



**Volunteer State Community College
Radiologic Technology Program
Student Handbook
And
Program Policy Manual**

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Section I Preface

Introduction

Welcome to the Volunteer State Community College Radiologic Technology Program. This Handbook is a compilation of the policies and procedures that govern all aspects of the program and will serve as a reference for you throughout the program. To gain a better understanding of how the program operates, and what is expected from the parties involved, radiography students are required to read and be familiar with this Handbook. The student, throughout the duration of the program, should retain these materials. Any changes and/or additions will be distributed to the student in writing and will supersede previous policies and/or procedures. The student should also become familiar with the College Handbook.

The program is five semesters of full-time study. It includes didactic classroom courses as well as extensive clinical laboratory experience in departments of radiology at participating clinical affiliates. Required class schedules are planned and implemented in a manner to assure required didactic and clinical requirements do not exceed 40 hours per week.

The program is designed to develop compassionate and competent professional radiographers. Didactic classes are taught on the Gallatin campus and clinical education is performed at one of the many clinical affiliate hospitals. Clinical sites are located within the middle Tennessee area and may be up to 100 miles from the Gallatin campus. The student is responsible for transportation to campus as well as all clinical assignments. The clinical experience is typically eight hours per day, two to three days per week throughout the entire program. Summer clinical hours may vary. Training and experience are provided in routine and special radiographic imaging procedures.

Students are required to submit documentation of the following clinical access requirements: (1) pass a Criminal Background Check, (2) pass a urine drug screen, and (3) complete and submit all pre-clinical requirements to be granted formal acceptance. Some clinical requirements may be required annually. Students must also submit proof of general and professional liability insurance and health insurance. Additionally, students may be required to obtain additional vaccinations (H1N1 or flu, for example) as clinical affiliates adopt and implement new requirements. Any student who refuses to be immunized will have the option of following the alternative process allowed for affiliate employees, if available (wearing a protective mask 100% of the time while at the clinical site, or reassignment of clinical site). Students will not be re-assigned to a different clinical site to avoid clinical requirements. All pre-clinical requirements will be at the expense of the student. If required documentation is not submitted on time, the student will not be permitted to go to clinic and may be forced to withdraw from the program.

Students in the program are required to maintain an 80% average in each Radiologic Technology (RAD) course to continue in the program. Students receiving a course grade of less than 80% are subject to dismissal from the program. Each radiology course must be taken in sequence.

To provide appropriate care to patients, all radiography students should be able to:

- Clearly communicate, both verbally and in writing with the patient, family, and co-workers to disseminate information relevant to patient care and work duties. Both speaking and hearing clearly are essential to quality patient care.
- Make appropriate judgment decisions and implement critical thinking skills in an emergency or where a situation is not clearly governed by specific guidelines.
- Reach, manipulate, and operate medical imaging equipment to include pushing heavy portable x-ray machines.
- Move, lift, transfer, manipulate, and observe a patient for imaging exams.
- Visually assess patients as needed for their comfort and safety.
- Demonstrate emotional stability on a routine basis and function independently in routine and/or stressful situations.

Students should not reproduce material copied from ANYWHERE. You may cite it or link to it, but do not reproduce it. This means both physical copies and posts in online discussion threads. If it is something from a website, please feel free to share it, but post a link to the website, NOT the material itself. Failure to cite a reference appropriately is considered a dishonest act, and will be dealt with accordingly.

All tobacco products including smoking in any form are not permitted on campus. Food and drinks will be allowed in the classroom IF no one is disturbed and IF no trash is left. When in the clinical setting, the smoking/food/drinks policies of the facility will be followed.

Students are not permitted to use a laptop, tablet, mobile device, or any other device during class for any purpose unrelated to class. All devices must be silenced. If there is a serious need to leave your mobile device on, such as a family emergency, please silence it and leave the classroom to take a call or return a text. Mobile device use and other internet connections are strictly prohibited during tests. Failure to adhere to these guidelines may be considered a violation of Program Policy, Volunteer State Community College Policy, and the American Registry of Radiologic Technologists® (ARRT®) [Standard of Ethics](http://arrt.org/ethics) (arrt.org/ethics) and subject to disciplinary action.

Quiz and assignment due dates are announced in advance. Make-up quizzes will not be given except under extreme extenuating circumstances. Mobile device use and other internet connections are strictly prohibited during quizzes.

The “I” (Incomplete) indicates that the student has not completed the requirements for the course during the semester for extenuating and unavoidable circumstances. The student must contact the instructor before the course is complete to request the “I”. The “I” will not be given unless the instructor is reasonably certain that it is possible for the student to complete the requirements for the course during the subsequent semester and receive a passing grade. All

work must be completed (or an extension of the “I” requested) by one week before the first day of final exams for the next semester or the “I” will be converted to the failing grade of “F”.

Poor attendance seriously impairs the student’s ability to succeed and often imposes a burden on other students. As indicated in the college catalog, the instructor has the right to request the Vice President of Academic Affairs withdraw any student demonstrating poor attendance. When attendance is poor, grade leniency should not be expected in borderline situations.

Please be aware that attendance and participation are not the same thing. Attendance means physically occupying a seat during class time. Participation is an admittedly subjective assessment by the instructor, clinical coordinator, or technologist of the degree to which the student has contributed to classroom activities, laboratory activities, and clinical activities.

ADA Statement: It is the student’s responsibility to self-identify with the Office of Disability Services to receive accommodations and services in accordance with Section 504 of The Rehabilitation Act and The Americans with Disabilities Act/Amendments Act (ADA/AA). Only those students with appropriate documentation and who are registered with the Office of Disability Services will receive accommodations. For further information, contact the Office of Disability Services at (615) 230-3472, online by visiting the [Disability Services website](http://volstate.edu/disability) (volstate.edu/disability) (opens in a new window) or visit the office located in Room 108, Wood Campus Center.

