident should occur in which the student is asked to leave the facility or the training area the time missed will be considered an un-excused absence.

DUE PROCESS/ACADEMIC APPEAL

PURPOSE

The academic appeal procedure is designed to offer a means to resolve disagreements related to the interpretation of academic and/or selective admissions program policies. A student may request in writing (through the Office of the Vice President of Academic Affairs) a hearing before the Academic Appeal Committee.

NOTE: Academic dismissal from the institution, based on grade point average (GPA) per the Academic Standing, Probation, Dismissal and Reinstatement Policy (#1003), may not be appealed.

If a department or program has recommended course or program dismissal, the student may continue in coursework (providing there are no threatening or security behavioral issues) until appeal processes are concluded. However, if an issue has been documented at a partnership location (e.g., clinical sites, secondary institutions, correctional or military facilities), then the student is no longer eligible to continue participation in internships, apprenticeships, and or clinical-based practice. For clinical sites, this sanction is immediate.

The College President or the President's designee may immediately suspend a student in the event that it is reasonably determined that a student's continued presence on campus poses a significant danger to either the student or to others or if there is reasonable cause to believe that such an interim suspension is required to protect lives or property and to ensure the maintenance of order. (Section C. Emergency Suspension, Standards of Conduct for Students Policy)

LEVEL 1 –ACADEMIC APPEAL COMMITTEE

DOCUMENTATION OF ISSUE

Documented evidence of said policy violation must be provided by the student in regard to the academic issue (this includes correspondence, course notes, grading/testing, procedural variances, etc.).

The appeal (containing documented evidence) must be received by the Vice President of Academic Affairs' office within 10 business days after the event. The student will be notified by email at least three business days prior to the hearing with the Academic Appeal Committee. The notice will state the time, date, and place of the hearing. The hearing will be held within 10 business days of receipt of the request for appeal. If the student appeals and fails to present during a live appearance (in person or through an electronic medium) for the scheduled appeal hearing, the committee will dismiss the appeal. There will be no further opportunity for appeal. The Academic Appeal Committee is appointed by the Vice President of Academic Affairs and consists of administrators, faculty and students. Five members of the committee, selected from these three groups, with at least one member from each group, will hear the student appeal. An audio recording of the proceedings will be made.

TIMELINE

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. The student will be requested to

appear at the hearing, each party/group 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 student or the college.

OUTCOME

The outcome or decision will be communicated to the student, college faculty/administrators and the Vice President of Academic Affairs within 5 business days of the hearing.

LEVEL 2—INSTITUTIONAL REVIEW

ADDITIONAL DOCUMENTATION

The Level 2 Institutional Appeal Review is not intended to be a full re-hearing of the original appeal. A summary of NEW EVIDENCE that was unknown or unavailable during the original hearing which could substantially impact the original finding or sanction must be included in order to request an additional hearing. This evidence must be provided before the appeal date will be scheduled ONLY NEW documented evidence of said policy violation will be accepted from the student in regard to the academic issue (this includes additional correspondence, course notes, grading/testing, procedural variances, etc.) to provide causal evidence in the case.

If the decision of the Academic Appeal Committee requires further clarification by the student, the follow-up appeal (including new/unpresented evidence) must be received by the Vice President of Academic Affairs' office within 10 business days. The student will be notified by email at least three business days prior to the hearing with the Vice President of Academic Affairs. The notice will state the time, date, and place of the hearing. The hearing will be held within 10 business days of receipt of the request for appeal. If the student appeals and fails to present during a live appearance (in person or through an electronic medium) for the scheduled appeal hearing, the appeal will be dismissed. A business day is defined as a day the college is open for business. 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 student or the college. An audio recording of the proceedings will be made. The Vice President of Academic Affairs will consult with the President about the recommended outcome before the final decision is rendered. This decision will be final.

OUTCOME

The outcome or decision will be communicated to the student and college faculty/administrators within 5- business days of the hearing.

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
McPherson Center for Health, McPherson
Prairie Star Health Center, Hutchinson
Pratt Regional Medical Center, Pratt
NMC Health, Newton
Health Ministries Clinic, Newton
Ascension Clinic Founders' Circle, Wichita
Ascension Clinic E. 21st, Wichita
Susan B. Allen Memorial Hospital, El Dorado
West Wichita Family Physicians, Wichita

The main focus of the training is on diagnostic radiography, but students will be provided an opportunity to experience other areas of medical imaging including; 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 exposure badges, radiation protection, clinical participation, and medical ethics. Students with a class average below 65% must have an academic plan of improvement to participate in observations in the first semester.

The Hutchinson Community College Radiology program holds contracts with each of the clinical education centers. By contract each education center lists criteria they must have on file for every student who may observe at that facility. Students will not be allowed to participate in clinical observation until all criteria has been met.

Specific observation times and number of students for the different clinical education centers will be posted. 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.

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, as well as the Davis Hall secretary.

Pratt Regional Medical Center	Tricia Meyers R.T. (R)(CT) Jocelyn Westerhaus R.T.(R)	620-672-6476 888-900-7762 ext. 136
Newman Regional Health (Emporia)	Kortnie Thompson R.T. (R)(CT) Baily Buttrey R.T.(R)(MR)	620-341-7893
Hutchinson Regional Medical Center	Barb Wray R.T.(R)(MR)(CT) Dillon Robin R.T (R) Brooke White R.T. (R)	620-665-2126
Hutchinson Clinic	Leann Tobias, R.T.(R) Delaney Hamon, R.T.(R)	620-669-2618
Prairie Star Health Center	Sharon Marker R.T. (R)(CT)(M)	620-663-8484
NMC Health	Holly Terrell R.T.(R) Stephanie Higinbothem R.T.(R) Casandra Korir RT (R) (Ortho)Jennie Libel	316-804-6170 316-804-6173 316-283-2700 ext. 5220
Health Ministries Clinic (Newton)	Laura McKinney R.T.(R)(CT) Ami Gunter	316-283-3600 316-284-5114
McPherson Center for Health	Tammy Kempton R.T.(R)(CT) Kayla Smith R.T. (R)	620-241-2251

Ascension Clinic, Founders' Circle	Mariah Douglass R.T.(R)	316-613-4611
Ascension Clinic, E. 21st	Makayla Khulman R.T. (R)	316-274-4501
Susan B. Allen Memorial Hospital (El Dorado)	Crystal Schlegel R.T (R)(CT)	316-322-4515

ACADEMIC STANDARDS

A student who is unable to attain average level comprehension in all courses in the curriculum could unwittingly present a health hazard to him/herself, patients, or co-workers.

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 readmitted 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 considered for readmission.

In addition, a student who is unable to demonstrate 85% or greater accuracy 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% accuracy after three attempts is also required for second year competency examinations.

ACADEMIC HONESTY AND APPEAL POLICY & PROCEDURE

Education requires integrity and respect for Hutch CC's institutional values. HutchCC students are required to maintain honesty through a "responsible acquisition, discovery, and application of knowledge" in all academic pursuits. Preserving and upholding academic honesty is the responsibility of HutchCC students, faculty, administrators and staff.

I. Student Responsibilities

All HutchCC students are required to:

- Submit all work in all courses without cheating, fabrication, plagiarism, dissimulation, forgery, sabotage, or academic dishonesty as defined below.
- Provide all academic records such as transcripts and test scores that are free of forgery.
- Refrain from participating in the academic dishonesty of any person.
- Use only authorized notes and student aids.
- Use technology appropriately, including refraining from submitting AI (Artificial Intelligence)-generated work without express written consent from your instructor.
- Protect the security of passwords/login/privacy/electronic files, and maintain sole individual access for any online course information.
-

II. Definition of Academic Dishonesty

- Academic dishonesty is any intentional act, or attempted act, of cheating, fabrication, plagiarism, dissimulation, forgery, or sabotage in academic work.

- Cheating includes using unauthorized materials of any kind, whether hard copies, online, or electronic, such as unapproved study aids in any academic work, copying another student's work, using an unauthorized "cheat sheet" or device, or purchasing or acquiring an essay online or from another student.

- Fabrication is the invention or falsification of any information or citation in any academic work, such as making up a source, providing an incorrect citation, or misquoting a source.

- Plagiarism is the representation of words, ideas and other works that are not the student's own as being original to the student. A non-inclusive list of examples includes work completed by someone else, work generated by an external entity (such as AI), omitting a citation for work used from another source, or borrowing the sequence of ideas, arrangement of material, and/or pattern of thought of work not produced by the student, even though it may be expressed in the student's own words.

- Dissimulation is the obscuring of a student's own actions with the intention of deceiving others in any academic work, such as fabricating excuses for absences or missed assignments, or feigning attendance.

- Forgery of academic documents is the unauthorized altering, falsification, misrepresentation, or construction of any academic document, such as changing transcripts, changing grades on papers or on exams which have been returned, forging signatures, manipulating a digital file of academic work, or plagiarizing a translation.

- Sabotage is any obstruction or attempted obstruction of the academic work of another student, such as impersonating another student, stealing or ruining another student's academic work.

- Aiding and abetting academic dishonesty is considered as knowingly facilitating any act defined above.

