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REND LAKE COLLEGE MISSION

The mission statement is the essential purpose of the college from which all college activities originate:

Rend Lake College provides educational opportunities across cultural and economic boundaries to the diverse student population we serve. We are committed to our students' success in achieving their educational goals and to meeting our community-focused program objectives. With Rend Lake College, student journeys start here.

Value Statement:

In serving our students and community, we are student- focused, authentic, and resourceful.

IMPORTANT

For information on your rights and responsibilities refer to the Rend Lake College Student Handbook. Located on the RLC website at

<https://rlc.edu/phocadownload/Student-Forms/student-handbook.pdf>

ACADEMIC INTEGRITY

Student Handbook page 26

APPEAL PROCESS

Student Handbook page 24

NON-HARRASSMENT AND DISCRIMINATION POLICY

Student Handbook page 19

EQUAL OPPORTUNITY

Student Handbook page 5

AMERICANS WITH DISABILITIES ACT

Student Handbook page 18

FIREARM CONCEALED CARRY POLICY

Student Handbook page 41

CAMPUS SAFETY

Student Handbook pages 22-24

EMERGENCY PREPAREDNESS

College Website

<https://rlc.edu/75-college/26-campus-police/12041-emergencies>

GENERAL BEHAVIOR – PROFESSIONAL ETHICS

The student is responsible for his/her behavior as both an individual and as a member of the group. Rules of behavior which are endorsed as appropriate according to high social, ethical, and moral standards are expected to be followed. As a consequence, the student is held responsible for any acts which may violate these standards. The following rules have been established to provide guidelines for proper, professional conduct:

The student is expected to conduct himself/herself in a professional manner at all times while in the College, clinical site, or while participating in program functions.

The student is expected to be courteous to patients, staff, visitors, faculty, and other students. When speaking to or about a patient, the name of the patient should be used, unless circumstances dictate otherwise.

The student is expected to be congenial to all patients. Solicitation or acceptance of tips from patients or clinical site visitors is prohibited.

Visiting with a patient during clinical hours is not permitted. Friends who are hospital patients should be visited according to hospital regulations.

The student is to consider the affairs of patients, the specific program enrolled, the College, and the clinical site confidential. Such matters are not to be discussed with other students, staff, family, faculty, or friends.

Sleeping during clinical or didactic hours is unacceptable.

Students should act as responsible adults. Cheating may result in dismissal from the program.

Personal telephone calls are not to be made or received while at the clinical site, except in the case of an emergency.

All unusual incidents concerning patients, visitors, staff, etc. must be reported to the clinical preceptor and supervisor. The proper incident form must be completed, and a copy given to the program director.

Cell phones may be used at clinical sites only at scheduled breaks. Cell phones should be kept in lockers or purses turned off while students are doing their scheduled rotations.

If a clinical site reports misuse of a cell phone, this will result in disciplinary action.

The following are considered examples of severe, inexcusable behavior which may result in immediate dismissal from the program:

Deliberate damage to College, clinical site or other's property

Stealing

Physical assault of another individual

Indecent or lewd conduct

Carrying a weapon on college or clinical site premises

Falsification of any information to the clinical site or college

Smoking in hazardous area or in a non-smoking area

Consumption of intoxicants while on College or clinical site property or attempting to perform duties while under the influence of alcohol or other drugs.

Falsification or misuse of College or clinical site records

Working beyond the appropriate duties of a student

Drug dealing or attempted drug dealing

Excessive absenteeism/tardiness

Sharing confidential information/violating HIPAA

It is impossible to compile a complete summary of misconduct that requires disciplinary action. The Program Director is responsible for interpreting the rules of conduct, and any questions in this area should be addressed to the Program Director.

Failure of the student to abide by general rules and regulations will result in disciplinary action. If disciplinary action is taken, the student will be advised of this action in private consultation with program officials. The action will be documented in the student's record file and the student will be asked to sign the document to indicate their awareness of the action.

In the event a student is dismissed from the program, the student will receive a failing grade for all classes that they are enrolled in at the time of the dismissal.

STUDENT ACADEMIC COMPLAINTS

Rend Lake College is committed to ensuring that student complaints are handled effectively and in a timely manner. Therefore, student complaints about either academic issues or non-academic issues shall be handled in accordance with established procedures.

Academic Complaints – Grade Appeal

A. The student is expected to initiate the appeal with the faculty member immediately responsible for the area in which the problem occurred within seven (7) calendar days of the occurrence giving rise to the complaint.

The student should request a meeting with the instructor.

B. If the complaint is not resolved after the informal discussion, the student may appeal by submitting a Grade Appeal Form which can be found at www.rlc.edu within seven (7) calendar days of the informal discussion with the faculty member.

C. The Dean shall review the complaint and speak with the appropriate parties as needed.

D. The Dean shall respond in writing to the student within seven (7) calendar days after receiving the student's complaint.

E. If the results of the Dean's review are unsatisfactory to the student, the student may request a meeting with the Associate Vice President of Academic and Student Services and/or the Associate Vice President of CTE and Student Support within seven (7) calendar days of receiving the Dean's written response.

F. The Associate Vice President shall issue a response to the student within seven (7) calendar days of the meeting with the student.

G. The decision of the Associate Vice President shall be considered final.

Academic Complaint – Non Grade Related

A. The student is expected to initiate the complaint with the faculty member immediately responsible for the area in which the problem occurred within seven (7) calendar days of the occurrence giving rise to the complaint. The student should request a meeting with the instructor.

B. If the nature of the complaint is personal, involving the faculty member directly and his/her behavior or demeanor, the student may appeal informally to the faculty member's Dean or complete a Student Complaint Form found at www.rlc.edu thereby bypassing the informal discussion with the faculty member. The student should understand anonymity cannot and usually will not be protected.

C. The Dean shall review the complaint and speak with the appropriate parties as needed.

D. The Dean shall respond to the student within seven (7) calendar days after receiving the student's complaint.

E. If the results of the Dean's review are unsatisfactory to the student, the student may request a meeting with the Associate Vice President of Academic and Student Services and/or the Associate Vice President of CTE and Student Support within seven (7) calendar days of receiving the Dean's written response.

F. The Associate Vice President shall issue a response to the student within seven (7) calendar days of the meeting with the student.

G. The decision of the Associate Vice President shall be considered final.

III. Student Non-Academic Complaints

The Associate Vice President of Academic and Student Services shall be responsible for responding to complaints from students for non-academic (non-classroom and non-grading) issues which would fall outside of the Student Code of Conduct which is described in a later section. These issues include, but are not limited to:

A. Refunds of tuition and fees

B. Admission, registration and records matters

C. Grade forgiveness

D. Financial aid matters

E. Advising and counseling matters

F. Student activities and organization matters

G. Academic and financial aid appeals

H. Title II complaints (complaints related to discrimination based upon disabilities)

I. Title IX complaints (complaints related to discrimination based upon protected class) Students who wish to dispute a non-academic matter related to their tenure as a student at RLC shall express these concerns as follows:

A. The student is expected to initiate a complaint with the staff member immediately responsible for the area in which the problem occurred within seven (7) calendar days of realizing the issue giving rise to the complaint. The student should request a meeting with the staff member. Both the student and the College have the right to end the informal process and begin the formal complaint process at any time. Both parties have the right to forgo the informal process and initiate a formal complaint.

B. If the complaint is not resolved after the informal discussion, the student may appeal by submitting an Appeal Form (which can be obtained in the office of the Associate Vice President of Academic and Student Services or online at www.rlc.edu) to the Associate Vice President of Academic and Student Services. This appeal should be made within seven (7) calendar days of the informal discussion with the staff member. The Associate Vice President of Academic and Student Services will schedule a meeting with the Appeals Committee. The Associate Vice President of Academic and Student Services shall issue a response to the student within seven (7) calendar days of the meeting.

C. If the results of the Appeals Committee are unsatisfactory to the student, the student may submit a written request to the Vice President of Instruction and Student Affairs within seven (7) calendar days of receiving the committee's decision.

D. The Associate Vice President of Academic and Student Services shall issue a written response to the student within seven (7) calendar days from the date the student complaint was received.

E. The Vice President of Instruction and Student Affairs shall issue a written response to the student within seven (7) calendar days of receipt of the student's written request.

F. The decision of the Vice President of Instruction and Student Affairs shall be considered final with regard to student non-academic complaints.

STUDENT RECORDS

In compliance with the Family Education Rights and Privacy Act the following records are maintained in the specific program directors' offices:

1. Application records
2. Health records and immunizations
3. Background check
4. Attendance records
5. Classroom and/or clinical evaluations
6. Clinical rotation schedule
7. Counseling records

TRANSPORTATION

Students must provide their own transportation to and from the College and the clinical affiliates.

ELECTRONIC COMMUNICATION DEVICES

In any learning setting, the use of electronic communication devices must be limited to emergency situations only. The devices must be set to silent mode at all times in the classroom. If it is necessary to respond to a call the student should leave the classroom with minimal disruption, and may reenter the classroom at the next break. Students may not use a cellular telephone in the computer laboratory. If a cellular phone is used during any testing situation or during test review, it will be considered an act of academic dishonesty. Electronic communication devices may be used in the clinical setting for appropriate purposes only. These purposes will be determined by the clinical preceptor. Tape recorders, PDAs, cameras and other recording devices are not to be used in the clinical setting for recording identifiable client data.

STUDENTS WITH A COMMUNICABLE/INFECTIOUS DISEASE

Detection and control of infectious disease is accomplished to assure a safe environment for students, employees, patients, faculty, staff, and visitors. Students are encouraged to promptly visit their physician for evaluation when suffering from potential infection (ex. fever, diarrhea, skin lesions).

The student is encouraged to discuss their infectious disease status with program faculty. Rend Lake College and the program faculty will protect the privacy of individuals who are self-disclosed. The faculty will refer the student for specific education necessary to avoid transfer of disease in the clinical areas. Clinical placement will be made with the welfare and safety of the student and potential patients in mind.

Rend Lake College does not discriminate against students with infectious diseases. Students with communicable diseases will not be excluded from the program in accordance with the American with Disabilities Act.

LATEX ALLERGY GUIDELINES

Latex allergy is a serious threat to health care workers as well as patients. Allergic reactions to latex may be mild, such as skin disturbances, to severe reactions resulting in death. Exposure to latex products may cause hypersensitivity response either locally or systemically. A systemic reaction may occur even with trivial exposure to latex and may result in cardiopulmonary arrest within minutes.

The guidelines recommended by Rend Lake College are to address potential incidences of acquired latex sensitivity by students in the clinical experiences of the program.

Procedure:

Students should become knowledgeable of latex allergy causes and potential signs and symptoms.

Students should seek medical care for EARLY diagnosis and treatment of hand dermatoses and symptoms suggestive of latex allergy.

Immediately report to the Supervisor any actual or suspected latex allergic responses.

BLOODBORNE PATHOGEN EXPOSURE

Students should immediately report to the clinical preceptor and to the Program Director as quickly as is reasonable any exposure or suspected exposure to blood borne pathogens.

Students are expected to follow the written protocol of the clinical site. The student will be responsible for physician, diagnostic, and treatment costs associated with bloodborne exposure incidents.

HEALTH EXAMINATION POLICY

A health examination by a physician/certified nurse practitioner/physician assistant is required prior to being admitted to the clinical site. The completed health exam form must be submitted to the program director by the first day of class. **The student may not participate in clinical experiences until this requirement is met. This policy requires completion of the RLC Student Health Evaluation and Immunization Record. Failure to meet the requirements of this policy could result in dismissal from the program.**

AHA BASIC LIFE SUPPORT FOR HEALTHCARE PROVIDERS

All students enrolled in any of Rend Lake College's Allied Health Programs shall be required to obtain and maintain the **American Heart Association Basic Life Support (BLS) for Healthcare Providers** certification. For purposes of Rend Lake College student clinical rotations, **ONLY American Heart Association Basic Life Support (BLS) for Healthcare Providers** is acceptable per our hospital affiliates. The required certification must be taken through Rend Lake College each academic year, once you are accepted into a program. The certification also must be taken prior to the program's start date, unless special permission is given by the Division Dean.

ACCIDENT AT CLINICAL SITES

Patients and visitors are usually unfamiliar with hospital routines. Therefore, you must be constantly on guard to protect their safety. Many accidents are caused by unsafe acts or unsafe conditions. If you notice a potential accident hazard, report it to your clinical preceptor or supervisor immediately. If you are in an accident or happen to see an accident occur, an incident report must be completed and submitted to the clinical preceptor with a copy given to the Program Director. If you are injured, any treatment costs are your responsibility.

FIRE

Follow the clinical site's fire policy. In the event of a fire, remove all patients and others from the vicinity of the fire and smoke. Isolate the fire by closing all interior doors exposed to the area involved. Notify the switchboard operator and report the exact location of the fire or sound the building fire alarm at the closest fire pull station. **DO NOT ENDANGER YOURSELF!**

SMOKING

It is the policy of Rend Lake College to adhere to, and enforce, the Smoke-Free Illinois Act and the Smoke-Free Campus Act. Specifically, no person shall carry, smoke, burn, inhale, or exhale any kind of lighted pipe, cigar, cigarette, e-cigarette or any other lighted smoking equipment. This policy extends to all buildings, grounds, parking lots, and vehicles which are owned and operated by the college. Smoking is also not permitted on clinical site grounds. *Student Handbook* page 39

YOU AND THE PATIENT

The care for those who are ill or hospitalized is provided by people, like you, who exhibit a kind interest in all persons. It is only through the efforts and cooperation of each member of the health care team that the goal of expert, scientific, and compassionate care of patients can be maintained.

Your courtesy, tact, empathy, cheerfulness, kindness, and consideration of patients, anxious relatives, and your co-workers will help immeasurably. It is our sincere desire to assist you in finding enjoyment and satisfaction as a Rend Lake College student. We are interested in your education, happiness, health, and success.

UNIVERSAL PRECAUTIONS

Guidelines have been adopted in accordance with the current consensus of the medical and scientific community that many diseases cannot be transmitted by casual body contact in the clinical setting. However, because there is a risk of contracting an infectious disease, the student should adhere to the following guidelines:

1. Sharp items (needles, scalpel blades, etc.) should be considered infectious and be handled with extraordinary care to prevent accidental injuries.
2. Disposable syringes and needles, scalpel blades and other sharp items should be placed in puncture resistant containers located as practical as possible to the area in which they are used. To prevent needle stick injuries, needles should NOT be recapped, purposely broken, removed from disposable syringes, or otherwise manipulated by hand.
3. When the possibility of exposure to blood or any other body fluids exists, appropriate attire should be worn. The anticipated exposure may require gloves alone, or may also require a gown, mask and/or goggles when performing procedures. Hands should be washed thoroughly and immediately if they accidentally become contaminated with blood.
4. To minimize the need for emergency mouth-to-mouth resuscitation, mouth-pieces, resuscitation bags, or other ventilation devices should be located and available for use in areas where the need for resuscitation is predictable.

CTE Success Center – Learning Resource Center Room 142

TITLE III funds assisted Rend Lake College in establishing a CTE Success Center on campus. The Center will be a place in which students majoring in healthcare and technical education programs can seek out services. The CTE Success Center provides services such as tutoring, computers for online work, and group study areas to ensure students are successful in their vocational and educational goals, while keeping them up to date with industry's needs and demands.

Services provided in the Center include:

- One on One Tutoring Assistance
- Nurse Skills Lab
- Group Study Space
- Computer access for online coursework
- Math tutoring for technical education programs
- Quiet Study Area – LRC 114

Professional Licensure Disclosure

Students who complete this program must obtain professional licensure in order to work in the State of Illinois.

RLC's curriculum and/or Illinois license may not transfer to another state and additional course work, assessments, or licensing may be required. Rend Lake College has provided professional license information that is available on RLC's website at www.rlc.edu.

Safe/Unsafe Clinical Practices

The Allied Health Programs identify safety as a basic human need. A safety need can be identified as physical, biological, and/or emotional in nature. Safe practices are a requirement of each program.

Unsafe clinical/practicum practice shall be deemed to be behavior demonstrated by the student which threatens or violates the physical, biological, or emotional safety of the patients, caregivers, students, staff or self. Unsafe or unprofessional clinical practice may result in implementation of the Progressive Discipline Policy outlined in the Student Handbook.

The following examples serve as guides to these unsafe behaviors but are not to be considered all-inclusive.

Physical Safety: Unsafe behaviors include but are not limited to:

- Inappropriate use of side rails, wheelchairs, other equipment
- Lack of proper protection of the patient which potentiates falls, lacerations, burns, new or further injury
- Failure to correctly identify patient(s) prior to initiating care
- Failure to perform pre-procedure safety checks of equipment, invasive devices or patient status

Biological Safety: Unsafe behaviors include but are not limited to:

- Failure to recognize violations in aseptic technique
- Improper medication administration techniques/choices
- Performing actions without appropriate supervision
- Failure to seek help when needed
- Attending clinical while ill
- Failure to properly identify patient(s) prior to treatments

Emotional Safety: Unsafe behaviors include but are not limited to:

- Threatening or making a patient, caregiver, or bystander fearful
- Providing inappropriate or incorrect information
- Performing actions without appropriate supervision
- Failure to seek help when needed, unstable emotional behaviors

Unprofessional Practice: Unprofessional behaviors include but are not limited to:

- Verbal or non-verbal language, actions, or voice inflections which compromise rapport and working relations with patients, family members, staff, or physicians, may potentially compromise contractual agreements and/or working relations with clinical affiliates, or constitute violations of legal/ethical standards
- Behavior which interferes with or disrupts teaching/learning experiences
- Using or being under the influence of any drug or alcohol that may alter judgment and interfere with safe performance in the clinical or classroom setting
- Breach of confidentiality in any form
- Falsifying data in a patient health record
- Misrepresenting care given, clinical errors, or any action related to the clinical experience
- Recording, taping, taking pictures in the clinical setting without expressed consent
- Leaving the clinical area without notifications to faculty and clinical staff or supervisor

CONFIDENTIALITY STATEMENT

In general, all information regarding patients, visitors, and staff of the clinical education centers is considered confidential. As such, this information is not to be discussed by the student to anyone.