Equal Opportunity Statement: Volunteer State Community College, a Tennessee Board of Regents Institution, is an equal opportunity institution and ensures equal opportunity for all persons without regard to race, color, religion, sex, national origin, disability status, age, sexual orientation, or status as a qualified veteran with a disability or veteran of the Vietnam era.

Affirmative Action Educational Institution: No person shall be excluded from the participation in, be denied the benefit of or be subjected to discrimination under any program or activity of the College because of race, color, national origin, age or handicap.

Financial Aid Statement: Students who are receiving Title IV financial assistance (Pell Grant, Student Loan or SEOG Grant) must regularly attend class or be subject to repay PART or ALL of the Federal Financial Aid received for the semester.

As a student in the Radiologic Technology Program, I understand and agree to the following:

- I must remain professional at all times in class and clinics.
- I must communicate professionally with program faculty and clinical staff. This includes using proper grammar in emails as well as text messages.
- I must dress appropriately in class and clinics.
- If dismissed from a clinical site, the program is under no obligation to place me at another site.

- I will be assigned to multiple clinical sites during the program. I may not change my clinical rotations nor ask to be assigned to a specific site. If a clinical assignment is not close to my home, and I am willing to drive to the clinical site (up to 100 miles from the Gallatin campus), wherever I am assigned.
- I must contact both the Clinical Coordinator and the Clinical Instructor at my clinical site, if I will be late or absent from my clinical site.
- I will not clock another student in or out at a clinic site, including for lunch.
- I will not clock in or out at a clinic site using any mobile device, unless prior approval from a program official has been given.
- If I am absent from clinics, I will contact the Clinical Coordinator promptly to schedule make-up time.
- No texting is allowed during class (except for emergencies). No electronic devices are to be used for any purpose during class except as approved by the instructor.
- No mobile devices are allowed in patient care areas at clinics.
- I am strongly discouraged from becoming involved in a relationship with another student in my class or clinical personnel until completion of the program.
- I will notify program faculty immediately if I am charged with a misdemeanor or felony during the program. Failure to do so may result in dismissal from the program.
- At any time, I may be asked to take a drug test. I am responsible for the cost of any drug tests.

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The Profession

The Radiologic Technologist is a health science professional that combines an in-depth knowledge of human anatomy with patient care procedures while providing diagnostic imaging examinations. With proficient utilization of medical imaging equipment, the technologist produces diagnostic images of the human body with minimum radiation exposure and discomfort to the patient.

Radiologic technologists are the third largest group of health care professionals, surpassed in number only by physicians and nurses. A career in radiologic technology can lead in many directions. Technologists work in both public and private healthcare and can be physically located in any setting. Radiology is a diverse profession. With additional education, there are many different modalities and specialties to pursue. Your abilities and interests determine the boundaries of your career.

Continuing education is required after obtaining certification and registration. Failure to meet continuing education requirements will result in the loss of certification and registration with the American Registry of Radiologic Technologists. Each technologist is responsible for obtaining and reporting continuing education activities.

Graduates of the program may apply for certification and registration with the American Registry of Radiologic Technologists (ARRT). Visit the [ARRT Web site here](http://ARRT.org): (ARRT.org) (opens in a new window). The American Registry of Radiologic Technologists has stringent rules regarding misconduct and eligibility to become certified and registered. You may want to complete the pre-application review process with the ARRT to avoid delays and uncertainty regarding eligibility if any of the following apply to you:

- If you have been convicted of a misdemeanor, felony, or a similar offense in the military
- If you have had any license, registration, or certification denied, revoked, suspended, placed on probation, or subjected to discipline by a regulatory authority or certification board
- If you have been suspended, dismissed or expelled from an educational program you attended to meet certification and registration requirements

It is the sole responsibility of the student or graduate to certify eligibility with the American Registry of Radiologic Technologists to avoid delays and uncertainty regarding eligibility. The pre-application review form is found on the [ARRT Website](http://ARRT.org) (ARRT.org) (opens in a new window).

The American Hospital Association's Statement on a Patient's Bill of Rights

Introduction: Effective health care requires collaboration between patients and physicians and other health care professionals. Open and honest communication, respect for personal and professional values, and sensitivity to differences are integral to optimal patient care. As the setting for the provisions of health care services, hospitals must provide a foundation for understanding and respecting the rights and responsibilities of patients, their families, physicians and other caregivers. Hospitals must ensure a health care ethic that repeats the role of patients in decision making about treatment choices and other linguistic, religious, age, gender and other differences as well as the needs of persons with disabilities.

The American Hospital Association presents a Patient's Bill of Rights with the exceptions that it will contribute to more effective patient care and be supported by the hospital on behalf of the institution, its medical staff, employees, and patients. The American Hospital Association encourages health care institutions to tailor this bill of rights to their community by translating and/or simplifying the language of this bill of rights as may be necessary to ensure that patients and their families understand their rights and responsibilities.

Bill of Rights: These rights can be exercised on the patient's behalf by a designated surrogate or proxy decision maker if the patient lacks the decision-making capacity is legally incompetent, or is a minor.

1. The patient has the right to considerate and respectful care.
2. The patient has the right to and is encouraged to obtain from physicians and other direct caregivers relevant, current, and understandable information concerning diagnosis, treatment, and prognosis.
3. Except in emergencies when the patient lacks the decision-making capability and the need for treatment is urgent, the patient is entitled to the opportunity to discuss and request information related to the specific procedures and/or treatments, the risks involved, the possible length of recuperation, and the medically responsible alternatives and their accompanying risks and benefits.
4. Patients have the right to know the identity of physicians, nurses, and others involved in their care, as well as when those involved are students, residents, or other trainees. The patient also has the right to know the immediate and long-term financial implications of treatment choices, insofar as they are known.
5. The patient has the right to make decisions about the plan of care prior to and during the course of treatment and to refuse a recommended treatment plan of care to the extent permitted by law and hospital policy and to be informed of the medical consequences of this action. In case of such refusal, the patient is entitled to other appropriate care services that the hospital provides or transfers to another hospital. The hospital should notify patients of any policy that might affect patient choice within the institution.
6. The patient has the right to have an advanced directive (such as living will, health care proxy, or durable power of attorney for health care) concerning treatment or designating a

surrogate decision maker with the expectation that the hospital will honor the intent of that directive to the extent permitted by law and hospital policy.