- Academic honesty violations can also include the omission or falsification of any information on an application for any HutchCC academic program.

III. Sanctions for Academic Dishonesty

Students who violate the Academic Honesty Policy may be subject to academic or administrative consequences.

Instructor Sanctions for Violation:

Students suspected of violating the Academic Honesty Policy may be charged in writing by their instructor and any of the following may apply:

- Assign Avoiding Plagiarism Bridge Module

- Receiving written warning that could lead to more severe sanction if a second offense occurs

- Revising the assignment/work in question for partial credit
- Voiding work in question without opportunity for make-up
- Reducing the grade for work in question
- Lowering the final course grade
- Failing the work in question

Institutional Sanctions for Violation:

Students charged with academic dishonesty, particularly in instances of repeated violations, may further be subjected to an investigation and any of the following may apply:

- Instructor recommendation to the Vice President of Academic Affairs (VPAA) to dismiss the student from the course in which the dishonesty occurs
- Instructor recommendation to the VPAA to dismiss student from the course in which the dishonesty occurs with a grade of 'F." Student will not be allowed to take a 'W' for the course
- Instructor recommendation to the VPAA that the student be suspended and/or dismissed from the program
- Student barred from course/program for a set period of time or permanently
- May be recommended by the instructor (after documented repeated offenses) to the VPAA that the student be placed on probation, suspended and/or dismissed from the institution.

IV. Procedure

- Instructor will communicate in writing via the student's HutchCC email account and/or LearningZone email account to the student suspected of violating the Academic Honesty Policy. That communication may include sanction(s). Department Chair will notify the student's academic advisor upon receipt of the Academic Honesty Violation Form.
- For each violation, the instructor will submit a completed Academic Honesty Violation Form to the Department Chair. Department Chair will notify the student's academic advisor upon receipt of the Academic Honesty Violation form.
- Should the instructor choose to pursue institutional sanctions, the instructor shall notify the student in writing via the student's HutchCC email account. Instructor shall also submit a completed Academic Honesty Violation Form and all prior completed forms regarding said student to the Department Chair and the office of the VPAA with recommendation to proceed with specific Institutional Sanctions. Department Chair will notify the student's academic advisor upon receipt of the Academic Honesty Violation Form.
- The decision of the VPAA on Institutional Sanction is final. The VPAA will notify the student's academic advisor of any institutional sanctions.

V. Due Process Rights

Students charged with violations of academic honesty have the right of appeal and are assured of due process through the Academic Honesty Appeal process.

Academic Honesty Appeal Process

I. Due Process Rights: Students charged with violations of academic honesty have the right of appeal and are assured of due process through the Academic Honesty Appeal process.

- If an instructor has recommended course or program dismissal, the student may continue in coursework (providing there are no threatening or security behavioral issues) until appeal processes are concluded. However, if an issue has been documented at a partnership location (e.g., clinical sites, secondary institutions, correctional or military facilities), then the student is no longer eligible to continue participation in internships, apprenticeships, and/or clinical-based practice. For clinical sites, this sanction is immediate.

II. Process

If the student disagrees with the charge of a violation of academic honesty, the student has the right to due process as described in the Academic Honesty Appeal process below:

- If the matter is not resolved upon communicating with the instructor about the violation, the student shall, within five business days of the issuance of the written notice of violation, submit a completed Academic Honesty Appeal Form and supporting documentation to the appropriate department chairperson to initiate an Academic Honesty Appeal.

- Within two business days of receiving the student's completed Academic Honesty Appeal Form, the Department Chair and VPAA will review and the VPAA will render a decision.

- Within two business days, a response will be sent to the student's HutchCC email address. The VPAA's decision is final.

READMISSION TO THE PROGRAM

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

- The program director will contact the student via email and traditional mail informing the student of their eligibility to apply for readmission following their unsuccessful semester.
- If the student chooses to pursue readmission, they must provide a written narrative explaining the reason the student believes they were unsuccessful, and an explanation of how the barrier to success will not be a factor if the student is readmitted.

A Program Readmission Committee consisting of radiology faculty, didactic faculty, student services, and one representative from administration will grant readmission to the program. The program director will notify the student in writing with the committee's decision within three business days of the committee meeting.

Cases in which the student is granted readmission the student will be expected to attend the new student orientation and all radiology courses beginning in the fall following readmission.

A student may not re-enter the program if academic or clinical standards were not met during the clinical training 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. 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. All sites are utilized each year. The following sites are affiliated:

	Hutchinson Regional Medical Center, Hutchinson
	Hutchinson Clinic, P.A., Hutchinson
	Prairie Star Health Center
26 miles	McPherson Center for Health, 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	Health Ministries Clinic, Newton
35 miles	NMC Health, Newton
50 miles	Ascension Clinic Founders' Circle/E. 21st, Wichita
45 miles	West Wichita Family Physicians, Wichita

Please be aware that in order to fulfill clinical and course outcomes you may be required to travel to multiple clinical education centers. The program faculty reserves to right to reschedule and/or relocate classes or clinical experience if necessary to meet learning objectives.

Should a student commit an infraction, which causes the hospital/clinic to deny him/her access from that site, the student will not be given a transfer to another site. Once assigned to a particular clinical rotation, the student must conduct him or herself in such a manner that he/she is able to complete training at the assigned site(s). In the case a student is denied access, that student will not be able 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. **Students may be assigned to clinical sites they have chosen not to observe at**.

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 clinical environments suitable to foster and grow correct professional attitudes and judgments.

2. Matching the learning style of the student to the environment of the clinical departments 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.

CLINICAL SITE SOLICITATION

Students are prohibited from soliciting 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.

Student 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

Second year 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 without a proper orientation to the x-ray department.

While in the clinical setting, students will perform 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 without direct supervision if they have not 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 AND CLINICAL COORDINATOR 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.

LAB HOURS

1st year students may use the energized laboratory upon request. It will be necessary, however, that a faculty registered radiographer be present. A weekly schedule of open lab times will be posted on the door by the end of the day on the Thursday the week prior. 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.

ATTENDANCE: CLASS, LAB, AND CLINICAL OBSERVATION

Attendance to all radiology courses and scheduled training is imperative to student success. Irregular attendance is not acceptable and may result in a student withdrawn from the course by the instructor. Absences should be communicated to the instructor prior to scheduled beginning of the class/lab.

For the purpose of recording student attendance, the program will use the following terms and definitions.

Tardy: Arrival to classroom, lab, or training area after the time designated by the schedule or indicated by the instructor, or student supervisor

Absence: Not present for 30% or more of the scheduled class time, lab session, or scheduled clinical training session. Three or more tardies to a course or lab will constitute an absence.

Excused Absence: Any absence in which the student can verify: illness, illness or death of an immediate family member, jury duty, or legal subpoena.

Immediate Family Member: Spouse, life partner, fiancée, Sibling, Parent, Grandparent or Child of the student. Any family member whose care is the responsibility of the student.

Irregular Attendance:

Program faculty will consider any of the following as Irregular Attendance:

- Classroom: Absent from 3 class and/or lab meetings.
- Clinical Training: Students will follow the clinical training attendance policy as written in their specific educational program's handbook.
- Lab: Absent from 10% of scheduled lab time.

CLINICAL OBSERVATION

During Semesters 1,2 and 3 you will be required to attend an assigned number of observation hours at our clinical training sites.

Semester 1 – 16 hour at no less than 2 sites
Semester 2 – 32 hours at no less than 5 sites
Semester 3 – 16 hours attended at assigned clinical site(s).

You will be provided with a list of objectives and a writing assignment in the Exposures class. Policies and procedures for each semester will be provided on the Radiographic Exposures instructor sheet.

All documentation required by a clinical facility must be provided prior to any observation. Students who have not submitted the required documentation may be asked to leave the clinical facility.

EXPENSES

Freshman

Books:	Approximately $850.00 for the first year	
Uniform:	Must include shoes, name tag, lab coat with patch optional	
	Tuition: See college catalog	
Logbook:	$10.00 - $20.00	
Laboratory Fees:	Radiographic Exposures I	$125.00
	Radiographic Exposures II	$110.00
	Radiographic Exposures III	$60.00

Sophomores

Books:	Approximately $65.00
Uniforms:	A minimum of two to include name tag
Tuition:	As per college catalog
Fees:	Clinical Training I $175.00
	Clinical Training II $240.00
	Clinical Training III $80.00

Students will be responsible for:

- Updated CPR certification: $50

REQUIRED TEXTBOOKS

Freshman

Radiographic Anatomy & Positioning, by Bontrager
Radiographic Anatomy & Positioning Workbook, by Bontrager
Fundamentals of X-ray and Radium Physics, by Selmans
Radiation Protection in Medical Radiography, by Statkiewicz-Sherer
Radiation Protection in Medical Radiography Workbook, by Statkiewicz-Sherer
Radiographic Imaging and Exposure, by Fauber

Books purchased for semesters 1 and 2 will be used throughout the remainder of the program. If considering renting your textbooks please consider the rental will be long term.