Students should refer all such requests for information from the news media to the Department of Public Relations, with the exception of inquiries regarding a patient's condition, which should be referred to the clinical site's patient information service. Any request to take photographs on clinical premises must also be referred to the Department of Public Relations.

I understand and agree that prior to attending any clinical experience, I must read and become familiar with the requirements of the Health Insurance Portability and Accountability Act ("HIPAA") regarding the confidentiality of patient information and that I must complete the final exam in the HIPAA training book. I understand and agree that I will keep patient information confidential as required by HIPAA, the policies of Rend Lake College Allied Health Department, and the policies of any clinical agency at which I take a clinical practicum. I agree that in my clinical practicum experiences, I will only seek to access patient information which is essential to perform my role as a student.

Program Name: _____

Date: _____

Signature _____



**Rend Lake College
Division of Allied Health
HEALTH AND PHYSICAL FORM**

TO BE COMPLETED BY STUDENT:	
Name:	
Street Address:	DOB:
City/State/Zip	Phone #:
Allied Health Program: Circle your program	
Nursing Phlebotomy Radiology Medical Coding EMT Basic Paramedic Personal Care Aide Medical Assistant Pharmacy Tech Biomedical Technology Medical Support Specialist	

TO BE COMPLETED BY STUDENT'S HEALTH CARE PROVIDER:	
PHYSICAL EXAMINATION: Indicate ability to perform standards described below.	LIMITATIONS-Please explain any limitations if answer is "No" below.
Mobility: Physical abilities sufficient to move from room to room and maneuver small spaces; move freely to observe and assess patients and perform emergency care such as CPR. Ability to touch floor to remove environmental hazards if necessary.	Yes or No
Motor Skills: Gross and fine motor abilities sufficient to provide safe and effective care	Yes or No
Hearing: Auditory abilities sufficient to monitor and assess patient needs and to provide a safe environment	Yes or No
Visual: Visual ability sufficient for observation and assessment necessary in the operation of equipment and care of patients	Yes or No
Tactile: Tactile ability sufficient for patient assessment and operation of equipment	Yes or No
Cognitive: Abilities to include analyzing, interpreting and carrying out provider orders, read and comprehend course materials, patient care documents and facility policies and procedures	Yes or No

PERSONAL HISTORY
 Describe any conditions (including allergies to substances normally found in a clinical setting) that could potentially impact the student's attendance and/or performance. If a student should present with any physical or cognitive limitation, each case will be reviewed on an individual basis. Reasonable accommodations will be made as determined by Disability Services.

HEALTHCARE PROVIDER SIGNATURE AND/OR STAMP	
Following the performance of a physical exam and utilizing history and immunization information provided to me by the student, I verify the above information to be true.	
Signature and/or Stamp of Healthcare Provider (MD, DO, PA, ARNP)	Date:

Provider Printed Name:		Phone:
Student Name:		
IMMUNIZATION INFORMATION	DATE	RESULTS
TUBERCULOSIS		
TST (tuberculosis skin test/PPD)- 2 step required 1st step- Date Placed: / / Date Read: / /		Positive Negative
2 nd step- Date Placed: / / Date Read: / /		Positive Negative
CHEST X-RAY RESULTS/REPORT (if positive TST/PPD)		Positive Negative
TB SCREEN/TB symptom sheet to be done annually if positive TST/PPD		
HEALTHCARE PROVIDER SIGN:		
MEASLES, MUMPS, RUBELLA	DATE	
Two MMR vaccines with dates or individual titers for each satisfy the requirement for Measles (Rubeola), Rubella (German Measles)		RESULTS
MMR VACCINES (given after 1 st birthday)		
Vaccine #1		
Vaccine #2 (not required if born before 1957)		
TITERS		
Rubeola Titer		Positive Negative
Rubella Titer		Positive Negative
HEALTHCARE PROVIDER SIGN:		
VARICELLA (CHICKENPOX)		
Two Varicella vaccines with dates, or a positive titer	DATE	RESULTS
Documentation of Disease	N/A	N/A
Varicella #1		
Varicella #2		
Titer		Positive Negative
HEALTHCARE PROVIDER SIGN:		
Tetanus/Diphtheria or Tdap within 10 Years	DATE	
Tetanus/Diphtheria		
Tdap		
HEALTHCARE PROVIDER SIGN:		
HEPATITIS B (strongly recommended for healthcare workers in patient care settings)	DATE	RESULTS
Vaccine #1		
Vaccine #2		
Vaccine #3		
Titer		Positive Negative
HEALTHCARE PROVIDER SIGN:		
HEPATITIS B Declination (to be signed by student if refusing this vaccine series)		
I understand that, due to my exposure of blood or other potentially infectious materials, I may be at risk for acquiring the hepatitis B (HBV) infection. I have been informed of the recommendation that all healthcare workers be vaccinated with hepatitis B vaccine. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I could be at risk of acquiring hepatitis B, a serious disease.		
STUDENT'S PRINTED NAME:		DATE
STUDENT'S SIGNATURE:		
HEALTHCARE PROVIDER SIGNATURE:		

Rend Lake College Allied Health Emergency Medical Information

Student Information

Student's Name: _____

Gender: _____ Date of Birth: _____

Address: _____ City/State: _____

Zip Code: _____ Phone Number: _____

Health Insurance Information

Insurance Carrier: _____

Policy Holder's Name: _____ Relationship: _____

Policy I.D. #: _____ Group #: _____

Emergency Contacts

Name: _____ Phone #: _____

Name: _____ Phone #: _____

List any allergies, medications, or health conditions that may be pertinent for emergency treatment.

1. _____

2. _____

3. _____

Student's Name: _____ Date: _____

(Print)

Student's Signature: _____ Date: _____

REND LAKE COLLEGE
ALLIED HEALTH PROGRAM
STUDENT INFORMATION RELEASE FORM

1. I have received a copy of my program specific Student Handbook and Policies. I have carefully read and understand the general information and policy statements and agree to abide by these as a student in the Allied Health Program. I have had the opportunity to have my questions answered regarding the policies in the Student Handbook.
2. I hereby give permission to release any necessary information to clinical agencies regarding my immunizations, reference requests, and CPR certification.
3. I understand that I must abide by the policies and procedures of all clinical facilities that I might attend as a student. I am aware that it is absolutely mandatory that I comply with the confidentiality/Health Insurance Portability and Accountability Act (HIPAA) statement and must demonstrate knowledge of it by passing the HIPAA examination.
4. I understand that I must provide proof of medical insurance or other financial means to cover myself as to expenses which may arise as the result of illness or injury occasioned during my clinical rotation. I acknowledge that since I am not an employee of the college or the facility that I am not protected by Workers Compensation and neither the college nor the facility assumes any liability for injuries or illness in the absence of a showing of actual negligence on the part of the college or facility or any of its agents.
5. **Criminal Background Checks and Drug Screen for Clinical Experience:** My signature below indicates that I have read the Substance Abuse policy of Rend Lake College and have been provided with a copy of the same. I understand that the results of the criminal background screening and drug testing results are to be used for the purposes of determining my eligibility for a clinical educational experience in my field. By this form I provide my irrevocable consent for the results of the drug screening and criminal background checks to be released to Rend Lake College who in turn may share said information with the clinical agency with whom I am being assigned for a clinical experience.
6. I understand that this program specific handbook has been designed to provide information about the program and is not a contract. The information in this handbook is subject to change.
7. I have read and understand the program specific handbook, College catalog and the RLC student handbook.
8. I grant Rend Lake College, The Allied Health Department, its representatives and employees the right to take photographs of me and my property in connection with the above identified subject. I authorize the Allied Health Department, its assignees and transferees to copyright, use and publish the same in print and/or electronically.
9. I agree that Rend Lake College and the Allied Health Department may use such photographs of me with or without my name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising and Web content.
I have read and understand the above:

Student's Signature

Date

HIPAA AND SOCIAL MEDIA

Sharing information on any social media network is a HIPAA violation. There is not to be any information regarding patients, clinical sites, their radiographs or hospital records of any kind being shared over a social media site (Facebook, twitter and any others). For example, if you take a radiograph at your clinical site, remove the patient's information and place it on Facebook that is a HIPAA violation. Even if there is no patient information on that image that still violates the HIPAA policy. Descriptions regarding any information related to a patient's care that took place at a clinical site is a violation. If a student violates this HIPAA policy, it will result in immediate dismissal of the program.

Student Signature _____ Date _____

Acknowledgment Form

- I agree to abide by the policies of Rend Lake College and the Allied Health program in which I am enrolled.
- I am aware of the clinical practicum placement policies and procedures
- I am aware of the drug testing and criminal background check requirements by the Illinois Department of Public Health (IDPH) and the Joint Commission on Accreditation of Health Care Organization (JCAHO) and I agree to abide by them.
- I am aware that neither Rend Lake College nor the affiliated clinical site will assume the cost of treatment or care for injury or any medical condition occurring during my student laboratory classes (if required) and during my clinical practicum.
- I am aware of the confidentiality requirements (patient and medical records) and will abide by them.
- I have had an opportunity to ask questions about this material and have had those questions answered to my satisfaction.
- I agree that while enrolled in the Allied Health Program I will treat my studies, labs and clinical practicum as an employee would treat job responsibilities, recognizing that my instructor assumes the role of my supervisor. I will attempt to learn not only the technical skills, but will also strive to develop a professional manner and attitude.
- I understand that failure to abide by the policies will be grounds for disciplinary action and possible dismissal from the program.
- I understand that I may be required to drive at least one hour one way to my clinical site due to the limited space at our clinical sites in the immediate area. Every attempt will be made to cut down on the student's driving time but certain circumstances are out of the program's control. I am responsible for my own travel arrangements and will be held accountable for arriving to clinical on time.

Student's Name: _____ Date: _____
(Print)

Student's Signature: _____ Date: _____

Clinical Externship
Faculty/Staff/Student Confidentiality Agreement

The discussions, uses, and disclosures addressed by this agreement apply to any written, verbal, or electronic communications.

I understand that I am never to discuss or review any information regarding a patient at a clinical site unless the discussion or review is part of my assignment to the site. I understand that I am obligated to know and adhere to the privacy policies and procedures of the clinical site to which I am assigned. I acknowledge that medical records, accounting information, patient information, and conversations between or among healthcare professionals about patients are confidential under law and this agreement.

I understand that, while in the clinical setting, I may not disclose any information about a patient during the clinical portion of my clinical assignment to anyone other than the medical and nursing staff of the clinical site.

I understand that I may not remove any record from the clinical site without the written authorization of the site. Additionally, I understand that, before I use or disclose patient information in a learning experience, classroom, course presentation, class assignment, or research, I must attempt to exclude as much of the following information as possible:

- Names
- Geographical subdivisions smaller than a state
- Dates of birth, admission, discharge, and death
- Telephone numbers
- Fax numbers
- E-mail addresses
- Social security numbers
- Medical record numbers
- Health plan beneficiary numbers
- Account numbers
- Certificate/license numbers
- Vehicle identifiers
- Device identifiers
- Web locators
- Internet protocol addresses
- Biometric identifiers
- Full face photographs
- Any other unique identifying number, characteristic or code
- All ages over 89 years

Additionally, I acknowledge that any patient information, whether or not it excludes some or all of those identifiers, may only be used or disclosed for health care training and educational purposes and must otherwise remain confidential.

I understand that I must promptly report any violation of the clinical site's privacy policies and procedures, applicable law, or this confidentiality agreement, by me, or a student or faculty member to the college administrator.

Finally, I understand that, if I violate the privacy policies and procedures of the clinical site, applicable law, or this agreement, I will be subject to disciplinary action.

By signing this agreement, I certify that I have read and understand its terms, and will comply with them.

Signature: _____

Date: _____

Printed Name: _____

INFLUENZA VACCINE WAIVER FORM

I understand that due to my occupational/educational exposure to the Influenza virus that I may encounter while doing class work and clinical rotations for the Allied Health Program, I may be at risk for acquiring the Influenza virus. I have been informed of the risks of infection and of the advantages of protection through the Influenza vaccination. I have been required by the Rend Lake College Allied Health program to become immunized and show written proof, or to sign a declination waiver form for Influenza vaccination due to religious beliefs or a known allergy to the vaccination. The cost of the Influenza vaccination is my responsibility.

If I choose not to obtain the Influenza vaccination due to my religious beliefs or a known allergy to the vaccination, I understand that I must abide by the clinical facilities requirements to wear protective apparel that they specify. **I also understand that a clinical site has the right to deny me access to my clinical experience there.** I understand that by not obtaining this vaccine, I continue to be at risk of acquiring the Influenza virus.

Student Signature: _____

Date: _____

ALCOHOL AND DRUG POLICY

Rend Lake College is committed to a drug and alcohol free educational environment. Therefore, the Board prohibits the use, illegal possession, sale, distribution or transfer of alcohol or illegal drugs on College premises or property owned or supervised by Rend Lake College. The Board also prohibits the use and possession of alcohol, illegal drugs and the abuse of legal drugs in any manner which impairs a student's ability to safely and effectively attend class or participate in school activities.

Recognizing that certain educational programs and/or activities expose students, participants, faculty, staff and observers to a greater risk of injury due to the nature of the activity, the Board authorizes the Administration and its designees the right to randomly test students/participants enrolled in such programs for the illegal use of any controlled substance or the use of legal substances impairing the ability of the student/participant to perform an activity or participate in any College sponsored event. In addition, the Board authorizes the Administration and its designees the right to remove any individual who appears to be under the influence of any controlled substance (drugs and/or alcohol) or who appears to be unduly under the influence of any legal drug impairing the immediate safety of the said individual or others participating in a College activity or while on College premises.

Certain fields of study require practical experiences which should be practiced without impaired judgement from drug or alcohol use. All students in health care and other required programs must pass a drug screening test before entering their practicum/clinical/externship as well as be subject to random testing throughout their program. Students may also be tested should there be reasonable suspicion that illegal use of any controlled substance (drugs and/or alcohol) or the abuse of legal drugs has occurred in such a manner in which an individual's ability to participate safely in an activity has been compromised or has comprised others attending or participating in the activity or on the College premises. A reasonable suspicion referral for testing will be made on the basis of documented objective facts and circumstances that are consistent with short term effects of substance abuse.

Prior to enrollment in such educational programs deemed by the administration to require drug testing or participation in extracurricular activities, students must agree to participate in the drug screening program.

PROCEDURE

- 1. Allied Health Students and Other Required Screen Programs:**
 - A. Each student is subject to drug screening at the time and place designated by Rend Lake College. For students with practicum/clinical/externship, the screening shall take place prior to beginning said practicum/clinical/externship.
 - B. The student shall immediately submit themselves for a drug screen upon being notified by a Rend Lake College representative at the place designated by said representative.

- C. Immediately shall mean the student will not leave the sight of either the Rend Lake College representative or medical personnel conducting said screen until the screen is completed.

2. Reasonable Suspicion

- A. Any student who has been advised that reasonable suspicion exists for a drug screen shall immediately submit themselves for a drug screen upon being notified by a Rend Lake College representative at the place designated by said representative.
- B. Immediately shall mean the student will not leave the sight of either the Rend Lake College representative or medical personnel conducting said screen until the screen is completed.
- C. Reasonable suspicion includes but is not limited to actions by student which places themselves or others on campus in any dangerous situation or in danger of injuring themselves or others.

3. Random Screenings

- A. Rend Lake College shall use a computer program established for the random selection of students/athletes for a drug screen.
 - B. Upon selection, the student will be notified by a Rend Lake College representative and student/athlete shall immediately submit themselves for a drug screen upon being notified by a Rend Lake College representative at the place designated by said representative.
 - C. Immediately shall mean the student will not leave the sight of either the Rend Lake College representative or medical personnel conducting said screen until the screen is completed.
4. The drug screening shall be conducted by a qualified laboratory using regularly established procedures for collecting and testing samples by the healthcare field.

ACTIONS FOR RESULTS:

Negative Screen: No action taken.

Positive Screen: Student will be dismissed from the academic or athletic program.

Diluted Screen: Student will be allowed one retest at a time designated by a school official. If the second test comes back diluted or positive, the student will be dismissed from the academic or athletic program.

Adulterated Screen: Student will be dismissed from the college.

Substituted Screen: Student will be dismissed from the college.

Failure to Submit/Complete Drug Screen: Student will be dismissed from the academic or athletic program. (Example: leaving campus when contacted to present for drug testing).

Shy Bladder: If a student is unable to provide a specimen at the time of testing, the student will be given 1.5 hours and allowed up to 40 ounces of fluid to drink. After 1.5 hours if the student fails to submit a specimen, the student will be required to take a non-urine-based test. The extra cost of this test must be paid by the student and cannot be charged to the student's account.

If a screening tests positive for prescription drugs, a Medical Review Officer for the lab services will contact the student for more information. The Medical Review Officer may request that the student provide valid physician prescriptions and/or copies of medical records substantiating the prescribed medication and manner of dosage.