7. Health care institutions must advise patients of their rights under state law and hospital policy to make informed medical choices, ask if the patient has an advanced directive, and include that information in the patient's records. The patient has the right to timely information about hospital policy that might limit its ability to implement fully a legally valid advance directive.
8. The patient has the right to every consideration of privacy. Case discussion, consultation, examination, and treatment should be conducted so as to protect each patient's privacy.
9. The patient has the right to expect that all communications and records pertaining to his/her care will be treated as confidential by the hospital, except in cases such as suspected abuse and public health hazards when reporting is permitted or required by law. The patient has the right to expect that the hospital will emphasize the confidentiality of this information when it releases it to other parties entitled to review information in these records.
10. The patient has the right to review the records pertaining to his/her medical care and to have the information explained or interpreted as necessary, except when restricted by law.
11. The patient has the right to expect that, within its capacity and policies, the hospital will make reasonable response to the request of a patient for appropriate and medically indicated care and services. The hospital must provide evaluations, service, and/or referral as indicated by the urgency of the case. When medically appropriate and legally permissible, or when a patient has so requested, a patient may be transferred to another facility. The institution to which the patient is to be transferred must first have accepted the patient for transfer. The patient must also have the benefit of complete information and explanation concerning the need for, risks, benefits, and alternatives to such transfer.
12. The patient has the right to ask and be informed of the existence of business relationships among the hospital, educational institutions, and other care providers, or payers that may influence the patient's treatment and care.
13. The patient has the right to consent to or decline to participate in proposed research studies or human experimentation affecting care and treatment of requiring direct patient involvement, and to have those studies fully explained prior to consent. A patient who declined to participate in research or experimentation is entitled to the most effective care that the hospital can otherwise provide.
14. The patient has the right to expect reasonable continuity of care when appropriate and to be informed by physicians and other caregivers of available and realistic patient care options when hospital care is no longer appropriate.
15. The patient has the right to be informed of hospital policies and practices that relate to patient care, treatment, and responsibilities. The patient has the right to be informed of available resources for resolving disputes, grievances, and conflicts, such as ethics committees, patient representatives, or other mechanisms available in the institution. The patient has the right to be informed of the hospital's charges for services and available payment methods.

The collaborative nature of health care requires that patients, or their families/surrogates, participate in their case. The effectiveness of care and patient satisfaction with the course of

treatment depends, in part, on the patient fulfilling certain responsibilities. Patients are responsible for providing information about past illnesses, hospitalizations, medications, and other matters related to health status. To participate effectively in decision making, patients must be encouraged to take responsibility for requesting additional information or clarification about their health status or treatment when they do not fully understand information and instructions.

Patients are also responsible for ensuring that the health care institution has a copy of their written advance directive if they have one. Patients are responsible for informing their physicians and other caregivers if they anticipate problems in following prescribed treatment.

Patients should also be aware of the hospital's obligation to be reasonably efficient and adequate in providing care to other patients and the community. The hospital's rules and regulations are designed to help the hospital meet its obligations. Patients and their families are responsible for making reasonable accommodations to the needs of the hospital, other patients, medical staff, and hospital employees. Patients are responsible for providing necessary information for insurance claims and for working with the hospital to make payment arrangements, when necessary.

A person's health depends on much more than the healthcare services. Patients are responsible for recognizing the impact of their life-style on their personal health.

Conclusion: Hospitals have many functions to perform, including the enhancement of health status, health promotions, and the prevention and treatment of injury and disease; immediate and ongoing care and rehabilitation of patients; the education of health professionals, patients, and the community; and research. All these activities must be conducted with an overriding concern for the values and dignity of patients.

*This revision was approved by the AHA Board of Trustees on October 21, 1992.
First adopted by the American Hospital Association in 1973.*

Section II Governing Associations

Credentialing and Accrediting Organizations

Credentialing: The American Registry of Radiologic Technologists (ARRT)

The American Registry of Radiologic Technologists (ARRT) was founded in 1922 and is the world's largest credentialing organization that seeks to ensure high quality patient care in radiologic technology. The ARRT Board of Trustees employs an executive director who hires and manages staff to conduct ARRT business. Graduates of the program are eligible apply for certification and registration with the American Registry of Radiologic Technologists (ARRT). A minimum score of 75 is required to pass the ARRT certification exam. As in any health related profession, it is advisable to be credentialed in your profession. Failure to become a Registered Radiologic Technologist will make it very difficult to become employed and may hinder career opportunities. The ARRT examinations are administered by Pearson VUE, the electronic testing business of Pearson Education. The ARRT is located at 1255 Northland Drive, St. Paul, Minnesota 55120-1155 and can be reached at 651.687.0048) or at [The ARRT Web Site](http://www.arrt.org) (ARRT.org) (opens in a new window).

The ARRT Three (3) times, Three (3) year rule: Once a graduate becomes eligible for the examination in Radiography, the graduate will be allowed three attempts to pass the exam. The three attempts must be completed within a three-year period. Either when three unsuccessful attempts have been made or three years have expired, the graduate is no longer considered eligible to take the examination. A graduate not passing the examination within three attempts or within the three-year limit may only regain eligibility by repeating the professional education requirement. For further information, [visit the ARRT](#) (opens in a new window).