Sophomores

Fundamentals of X-ray and Radium Physics, by Selmans
Radiation Protection in Medical Radiography, by Statkiewicz-Sherer
Radiation Protection in Medical Radiography Workbook, by Statkiewicz-Sherer
Radiographic Anatomy & Positioning, by Bontrager
Radiographic Anatomy & Positioning Workbook, by Bontrager

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. Scholarships are not offered for the summer semesters. You can buy them for the summer and the bookstore will buy them back in August at a lower price than you bought them. You will then be eligible for second year fall and spring.

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 Hutch CC or any of the clinical education centers affiliated with the program.

CLINICAL TRAINING SCHEDULE/ATTENDANCE 2nd YEAR

Clinical schedules are designed to ensure that examination volume is sufficient and as equally distributed as possible. The rotation schedule is determined by the clinical coordinator and is designed to meet the objectives of the curriculum. Clinical training will be scheduled during the traditional semesters outlined on the institutional calendar. Students who fail to follow the schedule will be dismissed from the program.

Policies regarding student schedules are as follows:

- Students and clinical supervisors will be provided clinical schedules each semester.
- **Students are required to be present at the designated training time.**
- Students may transfer to any area listed on the schedule or within the imaging department only with approval from the clinical supervisor. **Scheduled times will not change.**
- The student will not leave the imaging department without notifying the supervisor or a supervising technologist.
- Changes to scheduled training time are to be requested by the clinical supervisor or clinical instructor and must be approved by the clinical coordinator.
- Approved schedule changes are binding.
- **Students will clock in only when they have arrived in the radiology department on the computer designated for student use**.
- 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 to theirs.
- Time clock errors or malfunctions must be appropriately reported to the clinical instructor/coordinator.
- The student must clock out and back in anytime they leave the training facility.
- **Failure to follow the program attendance policies will result in disciplinary action.**

Important: Misrepresentation of clinical training time is considered a violation of Hutch CC 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.

DOCUMENTATION OF CLINICAL TRAINING TIME

Students are required to utilize the online time keeping system in Trajecsys to keep an accurate record of their clinical time.

TIME CLOCK ERROR OR MALFUNCTION

Procedure: Any error or exception that prevents a student from clocking in or out at the scheduled time can and will only be corrected by the clinical instructor if the instructor is given a completed time clock exception form or receives an email from a supervisor or technologist which verifies the student attended the scheduled clinical training time. The student must also document the exception on Trajecsys.

Failure to provide an exception form or email will result in a 1-hour deduction from the students personal time. Exceptions deemed habitual may result in disciplinary action.

LUNCH BREAK

Students will receive an allotted time of 30 minutes for a lunch break every day. Students will observe departmental policies regarding lunch breaks. Occasionally, there will be times when your normal lunch break may be delayed due to emergencies or heavy caseloads. In this instance you will take your lunch break when caseload allows. Lunch breaks cannot be skipped and taken at the end of the clinical day. Students do not need to clock out if lunch is taken at the clinical training facility.

OVERTIME

Occurs when a student has stayed past the scheduled clinical day. Students will be compensated for valid overtime by being allowed to leave early or arrive late on a preapproved day.

Overtime and Compensation time policies are as follows:

- Overtime is valid for educational purposes only. Validity is verified by the student supervisor the clinical coordinator and the technologist working with the student when the overtime occurred.
- Students must submit appropriate documentation of the overtime and comp time.
    - **See: Overtime Verification Form.**
- The student is to notify radiology faculty via phone or e-mail of the occurrence before the end of the training week. The only exception is the overtime occurred on the last day of the training week.
- Comp time must be pre-approved by a clinical supervisor and be taken the same week the overtime occurred unless the overtime occurred on the last scheduled training day of the week.
- Comp time must be taken before the next occurrence of overtime or it is lost.
- The following may result in a deduction of personal time:
    - Failure to notify faculty of the overtime.
    - Failure to correctly document overtime and comp time approval.
    - Comp time taken for invalid overtime.
    -
    -

PERSONAL TIME:

Students are allotted personal time for use during clinical training. Students are allowed 3 days (24 hours) of personal time for each semester of Clinical Training I and Clinical Training II. In Clinical Training III, personal time is not allotted, however, students may save or "bank" up to 8 hours of personal time from the fall and/or spring semester, or initiate a request for additional clinical training in the month of May to bank up to 3 days of personal time for use during Clinical Training III. Students are required to have a minimum of 8 personal time hours and a maximum of 24 hours for the summer semester. The Clinical Coordinator will only grant additional training requests if program faculty are able to be reached during the scheduled training. Absences that exceed the allotted personal time, if unexcused, may result in dismissal from the program.

Notice regarding use of personal time:

- PT is to be taken in no less than 30 minute increments.
- PT may not be earned back by working late or on unscheduled training days.
- Every effort should be made to give the clinical site a minimum of a week's notice prior to taking personal time.
- Any missed clinical training time, with the exception of excused absences, will be used as personal time.
- Any missed clinical training time in excess of the hours allotted that is not considered excused will result in dismissal from the radiology program.
- Any unused personal time may be taken during the last week of clinical training for the semester, with the exception of class days, or may be banked in 4- or 8-hour increments for use in Clinical III.

Attending clinical training is a measure of professionalism and a reflection of the student's attitude and work ethic. It is the goal of the Hutch CC radiology program to train students in both imaging and professional skills. As such, it is the expectation that students do everything within their capabilities to practice good attendance. Students should strive to clock in at least 5 minutes prior to the scheduled start time and not clock out until their scheduled end time.

Policies Regarding Attendance to Clinical Training I, II and III are as follows:

Tardy Defined: Any clock in time more than 5 minutes past scheduled time

- In the event a student will be more than 10 minutes tardy on an assigned clinical day, he/she must make their best attempt to notify the department supervisor prior to their arrival. Failure to do so may result in disciplinary action.
- Students are encouraged to arrive at clinical training on time and ready to begin training. In the event a student is tardy the following policy shall be enforced. The 1st tardy per training week will result in a 30-minute deduction of personal time. Each subsequent tardy in the same week will result in a 2-hour deduction of personal time from the student's personal time.
- Clinical faculty will continually monitor for excessive or a pattern of tardiness. If a pattern is perceived clinical faculty will intervene, and may place the student on an improvement plan, which may include further deduction of the student's personal time.

Absence Defined: Student is not present for 30% or more of the scheduled clinical training time. (2 hrs and 24 minutes.)

- Students are required to make their best attempt to notify the clinical supervisor of an absence at least 15 minutes prior to the student's scheduled clock in.
- All unexcused absences will be deducted from the student's personal time.
- Students will follow the program inclement weather policy.
- Any absences or tardy in excess of the allotted personal time must be *excused*.
- **Any unexcused absence or tardiness in excess of the allotted personal time will result in dismissal from the program.**
- Disciplinary action may be taken in the event that a student is demonstrating habitually poor attendance (including tardiness). Disciplinary action may precede the student's use of all allotted personal time.

EXCUSED ABSENCE

Absences that do not count against personal time and which the student must make up, unless the student elects to use personal time instead. Examples include: inclement weather, jury duty or legal subpoena, and documented illness**. If a student wishes to have an absence excused due to illness, a physician's note will be necessary, otherwise the absence will be subtracted from personal time. Students will be allowed one excused absence per semester for illness. Additional absences due to illness will be deducted from personal time.**

Excused Absence Defined: Any absence or tardiness in which the student can verify with appropriate documentation: illness, illness or death of an immediate family member, jury duty, or legal subpoena, or in compliance with the program inclement weather policy as stated below.

- Immediate Family Member: Spouse, life partner, fiancée, sibling, parent, grandparent or child of the student. Any family member whose care is the responsibility of the student.
- Appropriate Documentation:
  - Documentation from a licensed medical provider that the student or immediate family member was seen and treated by them the day of the absence or within the time frame of the absence.
  - Death certificate or obituary.
  - Copy of summons, subpoena or documentation signed by a court officer.
  - Verification of school closure.

COMPLETION OF CLINICAL TRAINING FOR EXCUSED ABSENCE.

In the event a student has an excused absence, the clinical coordinator, the student, and the clinical supervisor 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 36-40-hour clinical training week. Policies regarding extended training are listed on the form used to request extended training. The extended training plan may require the student to complete their training at a facility other than where they were originally assigned.

HUTCH CC 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 students or employees early due to inclement weather, students have the option of taking an excused absence from clinical training. Students are responsible for determining the status of the school districts that may affect their schedule. Faculty suggests consulting local news media or the school district web site.

The student must make every effort to immediately contact the clinical supervisor and email the clinical coordinator of their decision.

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 advised to use good judgment when considering road conditions and the hours of personal time allotted to them at the beginning of each semester.

College Closed/Classes Canceled

In the event that Hutch CC 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 Hutch CC. The student is asked to contact the clinical supervisor to inform them of the closing.