If the Medical Review Officer finds the prescribed drugs are being taken as prescribed, it will be considered a negative screen. If the Medical Review Officer finds the prescription is not valid or the drugs are being taken in a manner different from the prescription, or if the student fails to cooperate with the Medical Review Officer's request for proper medical documentation, it will be considered a positive screen and appropriate action will be taken.

Assistance for Addiction

Rend Lake College recognizes that addiction is a disease that takes assistance to overcome. Rend Lake College encourages any student facing drug or alcohol addiction to receive professional help. There are numerous treatment centers in the state of Illinois. For assistance in locating a treatment center, students will be directed to contact RLCares or the advisement department. Rend Lake College is not responsible for any costs related to treatment.

Re-Admission after Positive Drug Screening

Any student who is dismissed for a positive drug screening may reapply for admission after six months. However, the student must present proof of seeking treatment with a licensed substance abuse counselor within one week of removal from the program to be considered for readmission. Signed documentation by a substance abuse professional that the student has successfully completed an approved drug/alcohol rehabilitation program, as well as proof of drug screens performed as part of treatment, is required prior to readmission. For healthcare programs, a signed release by the substance abuse professional to attend a healthcare training program and clinical is also required. The student must also provide the results of a negative drug screen dated within 30 days of re-enrollment. The student must complete negative drug screenings provided randomly by Rend Lake College at least once every six months until graduation. A second violation of the drug policy will result in permanent dismissal from Rend Lake College. Readmission to programs and extracurricular activities will be at the discretion of college officials after review of all pertinent information.

BACKGROUND CHECK POLICY

All students enrolled in an Allied Health program are required to submit to a background check. A background check is required every year at the college's expense. Rend Lake College will designate the company/agency selected to do the criminal background screening. Rend Lake College will not accept criminal background screening from any other company/agency. Reasonable efforts will be made to ensure that results of criminal background checks are kept as confidential as possible with a limited number of persons authorized to review results.

If a student has a positive background check, and the facility refuses the student access to the clinical experience at the facility, Rend Lake College will make reasonable efforts to find an alternative site with equivalent clinical opportunities for the student to complete their clinical experience. Rend Lake College DOES NOT GUARANTEE that a student with a criminal conviction and/or criminal charges will be able to complete their clinical experience. A student who cannot be reasonably assigned to a clinical site will be dropped from the program.

REND LAKE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM MISSION

Our Mission is to provide students with both the academic and technical skills to competently and safely perform Radiologic procedures, while preparing them to become qualified imaging technologists who will ethically respond to the needs of patients with competence and compassion, and to assume a vital professional role as a medical team member.

REND LAKE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM GOALS

1. Students will be clinically competent.
2. Students will communicate effectively.
3. Students will use critical thinking and problem solving skills.
4. Students will evaluate the importance of professional growth and development.

INTRODUCTION

In order to insure effective education in the Radiologic Technology Program, each individual participating in the program must have a full understanding of the responsibilities and considerations involved. This handbook has been designed as a guide to provide the student with the necessary information regarding the policies, procedures and expectations which govern the students enrolled in the program. This handbook should not be considered a complete official statement of all policies of the Rend Lake College or Allied Health Division. It is meant to be a guide and assist the student in reaching their goal as a radiographer. More information is provided in the Rend Lake College Catalog and Student Handbook.

Please read the following pages and ask for further explanation on points that you feel need clarification. The College, college administration, and Radiologic Technology Program reserve the right to revise any portion of the program or contents of this handbook at any time. Any changes pertinent to the students enrolled in the Radiologic Technology Program will be communicated to them by the Program Administrator.

STATEMENT OF PURPOSE

The 21-month Radiologic Technology Program offered by Rend Lake College is designed to prepare students for professional careers as radiographers in the medical field. By providing pertinent learning experiences, the program enables students to demonstrate competency in the didactic and clinical aspects of the field. In addition, the program attempts to develop student interests in the professional societies and continuing education.

The curriculum involves 24.5 credit hours of didactic course work in Radiologic Technology, 25 credit hours of clinical course work, and 20 credit hours of general and basic education requirements. The curriculum (didactic and clinical) is designed in accordance with the guidelines set forth by the American Society of Radiologic Technologists. The assessment procedures include written and oral exams, assignments, laboratory experiments and a competency-based clinical education plan.

*Upon successful completion of the requirements of the program, the student is awarded an Associate in Applied Science Degree for Radiologic Technology and is eligible to apply to take the national certifying examination of the American Registry of Radiologic Technologists.

Rend Lake College is an accredited institution as granted by the North Central Association of Colleges and Schools.

*If a student has ever committed a felony, the American Registry of Radiologic Technologists may or may not allow the student to take the national certifying examination.

(ARRT Examinee Handbook, rev. 1998, Appendix E, page 43.)

The Rend Lake College Radiology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182. JRCERT Standards can be reviewed at <https://www.jrcert.org>.

REND LAKE COLLEGE

Radiology

Curriculum Guide

Summer Semester

RAD 1200	Radiologic Technology Orientation	<u>.5</u>
		.5

Semester I

ENGL 1101	Rhetoric & Composition I	3
ZOO 1105	Anatomy & Physiology I	4
RAD 1201	Introduction to Radiology	2
RAD 1202	Radiology Procedures	3
RAD 1203	Patient Care	2
HECO 1202	Health Care Terminology	<u>3</u>
		17

Semester II

MATH 1107	Contemporary College Math	3
ZOO 1106	Anatomy & Physiology II	4
RAD 1205	Radiographic Equipment & Imaging I	2
RAD 1206	Intermediate Radiographic Procedures	3
RAD 1207	Radiology Clinical I	<u>5</u>
		17

Summer I

RAD 1208	Radiology Clinical II	6
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Semester III

COMM 1101	Principles of Effective Speaking	3
RAD 1209	Radiographic Equipment & Imaging II	2
RAD 1210	Radiology Pathology	2
RAD 1215	Cross-Sectional Anatomy	1.5
RAD 1211	Radiology Clinical III	<u>7</u>
		15.5

Semester IV

RAD 1212	Radiographic Equipment & Imaging III	2.5
RAD 1213	Radiation Biology	2
RAD 1214	Radiology Clinical IV	7
RAD 1216	Radiology Review	<u>2</u>
		13.5

TOTAL HOURS = 69.5

To continue in the Radiologic Technology program all RAD courses must be taken in the order outlined in the curriculum

Rend Lake College
Radiologic Technology Program
Administration

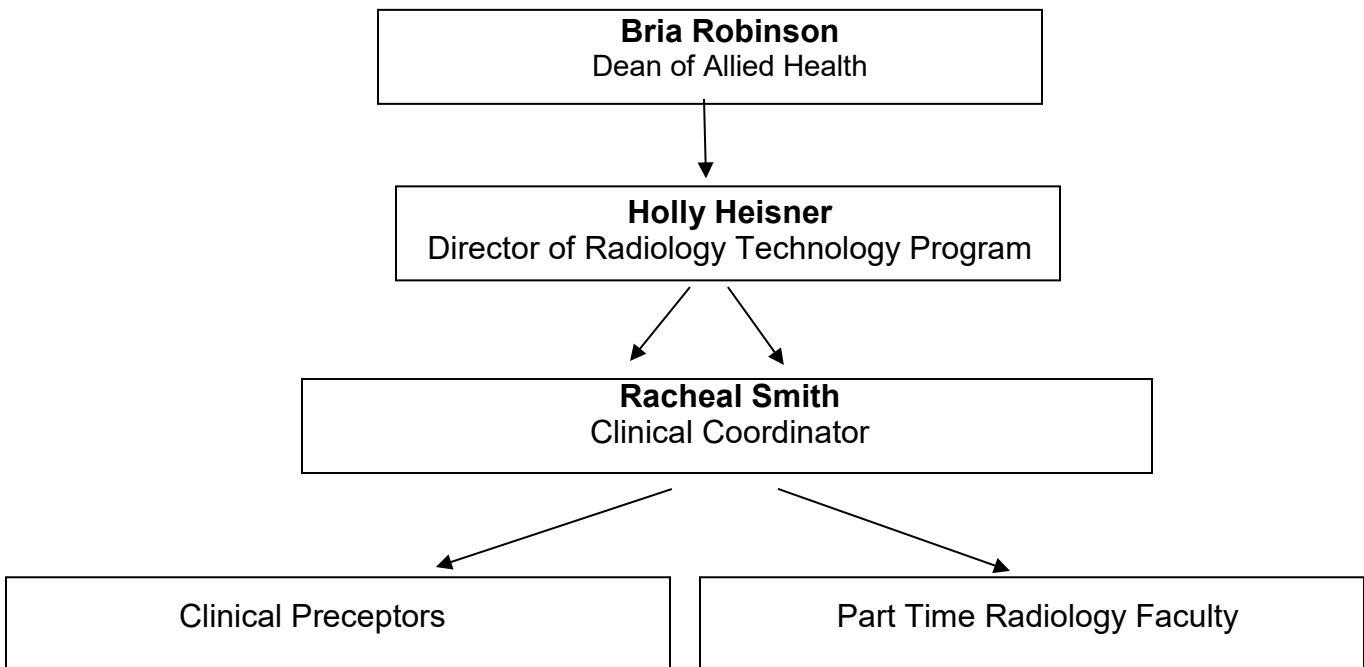
Division of Allied Health

Bria Robinson (MAED R.T(R)(CT)
Dean of Allied Health
(618) 437-5321 Ext: 1777

Holly Heisner MAED R.T.(R)(CT)
Director of Radiologic Technology Program
(618) 437-5321 Ext: 1778

Racheal Smith R.T.(R)
Clinical Coordinator
(618) 437-5321 Ext: 1730

Organizational Chart



PROGRAM STRUCTURE (DAY TRACK)

The 21- month (69.5 credit hours) continuous Radiologic Technology program provides didactic and clinical education for potential Radiographers. Clinical experience occurs at clinical facilities in the local area. Program participants can expect substantial off-campus student and preparation for classroom lecture and lab exercises. Students will attend class and clinical during day hours with the exception of assigned evening and weekend rotations which vary upon semester. Upon completion of this program, graduates will obtain an Associates in Applied Sciences Degree and will be eligible to sit for the national ARRT examination.

PROGRAM STRUCTURE (EVENING TRACK)

The 21- month (69.5 credit hours) continuous Radiologic Technology program provides didactic and clinical education for potential Radiographers. Clinical experience occurs at clinical facilities in the local area. Program participants can expect substantial off-campus student and preparation for classroom lecture and lab exercises. Students will attend class and clinical during weekday evening hours with the exception of assigned day rotations and weekend rotation which vary upon semester. Upon completion of this program, graduates will obtain an Associates in Applied Sciences Degree and will be eligible to sit for the national ARRT examination.

Please Note:

- *Under no circumstances will a student be allowed to change from the day track to evening track or vice-versa.
- *Students should be aware that clinical start times vary among clinical sites.
- * Students who have been convicted of a felony charge may not be eligible to apply for the American Registry of Radiologic Technologists (ARRT) Certification examination. If there is a concern, the student may have the ARRT Ethics Committee evaluate a pre-application.
- *Students officially accepted into the program will be required to complete a negative drug screening. Obtain CPR certification as well as produce evidence of several immunization to include Hepatitis B immunizations, multiple TB tests, and a health physical which may be at their own expense.

RESPONSIBILITIES OF A RADIOGRAPHER

Today the art of science of medical radiography has grown to encompass a multitude of responsibilities. The enormity of these responsibilities is often underestimated not only by the layman but by radiographers themselves.

Responsibility involves a duty or trust. The radiographer has a duty to perform tasks to the very best of their abilities and to improve these abilities whenever possible. The focus of attention in these objectives is the PATIENT, the quality of whose radiographs must be of a caliber that injuries and disease are unmistakably evident. The quality of the radiograph allows the Radiologist to detect and diagnose different pathologies and the physician or surgeon to treat or repair. Therefore, the price placed on the radiographer's ability or lack thereof is very high.

In the execution of their daily duties (as outlined in the sample job description), the radiographer must work in harmony with professional and non-professional personnel. They must be able to accept job duties assigned to them by their supervisor and be a role model for the students.

The profession of Radiologic Technology is only one of the paramedical and medical professions whose effect is expended on behalf of the welfare of the patient. What is the impression that we, the radiographers, give to the patient as we perform the radiographic examinations? Be assured that the patient is aware of our every move and our every mood. The patient is going to be keenly aware of the sincerity of our efforts. Do we believe in what we are doing? Are we doing it with confidence? Does the patient sense our desire to help them as an individual?

Every patient is an individual human being, and has an intense desire to be respected. In a society filled with religious, racial, and political problems, we as professionals must respect the right of every patient we come in contact with.

RADIOLOGIC TECHNOLOGY **ADVISORY COUNCIL**

II. OBJECTIVES:

The advisory council's purpose is to evaluate and make recommendations concerning all program aspects including curriculum, staffing, clinical sites, equipment, and clinical experiences.

1. Evaluate program content and objectives.
2. Assist in the establishment of proficiency standards of students.
3. Provide aid in obtaining current instructional materials and equipment.
4. Suggest general clinical/didactic criteria necessary for graduates.
5. Advise qualifications of instructors and assist by serving as guest lecturers, or as part-time instructors.
6. Assist the supply of trade journals and professional readings for student use.
7. Make recommendations concerning equipment and facility needs of the program.
8. Suggest development of new courses to meet program needs.
9. Identify health agency resources for utilization in the education and training process.
10. Evaluate on a perpetual basis program content, equipment, and facilities.
11. Interpret employment needs for graduates.

II. COMPOSITE OF MEMBERS:

Advisory Council members:

Student

Clinical Preceptors from affiliate hospitals

RLC and Program Administration and Faculty

THE RADIOLOGY DEPARTMENT

Radiology Departments operate as a distinct, integral part of a total function of the hospital. The department strives to achieve the goals listed below, which are consistent with the overall goals of each hospital. The Radiology Department serves to:

1. Provide quality patient care on a continuous basis through the use of an adequate staffing schedule of well-trained, registered radiographers and supporting personnel, utilizing well-maintained and technologically-sound radiologic equipment. This goal must be achieved to permit the radiologists' to complete timely, accurate diagnostic interpretations, to complete medically-sound therapeutic treatments, and to provide accurate and time reports to referring physicians and related hospital personnel.
2. Provide a timely atmosphere for professional growth and development through experience, in-service programs, and opportunity for inter-professional relations and conferences for department employees.
3. Provide an educational opportunity to radiography students and to other students and staff of the hospital.

CONFIDENTIALITY

In general, all information regarding patients, visitors, or staff of the clinical education centers is considered confidential. As such, this information is not to be discussed by the student to anyone.

Students should refer all such requests for information from the news media to the department of public Relations, with the exception of inquiries regarding a patient's condition, which should be referred to the hospital patient information service. Any request to take photographs on hospital premises must also be referred to the Department of Public Relations.

STUDENT RECORDS

In compliance with the Family Education Rights and Privacy Act the following records are maintained in the Radiology office:

1. Application records
2. Health records and immunizations
3. Background check
4. Attendance records
5. Class room and clinical evaluations
6. Clinical rotation schedule
7. Counseling records

STUDENT RESPONSIBILITIES

1. Professional appearance is required. Students will comply with the policies of the clinical sites on dress code and grooming.
2. Use good work ethics.
3. Be responsible and careful with all equipment and materials.
4. Be respectful, professional and dignified.
5. Attend and participate in all scheduled clinical activities.
6. Consult with your staff technologists; floor supervisors, and/or the College for related help on problems.
7. Observe and participate when able with the clinical site staff.
8. Read radiology professional literature when available.
9. Be a professional by joining a state and/or a national professional radiologic technology society.
10. Attendance and punctuality are important in all healthcare fields. These demonstrate responsibility and dependability which are two of the most important personality traits that employers require.

STUDENT LIABILITY INSURANCE AND HEALTH INSURANCE

Students are required to have on file, a copy of their health insurance coverage.

Rend Lake College Radiology program students are provided liability insurance through Rend Lake College. The liability insurance fee is a mandated fee that is added onto all clinical courses. This policy applies to both first and second year students.

All incidents must be reported as soon as possible to the clinical preceptor and program director/ clinical coordinator.

THE ROLE OF THE HOSPITAL CLINICAL PRECEPTOR

The hospital clinical preceptor is employed by the hospital radiology department who is responsible for the student's clinical education. This person has responsibility for:

1. Conducting a clinical orientation program for the radiology students.
2. Maintaining liaison between the Rend Lake College Radiology Program and the hospital's radiology department.
3. Conducting conferences with students on clinical matters, responsibilities, and problems.
4. Assisting students during clinical education to achieve competencies.
5. Conferring with the radiology department staff on student related issues.

REND LAKE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM

ARRT Ethics Review Committee Statement of Understanding

Any conviction, felony or misdemeanor must be investigated by the ARRT Ethics Committee. A Rend Lake College Radiology Program prospective student should write to the ARRT Registry Ethics Review Committee regarding any conviction. At that time, the ARRT will require information about the student, the conviction, and how the student's conduct has been since the conviction.

The Rend Lake College Radiologic Technology Program does not guarantee that if the student with a prior conviction does complete the two year program, that the student will be able to sit for the registry.

The ARRT Ethics Committee is a group of individuals that will make the decision about student eligibility to take the Registry. Rend Lake College or the ARRT Registry office does not make that decision. It is only the ARRT Ethics Committee that will make the final decision.