The ARRT has established strict ethics guidelines for candidates. Even though a student has been accepted into a program or completed a program, there is no guarantee the ARRT will allow him/her to sit for the exam. The ARRT offers a pre-application process for those who do not meet the eligibility criteria, which includes candidates who have been convicted of any crime, including misdemeanors. The Program strongly recommends that any student who does not meet ARRT requirements complete this ARRT pre-application process (see attached material) prior to beginning the Program. For additional information, please review [The ARRT pre-application form](http://arrt.org/pdfs/Ethics/Ethics-Review-Pre-Application.pdf) (arrt.org/pdfs/Ethics/Ethics-Review-Pre-Application.pdf)(opens in a new window). For more information please visit [The ARRT site for Educators and Students](https://www.arrt.org/Educators-Students) (https://www.arrt.org/Educators-Students) (opens in a new window).

Continuing Education Requirements: Once certified by the ARRT, the technologist must complete twenty-four hours of Category A continuing education credits every two years to maintain their certification in good standing. New graduates must begin accruing these credits beginning with their birth month following successful completion of the examination. The exact biennium for accruing credits begins with the individual's birth month immediately after passing the

certification exam, and ends on the last day of the month prior to the birth month of the second year.

The ARRT Standards of Ethics

1. The radiologic technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion, or socio-economic status.
4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The radiologic technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.
8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.

Accrediting: The Joint Review Committee on Education in Radiologic Technology (JRCERT)

The Joint Review Committee on Education in Radiologic Technology (JRCERT) was established in 1969. The JRCERT accredits traditional and distance delivery education programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry. The Volunteer State Community College radiologic technology program is fully accredited by the JRCERT. Students may access the complete JRCERT accreditation standards document on the JRCERT Web site [here](http://jrcert.org/sites/jrcert/uploads/documents/2011_Standards/Standards_2014-Radiography.pdf) (jrcert.org/sites/jrcert/uploads/documents/2011_Standards/Standards_2014-Radiography.pdf) (opens in a new window). The JRCERT is located at 20 North Wacker Dr., Suite 2850; Chicago, IL 60606-3182 and can be reached at 312.704.5300 or [Email the JRCERT](mailto:mail@jrcert.org) (mail@jrcert.org) (opens in a new window). Visit the JRCERT online [here](http://jrcert.org) (jrcert.org) (opens in a new window).

For concerns or complaints of Program non-compliance with JRCERT Standards, refer to the process outlined in the [College's Grievance Policy](#).

Accrediting: The Commission on Colleges of the Southern Association of Colleges and Schools (SACS)

The Commission on Colleges of the Southern Association of Colleges and Schools (SACS) accredits Volunteer State Community College. SACS is located at 1866 Southern Lane, Decatur, Georgia 30033-4097 and can be reached at 404.679.4500 ext. 4504 or on the Web at: [The SACS Web site](http://sacs.org) (sacs.org) (opens in a new window).

Professional Organizations

The American Society of Radiologic Technologists (ASRT)

The American Society of Radiologic Technologists (ASRT) is the national professional organization for radiologic technologists. The ASRT provides opportunities for lifelong learning and seeks to advance and elevate the medical imaging and radiation therapy professions and to enhance the quality and safety of patient care. The ASRT in collaboration with the ARRT has defined a Code of Ethics and Rules of Ethics for the profession. The ASRT is located at 15000 Central Avenue N.E., Albuquerque, New Mexico 87123-3917 and can be reached at 800.444.2778 or on the Web at [The ASRT Web site](http://asrt.org) (asrt.org) (opens in a new window).

ASRT Code of Ethics

PREAMBLE

This Code of Ethics is to serve as a guide where Radiologic Technologists may evaluate their professional conduct as it relates to patients, colleagues, other members of the allied health profession and health care consumers. The Code of Ethics is not law but is intended to assist Radiologic Technologists in maintaining a high level of ethical conduct. Therefore, in the practice of the profession, we the members of the American Society of Radiologic Technologists, accept the following principles.

Principle 1: Radiologic Technologists shall conduct themselves in a manner compatible with the dignity of their profession.

Principle 2: Radiologic Technologists shall provide services with consideration of human dignity and the uniqueness of the patient, unrestricted by considerations of age, sex, race, creed, social or economic, handicap, personal attributes or the nature of the health problem.

Principle 3: Radiologic Technologists shall make every effort to protect all patients from unnecessary radiation.

Principle 4: Radiologic Technologists should exercise and accept responsibilities for independent discretion and judgment in the performance of their professional service.

Principle 5: Radiologic Technologists shall judiciously protect the patient's right to privacy and shall maintain all patient information in the strictest confidence.

Principle 6: Radiologic Technologists shall apply only methods of technology founded upon a scientific basis and not accept those methods that violate this principle.

Principle 7: Radiologic Technologists shall not diagnose, but, in recognition of their responsibility to the patient, they shall provide the physician with all information they have relative to Radiologic diagnosis or patient management.

Principle 8: Radiologic Technologists shall be responsible for reporting unethical conduct and illegal professional activities to the appropriate authorities.

Principle 9: Radiologic Technologists should continually strive to improve their knowledge and skills by participating in educational and professional activities and sharing the benefits of their attainments with their colleagues.

Principle 10: Radiologic Technologists should protect the public from misinformation and misrepresentation.

The Tennessee Society of Radiologic Technologists (TSRT)

The Tennessee Society of Radiologic Technologists (TSRT) is a state professional organization and is an affiliate chapter of the ASRT. The TSRT promotes the profession and provides opportunities for continuing education. Visit the TSRT on the Web at [The TSRT Web site](http://tsrt.org) (tsrt.org) (opens in a new window).

Communities of Interest

The program solicits input from its communities of interest on a regular basis.