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)
Prairie Star	USD 308 (Hutchinson Schools)
Newman Regional Health	USD 253 (Emporia Schools)
NMC Health/Health Ministries Clinic	USD 373 (Newton Schools)
Pratt Regional Medical Center	USD 382 (Pratt Schools)
McPherson Center for Health, McPherson	USD 418 (McPherson Schools)
Susan B. Allen, El Dorado	USD 409 (El Dorado Schools)
Ascension Via Christi, Founders' Circle Ascension Via Christi East 21st Street West Wichita Family Physicians	USD 259 (Wichita Public Schools) and/or USD 385 (Andover Public Schools)

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 hours of personal time for the upcoming semester.

INTER-PROFFESSIONAL EDUCATION EVENTS (IPE)

During the first year, the Allied Health Department asks that radiology students participate in interprofessional education (IPE). These events are considered laboratory exercises. As such, all

laboratory attendance policies are enforced. The student is expected to arrive at each event in uniform, act professionally, and participate. Dates of events will be provided in the instructor sheet.

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. If not participating in 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 convention. Hospitals also sponsor regional meetings.

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 at such meetings.

Hutchinson Community College
Radiologic Technology

Overtime Verification Form

Student:_____
Month_____

Policy: Overtime is valid for educational purposes only. Validity is verified by the student supervisor the clinical coordinator and the technologist working with the student when the overtime occurred. Failure to submit this completed form or in following of any overtime policies as stated on page 35-36 of the student handbook may result in a deduction of personal time.

Date of Overtime _____ Technologist Verifying Occurrence _____

Purpose and length of Overtime: _____

Date Comp Time to Be Taken _____ Clinical Supervisor _____

Date of Overtime _____ Technologist Verifying Occurrence _____

Purpose and length of Overtime: _____

Date Comp Time to Be Taken _____ Clinical Supervisor _____

Date of Overtime _____ Technologist Verifying Occurrence _____

Purpose and length of Overtime: _____

Date Comp Time to Be Taken _____ Clinical Supervisor _____

Date of Overtime _____ Technologist Verifying Occurrence _____

Purpose and length of Overtime: _____

Date Comp Time to Be Taken _____ Clinical Supervisor _____

Hutchinson Community College
Radiologic Technology
Clinical Training I, II and III

Time Clock Exception Form:

> **Policy:** Any error or exception that prevents a student from clocking in or out at the scheduled time can and will only be corrected by the clinical instructor if the instructor is given a completed time clock exception form or receives an email from a supervisor or technologist which verifies the student attended the scheduled clinical training time. (Pg. 31 Student Handbook)

Failure to provide an exception form or email will result in a 1-hour deduction from the student's hours of personal time. Exceptions deemed habitual may result in disciplinary action.

Date of Exception_____

Clock-In or verified time of student's arrival to clinical training _____

Clock-Out or verified time of student's completion of clinical training _____

Reason for Exception: _____

Verifying Technologist or supervisor: _____

Date: _____

Student Printed name:_____

Student Signature: _____

Clinical Instructor: _____

Or email the above information to

polandr@hutchcc.edu or sazamat@hutchcc.edu

Hutchinson Community College **Eval#_____**
Radiologic Technology Program **Semester FALL**
Performance Evaluation

Student _____ Date of Rating _____ Time in Clinical_____

Evaluator: _____ Score: _____/250_____

While completing this form please consider the student's current level of training. Ask yourself, "Is the student performing in each area as he/she should with his/her current level of training and experience?"

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

Please provide comments to support points given, especially in the Below Average or Average Columns.

1. **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?

Dependability:	Below Average 8.0 or Below	Average 8.7 – 9.3	Above Average 9.4 – 9.7	Excellent 9.8 or Above
a. Amount of Supervision Required				
b. Reliability				
c. Following Instruction				

Comments:

2. 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.

Quantity & Quality of Work:	Below Average 8.0 or Below	Average 8.7 – 9.3	Above Average 9.4 – 9.7	Excellent 9.8 or Above
a. Quantity and Quality of time spent at work station				
b. Repeat Rate and Accuracy				
c. Operating at an appropriate rate				
d. Completing assignments				

Comments:

3. Safety Consciousness: Consider radiation protection principles demonstrated by the student. How conscious is he/she about the safety of self, patients, personnel, and equipment? The student is to replicate the safety protocols of the site.

Safety				

Comments:

4. 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/her fair share of the work? How does the student respond to supervision, constructive criticism and suggestions?

Attitude toward Job & Supervision:	Below Average 8.0 or Below	Average 8.7 – 9.3	Above Average 9.4 – 9.7	Excellent 9.8 or Above
a. Students interest in job.				
b. Student's responsibility by seeking assignments				

c. Offering assistance to staff				
d. Attitude toward supervision				
e. Attitude: Constructive Criticism & Suggestions.				

Comments:

5. 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.

Adaptability:	Below Average 8.0 or Below	Average 8.7 – 9.3	Above Average 9.4 – 9.7	Excellent 9.8 or Above
a. Comprehension of concepts.				
b. Personal Adjustment/ability to adapt				
c. Judgment				

Comments:

6. Patient Interactions: Consider the student's ability to interact in a positive and respectful manner with patients. How well does the student communicate with the patient in a way that they understand? How well does the student convey compassion and competency to the patient?

Patient Interactions:	Below Average 8.0 or Below	Average 8.7 – 9.3	Above Average 9.4 – 9.7	Excellent 9.8 or Above
a. Appropriate interaction with patients; Addressing patient by name				
b. Explaining exam in appropriate language and keeping patient informed of exam progress				
c. Demonstrate kindness, empathy, compassion, and courteousness to patients				

Comments:

7. Professionalism: Consider the student's appearance, tactfulness, self-confidence, integrity, loyalty, and impression he or she makes upon other staff, patients and physicians. Does the student demonstrate a professional attitude that shows respect for others and a willingness to complete assigned tasks?

Professionalism:	Below Average 8.0 or Below	Average 8.7 – 9.3	Above Average 9.4 – 9.7	Excellent 9.8 or Above
a. Professional Attitude				
b. Showing respect for all other personnel?				
c. Observing regulations of the department, hospital, and college?				
d. Accepting job assignments?				
e. Adhere to professional ethics and confidentiality				

Professionalism:	No	Yes
f. Professional Appearance and hygiene; Appropriate uniform		

If "No", please leave 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 **Eval#_____**
Radiologic Technology Program **Semester Sp/Su**
Performance Evaluation

Student _____ Date of Rating _____ Time in Clinical_____

Evaluator: _____ Score: _____/250_____

While completing this form please consider the student's current level of training. Ask yourself, "Is the student performing in each area as he/she should with his/her current level of training and experience?"

Grading Scale Clinical I
96 – 100 A
90 – 95.9 B
85 – 89.9 C

Please provide comments to support points given, especially in the Below Average or Average Columns.

9. 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?

Dependability:	Below Average 8.0 or Below	Average 8.7 – 9.3	Above Average 9.4 – 9.7	Excellent 9.8 or Above
d. Amount of Supervision Required				
e. Reliability				
f. Following Instruction				

Comments:

2. 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.

Quantity & Quality of Work:	Below Average 8.0 or Below	Average 8.7 – 9.3	Above Average 9.4 – 9.7	Excellent 9.8 or Above
e. Quantity and Quality of time spent at work station				
f. Repeat Rate and Accuracy				
g. Operating at an appropriate rate				
h. Completing assignments				

Comments:

3. Safety Consciousness: Consider radiation protection principles demonstrated by the student. How conscious is he/she about the safety of self, patients, personnel, and equipment? The student is to replicate the safety protocols of the site.

Safety				

Comments:

4. 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/her fair share of the work? How does the student respond to supervision, constructive criticism and suggestions?

Attitude toward Job & Supervision:	Below Average 8.0 or Below	Average 8.7 – 9.3	Above Average 9.4 – 9.7	Excellent 9.8 or Above
f. Students interest in job.				
g. Student's responsibility by seeking assignments				

h. Offering assistance to staff				
i. Attitude toward supervision				
j. Attitude: Constructive Criticism & Suggestions.				

Comments:

5. 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.

Adaptability:	Below Average 8.0 or Below	Average 8.7 – 9.3	Above Average 9.4 – 9.7	Excellent 9.8 or Above
d. Comprehension of concepts.				
e. Personal Adjustment/ability to adapt				
f. Judgment				

Comments:

6. Patient Interactions: Consider the student's ability to interact in a positive and respectful manner with patients. How well does the student communicate with the patient in a way that they understand? How well does the student convey compassion and competency to the patient?

Patient Interactions:	Below Average 8.0 or Below	Average 8.7 – 9.3	Above Average 9.4 – 9.7	Excellent 9.8 or Above
d. Appropriate interaction with patients; Addressing patient by name				
e. Explaining exam in appropriate language and keeping patient informed of exam progress				
f. Demonstrate kindness, empathy, compassion, and courteousness to patients				

Comments:

15. Professionalism: Consider the student's appearance, tactfulness, self-confidence, integrity, loyalty, and impression he or she makes upon other staff, patients and physicians. Does the student demonstrate a professional attitude that shows respect for others and a willingness to complete assigned tasks?