If the student has had any arrests and convictions since the conviction, these may not be favorable circumstances as the case is presented to the ARRT.

It is strongly recommended that a student admitted in the program who has a previous conviction should be a model student during the training period. The more favorable recommendations that the student is able to submit to the ARRT Ethics Committee, the better the chances are of meeting the approval of the committee so that the student will be able to sit for the Registry.

Students who are dismissed from the program due to a negative result background check are not eligible for a refund of tuition or lab fees.

I have read the above information and understand its content.

Student

Signature _____ Date _____

JOB DESCRIPTION: RADIOGRAPHER

Summary: Under the direction of a radiologist, the radiographer is concerned with the proper operation of x-ray equipment and preparation of patients for various types of diagnostic procedures. Upon request of a physician, the radiographer exposes an image receptor to produce radiographs of internal parts of the body. These radiographs may reveal evidence of disease, injury, or other significant medical information.

Significant Duties:

1. Performs diagnostic radiographic services.
 - A. Operates imaging equipment
 - B. Operates other equipment/devices as appropriate.
 - C. Positions patients.
 - D. Immobilizes patients as necessary.
 - E. Calculates exposure factors.
 - F. Practices radiation protection.
 - G. Evaluates radiographs for technical quality.
 - H. Assumes care for physical and psychological needs of patient during examinations and procedures.
 - I. Practices aseptic technique as necessary.
 - J. Assists with administration of contrast media.
 - K. Assists physician with imaging procedures.
 - L. Initiates life support measures for patients, if necessary.
2. May be required to work a variety of shifts (i.e. 7 a.m. - 3 p.m. or 11 p.m. – 7 a.m.) during the week or weekend.
3. May be required to work weekend shifts and holidays.
4. Maintains patient records and follow HIPAA rules.
5. Assumes responsibility for assigned area.
6. Provides input for equipment and supply purchase decisions.
7. Instructs specific units of didactic and/or clinical education, in the radiography program, if applicable.
8. In the absence of a supervisor, assumes acting supervisory responsibility.
9. Assumes responsibility for portions of the quality assurance program.
10. Pursues ongoing continuing education.
11. May control inventory and purchase of supplies for assigned areas.

QUALIFICATIONS

- Certification by the American Registry of Radiologic Technologists or equivalent.
- Competency in components of radiography practice as appropriate.
- Valid state license, if applicable.
- Hear faint sounds from a distance of 15 feet.
- Far vision correctable to 20/20 in one eye and 20/40 in the other.
- Lift 20 lbs. from the floor, carry 10 feet and place on a surface 36" high.
- Frequent lifting and carrying up to 50 lbs.
- Push/pull 1 to 20 lbs. force continuously, 20 to 50 lbs. force occasionally, and 50 to 75 lbs. force rarely.
- Work with arms overhead for 15 to 20 minutes at a time.

If a student needs accommodations to perform these tasks, it is the responsibility of the student to provide formal documentation of the disability so his/her needs can be met.

DEPARTMENT OF RADIOLOGY - POLICIES STANDARDS

The student must have the ability to:

Analyze and comprehend medical and technical materials and instructions.

Communicate effectively with patients and various members of the healthcare team.

Set up and manipulate x-ray equipment in a safe, reliable, and efficient manner.

Practice and apply appropriate radiation protection and safety measures.

Perceive the relationships of internal organs, the x-ray tube, and image receptor in order to obtain radiographs of diagnostic value.

Adjust machine controls, and arrange and adjust various radiographic support devices.

Handle image receptor equipment.

Perform reaching, lifting, and bending in order to assist or move patients and equipment in a safe, reliable, and efficient manner, with or without assistance.

Recognize and respond to adverse changes in patient condition, including those requiring emergency medical intervention.

Evaluate radiographs to determine their acceptability for diagnostic purposes.

Prepare and maintain radiologic reports and records.

Must have the ability to:

- Perform a full-range of body motions including handling and lifting patients, manual and finger dexterity and eye-hand coordination;
- Stoop, bend, stand and walk for extensive periods of time;
- Lift, carry, push, pull equipment or objects weighing up to 50 pounds on a daily basis;
- Climb steps and ramps daily;
- Reach with arms above the head while standing;
- Kneel and crouch;
- See and hear to normal range with correction;
- Work under stressful conditions and/or work irregular hours;
- Communicate with people of all professional and social levels in writing, as well as verbally;
- Wear lead protective devices for extended period of time

A. PERSONAL/APPEARANCE

- Uniforms should be clean, properly sized, and in good condition. The only approved scrub color is solid black pants and tops. Students can purchase an option scrub jacket in red or black. Shoes must be solid white.
- Hairstyle should be conservative and reasonably short. Long hair touching the shoulders should be tied back neatly.
- Fingernails should be short, clean, and neutral in color if painted. No artificial nails.
- Cosmetics may be used in moderation.
- Conservative jewelry (i.e. no dangling earrings or long necklaces.). Wedding bands and wristwatches are acceptable.
- Personnel may smoke or chew gum only in areas designated and never while working with a patient
- Tattoos must be covered
- Facial hair should be neat and trimmed
- Use good personal hygiene

B. WORK MANNERS

1. Identify the radiology department and yourself whenever answering or calling on the phone. Make clear notes and be brief. Personal calls, electronic devices and internet usage are prohibited.

2. Be polite, respectful and professional at all times.

C. DISCIPLINE

1. Promptness, efficiency and skill must be carried out according to routine directives or instruction.
2. Follow instructions from proper authority.
3. Seek advice when in doubt.
4. Breach of discipline, unethical or unbecoming conduct, etc., will be dealt with according to hospital/college policy.

D. PATIENT CONSIDERATION

1. Always handle patients with proper care and consideration.
2. Always address patients discretely by surname and title to confirm identification and introduce yourself as a student radiographer.
3. Always check patient identification bands to assure proper identification.
4. Introduce the radiologist to the patient when appropriate.
5. Always use clear and proper patient communication.
6. Always use universal precautions and safety precautions.
7. Keep conversations with patients brief and inform them as to what they are required to do. Be politely evasive when answering questions from the patient (or relatives) regarding their condition or findings on the images or the diagnosis. It is the attending physician's responsibility to inform the patient of these matters.

E. MISCELLANEOUS

1. Complaints of any nature should be submitted in writing. Request a student concern form.
2. Suggestions which might lead to improvements in the radiology department are welcomed and will be given full consideration.
3. When relaying messages or instructions to others, especially patients or ward nursing staff, be concise, complete and above all patient, realizing that what is well known to you may be new and strange to someone else.
4. Do not hesitate to help out anywhere in the department where assistance seems to be required, especially if you have completed your own assignment. For example:
 - Answer a ringing telephone if receptionist is speaking on another line
 - Assist a physician who wishes to see his patient's radiographs when the staff is busy attending to another doctor or is out to lunch, etc.
 - Offer to take a waiting case from another technologist who has been delayed by a difficult patient (if you are competent in the examination area and if it is in your rotation schedule).

5. Be interested in keeping the department clean and efficient by reporting any deterioration, breakages, malfunction of equipment or depletion of supplies that come to your notice. This will facilitate prompt repair and re-stocking.
6. Do not leave the department for coffee or lunch breaks if the department will be left unattended by sufficient personnel. If you are out for a break and others are waiting their turn be as brief as possible.
7. If you suffer an accident or become ill while on duty or are unable to report for duty because of illness, promptly inform the supervising technologist so that treatment may be arranged and proper protocol started.
8. Try to exercise moderation in all things and maintain a proper balance between your duties, recreation, and rest.
9. Always do the "reasonable" thing, i.e. avoid extremes.
10. If you should become the victim of unwarranted or petty blame or criticism by a patient or anyone else, you may wish to follow the hospital grievance procedure.
11. Every image you take must be marked with either a right or left lead marker.
12. The individual taking the radiograph must be identified either on the image or on the requisition.

RAD TECH PROGRAM FIRST YEAR

FALL SEMESTER

Campus courses designed for pre-clinical experience.

1. **Introduction to radiography**-development of radiography, basic radiation protection, technical terminology, healthcare ethical and legal issues and orientation to program.
2. **Radiographic Procedures**-radiographic positioning in lab and lecture(chest, abdomen, upper and lower extremities)
3. **Patient Care**-patient assessment, infection control procedures, emergency and safety procedures, communication and patient interaction skills, and pharmacology
4. **Anatomy and Physiology**-overview of cytology, histology and organ systems.
5. **Health Care Terminology**-formation, definition and pronunciation of words used in medical practice.

****NOTE: EACH SEMESTER YOU MUST COMPLETE THE REQUIRED NUMBER OF CLINICAL COMPETENCIES.**

SPRING SEMESTER

Clinicals

1. Observe the functions of the radiology department.
2. Participate in procedures of patient reception and processing.
3. Participate in procedures of image storage, filing and recording.
4. Participate in all imaging procedures and processing techniques.
5. Participate in day shift duty, evenings or weekend shifts if scheduled.

Campus courses

Radiographic Procedures-radiographic positioning in lab and lecture (axial skeleton, thoracic cage, barium procedures, IVU)

Radiographic Equipment and Imaging 2- provides a study of the radiographic equipment and the components to the imaging process

SUMMER SEMESTER

Clinicals

1. Perform all objectives stated in the first and second semesters on an independent basis.

RAD TECH PROGRAM SECOND YEAR

FALL SEMESTER

Clinicals

1. Perform all objectives stated for the first year on an independent basis.
2. Maintenance of clinical competency.

Campus courses

Radiographic Equipment and Imaging 2 – study of the equipment and physics of X- ray production, basic x- ray circuits and the relationship of equipment components to the imaging process.

Radiology Pathology –study of radiography pathologies of the human body.

Cross-sectional anatomy-study of transverse sectional human anatomy

SPRING SEMESTER

Clinicals

1. Perform all objectives stated for previous semesters on an independent basis.
2. Completion of all previously stated clinical education objectives.
3. Observe and assist in modality rotations.

Campus courses

Radiographic Equipment and Imaging 3- Lab/lecture (skull, facial bones, trauma, QA, special procedures, introduction to imaging modalities) and radiography review

Radiation Biology – radiation protection and radiation biology

Review Course- designed to help prepare student for the national ARRT exam

PURPOSE OF NON-ROUTINE DIRECTED PRACTICE PROGRAMS

The general intent of scheduling a student for a non-routine rotation is to provide learning experiences and opportunities not readily available during regularly scheduled directed practice hours. For example, the student is more likely to play an involved role in radiography of a traumatized patient during an evening rotation. Such experience serves to increase the student's senses of responsibility and self-confidence. The RAD program believes that such non-routine directed practice rotations greatly enhance and compliment the educational process. These non-routine rotations serve to:

1. Acquaint the student in a more direct role with the care, handling, and radiography of traumatized and other non-routine patients.
2. Provide increased opportunity to gain proficiency in performing examinations of a critical/complex nature on an individual basis.
3. Develop a degree of student independence of thought and action in the performance of duties.
4. Increase student confidence in their abilities through more independent actions.
5. Become familiar with Radiology department protocol that differs from that practiced during routine hours.
6. Develop appreciation of the interdepartmental cooperation necessary for quality patient care.
7. Establish a work ethic and pattern that resembles that of an employable radiologic technologist.

RAD CLUB

The purpose of the RAD Club is to support the profession of radiologic technology by increasing public knowledge of the RAD program. Another underlying purpose of the Club is to raise funds to help defray the cost of student attendance to educational conferences. The Club is presided over by the President of the sophomore class. The duties of the President include scheduling meetings and conducting the business of those meetings.

STUDENT MENTOR/MENTEE PROGRAM

Purpose: The purpose of the radiology student mentoring program is to assist the first-year radiology student with his or her transition, challenges, and progression in radiology school.

What is Student Mentoring?

When a student has been through a specific course and interacts with a first year student who is currently enrolled in the program, he/she provides: Information concerning campus, course concepts and activities, support in social and academic progression, encouragement toward academic success, and open communication by engaging and promoting a positive relationship.

ATTENDANCE AT EDUCATIONAL MEETINGS

Continuing educational activities are an important component of any education. It provides a means to meet other students and technologies and procedures and develop a sense of commitment to our profession. Students are encouraged to enjoy themselves and act in a responsible manner consistent with high ethical and moral standards. The following rules have been established to provide guidelines for student attendance at educational meetings held outside the College:

1. All educational time incurred during educational meetings will be credited as hours of educational experience time (ET).
2. The student is granted compensatory time off school (ET) at the rate of one hour of educational time equal to one hour of program experience. However, the educational time will only be granted if the educational meeting occurs outside of the student's regularly scheduled didactic or clinical time. If the student attends an educational meeting during clinical hours, he/she will not receive ET.
3. To be granted educational time off, the student must request time off 24 hours in advance, in writing with reference to the amount of ET requested on the specific date and time to be used. All requests must be approved by the Program Director or Clinical Coordinator.
4. Educational meeting time must be verified by program faculty within 48 hours of meeting attendance to receive ET credit unless otherwise indicated. The Program Director maintains a record of each student's educational meeting attendance for the purpose of administering ET.
5. To receive credit for an educational meeting, the student must be required to submit a brief written synopsis of each session attended. The synopsis is to be delivered to the Program Director within two days of the educational session unless otherwise indicated.
6. All expenses are the sole responsibility of the student, to include meals, lodging, transportation, registration, and other travel costs.
7. All students are eligible to attend the educational meetings. However, prior approval for attendance must be secured from the Program Director.

ELECTRONIC DEVICES

In all Radiology classes, all cell phones and smart watches will be turned into the instructor prior to the start of any in class examinations. If students are seen with a device during a test, the student will automatically be awarded a zero on that exam. Attempting to use electronic devices during a test is considered cheating and violates the Student Code of Conduct. This violation can result in immediate withdraw from the course/program. For more information, please see the Institutions Student Code of Conduct (pg.27).

Student Signature

Date

RADIOLOGY PROGRAM DISTANCE EDUCATION POLICY

Rend Lake College's Radiology Program integrates distance education courses in the program's curriculum. Students are required to uphold the following guidelines while enrolled in these courses. Instructors have the capability to monitor log in times and the navigation of the student within the distance education learning systems. Students found in violation of any of these guidelines below will be subject to disciplinary action by the Radiology Program Director.

The guidelines are as follows:

- Students will be given upon registration in the specified distance education courses their own username and password to access any distance education learning systems.
- Students will use only their **own** username and password when entering the learning systems to complete the course.
- Students will be required to purchase an individual code to access the Evolve learning system for specific Radiology online courses.
- Students are required to maintain the same academic integrity in the distance education courses as they would in traditional face to face courses.

Student Signature _____ Date _____

RADIATION MONITORING & RADIATION PROTECTION

RAD students review the radiation reports with the RAD faculty during the mid-semester evaluations or upon receipt of report. All students are provided with introductory instruction in radiation protection measures before directed practice rotations begin.

All students are required to wear their dosimeter (OSL) whenever they are in the Radiology Department of RAD laboratory. Any student present without his or her dosimeter will be required to leave, get their badge, and return to the clinical area. An incident of absence will be assigned for the time away from the clinical affiliate.

Each student is responsible for his or her badge. If your dosimeter is lost, you will not be allowed to continue your clinical experience until a new badge is issued. This could result in considerable loss of clinical time.

Dosimeters should be worn at the level of the collar. When a lead apron is worn, the dosimeter should be worn at the level of the collar, outside of the lead apron.

During clinical time, students shall not hold patients during routine radiographic procedures. The holding of patients leads to excessive ionizing radiation exposure.

Radiologic technologist must wear their Optically Stimulated Luminescence (OSL) badge while on duty.

- OSL badges are to worn on the collar outside the apron.
- Must be returned to the envelope on the bulletin board by the program director's office.
- If the OSL badge is not returned by the due date (the 10th of each month); there will be a **5% reduction** in your clinical grade and a late processing fee.

The monthly dose reported must not exceed the recommended dose rate for occupationally exposed personnel as established by NCRP #116. If a single monitor reading exceeds .5mGy (50 mrem), the student will be counseled and appropriate action taken.

IRREGULAR EXPOSURE OF RADIATION MONITOR

If an OSL badge is damaged or lost, the program director must be notified to inform the radiation monitoring company of the occurrence. If the company detects an irregular exposure, the program director will investigate with the student to determine the cause. If there were no abnormal occurrences that caused the irregular exposure on the dosimeter, a letter will be written by the program director to the Illinois Emergency Management Agency to remove the irregular reading from the student's life-time dose. If it was determined that the dosimeter was deliberately tampered with or placed in unusual surroundings (under fluoro tube or near radiation doses), the student responsible will be dismissed from the program.

Monthly Radiation Dosimetry Reports are temporarily posted for students to observe. Individual annual Radiation Dosimetry Reports are maintained in the permanent student record files.

CLINICAL EDUCATION

Clinical education in Radiologic Technology allows the student to apply theoretical principles of radiography, patient care and departmental procedures to practical experience. The student's role at the clinical setting is to learn and practice with a staff Radiologic Technologists.

Clinical education will be scheduled by the college with the affiliating clinical facilities. While the student is in the clinical department he/she must observe and perform the regulations and policy and procedures imposed by the affiliating clinical facility. An assigned schedule of experience will be followed closely.

When performing clinical duties, the student is under direct / indirect supervision by a staff member in charge of the area. If any operational or problems arise, the clinical preceptor should be contacted.

As a student, you are expected to cooperate with the personnel at all times. If any problems arise about the performance of a task that seems unreasonable, you are to report the incident to the clinical preceptor. The clinical preceptor will be responsible for handling the matter.