Advisory Board: The program's advisory board serves as a steering committee for the program. The Board consists of, clinical affiliate department directors and managers, the program faculty, the division dean, and the student class presidents. College officials are invited to attend meetings as the need arises. The purpose of the Board is to review and make suggestions for improvement in the program. The Board provides a means of communication between students, the community, the clinical affiliates, and the college; which is essential to the success of the program.

Clinical Instructors Committee: The program's clinical instructors committee serves as a steering committee for the student's clinical experience. This committee consists of the affiliate clinical instructors, the program faculty, the division dean, and the student class presidents. The purpose of the committee is to provide a means of communication between the college and the clinical affiliates.

Employers: Employers of graduates are asked to complete a survey six months after graduation.

Graduates: Graduates of the program are asked to complete a program survey six months after graduation. Graduates are urged to complete and return the survey.

Students: Radiologic technology students are one of our most valuable interest groups. While in the program, students are given an opportunity to anonymously evaluate each course and instructor every semester. The students also have the opportunity to evaluate each clinical site and clinical instructor every semester. The students complete an exit survey prior to graduation.

Section III Program Design

Radiologic Technology Program

Mission Statement: The Mission of the Radiologic Technology Program at Volunteer State Community College is to provide the healthcare community with compassionate and competent imaging professionals.

Goals:

1. Students will demonstrate competency in the skills required of entry level radiologic technologists.

Student Learning Outcomes:

- a. Students will demonstrate proper patient positioning.
- b. Students will properly determine technical factors to be used for radiographic procedures.
- c. Students will apply knowledge of anatomy to accurately demonstrate desired anatomical structures on a patient diagnostic procedure.

2. Students will demonstrate effective problem solving and critical thinking skills.

Student Learning Outcomes:

- a. Students will be able to evaluate radiographic images.
- b. Students will be able to exercise judgment in the technical performance of medical imaging procedures.
- c. Students will be able to adapt to changes in clinical situations.

3. Students will exhibit professionalism for the patients by delivering high quality care with concern and compassion.

Student Learning Outcomes:

- a. Students will demonstrate professionalism in the classroom and clinical setting.
- b. Students will practice desirable customer service skills.
- c. Students will show compassion and concern towards the patient.

4. Students will establish effective communication skills.

Student Learning Outcomes:

- a. Students will use acceptable verbal and non-verbal communication with patients and other professionals.
- b. Students will use effective oral and written communication.

Program Curriculum

Fall

RAD 110	Patient Care	3 credit hours
RAD 111C	Clinical Education I	3 credit hours
RAD 120	Positioning and Procedures I	3 credit hours
RAD 231	Principles of Radiographic Exposure I	3 credit hours
		12 total credit hours

Spring

RAD 112C	Clinical Education II	3 credit hours
RAD 121	Positioning and Procedures II	3 credit hours
RAD 220	Radiographic Pathology	3 credit hours
RAD 232	Principles of Radiographic Exposure II	3 credit hours
		12 total credit hours

Summer

RAD 113C	Clinical Education III	3 credit hours
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Fall

RAD 122	Positioning and Procedures III	3 credit hours
RAD 200	Radiographic Image Evaluation	3 credit hours
RAD 211C	Clinical Education IV	3 credit hours
RAD 221	Radiographic Physics I	3 credit hours
		12 total credit hours

Spring

RAD 212C	Clinical Education V	3 credit hours
RAD 222	Radiographic Physics II	3 credit hours
RAD 240	Registry Preparation	3 credit hours
RAD 250	Radiation Biology and Protection	3 credit hours
		12 total credit hours

Estimated Student Expenses for the Radiology Program

Clinical Costs (*Estimate \$1325*)

Many of these expenses are incurred before the start of the first semester

Medical tests, vaccinations, injections, uniforms, health insurance, CPR, etc.

Tuition, Fees, and books (*Estimate \$10,825*)

Tuition for five semesters and books

Post-graduation Registry fee (*Estimate \$200*)

American Registry of Radiologic Technologists Certification Exam application: \$200

Total Program Expense Estimate (not including transportation or living expenses): \$12,350

Section IV Program Policies

Academic Class Policy

All courses required for the Radiologic Technology Program are classified as either:

1. General Education (core) Courses
2. Professional Courses

General Education Courses

All prerequisite general education courses related to the Associate of Applied Science degree must be completed prior to acceptance into the Program. A minimum GPA of 3.0 is required to qualify for the selection process.

Program Courses

The grading scale for all program courses is as follows:

94% - 100%	A
86% - 93%	B
80% - 85%	C

To remain in the program, each program course must be completed in sequence with a minimum grade of "C" which is a numeric score of at least 80%.

Deficiencies

A student will be notified of a deficiency if his/her grade in any one class is below 80% at mid-term. The student should seek counsel and support resources for that class/subject to assist in improving the grade. Any final course grade of less than 80% may result in dismissal from the Radiologic Technology Program.

Attendance

Attendance in all RAD classes is of the utmost importance. Each instructor will include an attendance policy in his/her class syllabus. The student is responsible for reading and understanding each course syllabus to ensure clear understanding of the policies.

Academic Honesty Policy

Academic honesty is an essential part of learning. Any infraction of this honesty policy is detrimental to the student's education and to the integrity of the radiologic technology program. Unprofessional and dishonest acts are strictly forbidden and include but are not limited to the following:

- Plagiarizing any assignment. "Plagiarism" means using someone else's ideas or words without using quotation marks and/or giving credit by citation of sources(s).
- Copying/submitting another person's work or submitting your work from a previous assignment.
- Unauthorized taking of someone else's work.
- Using unauthorized data, notes, or equipment (including mobile devices or programmable calculators) during an examination.
- Stealing a quiz or using a stolen quiz.
- Obtaining, using, viewing, or sharing a previously used quiz with another student.
- Allowing another student to have access to your work or accessing someone else's work. Allowing someone else to log into your eLearn course or logging into someone else's eLearn course.
- Having someone else take a quiz for you or taking a quiz for someone. This includes taking a quiz with another class member.
- Fabricating information such as data for a report.
- Falsifying a patient's medical record or a student's clinical record.
- Inappropriate use of social media to share program information.