Professionalism:	Below Average 8.0 or Below	Average 8.7 – 9.3	Above Average 9.4 – 9.7	Excellent 9.8 or Above
g. Professional Attitude				
h. Showing respect for all other personnel?				
i. Observing regulations of the department, hospital, and college?				
j. Accepting job assignments?				
k. Adhere to professional ethics and confidentiality				

Professionalism:	No	Yes
l. Professional Appearance and hygiene; Appropriate uniform		

If "No", please leave 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: _____

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.

ADDITIONAL IMAGING MODALITY ROTATIONS

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

Nuclear Medicine

Cardiovascular Interventional Therapy/Interventional Radiography

Ultrasound

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 four of the rotations are complete a student may request an additional four (4) days of training and observation in any one of the four modalities or in CT or nuclear medicine or mammography. Requests may be submitted in Clinical II and Clinical III.

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.

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_____

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 Hutch CC web site at www.hutchcc.edu or contact the Director of Financial Aid, Nathan Buche at (620) 665-3569 or E-Mail address: buchen@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 Michelle Wortham at 620-665-3377. Counseling services are free of charge to HutchCC students.

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 is 988. You may also visit the Lifeline webpage at https://988lifeline.org/get-help/ for more information or to chat live with a representative.

UNSATISFACTORY PERFORMANCE REMEDIATION

Any infraction of the policies of the Hutchinson Community College, the Hutch CC Radiologic Technology Program and/or the clinical education center, in which you are assigned, may warrant disciplinary action. Unprofessional behavior will be handled in the same manner.

The clinical training facility has the authority to immediately suspend a student and/or deny further access to the facility.

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 student's learning, the student supervisor may ask the student to leave the clinical setting for a determined amount of time. In this instance the time missed from clinical training will be deducted from the student's hours of personal time.

Process: The radiologic technology faculty shall investigate any infraction of program, clinical site policy, or behavior expectations and decide upon the proper disciplinary action to pursue. The student may be placed on immediate suspension for the duration of the investigation. Once the disciplinary action is determined faculty will meet with the student to initiate the disciplinary

action. All disciplinary decisions are final. Students may appeal any disciplinary action according to the Hutch CC appeals process.
(*Hutch CC Catalog. Policy Number 1001, Academic Appeal,* *http://www.hutchcc.edu/catalog/policy/?id=1 or* *student code of conduct. http://www.hutchcc.edu/catalog/policy/?id=47)*

Disciplinary actions fall into one of the following categories: *(categories are not sequential)*

1. **Verbal Warning:** Date, time and subject of the verbal warning is documented by the clinical faculty, clinical supervisor and/or technologist issuing the warning.

2. **Performance Interview (Plan of Improvement):** Performance interview will contain a written warning (see Unsatisfactory Performance Report/Remediation form.) Program personnel will discuss the problem with the student and may suggest remediation that may include behavior modifications that will improve behavior, or academic performance.

3. **Probation:** Period of time designated by program faculty, in which any further student behavior which would normally result in disciplinary action will result in program dismissal.

4. **Suspension:** Period of time in which the student is suspended from access to affiliated training facilities. Suspension may be immediate, defined or indefinite. It may be required as a remediation action or during investigation of an infraction. The student may be asked to comply with other remediation requirements during the suspension, in which case the duration of the suspension and/or reinstatement may be tied to such requirements. Any missed training time 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.

5. **Dismissal:** Complete program dismissal, resulting in withdrawal from all program courses and labs, as well as immediate denial of access to clinical training facilities. The student may be dismissed from the program for severe or habitual infractions of hospital/clinic or program policies or behavior expectations. In the event a student is dismissed he or she will be withdrawn from all radiology classes. Dismissal is permanent.

(Continued)

Grounds for Immediate Suspension and Program Dismissal

The following is a list of behaviors that will not be tolerated or excused and thus cause for immediate suspension from training at a partner clinical training facility. Evidence of the behavior will be evaluated by the program director who will determine if program dismissal is in order. Students dismissed from their program of study will be withdrawn from all courses associated with that program. All documentation will be forwarded to the Vice President of Student Services and the Vice President of Academic Affairs for review.

- Attendance in any educational environment while under the influence or in possession of alcohol or illegal drugs, or while impaired due to purposeful misuse of medication.
- Possession of any substance or item that is banned from a clinical training facility while attending training or observing at that facility.
- Theft or willful destruction of patient, college or clinical training facility property.
- Unsanctioned use of video and/or audio recording devices within the clinical environment.
- Unsanctioned collection and/or distribution of patient information or any willful violation of HIPAA law.
- Unsupervised performance of an invasive procedure which the student has not been adequately trained and/or successfully demonstrated competency.
- Performance of, or providing an order for any medical procedure outside the scope of practice for the specific discipline in which the student is training.
- Knowingly misrepresenting credentials or level of training.
- Knowingly placing self or others in physical danger.
- Verbal, electronic, or physical harassment and/or abuse of a patient, Hutch CC employee or student, or employee or representative of a clinical training facility.
- Unauthorized entrance or unsanctioned escort of unapproved individuals into known restricted areas of the clinical training facility.
- Knowingly falsifying patient information, clinical facility records, or personal or clinical training records.

Note: It is the ethical responsibility of all licensed health care professionals to report any incident that is in violation of ethical standards for their respective profession. Hutch CC Allied Health Faculty will report any ethical violation to the appropriate agency. Furthermore, any such violation will be shared with other Hutch CC program coordinators and may disqualify the student from enrolling in any Hutch CC Allied Health programs.

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/Remediation

Student Name _____ Date _____

Notice of unsatisfactory performance is issued for the following reason(s)

☐ Academic Growth ☐ Appearance ☐ Attitude
☐ Dependability ☐ Patient Care ☐ Department/Program Policies/Procedures
☐ Professional Growth ☐ Other

Incident or Activity Requiring Remediation:

Instructor Signature _____ Date: _____

Student Comments Regarding the Incident or Activity:

Remediation Taken

☐ Performance interview with student ☐ Probation
☐ Consult with Program Director ☐ Suspension
☐ Plan of Improvement ☐ Dismissal

(over)

Terms of Remediation/Plan of Improvement:

Beginning Date of Remediation: _____
End Date of Remediation: _____
Instructor Notes from Remediation Meeting:

Student Comments Regarding Remediation Meeting or Terms:

By signing I agree to meet the terms of remediation, and understand that failure to do so will result in further disciplinary actions.
Student Signature _____ Date: _____

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 the conduct, aims, or qualities that characterize or mark a profession or a professional person. Behavior and attitudes required by Allied Health professionals are expected of Radiologic Technology students and include:

1. Punctuality and consistent attendance.

2. Respect for all members of the educational team, fellow students, clinical affiliate staff, physicians and patients.

3. Utilizing language and communication skills that are appropriate and effective in relating to patients, peers, and faculty.

4. Conducting one's self in a manner considered to be appropriate, legal, and ethical by members of the Allied Health professions.

5. Assuming responsibility for one's own academic and professional development.

6. 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 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/Mid-Level Provider

The student will show due respect to all "in house" or visiting physicians and mid-level providers 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!

RADIATION MONITORING

Each first-year 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. Badge reports will be posted within 30 days of receipt on the lab door for student review. Students must initial the report by their name to acknowledge their reported dose. 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.

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, students will continue to be monitored with badges provided by the program. Badges will be distributed and collected by program faculty each month. Students are expected to wear their badges during all clinical experience. Badge reports will be made available to students within 30 days of receipt of the report. The report will be posted in the Learning Zone clinical course. Students will be expected to acknowledge receiving the information by responding to the post. Exposure readings with confidential information will NOT be posted or located in an uncontrolled area.

Exposure information will be shared with the radiation safety officers at clinical affiliate sites.

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.

In order to keep radiation monitoring readings as low as reasonably achievable, students must not hold image receptors and should not hold patients if other immobilization methods are appropriate.

FLUOROSCOPY EXAM SAFETY

With varying fluoroscopy exam room setups, the cardinal rules of time, distance, and shielding remain important for each student.

1. Time: minimize time spent in the room during imaging.
2. Distance: maximize distance from the source and patient when possible.
3. Shielding: always wear appropriate lead protection.

Technologists' radiation risk changes depending on where the tube is located during imaging. Students should identify the location of the tube during the exam and wear appropriate lead protection.

1. Tube below the table: excess dose to the abdomen and gonadal regions.
2. Tube above the table: excess dose to the head, neck, and chest.

According to the ARRT, a radiologic technologist's responsibilities during a fluoroscopy exam include preparing the patient and equipment, assisting the patient with positioning, ensuring radiation safety, and supporting the radiologist during the exam. Radiologic technologists are not trained or authorized to perform clinical feeding assessments. During a swallow study exam, students are not allowed to feed the patient contrast food items. Bolus presentation during a swallow study requires real-time clinical judgment for dysphagia assessment; this falls within the scope of the Speech-Language Pathologist. Choosing the correct bolus directly affects a patient's aspiration risk, the study's validity, and clinical outcomes.

Note: All primary radiation monitoring badges are to be worn <u>outside</u> the lead shield, on the <u>front</u> of the body, and at <u>collar level</u> during exams.