The student will progress to independence with his/her initiative and capabilities.

The following program objectives are outlined in sequence of appropriate learning and training curves.

REPEAT RADIOGRAPH POLICY

Any radiograph that requires repeating must be done with direct supervision of the clinical preceptor or other registered radiographer. It is the student's responsibility to notify a technologist of the repeat and have the technologist assist with repeat radiograph. If no technologist is available, the student SHALL NOT repeat the radiograph until the technologist becomes available to assist with the repeat radiograph.

The purpose of this policy is to protect the patient from unnecessary radiation exposure that may occur if a student repeats the same mistake several times.

Students must also keep an up to date Repeated Procedures Log. Technologist must initial each exam that needs to be repeated in order to demonstrate that direct supervision was used.

REND LAKE COLLEGE RADIOLOGIC TECHNOLOGY

STUDENT IDENTIFICATION AND RADIATION EXPOSURE/OSL BADGE POLICY

Student Identification

The photo ID must be visible at all times when in the clinical affiliates. If lost, the student must let the Program Director know immediately and pay the cost to purchase a new photo ID.

Radiation Exposure/OSL Badge

The student **must** follow proper radiation protection and safety practices at all times with patients, peers, clinical staff and others.

Each student is provided with a **optically stimulated luminescence badge (OSL)**. A new radiation exposure badge is issued each month when the prior badge is turned in.

Each student must wear the radiation exposure badge on the **collar** of the uniform, **outside of the lead apron**, when working with radiation during clinical rotations and when performing lab assignments. **THE STUDENT CANNOT PERFORM ANY RADIOGRAPHIC OR FLUOROSCOPE PROCEDURE OR BE IN A RADIATION AREA WITHOUT WEARING THE EXPOSURE BADGE AT THE COLLAR LEVER OUTSIDE THE LEAD APRON.**

The student is responsible for exchanging the radiation exposure badge each month. If the student does not turn in the OSL badge by the end of each month:

The student's semester clinical grade is lowered by 5% for each day late.

The student may be dismissed from the program, if the student is late three (3) times during the turning in of the OSL badge.

The student is responsible for requesting a replacement badge, if needed, at any time during the program. The student is responsible for the cost of a **replacement** OSL badge.

I have read the above policy, understand its content and agree to comply with it.

STUDENT SIGNATURE: _____ DATE: _____

DIRECT AND INDIRECT SUPERVISION

Direct Supervision

Direct supervision means 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 student performance of a repeat of any unsatisfactory radiograph.

Indirect Supervision

After the student has passed a Competency Evaluation on a particular examination or procedure and has had the examination checked off on the list of completed competency evaluations, then the student is permitted to perform that particular examination or procedure under indirect supervision.

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

ANY RADIOGRAPHS THAT THE STUDENT MUST **REPEAT** ARE TO BE PERFORMED ONLY IN THE PRESENCE OF AN ARRT REGISTERED RADIOGRAPHER.

PORTABLE RADIOGRAPH POLICY

Any radiographic examination that must be done portable must be done under direct supervision of the clinical preceptor or other registered radiographer. If a technologist is not available, the student SHALL NOT perform the portable radiographic examination until the technologist becomes available to assist.

The purpose of this policy is to maintain JRCERT's requirements and to provide patient safety.

STUDENT HOLDING POLICY

Students **MUST** not hold image receptors during any radiographic examinations. Students **SHOULD** not hold patients during radiographic procedures when immobilization devices and/or methods can be utilized with appropriate care.

Student Signature _____ Date _____

CLINICAL ATTENDANCE POLICY

A significant portion of the educational process in radiography is the development of a strong sense of responsibility on the part of each student toward the patient, fellow radiographers, faculty members, the radiology department, and the hospital. One of the primary manifestations of this responsibility is regular, punctual attendance in the clinical and didactic areas. Since it is recognized that absence is occasionally unavoidable, the following policy has been established for both the classroom and clinical areas:

Absences for clinical assignments must be reported to the program office at phone number 437-5321, Ext. 1730 or 1778, at least 15 minutes prior to the beginning of the student's assigned clinical time. A message may be left on the office voice mail. The clinical preceptor at the clinical site must also be notified by telephone at least 15 minutes prior to the beginning of the student's assigned clinical time. Any didactic work missed must be made up to the satisfaction of the instructor. Failure to report absences as required will result in a 'double incident of absence' assigned to the student.

Non-attendance will be monitored as 'incidents of absence'. An 'incident of absence' is any period of time when the student is absent from their assigned schedule, clinical or classroom. One day regardless of length, is considered one incident of absence. Tardiness is considered an incident of absence. Tardiness is defined as 7 minutes late in arriving at your clinical assignment or in returning from mealtime or breaks. For absences of more than one day in length, the student is required to report to the program office and, if applicable, to the clinical preceptor for each day absent, unless otherwise indicated by the program director.

Progressive corrective action occurs as follows, when a student accumulates a number of incidents of absence that reflect an unacceptable pattern in the classroom or lab:

1 absence = 1 incident
1 tardy = 1 incident
7 minutes after the scheduled start time = 1 incident
Late coming back from break = 1 incident
Leaving clinical before scheduled end time = 1 incident
Leaving after break = 1 incident
Excessive class/clinical disruption = 1 incident
Cell phone/texting usage = 1 incident
Going into clinical without prior approval = 1 incident

3 incidents/semester = verbal warning
4 incidents/semester = written warning & reduction of overall course score by 10 %
5 incidents/semester = program dismissal

(If you have any prior grade reductions in any prior RAD courses and get 4 incidents, you will automatically be dismissed from program.)

The Program Director has the authority to move to the most severe consequence for absences if the pattern of non-attendance or incident is consistent in nature from one semester to the next.

Bereavement, jury duty, military duty and hospitalization (including emergency room visits) will be handled on an individual basis. Documentation may be required in some instances. Illnesses of three days or longer will require documentation of a physician's visit.

If a student leaves clinical due to hospitalization of spouse, parent or child, the course of action will be at the discretion of the program director.

If a student presents to the clinical setting with an illness, the clinical preceptor will adhere to the policy and procedures established for the site. The course of action will be at the discretion of the clinical preceptor and/or RAD faculty.

Inclement weather absence will be handled in accordance with the Rend Lake College inclement weather policy. If campus is closed, students must not attend clinical. The use of common sense is highly encouraged in relation to inclement weather. The students should not put themselves in danger in order to attend their clinical assignment. If bad weather occurs and campus is not open (i.e. evening/weekend rotations) the decision will be up to the Program Director. Students are responsible for notifying clinical sites of school closing due to weather.

Excessive absenteeism and/or tardiness may result in dismissal from the program.

All hours/days missed will have to be scheduled 2 days in advance to the day that it is to be performed. A makeup form is to be filled out with appropriate signatures and submitted to the Rad Tech Program Official before the scheduled make up time or will not be approved.

Staying past your assigned shift time cannot be used for make-up time or comp time.

Clinical rotation schedules must be strictly followed. Students may not go into clinical on any unscheduled day/evening without permission of a Rad Tech Program Official. All campus holidays are observed and considered unscheduled time.

If a student is dismissed from their assigned clinical site, the student is automatically dismissed from the program.

Student Signature _____ Date _____

MAKE UP DAYS

Any clinical time missed has to be made up at the designated times with the program director/clinical coordinator and the clinical supervisor approval. Make up days are scheduled the week directly after the clinical assignment, spring break week, Christmas break and any campus closed holidays. The student will have to make up the same shift or rotation as the one missed. The student needs to request a makeup form and schedule the makeup time immediately with the program director/clinical coordinator and the clinical supervisor. Going into clinical without prior approval will be an incident.

REND LAKE COLLEGE FAX 1-618-437-5677 ATT: RAD TECH

Print student name _____

REND LAKE COLLEGE FAX 1-618-437-5677 ATTN: RAD TECH

RLC Make Up Time

This form is the method to schedule your make up time in your clinical rotation schedule.

All items lines must be filled in and be approved by the below signatures

Clinical staffs signature is required first.

The makeup day/days has to be the same rotation and shift missed.

Failure to follow this policy will result in the make-up request being denied. Make up time form has to be completely approved 2 days prior to the scheduled make up time or will not be acknowledged and will be considered a failure to follow Radiologic Technology Program policy which will result in disciplinary action up to and including your dismissal from the program. All clinical time will be accounted for.

MISSED DAY/DAYS: _____

REQUEST FOR YOUR MAKE UP DAY/DAYS TO BE COMPLETED ON:

Day/days: _____

Hours to be completed: _____

Student Signature

Date

Rad Tech Program Official Signature

Date

Hospital Clinical Supervisor Signature

Date

CI Initials on make-up day: _____

PO Initials after form was turned in: _____

BEREAVEMENT DAYS

Bereavement days will be handled at the discretion of the program director/clinical coordinator. The program director/clinical coordinator grants these days for immediate family (spouse, child, parent, grandparent, great-grandparent, sibling, step-parent, step-sibling, and child of sibling.). Any bereavement in excess of one a year will be handled at the discretion of the program director/clinical coordinator. Written or verbal falsification of a family member's death will be immediate dismissal from the program.

INTERVIEW DAYS

Each student will be allowed 1 interview day to be used last semester.
Must be a written request to the clinical coordinator/program director in writing.

OUTSIDE EMPLOYMENT

1. Student liability insurance does not cover you when you are on employed time at a clinical site. Check with the employing institution for coverage. **The employer must provide you with a separate radiation monitoring device.**
2. **The student will not get release time from the clinical education schedule in order to work for pay. If a student works for pay during scheduled clinical time, the students will be subject to dismissal from the program on grounds of unethical behavior.**
3. According to ILLINOIS PL 82-901 (JANUARY 1, 1984), radiography students will not take radiographs for any kind of compensation.

The student's primary focus should be the program of study. Rend Lake College Radiologic Technology Program strongly recommends that students **not to work the shift immediately preceding assigned clinical experience.** Students carrying a full-time course schedule should be employed no more than 10 to 15 hours per week. Generally, the student should plan to study 2 to 3 hours for each semester hour of credit carried.

TIME SHEETS

All students' clinical hours will be verified by the use of a time sheet at each clinical education center. **Falsification of student attendance records may subject the students involved to immediate dismissal from the program.**

REPEAT LOGS

All students' are required to keep an up to date repeat log which documents when a repeat radiograph has taken place. The repeat **MUST** be done under direct supervision along with the registered technologist initials on the repeat log. Failure to complete this log will result in a dock in the clinical course grade.

Volunteer Policy

Clinical hours are never scheduled to exceed more than 10 hours in any one day, nor more than 40 hours per week. If a student falls under an extenuating circumstance to where more than 40 hours per week, or 10 per day need to be completed this will be on a voluntary basis. Again only extenuating circumstances will be considered that fall under the following categories:

- a. Jury Duty
- b. Pregnancy
- c. Military Duty
- d. College affiliated Extra-curricular activities

Time that is not being completed as originally scheduled prior to the semester start must be approved by a Rend Lake College Program Official. In addition the RLC Volunteer Form must be filled out and approved by the students Clinical preceptor prior to time being started.

Compensatory Time Policy

This is the time spent in the clinical area in excess of the student's scheduled time. This includes time that the student is requested to stay in clinical, due to patient load, beyond the scheduled shifts end, and the time recorded in the clinic when the college has been closed due to external conditions. This time must be reported to the sites clinical preceptor. Students may use this accrued time later to conduct personal business during normally scheduled clinical time (Comp Request must be completed). This time off must be requested and cleared with the Program Officials.

The following rules apply toward comp time:

- Compensatory time does not include clocking in prior to start time or time accrued until after 15 minutes of quitting time.
- Students may not routinely work over to acquire time for later use.
- Students may only utilize 3 comp days per semester.
- No compensatory time may be completed during holidays (Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas and New Year's) that are observed by RLC.
- Compensatory time during staff workshops, semester breaks, and spring break may only be done for situations of extenuating circumstances that will be addressed on an individual basis.

Student Name _____

RLC VOLUNTEER FORM

This form is the ONLY method approved to REQUEST comp time in your clinical rotation schedule. All items must be filled in and the signature of the hospital **clinical preceptor** obtained prior to submission of this form to the Program Director/Clinical Coordinator *AND* prior to completing the requested comp time. In order to qualify for comp time a student must fall under an extenuating circumstance that is outlined in the RLC Volunteer Policy.

Failure to follow this policy will result in the comp time request being denied. Comp time that is not approved prior to all signatures being obtained will not be acknowledged and continued failure to follow Radiologic Technology Program policies will result in disciplinary action up to and including your dismissal from the program. All clinical time will be accounted for.

One request per form:

REQUEST TO DO COMP TIME ON:

Day _____

Hours/shift to be completed: _____

Comp time will be counted towards the time missed on _____

Student Signature Date

Hospital Clinical Preceptor Signature Date

Program Director/Clinical Coordinator Signature Date

CP Initial once completed _____ RLC Program official initial once turned in _____

Student Name _____

RLC Compensatory Time

This form is the ONLY method approved to REQUEST comp time in your clinical rotation schedule. All items must be filled in and the signature of the hospital clinical preceptor obtained prior to submission of this form to the Program Director/Clinical Coordinator AND prior to completing the requested comp time.

Failure to follow this policy will result in the comp time request being denied. Comp time that is not approved prior to all signatures being obtained will not be acknowledged and continued failure to follow Radiologic Technology Program policies will result in disciplinary action up to and including your dismissal from the program. All clinical time will be accounted for.

One request per form:

REQUEST TO DO COMP TIME ON:

Day of _____

Hours/shift to be completed: _____

This comp time will be used on : _____

Student Signature Date

Hospital Clinical Preceptor Signature Date

Program Director/Clinical Coordinator Signature Date

CC/D Initial when completed. _____

Unsafe Clinical or Practicum Performance

An instructor may temporarily remove a student from a clinical situation if it is determined by the instructor that the student's continued presence would unduly disrupt the learning process or endanger the physical or psychological well-being of the other students, clinical or practicum employees, patients or clients. If feasible, a temporary removal of a student from a clinic should be communicated orally and in writing simultaneously. The reasons for the removal actions should be clearly stated. If prompt action makes it difficult to communicate orally and in writing simultaneously, then such removals should be followed by a written communication as soon as possible. All such incidents must be reported to the Director of Radiology, the Division Chair, and the Vice-president of Career-Technical Instruction as soon as possible. Any student removed from a clinic or practicum may be readmitted to that class only by the Vice-president of Career-Technical Instruction.

Appeal Process

Appeal of decisions involving the suspension of students from a clinical or practicum situation for reasons of unsafe performance are to follow the appeal process as stated in the College Student Handbook and in this Radiologic Technology Handbook under "Student Academic Complaint."

CLINICAL EDUCATION SCHEDULE

Student will devote 16 hours per week (Tuesdays/Thursdays) for 16 weeks during the SECOND semester, 40 hours per week (Monday-Friday) for 8 weeks, during the THIRD semester, 24 hours per week (Monday, Wednesday, Friday) for 16 weeks during the FOURTH semester and 24 hours per week (Monday, Wednesday, Friday) for 16 weeks during the FIFTH semester. Total 1344 clinical hours

The schedule is a suggested guideline and is designed to benefit the student. Variations from this schedule may occur and will not appreciably detract from the total learning objectives. The clinical coordinator will compose and distribute individualized clinical rotations to the students and the clinical education centers.

FIRST YEAR

PATIENT RECEPTION
IMAGE PROCESSING
FLUOROSCOPY
GENERAL RADIOGRAPHY
PORTABLE RADIOGRAPHY

24 WKS (576 hours)

This includes the summer semester.

SECOND YEAR

FLUOROSCOPY
GENERAL RADIOGRAPHY
PORTABLE RADIOGRAPHY
SPECIAL PROCEDURES
CT
SURGERY
WEEKEND
NUCLEAR MEDICINE (optional sub for generals)
RADIATION THERAPY (optional sub for generals)
ULTRASOUND (optional sub for generals)

32 WKS (768 hours)

The clinical education schedule is arranged through the college and the clinical facility. It is understood that this schedule is to be adhered to closely. Only scheduled clinical education in accredited affiliating clinical facilities shall be recognized by the college as meeting the required hours of clinical experience.

As a student learner, you are expected to cooperate with the personnel at all times. If any problems arise about the performance of a task that seems unreasonable, you are to report the incident to the clinical preceptor. The clinical preceptor will be responsible for handling the matter. Please review the rad tech handbook.

CRITERIA USED IN CLINICAL EVALUATION

REND LAKE COLLEGE GOALS AND OBJECTIVES RADIOLOGY CLINICAL (I, II, III, & IV)

SUPERVISION POLICY

All students shall have direct supervision until they have successfully completed the competency evaluation for that procedure. Direct supervision is defined as a qualified radiographer present in the room with the student. The radiographer:

1. reviews the request for the examination in relation to the student's achievement
2. evaluates the condition of the patient in relation to the student's knowledge
3. is present during the examination
4. reviews and approves the radiographs

After a student has achieved competency status, he/she shall be given indirect supervision. Indirect supervision is provided when a qualified radiographer is immediately available (adjacent to the room or location where the procedure is being performed) to assist the student.

All repeat radiographs shall be carried out under direct supervision!