All forms of academic dishonesty will call for discipline. Any one or more of the following disciplinary measures may be enforced for a case of dishonesty:

- A zero for the assignment.
- An "F" for the course.
- Dropping the final course grade by one letter.
- Dismissal from the program.

VOLUNTEER STATE COMMUNITY COLLEGE

Background Check Policy

Students seeking enrollment in Health Science Programs requiring participation in clinical training, must provide evidence of a passing score on a background check prior to official acceptance/enrollment in the Program. The failure to provide required background check results by the due date established or the receipt of anything other than a passing score will make the student ineligible for enrollment in the Program.

While the student is enrolled in the program, any potential changes to the background check report must be disclosed to faculty as soon as possible. This could impact the student's status within the program.

The background check shall include the following:

- 1) Name and Social Security number verification
- 2) Seven-year multi-county or statewide felony and related misdemeanor criminal record search
 - a. Violent Sexual Offender and Predator Registry Search
 - b. Tennessee Abuse registry maintained by TN Dept. of Health pursuant to T.C.A. Section 68-11-1004 (*related to adverse actions for health care personnel, such as abuse, neglect or misappropriation of property*)
 - c. Employment verification, if applicable
 - d. HHS/OIG list of excluded individuals/entities
 - i. GSA list of parties excluded from federal programs (*related to Medicare or Medicaid fraud, or fraud of any other government agency*)
 - ii. US Treasury, Office of Foreign Assets Control (OFAC) (*related to money laundering or support of terrorism*)
 - iii. List of Specialty Designated Nationals (SDN) (*related to terrorist watch*)
 - e. Education verification
 - f. If applicable, healthcare licensure/certification verification

The following findings will result in background check failure:

- A felony conviction within the last seven years
- Class A misdemeanor conviction within the last five years
- Class B misdemeanor conviction within the last two years
- A listing on the registry maintained by the Department of Health pursuant to T.C.A. Section 68-11-1004
- A listing on the HHS/OIG list of excluded individuals
- An encumbered license (current or prior) in a health related field

Each student, annually at his/her own expense, will be responsible for acquiring the background check report and authorizing the submission of results to the College. Agencies conducting the check should be directed to forward the report electronically to ahd.studentchecks@volstate.edu.

The results of the background check will be sent by the agency to the student and the College. Students will receive a detailed report, but the College will receive a summary report only, with a designation of pass or fail. No student will be permitted to participate in the program until the College has received a passing score on the background check. Failure to submit the required background check report by the due date will result in termination from the Program.

VOLUNTEER STATE COMMUNITY COLLEGE

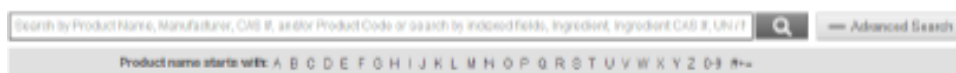
Chemical Hazards Policy

Instructions for Accessing Volunteer State Community College Safety Data Sheet's (SDS's):

From volstate.edu, click on Current Students. On the right side of the screen click on "MSDSonline". This link will take you to the database.

To Search for an SDS within the database:

MSDS Search



The screenshot shows the MSDS Search interface. At the top, there is a search bar with the text "Search by Product Name, Manufacturer, CAS #, and/or Product Code or search by indexed fields, Ingredient, Ingredient CAS #, UN/I". To the right of the search bar is a magnifying glass icon and a button labeled "Advanced Search". Below the search bar is a dropdown menu with the text "Product name starts with: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0-9 #->".

1. Type the product information into the single search field and click Search.

Hint: You can search for multiple types of data at once. For example, if you are searching for Acetone manufactured by Sigma, you can type in Acetone Sigma in the single search field to search for both product and manufacturer.

2. If you are not able to spell the product name, click on the first letter of the product name to search for documents that begin with that letter.



The screenshot shows the MSDS Search interface. At the top, there is a search bar with the text "Search by Product Name, Manufacturer, CAS #, and/or Product Code or search by indexed fields, Ingredient, Ingredient CAS #, UN/I". To the right of the search bar is a magnifying glass icon and a button labeled "Advanced Search". Below the search bar is a dropdown menu with the text "Product name starts with: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0-9 #->". On the left side of the interface, there is a navigation menu with the following items: "All Products", "Location", "Manufacturers", and "MSDSonline Search". A red arrow points to the "Manufacturers" tab.

3. To see a full display of documents by Product Name, by Location, or by Manufacturer, click on one of the tabs to the left of the search field.

Once the SDS has been found:

View the SDS by selecting the PDF icon to the left of the Product Name. You can print or save the SDS after viewing.

Clinical Affiliates Policy

The Radiology Program contracts with clinical affiliates to provide educational opportunities to our students. Affiliates must maintain current contracts in order for students to rotate through the site and must be approved by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Each clinical affiliate has representation on the Program Advisory Board and the Clinical Instructors Committee.

Clinical Attendance Policy

Attendance and punctuality are a vital aspect in health care. Irregular attendance and tardiness can be indicative of a problem that can carry over into employment. Potential employers use attendance and punctuality as two indicators of dependability and employability.

Students are required to clock in and clock out through the online Attendance Tracking System. Students are required to use computers at the clinical sites and not their mobile devices. Students who fail to clock in or out must have the Clinical Instructor amend their time record in the attendance tracking system. If a student establishes a pattern of not clocking in/out, the clinical instructor may require the student to complete additional clinical time. Multiple clock in/out errors and/or time exceptions will result in clinical probation and additional clinical hours.