MRI SAFETY

For the protection of students, patients, and equipment, safety in the MRI environment is of prime importance. All students will receive training on MRI safety in the fall semester of their first year, and take an assessment over the material prior to observing in the clinical setting. Before observing, students must also complete an MRI screening form which will be reviewed by a Level II MRI technologist at an affiliated clinical site, and will be kept in the student's file. Prior to the fall of the second year, students will again review MRI safety, complete an assessment, and will submit a new MRI screening form for evaluation prior to clinical rotations**. Students must inform the Program Director if there is any change in their medical history that could potentially affect their safety in the MRI environment.**

HUTCHINSON COMMUNITY COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM

SUBSTANCE ABUSE POLICY

Hutch CC 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 screening 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 screening 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 Hutch CC 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 sample 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. The student will remain on probation and allowed to participate in classroom and lab setting, but will not be allowed to participate in clinical. 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	Print Name
_____	_____
Signature	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	Print Name
_____	_____
Signature	Witness

Radiologic Technology Program

Declared Pregnancy Policy

Ionizing radiation is especially harmful to fetal tissue. As such, the program and clinical partners will provide extra safety measures to minimize exposure to an unborn infant.

In the event a student becomes pregnant while enrolled or before beginning the Radiology Technology program the student may voluntarily declare the confirmed pregnancy and projected due date to program officials in writing. The student cannot be considered pregnant without a voluntary written disclosure.

The student may withdraw the declaration at any time. To withdraw the student will provide program officials written notice of withdraw of pregnancy declaration.

Upon receiving written declaration of pregnancy, program officials will advise the student of the following.

- The student has the option to withdraw from clinical Radiologic Technology program courses during the pregnancy or sign a waiver allowing continuance in the program until delivery.
  - Should the student choose to withdraw from clinical training, the program director and clinical coordinator will evaluate the clinical experience required for completion of the program and with the student develop a plan to complete the program once the student returns.

- The student can withdraw the written notification at any time.
- Each student must complete any clinical experience lost in excess of the current absence policy before she will become eligible for graduation 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, and that I may withdraw my declaration at any time.

Student Name _____
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_____.

Print Name: _____

Student Signature: _____

Witness: _____

ACKNOWLEDGMENT OF RADIATION RISK DURING PREGNANCY

I_____, do acknowledge that I have received counseling

from_____, regarding my responsibilities during pregnancy.

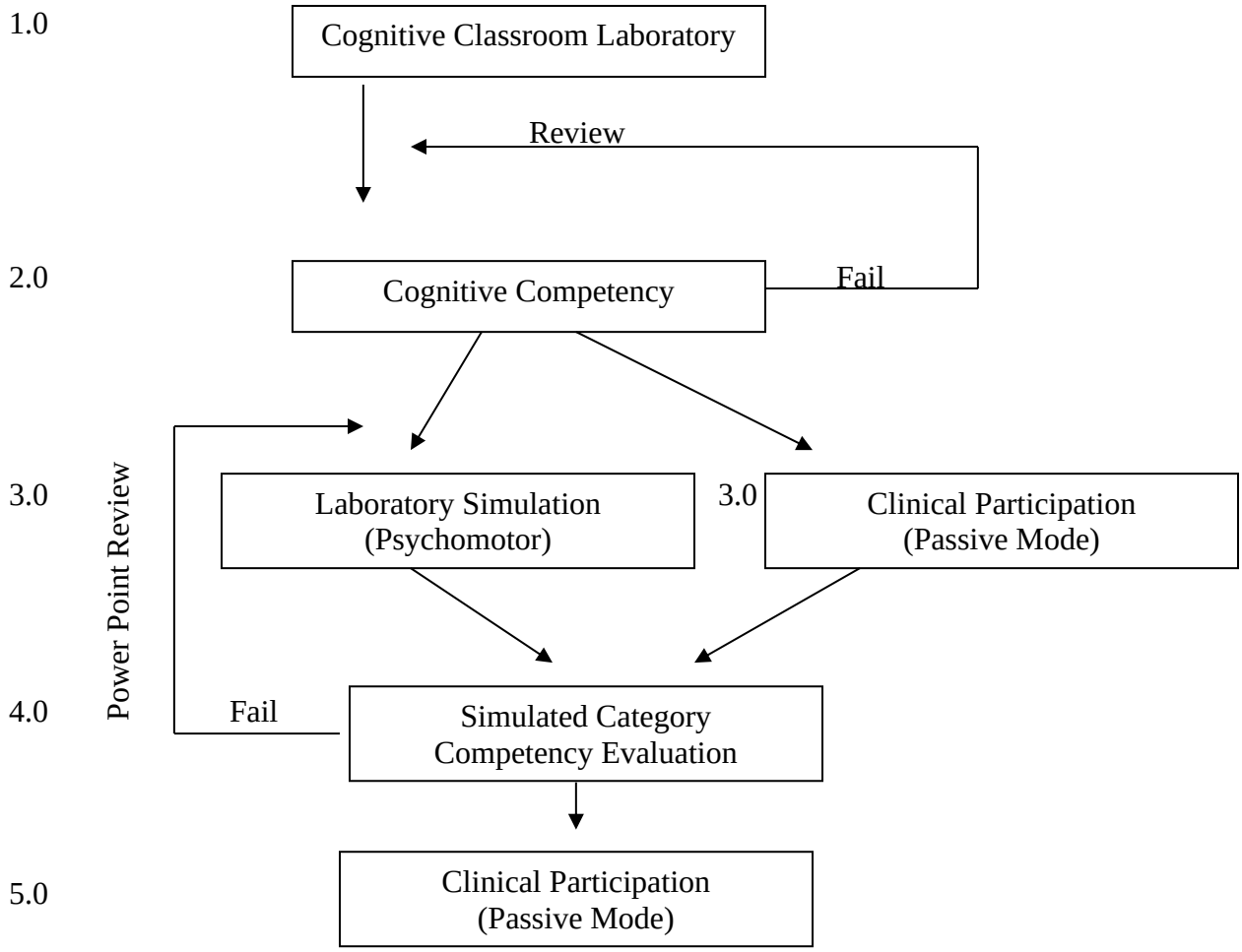
The reading material listed below has been made available to me to demonstrate that the additional risk during my pregnancy is much less than that for most occupational groups. I further understand that although a second radiation monitor has been made available; this is simply added precautions and 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 has been explained to me and I have had any questions answered to my satisfaction.

_____	_____
Date	Print Name
_____	_____
Signature	Program Director

Chart I – First Year of Training Schematic Flow Chart



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.

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

Clinical Participation [5.0]

The student will perform clinical observation in the passive mode 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.

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

Category II - Lower Extremity

Toes
Foot
Ankle
Lower leg
Knee
Intercondyloid fossa
Femur
Hip
Pelvis
Os Calcis
Patella
SI joints

Category III - Thorax and Spine

Ribs
Cervical spine
Thoracic spine
Sternum
Lumbar spine
Sacrum
Coccyx

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** _____

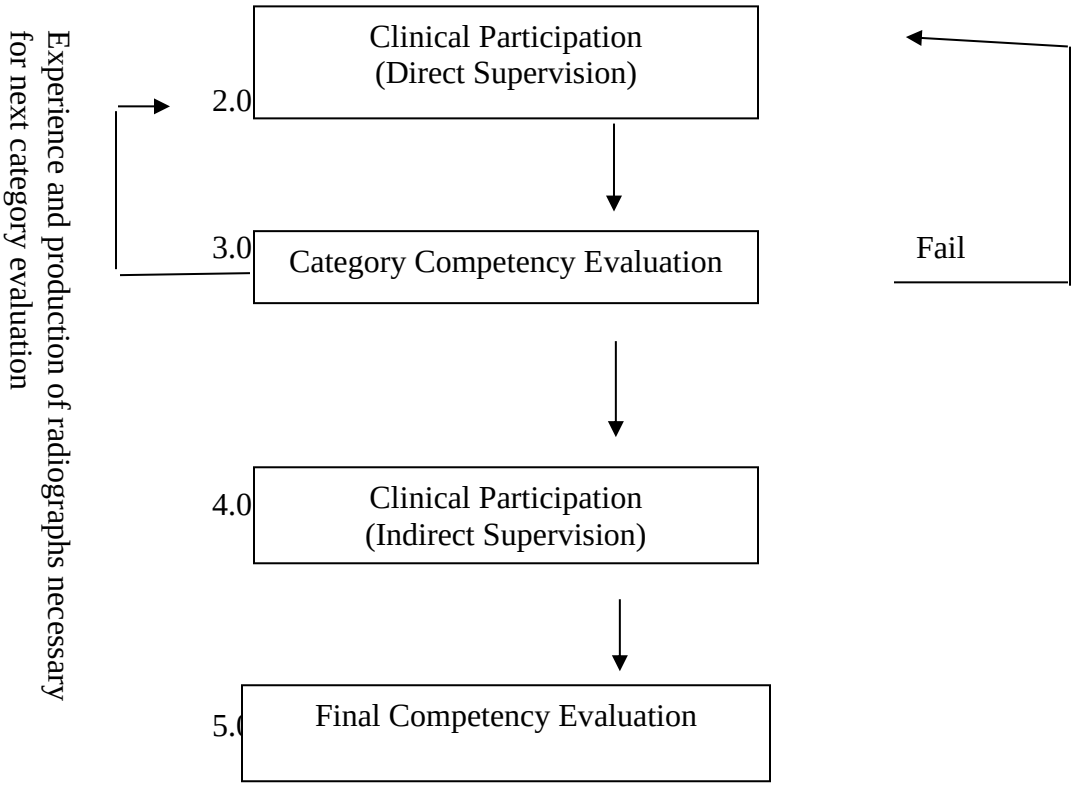
Criteria	Evaluation Scale			
Tube Angled Properly	0 or 5			
Tube Center Locked When Necessary	0 or 5			
Manipulated Equipment Safely	0, 1 or 2			
Proper Collimated Field Size	0, 3, or 5			
Patient Shielding	0 or 5			
Bucky Centered to Central Ray	0 or 5			
Field Orientation (landscape/portrait)	0 or 2			
Patient/Part Centered to Image Receptor	0, 1, or 2			
Central Ray Directed Properly	0, 3, or 5			
Body part in Correct Position	0, 3, or 5			
Correct SID Used	0 or 5			
Correct Markers in Correct Location	0, 3, or 5			