PERFORMANCE OBJECTIVES:

After participation in the lecture, lab, and lab practical of the radiologic procedures (RAD 1202, 1206, & 1212), the student will demonstrate knowledge as outlined in the following objectives:

1.0 Digital Image Acquisition and Display

The student will be able to:

- 1.01 Define terminology associated with digital imaging systems.
- 1.02 Describe the various types of digital receptors.
- 1.03 Identify components of PACS.
- 1.04 Describe the response of digital detectors to exposure variations.
- 1.05 Compare the advantages and limits of each receptor type.
- 1.06 Evaluate the spatial resolution and dose effectiveness for digital radiography.
- 1.07 Describe the histogram and the process of histogram analysis
- 1.08 Use appropriate means of scatter control
- 1.09 Apply the fundamental principles to digital detectors.
- 1.10 Describe picture archival and communications system (PACS) and its function.
- 1.11 Define digital imaging and communication in medicine (DICOM).
- 1.12 Identify common problems associated with retrieving/viewing images within a PACS system
- 1.13 Describe concerns with electronic information.

2.0 Patient Rotation

The student will be able to:

- 2.01 Identify and evaluate a requisition for acceptability according to information required by department policy.
- 2.02 Properly code, tag, and write-up all incoming requisitions.

- 2.03 Demonstrate working knowledge of the radiology department patient record filing system, image storage system, and mechanism for patient charging.
- 2.04 Demonstrate proper telephone answering technique according to departmental policy.
- 2.05 Assemble an image jacket for reading.
- 2.06 Demonstrate knowledge of emergency code procedures.

3.0 Transportation (included in every rotation)

The student will be able to:

- 3.01 Correctly identify the patient according to information given on the requisition form and patient questioning as to name, sex, age, mode of travel, birth date, etc.
- 3.02 Provide for patient safety, privacy, and modesty while transporting the patient to and from the radiology department.
- 3.03 Communicate and document patient travel with appropriate personnel.
- 3.04 Demonstrate knowledge of the general hospital design and room locations.
- 3.05 Demonstrate proper lifting and nursing care techniques related to transporting patients.

CLINICAL OBJECTIVES FOR GENERAL DIAGNOSTIC EXAMINATIONS

The student will be able to:

- 1.01 Correctly identify patient according to information given on consultation request form and patient questioning as to name, sex, age, mode of travel, etc.
- 1.02 Effectively communicate examination instructions to patient and solicit necessary information from patient as to his/her condition while undergoing examination.
- 1.03 Assist patient with proper gowning procedure as indicated by the exam.
- 1.04 Provide for patient safety throughout the exam.
- 1.05 Maintain the respect and dignity of the patient.
- 1.06 Complete all necessary documentation and insure proper deposition of patient when the exam is completed.
- 1.07 Select the proper image receptor size and axis alignment according to affiliating hospital procedure manual.
- 1.08 Select SID according to hospital procedure manual.
- 1.09 Collimate beam according to safety standards or employ automatic collimation.
- 1.10 Set exposure factors on machine control panel when given exposure values.
- 1.11 Satisfactorily operate appropriate equipment to include: table, tube locks, and bucky system.
- 1.12 Position the patient correctly according to hospital procedure manual, Merrill's Atlas of Radiographic Positions and Radiologic Procedures, or Textbook of Radiographic Anatomy and Positioning.
- 1.13 Properly align tube, part and image receptor.
- 1.14 Give the patient appropriate instructions regarding respiration.
- 1.15 Accurately perform patient measurements and select the appropriate exposure factors from hospital technique charts.
- 1.16 Properly identify radiographs according to patient name, data and anatomy.
- 1.17 Properly locate 'R' and 'L' marker on image.
- 1.18 Properly assist patient from transportation vehicle.
- 1.19 Perform daily cleaning task:
 - a) changing pillow cases and sheets
 - b) cleaning table with soap and water or alcohol
 - c) proper floor maintenance

- 1.20 Maintain proper supplies necessary for daily procedures: contrast materials, syringes, needles, sheets, etc.
- 1.21 Properly turn “on” and “off” the radiographic machine.
- 1.22 Provide radiation safety for the patient and hospital personnel.

CLINICAL OBJECTIVES FOR GENERAL DIAGNOSTIC FLUORO EXAMINATIONS

The student will be able to:

- 2.01 Correctly identify patient according to information given on consultation request form and patient questioning as to name, sex, age, mode of travel, etc.
- 2.02 Effectively communicate examination instructions to patient and solicit necessary information from patient with proper gowning procedure as indicated by the exam.
- 2.03 Assist patient with proper gowning procedure as indicated by the exam.
- 2.04 Provide for patient safety throughout the exam.
- 2.05 Maintain the respect and dignity of the patient.
- 2.06 Complete all necessary paperwork and insure proper deposition of patient when the exam is completed.
- 2.07 Wear lead aprons and gloves when appropriate.
- 2.08 Prepare contrast media as appropriate to examination.
- 2.09 Set exposure factors on the machine control panel when given the proper values.
- 2.10 Satisfactorily operate the equipment to include: table, tube locks, and bucky system:
 - a) where to place the overhead tube during fluoro
 - b) where to place the intensifier when doing overhead radiographs
 - c) how to use foot board and shoulder brace
- 2.11 Select the proper image receptor size.
- 2.12 Select SID according to hospital procedure manual.
- 2.13 Collimate beam according to safety standards or employ automatic collimation.
- 2.14 Give patient appropriate instructions regarding respiration.
- 2.15 Properly identify radiographs according to patient name, date and anatomy.
- 2.16 Assist patients from the table to the bathroom after GI examinations.
- 2.17 Assist patients from transportation vehicle to x-ray table.
- 2.18 Perform daily cleaning task:
 - a) changing pillow cases and sheets
 - b) cleaning table with soap and water or alcohol
 - c) proper floor maintenance
- 2.19 Maintain proper supplies necessary for daily procedures: contrast materials, syringes, needles, sheets, etc.
- 2.20 Proper turn “on” and “off” the radiographic machine.
- 2.21 Provide radiation safety for the patient and hospital personnel.
- 2.22 Complete post-processing tasks.

CLINICAL OBJECTIVES FOR SURGERY

The student will be able to:

- 3.01 Dress in the proper attire when entering the OR.
- 3.02 Practice proper sterile procedures when working in the OR.
- 3.03 Provide for patient safety throughout the exam.
- 3.04 Maintain the respect, dignity, and confidentiality of the patient at all times.
- 3.05 Complete all necessary paperwork for the exam.
- 3.06 Supply appropriate protection apparel to those in the room and practice proper radiation safety.
- 3.07 Operate all fixed or mobile equipment within the OR including:

- a) tube locks
 - b) exposure controls
 - c) power switches
- 3.08 Satisfactorily set-up the C-arm for different procedures including, but not limited, to pacemakers and hip surgery.
- 3.09 Satisfactorily operate the C-arm including:
- a) tube locks
 - b) exposure controls
 - c) image storage and retrieval
 - d) image reversal
 - e) power switches
- 3.10 Operate satisfactorily the retrograde cystography table including:
- a) exposure controls
 - b) tube locks
 - c) Bucky
- 3.11 Collimate beam according to safety standards.
- 3.12 Properly identify radiographs according to patient name, date, and anatomy.
- 3.13 Operate the Polaroid cassettes.
- 3.14 Load and unload Polaroid cassettes.
- 3.15 Discriminate between acceptable and unacceptable radiographs and describe how any positioning or technical errors can be corrected to give a diagnostic radiograph.

DIRECTED PRACTICE OBJECTIVES FOR EVENINGS/WEEKEND SHIFT

The student will be able to:

- 4.01 Assist the technologists (R.T.) in performance of duties and perform exams in which the student has obtained competencies
- 4.02 Evaluate radiographs for quality and determine what, if anything, should be corrected.
- 4.03 Obtain exposure to emergency procedures and work in conditions of high stress.
- 4.04 Adapt to different workloads and work situations.
- 4.05 Perform additional clerical work, handle phone situations, and meet the needs of the increased physician contact.
- 4.06 Repeat any procedure only when given **direct supervision** by an R.T. increased physician contact.
- 4.07 Complete all post-processing tasks.
- 4.08 Demonstrate critical thinking skills by making modifications or adjustments to routine radiographic procedures as required by traumatized or non-routine patients.

DIRECTED PRACTICE OBJECTIVES FOR PORTABLE RADIOGRAPHY

The student will be able to:

- 1. Consider body mechanics and safety of both the patient and technologist
- 2. Provide the radiation protection while performing mobile radiographic exams.
- 3. Make exposure factors adjustments for mobile procedures.
- 4. Make positioning changes and compensations for various mobile situations
- 5. Utilize proper safety techniques and precautions against electrical hazards
- 6. Prevent spread of infection and disease by practicing medical asepsis in patients' rooms by following Universal Precautions
- 7. Perform all routine mobile radiographic procedures

**Rend Lake College Radiologic Technology Program
Modality Rotation Request Form**

Student Name _____

In order to request a modality clinical observation rotation, you are required to submit this request to the Program Director/Clinical Coordinator in the next week if you are wanting to be scheduled for the current semester. Circle the modalities that you would like a rotation in. These are 1-week rotations (some clinical sites may require an updated TB test/onboarding information). Each modality rotation will have an assignment to complete after your rotation.

Ultrasound

Nuclear Medicine

MRI

Radiation Therapy

Special Procedures

Cath Lab

Mammography

Student

Signature _____ Date _____

MRI Student Screening Process

Before any student is allowed into the MRI environment, they must complete the MRI Screening Form prior to the first clinical experience. MRI safety orientation will be introduced during Rad 1203 Patient Care Course with screening to be completed prior to any clinical experience and education ongoing throughout the program.

Note: At no time should the student enter the MRI suite during an MRI procedure.

The screening form for students poses important questions to determine if there are possible problems or issues that should be discussed with the student **before** permitting entry to the MRI environment.

Magnetic Resonance Screening Form For Students

Magnetic resonance (MR) is a medical imaging system in the radiology department that uses a magnetic field and radio waves. This magnetic field could potentially be hazardous to students entering the environment if they have specific metallic, electronic, magnetic, and/or mechanical devices. Because of this, students must be screened to identify any potential hazards of entering the magnetic resonance environment before beginning clinical rotations.

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

Name: _____ Date: _____

	Circle Yes or No	
1. Have you had prior surgery or an operation of any kind?	Yes	No
If yes to question 1, please indicate the date and type of surgery: Date: _____ Surgery Type: _____		
2. Have you had an injury to the eye involving a metallic object (e.g. metallic silvers, foreign body)?	Yes	No
If yes to question 2, please describe: _____		
3. Have you ever been injured by a metallic object or foreign body (e.g., BB, bullet, shrapnel, etc)?	Yes	No
If yes to question 3, please describe: _____		
Please indicate if you have any of the following:		
Aneurysm clip(s)	Yes	No
Cardiac Pacemaker	Yes	No
Implanted cardioverter defibrillator (ICD)	Yes	No
Electronic implant or device	Yes	No
Magnetically-activated implant or device	Yes	No
Neurostimulator system	Yes	No
Spinal Cord Stimulator	Yes	No
Cochlear implant or implanted hearing device	Yes	No
Insulin or infusion pump	Yes	No
Implanted drug infusion device	Yes	No
Any type of prosthesis or implant	Yes	No
Artificial or prosthetic limb	Yes	No
Any metallic fragment or foreign body	Yes	No
Any external or internal metallic object	Yes	No
Hearing aid	Yes	No
Other device: _____		

I attest that the above information is correct to the best of my knowledge. I have read and understand the entire contents of this form and have had the opportunity to ask questions regarding the information on this form. Should any of this information change, I will inform my program director.

Student Signature: _____ Date: _____

PO Review on Backside

CLINICAL PROGRESS FORM

Student Name _____ Clinical Site _____

Please rate your ability to do the following on the following scale (half points are accepted as well)

- 3= Always
- 2= Most of the time
- 1= Seldom
- 0= Never

1. Communication

	Student Rating	Technologist Rating
--	----------------	---------------------

-You are able to communicate with patients well, along with staff technologists.

_____	_____
-------	-------

-You work well with other students and share the clinical load (put N/A if this doesn't apply)

_____	_____
-------	-------

2. Professionalism

-You arrive on time at clinical

_____	_____
-------	-------

-You spend your time at clinical in a professional manner. (i.e. no cell phone)

_____	_____
-------	-------

-You arrive at clinical in a professional appearance

_____	_____
-------	-------

-You maintain a professional behavior

_____	_____
-------	-------

3. Performance

You have the ability to set techniques (i.e portables)

_____	_____
-------	-------

You can adjust technical factors when needed

_____	_____
-------	-------

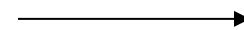
Student Progress Report

How many competencies did you achieve this week? _____

Did you observe an exam or procedure you had never seen before? _____

Do you have an immediate clinical goal that you are working towards?

Technologist Comments on back



Technologist Comments:

Technologist Signature: _____

Student Signature: _____

Rad Tech Student-Clinical Evaluation
Rend Lake College

Student : _____ Date : _____ **Midterm**(or) Final

Course 1207 1208 1211 1214 Grad Year _____

This evaluation will identify the student's awareness of their strengths and weaknesses to help develop their personal, professional, and technical abilities in clinical education.

Directions: Evaluate the student at his/her education level requirements (ELR) for each of the areas below using the scale 1-5 (half points can be used). If a student scores less than 3, please provide comments on the back of this form.

- | | | |
|--------------------|--|----------------------------------|
| 5 = Excellent. | Student meets all ELR. | (Translates to a A - 100-91.5%) |
| 4 = Good. | Student meets nearly all ELR. | (Translates to a B – 91.4-83.5%) |
| 3 = Average. | Student needs improvement, but meets most ELR. | (Translates to a C – 83.4-77.5%) |
| 2 = Below Average. | Student needs significant improvement to meet ELR. | (Translates to a F – Below 77.4) |
| 1 = Failing. | Student fails to meet most ELR | |

A. Personality/Professional Relations

- _____ 1. Adheres to dress codes, hygiene and professional conduct.
- _____ 2. Demonstrates proper oral communication and vocabulary
- _____ 3. Punctual with assigned attendance as to clinical requirements.
- _____ 4. Uses available time effectively
- _____ 5. Shows good professional judgment
- _____ 6. Relates professionally with staff, patients and physicians.
- _____ 7. Engages and accepts guidance from staff.
- _____ 8. Balances professional obligations with personal life.
- _____ 9. Works well with others and shares the workload.
- _____ 10. Documents all pertinent information in compliance with HIPAA.

RLC FACULTY USE:

of 5s x 100 = _____

of 4s x 90 = _____

of 3s x 80 = _____

of 2s x 70 = _____

of 1s x 50 = _____

Add all totals and divide by 20
to get an overall average.

B. Performance

- _____ 1. Demonstrates initiative to start and complete exams when capable.
- _____ 2. Performs consistent quality/quantity of work for education level.
- _____ 3. Demonstrates proper positioning skills for education level.
- _____ 4. Offers assistance, stays motivated and displays a good attitude.
- _____ 5. Demonstrates radiation protection and follows safety guidelines.
- _____ 6. Shows responsibility and confidence for education level.
- _____ 7. Applies acquired knowledge/theories to utilize critical thinking skills for overall performance.
- _____ 8. Able to adapt positioning skills during non-routine exams for education level.
- _____ 9. Incorporates departmental protocols for each exam.
- _____ 10. Able to adjust technical factors in non-routine exams for education level.

Comments: _____

Hospital Clinical Instructor: _____ Date: _____
 Student: _____ Date: _____
 Program Faculty Initials: _____ Total Grade: _____

RATIONALE FOR IMAGE ANALYSIS SESSIONS

Image analysis sessions are to provide the opportunity for learning information needed to produce accurate images, to know how to use problem-solving techniques to adjust for different situations and prepare for the certification examination by the ARRT.

IMAGE ANALYSIS OBJECTIVES

1. Provide the opportunity for the student/instructor to discuss didactic and clinical education.
2. Review radiographic procedures with emphasis on:
 - a. Principles of radiographic exposure
 - b. Radiographic procedures/routines at each hospital
 - c. Methods of patient care
 - d. Equipment manipulation
 - e. Human anatomy and physiology
 - f. Pathology
3. Provide all students opportunity to share and learn information from each other at their clinical rotations with respect to:
 - a. Principles of radiographic exposure
 - b. Radiographic procedures/routines at each hospital
 - c. Methods of patient care
 - d. Equipment manipulation
 - e. Human anatomy and physiology
 - f. Pathology
4. Encourage the student to utilize critical thinking techniques.

PROCEDURE:

1. Image analysis session will be scheduled at the RLC campus or at the clinical site if needed.
2. The image analysis session grade sheet will be completed for each student when it is his/her turn to present a case.

RADIOGRAPHIC IMAGE ANALYSIS OBJECTIVES

Facility's Identification Requirements

-Student should state what ID requirements are on an image and where.

Requisition

-Student should define the ordering and completion process of image exams.

Positioning

-Student should state patient positioning, textbook, CR, and IR size placement.

Properly marked and displayed image.

-Student should show properly marked images.

Artifacts

-Student should identify and define any artifacts on the image.

Breathing

-Student should state breathing instructions.

Anatomy

-Student should identify anatomy displayed on image.

Structures shown

-Student should describe anatomy structures that should be demonstrated on all views.

Evaluation Criteria

-Student should evaluate the criteria of the anatomy on all views

Collimation

-Student should define and identify where collimation is represented.

Distortion

-Student should define and identify areas of distortion.

Radiation Protection

-Student should explain how radiation protection was utilized

Brightness

-Student should define factors related to.

Contrast

- Student should define factors related to.