Any clinical time missed, including excused absences, personal day, tardiness, unexcused absences, or make-up time must be documented online and approved by the clinical instructor. Falsifying time records will result in disciplinary action. Failure to notify the Clinical Instructor and Clinical Coordinator of absences or tardy occurrences will result in clinical probation.

Tardiness is defined as arriving more than seven (7) minutes past the designated clinical start time. Leaving early is defined as leaving more than seven (7) minutes before the designated clinical end time. In the event that a student is tardy or leaves early, he/she must report to the clinical instructor or supervising technologist upon arrival and/or departure. The student is expected to make-up the time on the same day that the tardy occurred. If possible, the student should call before their start time to inform the clinical instructor that he/she will be late. Excessive absences will affect the student's clinical grade.

Being tardy and leaving early are considered an occurrence. Occurrences will adhere to the following:

- One occurrence – the student is required to make-up the missed time
- Two occurrences – the student is required to make-up the missed time
- Three occurrences – the student is required to make-up the missed time. An additional eight (8) hours of clinical time is required.
- The fourth occurrence – the student is required to make-up the missed time. An additional eight (8) hours of clinical time is required. The student will be placed on clinical probation.
- Five occurrences - program dismissal.

The following days are considered excused absences. Excused absences do not require make-up time. The excused absences are:

1. VSCC Holidays.

2. Personal day (one per semester).
3. Meetings and/or events approved by the radiology faculty.
4. Bereavement leave: Bereavement leave up to three days is granted for immediate family (includes parents, grandparents, siblings, children, spouse). Documentation may be required.
5. Military duty up to three days. Documentation is required.
6. Jury duty. Documentation is required.
7. VSCC Gallatin campus closings or delayed start time due to inclement weather.
8. Clinical orientation days or clinical class conducted on VSCC Gallatin campus.

Students should make every effort to attend clinical on each scheduled day. It is understood that unforeseen circumstances arise and a student may have to miss clinical time. A reasonable amount of absences are understandable, but an excessive amount will affect the desired clinical education outcome and final grade.

Use caution with personal days. Students must notify the Clinical Coordinator and their Clinical Instructor (or supervising technologist) at least one (1) hour prior to their normal start time if they are going to be absent. This can be done via e-mail, text message, or phone call. Failure to notify will result in probation.

Unexcused absences must be documented online. All make-up time must be completed by the end of the semester and documented in the online record keeping system. Any student who does not complete make-up time by the end of the semester will receive a grade of "I" (incomplete) for the clinical course. This grade will be adjusted once the make-up time is completed. Make-up time after the semester end must be scheduled and approved by the clinical instructor and the clinical coordinator. Make-up time will follow these guidelines:

One absence – Make-up time to be scheduled and approved by the Clinical Coordinator prior to the end of the semester.

Two absences - Make-up time to be scheduled and approved by the Clinical Coordinator prior to the end of the semester.

Three absences – Make-up time to be scheduled and approved by the Clinical Coordinator. The third absence will be made up after the semester.

Four absences – Make-up time to be scheduled and approved by the Clinical Coordinator. The fourth absence will be made up after the semester. The student will be placed on clinical probation. An additional eight (8) hours of clinical time is required.

Five absences – Dismissal from the program.

1. Time must be made up in not less than two (2) hour increments. All required make-up time of less than two (2) hours will be made up in its entirety.
2. Clinical time made up after the last scheduled day of clinics may result in a grade of "I" (incomplete). Once all make-up time is completed, a grade will be posted for the course and the "I" will be removed. All make-up time for hours missed in one semester must be completed before the next semester begins.

3. Make-up days/times must be scheduled and approved by the Clinical Coordinator. If the student fails to attend clinics on scheduled make-up days, this will be counted as an additional absence.
4. Scheduled make-up time is subject to the same policies as regular clinic time regardless of the amount of time required.
5. No credit will be granted for make-up time performed outside of these guidelines.
6. Lunch or break time cannot be used for make-up time. A lunch break must be taken if a student works five (5) or more hours per shift.
7. Clinical time may be made up between the hours of 7:00 am and 6:00 pm, Monday through Friday. Make-up days/time must be scheduled during the same shift/schedule originally missed.
8. Clinical make-up time cannot be scheduled during times when VSCC Gallatin Campus is closed or Radiology Faculty are not available, i.e. holidays, breaks, snow days, Sundays.
9. Clinical time cannot be banked or made up prior to the absence.
10. All notifications of absence must be made directly to the clinical coordinator and clinical instructor. Notifications from the student may not be sent via another student.

The personal day may be used for any reason, including illness. If used for any reason other than illness or emergency, the student is required to notify the clinical instructor in advance to schedule the personal day. If used for illness, the student is required to call the clinical instructor and the clinical coordinator one (1) hour prior to their normal start time. Failure to notify the clinical instructor and the clinical coordinator will result in denial of the personal day. The personal day will not be counted as an absence and will not affect the student's clinical grade. Personal days must be used at the clinical site where earned.

The Program faculty will determine the course of action for extenuating circumstances such as prolonged illness or hospitalization.

Any student who leaves the clinical site without permission from the Supervisor, clinical instructor, or the clinical coordinator will be subject to disciplinary action, up to and including clinical probation or dismissal from the Program.