Patient Comfort Taken into Account	0, 1, or 2			
Clear and Complete Instructions to Patient	0, 1, or 3			
Efficient Completion of Projection	0, 1, or 3			
Proper Breathing Instructions	0 or 5			

Comments:

Student _____ Instructor _____

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.

2.4 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 Evaluation

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. correct alignment of the cassette.	**0,1, or 2**			
b. correct positioning of the patient and/or part.	**0,1, or 2**			
c. correct alignment of tube object and film.	**0,1, or 2**			
d. give proper patient and breathing instructions.	**0, or 2**			
e. 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 without cropping	**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 with minimal windowing adjustments	**0, 1. or 2**			
b. sufficient exposure index	**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**			

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 hypothetic 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:_____

Clinical Instructor Signature: _____

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:_____

Clinical Instructor Signature: _____

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 with minimal window adjustments	
b. demonstration of sufficient exposure index	
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:_____

Clinical Instructor Signature: _____

Hutchinson Community College
Radiologic Technology **Clinical Training _____**

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. 12. (identify when & why shielding is not appropriate)	0 or 5				
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	
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 when appropriate	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 Review:	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.

PROGRAM VARIANCE REPORTING

A program variance is an incidence involving or witnessed by a student which occurs during a students scheduled training. A variance results in injury or possible injury to the student(s), a patient, a visitor or clinical affiliate employee, or is an action that may be deemed unethical, illegal or violation of a patient's rights.

Immediately following the incident, the student will first comply with clinical affiliate protocol regarding variance (incident) reporting. Once the clinical facility's requirements are met the student is to complete an Hutch CC Radiologic Technology Program Variance Report and immediately submit it to one of the faculty members. In the event the student is injured he or she is to follow clinical facility policy regarding injury to an employee. The student may be required to provide a physician's release before returning to training. Any medical expenses incurred due to injury during training are the responsibility of the student. Any missed clinical training time will be considered an excused absence and subject to the program attendance policy.

HARASSMENT

Equal Opportunity, Harassment, and Nondiscrimination Policy and Procedures

The full policy may be found in the Hutch CC college catalog. This handbook contains applicable excerpts from the policy. Students are encouraged to read the entire policy in the college catalog.

Hutchinson Community College ("the College") affirms its commitment to promote the goals of fairness and equity in all aspects of the educational enterprise. All policies are subject to resolution using the College's Equity Grievance Process, as detailed below. The Equity Grievance Process is applicable regardless of the status of the parties involved, who may be members or non-members of the campus community, students, student organizations, faculty, administrators, and/or staff. The College reserves the right to act on incidents occurring on-campus or off-campus when the off-campus conduct could have an on-campus impact or impact on the educational mission of the College.

The Coordinator of Equity & Compliance serves as the Title IX/Equity/Affirmative Action Coordinator and ADA/504 Coordinator and oversees implementation of the College's Affirmative Action and Equal Opportunity Plan, disability compliance, and the College's policy on equal opportunity, harassment, and nondiscrimination. Reports of discrimination, harassment, and/or retaliation should be made to the Coordinator of Equity & Compliance (or deputy/deputies) promptly, but there is no time limitation on the filing of grievances as long as the accused individual remains subject to the College's jurisdiction. All reports are acted upon promptly while every effort is made by the College to preserve the privacy of reports. Anonymous reports may also be filed online, if such mechanisms are available, by using the designated reporting form. Reporting is addressed more specifically in Section VIII below. Reports of discrimination by the Coordinator of Equity & Compliance should be reported to the College President.

This policy applies to behaviors that take place on the campus, at college-sponsored events, and may also apply off-campus and to actions online when the Coordinator of Equity & Compliance determines that the off-campus conduct affects a substantial College interest. A substantial College interest is defined to include the following:

Any action that constitutes criminal offense as defined by federal or Kansas state law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law committed in the municipality where the College is located;
Any situation where it appears that the accused individual may present a danger or threat to the health or safety of self or others;
Any situation that significantly impinges upon the rights, property, or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
Any situation that is detrimental to the educational interests of the College.
Any online postings or other electronic communication by students, including cyber-bullying, cyber-stalking, cyber-harassment, etc. occurring completely outside of the College's control (e.g., not on College networks, websites, or between College email accounts) will only be subject to this policy when those online behaviors can be shown to cause a substantial on-campus disruption. Otherwise, such communications are considered speech protected by the 1st Amendment.
Off-campus discriminatory or harassing speech by employees may be regulated by the C

Discrimination

I. College Policy on Nondiscrimination

Hutchinson Community College adheres to all federal and state civil rights laws banning discrimination in public institutions of higher education. The College will not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of race, color, ethnic or national origin, sex, sexual orientation, gender identity, marital status, pregnancy, genetic information, religion, age, ancestry, disability, military status, or veteran status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), domestic victim status, or any other protected category under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any grievance process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.

This policy covers nondiscrimination in employment and in access to educational opportunities. Therefore, any member of the campus community, guest, or visitor who acts to deny, deprive, or limit the educational, employment, residential and/or social access, benefits, and/or opportunities of any member of the campus community on the basis of their actual or perceived membership in the protected classes listed above is in violation of the College policy on nondiscrimination. When brought to the attention of the College, any such discrimination will be appropriately remedied by the College according to the procedures below..

Harassment

College Policy on Discriminatory Harassment

Students, staff, administrators, and faculty are entitled to a working environment and educational environment free of discriminatory harassment. The College's harassment policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane but controversial or sensitive subject matters protected by academic freedom. The sections below describe the specific forms of legally prohibited harassment that are also prohibited under College policy led by academic freedom. The sections below describe the specific forms of legally prohibited harassment that are also prohibited under College policy.

A. Discriminatory and Bias-Related Harassment

Harassment constitutes a form of discrimination that is prohibited by law. The College will remedy all forms of harassment when reported, whether or not the harassment rises to the level of creating a hostile environment. When harassment rises to the level of creating a hostile environment, the College may also impose sanctions on the harasser.[3] The College's harassment policy explicitly prohibits any form of harassment, defined as unwelcome conduct on the basis of actual or perceived membership in a protected class, by any member or group of the community.

A hostile environment may be created by oral, written, graphic, or physical conduct that is sufficiently severe, persistent/pervasive, and objectively offensive that it interferes with, limits, or denies the ability of an individual to participate in or benefit from educational programs or activities or employment access, benefits or opportunities. [4]

Offensive conduct and/or harassment that does not rise to the level of discrimination or that is of a generic nature not on the basis of a protected status may not result in the imposition of discipline under this College policy but will be addressed through civil confrontation, remedial actions, education, effective conflict resolution mechanisms, and/or interventions/sanctions outlined in the College's Standards of Conduct for Students. For assistance with conflict resolution techniques, employees should contact the Director of Human Resources, and students should contact the Vice President of Student Services.

The College condemns and will not tolerate discriminatory harassment against any employee, student, visitor, or guest on the basis of any status protected by college policy or law.

B. Sexual Harassment

Both the Equal Employment Opportunity Commission and the State of Kansas regard sexual harassment as a form of sex/gender discrimination and, therefore, as an unlawful discriminatory practice. The College has adopted the following definition of sexual harassment, in order to address the special environment of an academic community, which consists not only of employer and employee but also of students as well. [5] Sexual harassment is unwelcome, sexual or gender-based verbal, written, online, and/or physical conduct. [6]

Anyone experiencing sexual harassment in any College program is encouraged to report it immediately to the College's Coordinator of Equity & Compliance.