Recorded Detail/Spatial Resolution

- Student should define factors related to.

Exposure Index

- Student should define factors related to.

Presentation

-Student should show good presentation skills

Quality of Image

-Student should identify the quality of the image.

Participation

-Student should participate in group discussion.

Punctuality

-Student should be prepared to present.

Pathology

-Student should define and identify pathology.

Equipment

-Student should recite make and model of equipment used and IR systems.

Kilovoltage peak

-Student should define and recite kVp used.

mAs/mAms

-Student should define and recite kVp used.

Grid

-Student should define and recite grid sizes used.

SID

-Student should define and recite distance used.

Patient Care, etc

-The evaluator at his/her discretion can ask patient care and critical thinking question to the individual or the group

Note: it is recommended that the above information be prepared before the image analysis sessions and will be used during the evaluation process. Students should follow this outline.

POSITIONING FINAL EXAMINATION

ASRT recommends that performance evaluations be demonstrated. The student will be evaluated at semester end on a procedure selected by the instructor. Selection is based on procedures completed in lab. To assure that the student is competent to perform the examinations previously trialed or comp on, the evaluator will select appropriate examinations for the student's performance to be evaluated. This evaluator will note the following items as he/she records the score. This format is subject to change and students will be notified of the changes in advance.

POSITIONS/PROCEDURES

1. *PATIENT PREP/ASSISTANCE* – perform patient and equipment preparation including requisition identification. Good patient communication skills and patient care skills with accuracy.
2. *CORRECT POSITIONING* – perform accurate patient positioning.
3. *CENTERING PATIENT AND CENTRAL RAY* – have accurate CR and patient part is centered correctly.
4. *IMAGE RECEPTOR SIZE AND PLACEMENT* – accurate image receptor size chosen with correct part placement.
5. *ID/MARKER PLACEMENT* – should have accurate and complete identification information on image.
6. *FIELD SIZE/GONADAL SHIELDING* - collimation and shielding used correctly with no interfering structures demonstrated on the radiographs.
7. *EQUIPMENT MANIPULATION* – student demonstrates proper use of all imaging equipment used for the procedure.
8. *TIME FOR EACH POSITION* – student should perform the procedure in a timely manner according to the evaluator. Condition of the patient is a consideration.

IMAGE ANALYSIS

9. *BRIGHTNESS* – brightness of image is acceptable and the student can theorize variations in technique.
10. *CONTRAST* – proper contrast is present and the student can theorize variation in technique.
11. *RECORDED DETAIL/SPATIAL RESOLUTION*- the student identifies the geometric and photographic effects.
12. *RADIATION PROTECTION* – proper radiation protection for student, tech and patient was utilized.
13. *ANATOMY* - the evaluator will ask 3 questions concerning the anatomy demonstrated – taking into consideration the student's educational level.

GRADING OF FINAL EXAM

A student must receive a score of **78%** or better to pass the final examination. If a student receive a score below 78%, he/she will give a second chance final exam (does not have to be the same procedure). **IF THE STUDENT FAILS THE SECOND CHANCE FINAL, THIS WILL CONSTITUTE A FAILING GRADE FOR THE CLINICAL COMPONENT OF THE RADIOGRAPHY PROGRAM AND AUTOMATIC DISMISSAL FROM THE PROGRAM.**

NOTE: THE EVALUATOR RESERVES THE RIGHT TO TERMINATE ANY ATTEMPT ON A SPECIFIC POSITION IF IN HIS/HER OPINION THE RADIOGRAPH WOULD NEED TO BE REPEATED DUE TO A TECHNICAL ERROR BY THE STUDENT.

REND LAKE COLLEGE CLINICAL POSITIONING FINAL EXAM

RAD 1207 RAD 1208 RAD 1211 RAD 1214

STUDENT: _____ DATE: _____

RADIOGRAPHIC PROCEDURE: _____

POSITIONS: _____

STARTING TIME: _____ FINISHING TIME: _____

10 MIN = 5 PTS 11 MIN = 4 PTS 12 MIN = 3 PTS 13 MIN = 2 PTS 14 MIN = 1 PTS >15 MIN = 0PTS

<p><u>PROCEDURE</u> Instructor will rate each category on a scale of 0-5</p> <ol style="list-style-type: none">1. Time (5pts) _____2. Correct Positioning/Central Ray (5pts) _____3. Exam Communication/Patient Interaction (5pts) _____4. Image Size and IR Placement (5pts) _____5. Marker Placement (5pts) _____6. Collimation/gonadal Shielding (5pts) _____7. Equipment Manipulation (5pts) _____8. Technique selection/manipulation (5pts) _____ <p>Total procedure score: _____/40</p>
<p><u>IMAGE ANALYSIS</u> Instructor will ask 5 questions on specific topic</p> <ol style="list-style-type: none">1. Brightness/Contrast (5 pts) _____2. Detail/Definition/Resolution/Distortion (5pts) _____3. Evaluation Criteria/Patient Identification/Care (5pts) _____4. Radiation Protection (5pts) _____5. Anatomy (5 pts) _____ <p>Total Image Analysis score _____/25</p>

Total Final Score: _____/65 = _____%

COMMENTS:

EVALUATOR: _____ STUDENT SIGNATURE: _____

CLINICAL EVALUATIONS

OBJECTIVES

1. Identifies strengths and weaknesses of educational level of the student and provides assessment for clinical program.
2. Providing feedback that lead to self-improvement.
3. Provides data on important qualities of clinical skills in order to assess competencies achieved.

CLINICAL GRADE DETERMINATION

Final semester grade is based on:

- A. CLINICAL EVALUATIONS - 50% OF FINAL GRADE
MIDTERM – 20% (15% in 1208, 1214)
FINAL – 30% (25% in 1208, 1214)
- B. IMAGE ANALYSIS SESSIONS - 15% OF FINAL GRADE
- C. RADIOGRAPHIC POSITIONING
FINAL EXAMINATION - 30% OF FINAL GRADE
- D. ATTENDANCE- 5%
- E. CCA Project 10% (only in courses 1208 and 1214)
- F. COMPETENCY CLEARANCES - the number of competencies required for each semester is specified on the comp sheet. If the student does not meet the specified number of competencies for a semester, then a failing grade will be given for clinical and the student cannot continue in the program.

COMPLAINT POLICY

Students who have a concern /complaint about any situation related to the Radiology program are directed to document the concern/complaint with a complaint form. The RLC Radiology Student Handbook contains the complaint form; there is also a printed form outside of the director's office. RLC is dedicated to resolving all issues that may have a negative impact on the Radiology program.

**REND LAKE COLLEGE
RADIOGRAPHY PROGRAM
CONCERN/COMPLAINT FORM**

Student's Name:
Clinical Site:
Date:

Nature of Issue: (use reverse side if necessary)

Have you attempted to resolve the issue?

YES

NO

If yes, when: _____ (date)

Describe how you attempted to resolve the issue (use the reverse side if necessary).

If no, describe what you feel would be an appropriate solution?

Student Signature:

Date:

**PLEASE RETURN FORM TO PROGRAM DIRECTOR OR CLINICAL COORDINATOR FOLLOWING
COMPLETION**

FOR ADMINISTRATIVE USE ONLY:

Action Taken:

Signature of Program Official:

Date:

JRCERT STANDARDS FOR AN ACCREDITED EDUCATIONAL PROGRAM IN RADIOGRAPHY

The Joint Review Committee on Education in Radiologic Technology (JRCERT) accredits the Radiography Program at Rend Lake College. The JRCERT has adopted the Standards for an Accredited Educational Program in Radiologic Sciences (standards) that are directed at the assessment of the program and student outcomes. The standards require a program to articulate its purposes; to demonstrate that it has adequate human, financial, and physical resources effectively organized for the accomplishment of its purposes; to document its effectiveness in accomplishing its purposes; and to provide assurance that it can continue to meet accreditation standards. Students can view the entire STANDARDS via the JRCERT website.

<https://www.jrcert.org/jrcert-standards>

JRCERT NON-COMPLIANCE PROCEDURE

The student has the right to assume that the program operates in compliance with the standards set forth by the JRCERT. If the student feels that the program is not in compliance, they should first seek to resolve the concern by speaking to the program officials or clinical preceptors. If the student is unable to resolve the problem, a written statement outlining the concerns should be presented to the program director. The program director will respond to the student within five working days. If the student feels that the resolution has not been accomplished the matter will be turned over to the dean. The formal procedures for filing a complaint will be followed as described in the current Rend Lake College Student Handbook. If the student still does not feel the matter has been resolved, they have the right to contact the JRCERT at 20 N. Wacker Drive Suite 2850 Chicago, IL 60606-3182 (312)-704-5300. A good faith effort by all parties should be made in an effort to solve the conflict before the JRCERT is contacted. This is simply good policy and the JRCERT would expect that this has been done before it is contacted.

In the event the program has allegations of non-compliance with the JRCERT standards the program director will maintain records of such complaints and their resolution.

Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 2850 • Chicago, IL 60606-3182

P: (312) 704-5300

E: mail@jrcert.org

By signing this acknowledgment form you are indicating that you are aware of the purpose of the JRCERT and the Radiography standards, you are aware of the non-compliance procedure and have been given the contact information for the JRCERT if needed.

Signature _____

Date: _____

Rend Lake College Radiologic Technology Program

PREGNANCY POLICY

Since ionizing radiation has been determined to be harmful to the developing embryo/fetus, the following compliance is required to protect the health of the student and child.

The pregnant student may elect to notify the Program Director and/or Clinical Coordinator of the pregnancy. Once the pregnancy is declared, a conference will be held with the Program Director and to review radiation risks, dose limit guidelines, and the cardinal principles of radiation protection. The pregnant student will be administered a fetal badge. This badge will be worn at the waist with or without an apron. All students must meet the same clinical requirements for graduation; however, scheduling of clinical activities involving fluoroscopy, C-Arms, and portables may be rearranged as possible to accommodate minimal radiation exposure to the fetus. The pregnant student must maintain as much distance between the radiation source and her person as practical and remain well behind the control booth during radiographic exposures when possible. Under no circumstances will the pregnant student be allowed to hold patients during x-ray exposure.

The recommendations of the National Council on Radiation Protection Report #116 states that a dose to the fetus from occupational exposure of the pregnant mother shall not exceed .05 mSv per month or 5 mSv for the entire gestational period.

The student may request a leave of absence when she, the physician, or the Program Director believes that it is no longer viable for her to function in a manner conducive to learning. The return of the student must be approved by her physician. Students seeking to resume coursework will meet with the Program Director and didactic faculty; decisions will be based on individual circumstances. The student will be rescheduled for missed class work and clinical hours with the Clinical Coordinator.

Option I:

I am voluntarily declaring that I am pregnant and have the right to modify training.

Option II:

I am voluntarily declaring that I am pregnant, I elect not to have any modification made to my training.

Option III:

I elect to continue in the radiography technology program, fulfilling all program requirements as contained within the curriculum, and adhere to all radiation protection guidelines and recommendations as follows:

- a) The student will be provided an additional radiation monitoring device to monitor exposure to the fetus.
- b) The student will be required to adhere to the provisions of ALARA.
- c) No more than 5 mSv (0.5 mSv/ month) of exposure is to be received by the student during the pregnancy.
- d) The equivalent dose to the embryo-fetus in a month cannot exceed 0.5 mSv.

Option IV:

I can withdraw the declaration of pregnancy at any time in writing. Refraction of the pregnancy declaration requires the student to abide by the general guidelines for radiation workers. Therefore, after pregnancy declaration refraction, I will be monitored according to general guidelines for radiation workers as described by the Nuclear Regulatory Commission and State Laws.

Option V:

I choose not to declare the pregnancy to the program.

*The program will not be responsible for any injuries or abnormalities to the embryo/fetus should the student decide to remain in the program during the entire gestational period.

I have read the above student pregnancy policy and I understand its content and agree to comply with it.

Estimated conception date _____

Circle the above option/options as your choice/choices.

Student Signature _____ Date _____

Witnessed by _____ Date _____

Program Director _____ Date _____

RADIOGRAPHIC POSITIONING LABORATORY

PURPOSE: Provides students the opportunity to demonstrate the theories and performance of clinical skills using simulation equipment prior to and in conjunction with clinical rotations.

PROCEDURE: Laboratory exercises in radiographic positioning are in conjunction with these didactic courses: RAD 1202, 1206, and 1212.

SEMESTER I - RAD 1202

Identify normal appendicular skeletal anatomy of the upper and lower extremities, shoulder girdle, and bony pelvis in a variety of formats such as drawings, radiographs, and disarticulated skeletal bones.

Identify normal chest and abdomen anatomy in a variety of formats such as drawings, radiographs and models.

Apply positioning techniques to obtain diagnostic radiographs of the structures located in the upper and lower extremities, shoulder girdle, bony pelvis, chest and abdominal cavities in a laboratory setting.

SEMESTER II – RAD 1206

Given radiographs, diagrams and skeletal parts, identify and locate the bones of the axial skeleton.

Describe and identify process and depressions found on the bones of the axial skeleton.

Describe and identify articulations of the axial skeleton.

Given radiographs, diagrams, and a skeleton, locate and identify skull bones and sutures of the axial skeleton.

SEMESTER IV – RAD 1212

Given radiographs, diagrams, and a skull, locate and identify skull bones and sutures.

Identify and demonstrate modalities, additional radiographic procedures, quality control tests and review.

COMPETENCY: The student will have didactic education in each assigned area and have completed lab sheets (tickets) for the scheduled lab procedure. The student will observe and simulate the procedure on other students take the radiographs on phantoms. This will give the student the ability to attempt a competency for that examination in the clinical education center.

RADIOGRAPHIC POSITIONING LABORATORY OBJECTIVES

LEARNER OUTCOMES

Upon successful completion of the course the student will be able to:

1. Utilize radiographic terminology to properly communicate with other health care professionals.
2. Identify normal appendicular skeletal anatomy of the upper and lower extremities, shoulder girdle, and bony pelvis in a variety of formats such as drawings, radiographs, and disarticulated skeletal bones.
3. Identify normal chest and abdomen anatomy in a variety of formats such as drawings, radiographs and models.
4. Apply positioning techniques to obtain diagnostic radiographs of the structures located in the upper and lower extremities, shoulder girdle, bony pelvis, chest and abdominal cavities in a laboratory setting.
5. Simulate the radiographic procedures on a person and/or phantom, including a full-body phantom in a laboratory setting.
6. Evaluate radiographs in terms of positioning, centering and overall image quality.
7. Practice radiation safety in the laboratory setting.
8. Practice safe body mechanics in a laboratory setting.
9. Demonstrate proper communication with the patient in a laboratory setting.
10. Demonstrate professional and ethical behavior in a laboratory setting.

METHODS OF EVALUATION

Laboratory ticket filled out and performance checklist

Quizzes, tests and final examinations in the following classes, RAD 1202, 1206, 1212

Radiologic Technology Laboratory Policy

The Radiologic Technology Laboratory is a useful tool for students to obtain hands on training by learning all aspects of how radiographs are produced. The Laboratory is located in room 195, in the ATC building.

The Laboratory is equipped with a radiographic unit and an x-ray portable machine. There are potential biological effects due to radiation exposure therefore radiation exposure is diligently kept minimized adhering to the following steps:

1. The Radiologic Technology Laboratory is only to be utilized when a qualified Radiology instructor is present. When it is off hours the Laboratory is locked and secured.
2. The students and instructors must wear their OSL badges at all time in the Laboratory, to monitor their exposure to the possible radiation they may receive. The badge must be worn on the collar of their shirt and outside a lead apron. If the student or instructor is pregnant exposure must be limited and a fetal badge worn. If the pregnant student or instructor is in a procedure requiring them to wear a lead apron the fetal badge must be worn under the lead apron.
3. Every student and instructor will have their dosimeter report posted in the laboratory each month. The reports will be monitored by the instructors to ensure that everyone is within their dose limits.
4. In the Laboratory students will only x-ray phantoms. There will be NO exception to this rule. NO human body or tissue will ever be x-ray in the Radiologic Technology Laboratory.
5. All persons in the Laboratory will stand behind the protective lead glass while a x-ray is performed.
6. The students will have a new assignment each week to x-ray in the laboratory. Only x-ray views pertaining to the educational objectives will be demonstrated.
7. The x-ray unit will undergo proper maintenance to ensure adequate performance in the Laboratory.
8. When the Laboratory session is completed the x-ray machine is turned off, as well as the main breaker to the machine.

Student Signature _____ Date _____

LABORATORY PERFORMANCE
RADIOLOGIC TECHNOLOGY
REND LAKE COLLEGE

STUDENT NAME: _____ DATE: _____

RADIOGRAPHIC PROJECTIONS: _____

PROCEDURE PERFORMANCE - SATISFACTORY=CHECKMARK UNSATISFACTORY= NO CHECKMARK

THE STUDENT UNDER LABORATORY CONDITIONS UTILIZING A PHANTOM
WILL:

- ____ 1. Evaluate and determine positions required
- ____ 2. Introduce self and explain exam to patient
- ____ 3. Check for correct identification of "patient"
- ____ 4. Check for correct preparation, if any, of "patient"
- ____ 5. Manipulate radiographic equipment
- ____ 6. Do transfer technique of "patient" to table
- ____ 7. Select appropriate IR size.
- ____ 8. Correctly position "patient".
- ____ 9. Immobilize "patient"/body part as needed
- ____ 10. Correct tube and IR alignment
- ____ 11. Adjust field size to appropriate IR size
- ____ 12. Apply gonadal shielding if required
- ____ 13. Appropriate technique selected
- ____ 15. Demonstrate good "patient" communication.
- ____ 16. Make exposure (simulate exposure if student is used as patient)
- ____ 17. Repeat previous steps for each view required
- ____ 18. Do transfer technique of "patient" off of table
- ____ 19. Evaluate images after exposure/processing
- ____ 20. Identify anatomy

IF A CONTRAST STUDY

- ____ 1. Select appropriate type of contrast medium
- ____ 2. Perform required "scout" images
- ____ 3. Prepare contrast medium for administration
- ____ 4. Assist in administration of contrast medium
- ____ 5. Observe patient for undesirable side effects of contrast medium

RECOMMENDATIONS:

STUDENT SIGNATURE: _____

INSTRUCTOR SIGNATURE _____

LABORATORY POSITIONING FINAL EXAMINATION

PURPOSE: To measure the student competence in the information presented in the laboratory and didactic sessions.

PROCEDURE:

1. The student will pick randomly from semester exams performed.
2. The student performance time will be:
 - a. exam dependent - freshmen
 - b. exam dependent - sophomores

The time before the exam should be spent reviewing the following:

1. Routine views – Textbooks and students lab tickets
 2. Anatomy -Textbooks, laboratory handouts, student's notes
 3. Technique - student's notes, radiographic room technique chart
3. The student will cite the views, IR size and techniques to the lab instructor before the examination is started.
4. The student will complete the examination without assistance.
5. The student will return the room to its original state.
6. The student will answer anatomy and technical factor questions from the lab instructor on the finished radiograph.

REND LAKE COLLEGE LABORATORY POSITIONING FINAL EXAM

RAD 1202 RAD 1206 RAD 1212

STUDENT: _____ DATE: _____

RADIOGRAPHIC PROCEDURE: _____

POSITIONS: _____

STARTING TIME: _____ FINISHING TIME: _____

10 MIN = 5 PTS 11 MIN = 4 PTS 12 MIN = 3 PTS 13 MIN = 2 PTS 14 PTS = 1 PTS >15 MIN = 0PTS

PROCEDURE Instructor will rate each category on a scale of 0-5

- 1. Time (5pts) _____
- 2. Correct Positioning/Central Ray (5pts) _____
- 3. Explain exam requirements/instructions (5pts) _____
- 4. Image Size and IR Placement (5pts) _____
- 5. Marker Placement (5pts) _____
- 6. Collimation/gonadal Shielding (5pts) _____
- 7. Technique Selection/Adjustment (5pts) _____
- E.I.# & range _____ E.I.#& range _____ E.I.# & range _____
- 8. Equipment manipulation (5pts) _____

Total procedure score _____/40

IMAGE ANALYSIS Instructor will ask 5 questions on specific topic

- 6. Brightness/Contrast (5 pts) _____
- 7. Detail/Definition/Resolution/Distortion (5pts) _____
- 8. Evaluation Criteria/Patient Identification/Care (5pts) _____
- 9. Radiation Protection (5pts) _____
- 10. Anatomy(5 pts) _____

Total Image Analysis score _____/25

Total Final Score: _____/65 = _____%

COMMENTS:

EVALUATOR: _____

STUDENT SIGNATURE: _____

COMPETENCIES OF RADIOGRAPHIC PROCEDURES

The clinical education of the Radiologic Technology curriculum requires the student to use cognitive, psychomotor and affective skills in the performance of radiographic procedures. The student moves from observer thru the development process to ensure and reinforce affective and psychomotor domains. When the student has performed a specific task correctly, there is a display of proficiency. The student can then be evaluated on the process of cognitive, affective and psychomotor skills that are used in completing the specific radiographic procedure.

COMPETENCY PLAN

1. The cognitive and psychomotor skills are presented and utilized in the campus lab.
2. The student must complete a number of trials prior to completing a competency of the specific radiographic procedure.

A COMPETENCY IS UNACCEPTABLE IF ANY RADIOGRAPHS REQUIRE REPEATING

ORIGINAL = 2 trials are evidenced and recorded in the clinical performance student record.

3. The student must be comped with a minimum competency level of 85% as is supported by the ASRT.
4. The student may request competency of any exams as long as the evaluator sees there is a display of proficiency for that specific radiologic procedure.
5. The student must comp on a specific number of competencies per semester to ensure successful completion of the specific clinical education.
6. To comply with the competency procedure, the student must maintain satisfactory clinical participation as is indicated by the objectives and the evaluation processes.
7. It is the student's responsibility to assure the maintenance of an accurate and current record of competencies and is also maintained by the clinical coordinator.
8. The program director/clinical coordinator reserves the right to approve on an individual basis.
 - a. Waiver of the 1 trial for limited specific examination area.
 - b. Simulated competencies to be obtained in the campus energized laboratory.
9. Pediatric classification is **6** and under.
10. Pediatric orthopedic and portable extremity may be any variety of extremity exams.
11. Trauma competency is defined as initial radiographs following an accidental injury that include non-routine positions and projections.

TRIALS

1. Two trials per exam
2. Trials must have the student's markers visible/acceptable digitized ID markers and are completed by the student.
3. Exam trials can be obtained at any time during the program.
4. Exam trials can be carried from subsequent semester to the next.

RECOMP POLICY

The college instructors will randomly test students on competencies already completed to assure proficiency.

They will randomly choose an exam for the student to recompile on using the recompile evaluation sheet.

If the student fails the recompile exam (below 85%), they will lose the competency for that exam and will redo with the original competency clearance plan.

RECOMP EVALUATION

INSTRUCTIONS:

The instructor will inform the student before the recomp examination is started and the student will have 10 minutes to study.

Recomp clearances will be returned to the program director and placed in the student's file. If the recomp attempt is unsuccessful (below 85%), the student will lose the original competency for that exam. The student must then proceed with the original competency clearance plan to regain the clearance. ***If the student fails to achieve another competency clearance by the end of the semester, this constitutes failure of clinical.***

The instructor is encouraged to make appropriate comments below.

STUDENT: _____

RECOMP EXAM _____

CLINICAL FACILITY: _____

PRIOR COMPETENCY DATE: _____

RECOMP COMPLETION DATE: _____

STUDENT'S SIGNATURE _____

CLINICAL COORDINATOR: _____

Comments:

RECOMP
PSYCHOMOTOR SKILL CHECKLIST

Directions: Evaluate the student at **his/her semester/education level** for each of the areas below with a 0, 1, 3, 3.5 or 4

4= Exceptional, student exceeds expectations

3.5= Above what is expected

3= Acceptable given experience to date

1= Minimally acceptable/Needs improvement

0= Not acceptable/Not applied yet

A. Personality/Professional Relations

- _____ 1. Adheres to dress code, hygiene and conduct.
- _____ 2. Uses appropriate vocabulary.
- _____ 3. Punctual, attends clinical on assigned dates, and conforms to clinical requirements.
- _____ 4. Uses available time effectively.
- _____ 5. Student shows good, professional judgment.
- _____ 6. Relates to staff, physicians, and patients in a professional manner.
- _____ 7. Appreciates and accepts guidance from staff.
- _____ 8. Does not let personal life interfere with professional obligations.
- _____ 9. Ability to work with others and share the workload.
- _____ 10. Obtains and documents all pertinent information regarding patient and follows HIPAA regulations.

B. Performance

- _____ 1. Demonstrates initiative to start and complete exams when capable.
- _____ 2. Performs consistent, quality work.
- _____ 3. Quantity of work is appropriate for education level.
- _____ 4. Offers assistance and stays motivated.
- _____ 5. Demonstrates radiation protection.
- _____ 6. Shows confidence and responsibility.
- _____ 7. Applies acquired knowledge and theories.
- _____ 8. Utilizes critical thinking skills for overall performance.
- _____ 9. Incorporates departmental protocols for each exam.
- _____ 10. Demonstrates ability to adapt to non-routine situation.

Comments:

HOSPITAL CLINICAL PRECEPTOR: _____ **DATE:** _____

STUDENT: _____ **DATE:** _____

PROGRAM CLINICAL COORDINATOR initials _____

ATTENDANCE POLICY FOR CLASS/LAB

Progressive corrective action occurs as follows, when a student accumulates a number of incidents of absence that reflect an unacceptable pattern in the classroom or lab:

3 incidents/semester = verbal warning

4 incidents/ semester = written warning & reduction of overall course score by 10 average points

5 incidents/ semester = dismissal from program

The Program Director has the authority to move to the most severe consequence for absences if the pattern of non-attendance is consistent in nature from one semester to the next.

A radiologic technologist is an accountable healthcare position, it is important that the individual display this characteristic. Attendance in the radiologic technology classes is an indicator of accountability and responsibility. With the realization of human needs, the following attendance policy has been adopted for all RAD courses.

1 absence = 1 incident

1 tardy = 1 incident

7 minutes after the scheduled start time = 1 incident

Late coming back from break = 1 incident

Leaving after break = 1 incident

Leaving class before scheduled end time= 1 incident

Excessive class disruption = 1 incident

Cell phone/texting usage = 1 incident

***Note: Absences of Laboratory Sessions and Field Trips are considered an incident.**
Attendance will be taken at the beginning of the hour.

THIS POLICY IS FOR CLASSES AND CLINICAL. THIS NOTICE OF A CHANGE IN POLICY SUPERCEDES ALL SYLLABI FOR THE RADIOLOGY PROGRAM IF THEY HAVE NOT ALREADY BEEN CORRECTED TO READ AS ABOVE.

Student Signature _____ Date _____

Grading Scale

A (100-92%)

Students receiving this grade perform consistently at a high level from the beginning of the assignment through to the end. Such students could be recommended as likely to be highly successful in their initial positions as clinical staff technologists.

B (91-84%)

A student receiving this grade has the potential to become a good technologist and can be given a favorable recommendation.

C (83-78%)

This grade suggests a person who might develop into a successful technologist with the help of early supervision and more experience. This person can be recommended but with reservations.

F (Below 78%)

This grade indicated that the student is, on the basis of what he/she has shown, unlikely to develop into a satisfactory technologist at any future time.

Anatomy and Physiology 1 and 2 courses (Zoo 1105 and 1106) have to be completed prior to the second fall term of the program academic year. If not, you will be dismissed from the program.

NOTE: GRADE BELOW AN "C" IS NOT ACCEPTED BY THE DEPARTMENT OF RADIOLOGIC TECHNOLOGY FOR ANY CURRICULUM COURSE REQUIRED TO OBTAIN THE RADIOLOGIC TECHNOLOGY ASSOCIATE IN APPLIED SCIENCE DEGREE.

TEACHING/TECHNIQUES

A combination of teaching/learning techniques is used during your enrollment.

The following is a listing of these techniques:

- Brain storming- all didactic and clinical courses
- Conferencing- all image analysis sessions
- Demonstration/performance- all clinical/laboratory sessions
- Discussions- all didactic and clinical courses
- Guest speakers-various radiology topics
- Role/play- all clinical/laboratory sessions
- Simulation- all /clinical/laboratory sessions
- Tour- imaging modalities, seminars, etc
- Critical thinking - all didactic, clinical courses, image analysis, all lab sessions

WITHDRAWAL FROM THE PROGRAM

A student may withdraw from the radiology program for various reasons whether academic or personal. Students wishing to re-enter the program without pre-entrance testing should be complete the following procedure. A letter must be written to the Director of the Radiologic Technology program stating reasons for withdrawing and requesting re-entry at a later date. The student should contact the radiology department a semester before re-entry and follow the criteria listed under re-entry. Students obtaining a grade lower than a "C" in any Rad Tech course will be dismissed from the program. A letter requesting re-entry is required.

RE-ADMISSION

An individual wishing to re-enter the radiology program for the purpose of repeating a failed course(s) or to merely complete the program after dropping out of the program (for whatever reason) must meet the criteria listed below:

The student must submit, in writing, to the Director of the Radiologic Technology program a request for re-entry into the program.

The student must make an appointment with the Radiology Director to discuss the upcoming re-entry.

The student must be willing to take course work whenever and wherever available. The student may be offered a position in the next class on a first-come, first-served basis according to the re-entry list and based on the courses needed to graduate.

Depending on the circumstances, the student may be placed on probation upon re-entry and must meet the criteria for removal from probation. Clinical probation is not removed though the end of the program. Academic probation is removed by simply increasing numerical grades.

The student must provide the Director of Radiology with the appropriate and necessary health form, inoculation forms, and proof of current CPR certification.

The student must be willing to do proficiency and competency examinations if required.

The student may return to the program to complete requirements. If unsuccessful in completing the program at the second attempt, it will be necessary for the student to reapply and achieve the minimum acceptable score on the pre-entrance exam. Following admission to the program, the student will repeat the entire program.

The student will not be allowed re-admission if they were dismissed from the program due to disciplinary action.

PROGRAM GRADUATION REQUIREMENTS

In order to graduate and receive the Associate of Applied Science Degree in Radiologic Technology that student must:

- Successfully complete all coursework required for the degree.
- Maintain a "C" (GPA of 2.0) or higher in all courses.
- Maintain a "C" (2.0) cumulative grade point average.
- Completed a total of 61 competencies.
- Successfully pass the HESI exit exam with a score of 800 or better

* Exam will be administered in the later part of the second spring semester. Failure to pass with a score of 800 or higher will require remediation to be completed. A second attempt will be scheduled prior to finals week. If a student does not pass the HESI exam with a 800 or higher on the second attempt more time will be allowed for remediation and an incomplete will be given in Rad 1216. Students must pass the HESI exit exam on the third attempt in order to pass the Rad 1216 class as well as graduate from the Radiology Program.

**RADIOLOGIC TECHNOLOGY PROGRAM STUDENT HANDBOOK
& PERSONAL HISTORY INFORMATION
ACKNOWLEDGEMENT SHEET**

Student Handbook

I acknowledge that I have received a copy of the Radiologic Technology Student Handbook (“Handbook”) for 2024. I agree that I will read and become familiar with its contents and that as a student in the Radiologic Technology Program I will follow the policies and procedures contained in the Handbook. I also understand that the Handbook has been designed to provide general information about the College’s Radiologic Technology Program. I agree this Handbook is not intended to create and is and does not create a promise, contract or guarantee of any kind between the College and me. I also understand that, in accordance with the applicable law, the College may change, revoke, suspend or terminate this Handbook and/or any provision, policy or practice contained in it at any time. I have had an opportunity to have any questions answered regarding the policies and I agree to abide by the provisions, policies and practices contained in this Handbook.

Date

Signature

MAJOR CLINICAL EDUCATION CENTERS

BENTON

Franklin Hospital
201 Bailey Lane
Benton IL 62812
Daniell Weinhoffer, Director/CP
(618) 439-3161x320

CARBONDALE

Carbondale Memorial Hospital
405 W Jackson St
Carbondale IL 62901
-CP
(618) 549-0721 ext. 65161

CENTER FOR MEDICAL ARTS

2601 W Main St
Carbondale, IL 62901
618-549-5361 x 25227
Denise Smithey-CP

CROSSROADS HOSPITAL

#8 Doctors Park
Mt. Vernon IL 62864
Paula Dodillet, Director
Bailey Feldmann, CP
(618) 244-5500
Direct 241-8564

DUQUOIN

Marshall Browning Hospital
900 N Washington, Box 192
DuQuoin, IL 62832
Christina Deering-CP
Kimbra Schafer, Director
(618) 542-2146 ext 351, 353 (voice mail)

ELDORADO

Ferrell Hospital
1201 Pine Street
Eldorado IL, 62930
618-273-3361 ext 310
Bill Scroggins-CP/Director

FAIRFIELD

Fairfield Memorial Hospital
303 N.W. 11th St
Fairfield, IL 62837-1203
(618) 847-8249
Maleah Feldmann, CP

HARRISBURG

Harrisburg Medical Center
17 Country Club Court
Harrisburg, IL 62946
(618) 253-7671
Adam Anderson, Director
Tera Henson, CP

HERRIN

Herrin Hospital
201 S 14th St. Herrin, IL 62948
Callie Bogard, CP
(618)-942-2171 x 35463

MARION

Heartland Regional Medical Center
3333 W. DeYoung St.
Marion, IL 62959
(618) 998-7654
Matison Hampleman-CP

MARION VA_(Own Background check)

Marion VA Hospital
2401 W Main St
Marion, IL 62959
(618) 997-5311
No Weekend
Tammy Sartor, CP

McLEANSBORO

Hamilton Memorial Hospital
P.O. Box 429 - 611 S. Marshall
McLeansboro, IL 62859
(618) 643-2361 ext. 2311
Kelly Wellen, CP/Director

MASSAC Hospital

28 Chick Street
Metropolis, Illinois 62920
(618) 524-2176
Nicole Fox, CP

PINCKNEYVILLE

Pinckneyville Community Hospital
101 N. Walnut
Pinckneyville, IL 62274
(618) 357-2187
Lacy York, Director
Abigail Weathers-CP

Orthopedic Institute of Southern Illinois

510 Lincoln Drive
Herrin, Illinois 62948
(618)997-3100
Darren Parker- Manager

SSM Good Samaritan, Inc.

1 Good Samaritan Way.
Mt. Vernon, IL 62864
Jenny White and Alexandra Ritchey-CPs
(618) 899-2935 – 2933 or 1814

St. Joseph Hospital

2 Hospital Drive
Murphysboro, IL 62966
618-529-0523 x 55550
Terri Little– CP

ROSICLAIR

Hardin County Regional Hospital
Ferrel Road
Rosiclare, IL
Dana Black-Director/CP
618-285-6634