Sexual harassment creates a hostile environment, and may be disciplined when it is sufficiently severe, persistent/pervasive, and objectively offensive that it has the effect of unreasonably interfering with, denying or limiting employment opportunities or the ability to participate in or benefit from the university's educational, social and/or residential program, and is based on power differentials (quid pro quo[7]), the creation of a hostile environment or retaliation.[8]

Sexual Misconduct

State law defines various violent and/or non-consensual sexual acts as crimes. Additionally, the College has defined categories of sexual misconduct, as stated below, for which action under this policy may be imposed. The College uses the term "sexual misconduct" to address behaviors like rape and sexual assault. The use of this term is not intended to diminish or minimize a victim's experience but is instead a recognition that the College has no authority to determine that a crime occurred. The College does not view sexual misconduct as a lesser form of misconduct than rape or sexual assault. Generally speaking, the College considers Non-Consensual Sexual Intercourse violations to be the most serious and therefore typically imposes the most severe sanctions, including suspension or expulsion for students and termination for employees. However, the College reserves the right to impose any level of sanction, ranging from a reprimand up to and including suspension or expulsion/termination, for any act of sexual misconduct or other gender-based offenses, including intimate partner or relationship (dating and/or domestic) violence, non-consensual sexual contact and stalking based on the facts and circumstances of the particular grievance. Acts of sexual misconduct may be committed by any person upon any other person, regardless of the sex, gender, sexual orientation, and/or gender identity of those involved. Violations include:

1. Sexual Harassment (as defined in section B above)

2. Non-Consensual Sexual Intercourse[9]

Defined as

any sexual penetration or intercourse (anal, oral, or vaginal) however slight with any objectby a person upon another person that is without consent and/or by force.[10]

Sexual penetration includes vaginal or anal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.

3. Non-Consensual Sexual Contact

Defined as any intentional sexual touching however slight with any object by a person upon another person that is without consent and/or by force.

Sexual touching includes any bodily contact with the breasts, groin, genitals, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

4. Sexual Exploitation

Sexual Exploitation refers to a situation in which a person takes non-consensual or abusive sexual advantage of another, and situations in which the conduct does not fall within the definitions of Sexual Harassment, Non-Consensual Sexual Intercourse or Non-Consensual Sexual Contact. Examples of sexual exploitation include but are not limited to

Invasion of sexual privacy; Sexual voyeurism (such as watching a person undressing, using the bathroom, or engaged in sexual acts without the consent of the person observed);

Taking pictures or video or audio recording another in a sexual act, or in any other private activity without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person’s consent);

Prostitution;

Prostituting another student or employee;

Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) and without informing the other person of the infection;

Administering alcohol or drugs (such as “date rape” drugs[11]) to another person without his or her knowledge or consent;

Exposing one’s genitals in non-consensual circumstances; inducing another to expose their genitals;

Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

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 Reporting Options

A party bringing a grievance(s) is encouraged to speak to the College's Coordinator of Equity & Compliance or a member of the College's Equity Grievance Panel (see membership list below) to make formal reports of incidents of sexual misconduct. A party bringing a grievance(s) has the right, and can expect, to have grievances taken seriously by the College when formally reported and to have those incidents affords privacy to the reporter, and only a small group of officials who need to know will be told. Information will be shared as necessary with investigators, witnesses and the responding party. The circle of people with this knowledge will be kept as tight as possible to preserve a party bringing a grievance's rights and privacy. Additionally safe and anonymous reports, which do not trigger investigations, can be made by victims and/or third parties using an online reporting form, if such mechanism is available, by using the designated reporting form.

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 confidentially 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.

Sanctions

Sanctions or responsive actions will be determined by the EGP. Factors considered when determining a sanction/responsive action may include

- The nature, severity of, and circumstances surrounding the violation
- An individual's disciplinary history
- Previous grievances or allegations involving similar conduct
- Any other information deemed relevant by the EGP
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment, and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation
- The need to remedy the effects of the discrimination, harassment, and/or retaliation on the victim and the community

1. Examples of Possible Student Sanctions

The following are the usual sanctions that may be imposed upon students or organizations singly or in combination:

Warning: A formal statement that the behavior was unacceptable and a warning that further infractions of any College policy, procedure or directive will result in more severe sanctions/responsive actions. Probation: A written reprimand for violation of the Code of Student Conduct, providing for more severe disciplinary sanctions in the event that the student or organization is found in viola-tion of any College policy, procedure or directive within a specified period of time. Terms of the probation will be specified and may include denial of specified social privileges, exclusion from co--curricular activities, non-contact orders and/or other measures deemed appropriate.

Suspension: Termination of student status for a definite period of time not to exceed two years, and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure at the College. This sanction may be noted as a Conduct Suspension on the student's official transcript.

Expulsion: Permanent termination of student status, revocation of rights to be on campus for any reason or attend College-sponsored events. This sanction may be noted as a Conduct Expulsion on the student's official transcript.

Withholding Diploma. The College may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the student has a grievance pending or as a sanction if the student is found responsible for an alleged violation.

Revocation of Degree. The College reserves the right to revoke a degree awarded from the College for fraud, misrepresentation or other violation of College policies, procedures or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.

Organizational Sanctions. Deactivation, de-recognition, loss of all privileges (including University registration), for a specified period of time.

Other Actions: In addition to or in place of the above sanctions, the College may assign any other sanctions as deemed appropriate.

2. Employee Sanctions

Responsive actions for an employee who has engaged in harassment, discrimination, and/or retaliation include warning, required counseling, demotion, suspension with pay, suspension without pay, and/or termination.

Grievance Procedure

Reference published grievance procedure in its entirety in the Hutch CC College Catalog, Reference number 1089.

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.

Bernadett Dillon, Coordinator of Equity and Compliance, Title IX Coordinator
Hutchinson Community College – Student Success Center
1300 North Plum
Hutchinson, KS 67501
1-800-289-3501 x3583
dillonb@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 and SOCIAL MEDIA

During the first and second years, cell phones must be turned off during all classes, lab sessions, and lab practice times because of their disruptive nature. Students will **not** be allowed to carry them during 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 are **not** allowed to carry cell phones or any type of electronic messaging device during clinical training. Cell phones are to be turned off and stored 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 their 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.

Social Media

The use of social media such as Facebook, YouTube, TicTok, Twitter, Allnurses.com, blogs, etc., provides the ability for students to communicate with and receive support from their peers. It is your professional responsibility to be aware that information published on any of these sites is available to the public. Therefore, confidential or sensitive information related to any individual or agency associated with your training cannot be disclosed.

HIPAA law must be followed at all times. Personal Health Information concerning clients/patients must not be shared verbally, in writing, or posted in any online forum or web page, even without specific patient identifiers.

EMPLOYMENT OF STUDENTS

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

1. College liability insurance will not cover the student.
2. Student name tag, school patch, and exposure 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 approached with caution, recognizing the advantages and disadvantages of becoming a student technologist.

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 during clinical training.
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:

All surgical, mobile x-ray, mobile C-Arm, and ER exams require direct supervision. Direct supervision requires a registered radiologic technologist to be present during the exam. **Students who have successfully challenged competency on the above stated exams must remain under direct supervision for all subsequent exams.**

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 _____

"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 _____

Print Name _____

EVIDENCE OF UNDERSTANDING

First-Year Student

By my signature, I signify that the contents of the Radiologic Technology Program Handbook 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.

Print Name _____

Signature _____ Date _____

EVIDENCE OF UNDERSTANDING

Second-Year Student

By my signature, I signify that the contents of the Radiologic Technology Program Handbook 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.

Print Name _____

Signature _____ Date _____

APPENDIX

REFERENCES AT
HUTCHINSON COMMUNITY COLLEGE LIBRARY

Call Number	Title	Author	Publication Date
174.2 W69E	Ethics and Basic Law for Medical Imaging Professionals	Bettye G. Wilson	1997
344.73 P21M	Medicolegal Issues for Radiographers	R.J. Parelli	1991
539.2 J76s	Strange Glow: The Story of Radiation	Timothy J. Jorgensen	2016
615.842 G87T	The Trail of Invisible Light: From X-Strahlen to Radio(bio)logy	E.R.N. Grigg	1965
616.07 Eh8p9	Patient Care in Radiography, 9th edition	Ruth Ann Ehrlich and Dawn M. Coakes	2017
616.07 J85m	Magnetic Appeal: MRI and the Myth of Transparency	Kelly A. Joyce	2008
616.07 P19q	Quality Management in the Imaging Sciences, 4th edition	Jeffrey Papp	2011
616.07 W52h	Handbook of MRI Technique, 4th edition	Catherine Westrbook	2014
616.07 W52m	MRI in Practice	Catherine Westbrook	2018
616.075 B64r9	Textbook of Radiographic Positioning and Related Anatomy	Kenneth L. Bontrager	2018
616.075 Ei8A	A Patient's Guide to Medical Imaging	Ronald L. Eisenberg	2011
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616.075 M36R	Radiographic Image Analysis	Kathy McQuillen-Martensen	2010
616.075 St2r8	Radiation Protection in Medical Radiography, 8th edition	Mary Alice Statkiewicz Sherer	2018
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eBooks

Title	Author	Publication Date
Radiology Made Easy	Arpan K. Banerjee	1999
100 Cases in Radiology	Robert Thomas	2012
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Print Magazines

- Applied Radiology
- Radiologic Technology

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