Clinical Disciplinary Policy

A student may be placed on clinical probation, dismissed from the clinical education site, or dismissed from the Radiologic Technology Program for serious issues including but not limited to the following:

1. Insubordination to clinical or college personnel.
2. Failure to comply with the policies, rules and regulations of the clinical site or college including HIPAA.
3. Unprofessional conduct. See [The American Society of Radiologic Technologists' Code of Ethics](http://asrt.org/docs/default-source/practice-standards/codeofethics.pdf) (asrt.org/docs/default-source/practice-standards/codeofethics.pdf) (opens in a new window).
4. Unauthorized schedule changes.
5. Leaving the clinical site while on the time clock without permission.
6. Falsifying documents, including but not limited to time logs, patient exam logs, medical records, etc.
7. Failing to immediately report any adverse or unusual incident involving a patient.
8. Any action that places any person in jeopardy of injury or causes injury.
9. Using or being under the influence of drugs or alcohol in class or at the clinical site.
10. Other [VSCC student conduct policy](http://volstate.edu/policies) (volstate.edu/policies) (opens in a new window) infractions.
11. Clinical site policy infractions or the clinical site requesting a student be removed from the site. If a student is dismissed from a clinical site, the program is under no obligation to reassign the student to another clinical site.
12. Visiting the clinical site when not scheduled without legitimate business.
13. Inappropriate interactions, communication, and/or contact with patients or family members of patients.

Responsive action can be, but is not limited to, any of the following:

1. Additional clinical hours.
2. Written apologies.
3. Written work assignments.
4. Clinical Probation with defined probationary terms. Failure of the student to agree to terms of the probation may result in dismissal from the Program.
5. Suspension from clinical education site. The student will be required to make-up all missed time.
6. Immediate dismissal from the clinical site, without guarantee of reassignment.
7. Dismissal from the Radiologic Technology Program.
8. Other disciplinary sanctions listed in the [VSCC Student Conduct and Discipline Policy](http://volstate.edu/policies/Documents/Student-Services/III-00-05-Student-Conduct-Disciplinary-Sanctions.pdf) (volstate.edu/policies/Documents/Student-Services/III-00-05-Student-Conduct-Disciplinary-Sanctions.pdf) (opens in a new window).

For the appeals process, refer to the Program's Grievance Policy and the VSCC Grievance Policy.

Clinical Dress Code Policy

Students are required to place a high value on personal appearance, including attire. This document sets forth standards for dress and appearance necessary to meet the service and safety objectives of both patient welfare and the educational objectives of the student. Students must also abide by additional dress code requirements of the clinical site.

1. Uniforms consist of a white scrub shirt and navy blue scrub pants. The scrub top must be long enough to cover the torso when the arms are raised. Tops may not be low cut, excessively revealing, or too form fitting. It is the student's responsibility to purchase uniforms. If shirts are worn under the scrub top, they must be plain white or navy blue shirts with no logos or ornamentation. All uniforms must be clean and professional. Students will wear appropriate uniform size.
2. White or navy blue scrub jackets and sweaters with no logos or ornamentation are optional. Hoodies are not allowed.
3. Undergarments should be worn but should not be visible through the uniform.
4. Hair of abnormal coloration is not allowed. Hair must be kept clean. Hair (below shoulder length) must be pulled back away from face.
5. Facial hair should be clean and well groomed.
6. Hats are not allowed in clinical areas. Surgical caps may be worn when appropriate.
7. Clinic footwear should not be worn for other activities. Shoes must conform to safety and infection control standards by providing safe footing, offering protection against hazards, as well as being quiet for the comfort of the patients. Shoes must be nursing shoes or athletic shoes in good condition. Clogs, open back shoes, or open toe shoes are strictly prohibited. Socks and hosiery color should be appropriate to the color of the uniform.
8. Surgery scrubs are only allowed while a student is on surgery rotation. Surgical scrubs must never leave the clinical site.
9. Nails should be trimmed, short and well groomed. Nail polish should be conservative in color and not chipped. Nail tips and enhancements are not permitted in the clinical setting.
10. Jewelry:
 - a. Earrings: Only one small earring per ear may be worn in the clinical setting. Ear

gauges are not allowed.

- b. Visible Body Piercing: Tongue rings, eyebrow, lip, nose, cheek, chin piercings are not permitted in the clinical setting.
 - c. Bracelets are not permitted. Watches are allowed.
 - d. Only a wedding ring or engagement ring may be worn during clinics.
 - e. Necklaces must be conservative and short.
11. Visible tattoos must be covered while in the clinical setting.
 12. Make-up worn should be conservative.
 13. Aftershaves, cologne, perfume, scented lotions, and scented make-up are not to be used or worn in the clinical environment. However, it is not our intent to discourage the use of deodorant, hair care or other personal hygiene products.
 14. Breath should be free of any offensive odors. Attention should be paid to personal hygiene to prevent body odor.
 15. Hands must be kept clean. Universal precautions must be practiced at all times in the clinical setting.
 16. The VSCC Student ID badge and dosimeter are to be worn at all times in the clinical setting as part of the uniform.

Clinical Education Requirements Policy

All components of clinical education must be successfully completed before the student graduates and is eligible to sit for the American Registry of Radiologic Technologists examination.

During the program, the student must rotate through the following clinical assignments for the length of time prescribed by the Clinical Coordinator and/or Program Director.

Basic

- Routine diagnostic
- Routine fluoroscopy
- Surgery/Mobile Imaging
- Emergency Room/Trauma
- Image submission, storage and retrieval procedures
- Outpatient center
- Urgent Care

Modalities – The following modality rotations are available during the program.

- Cardiac Catheterization/Special and Interventional Procedures
- Computerized Tomography (CT)
- Magnetic Resonance Imaging (MR)
- Mammography
- Nuclear Medicine
- Radiation Therapy
- Ultrasound
- Pediatric Radiography
- Positive Emission Tomography (PET)

Clinical Education Requirements

- Clinical time is mandatory. Prompt attendance in all clinical assignments must be maintained.
- The student must complete all clinical assignments.
- The student must gain working knowledge of the equipment and procedures.
- The student must satisfactorily complete all required clinical competency objectives set each semester.
- The student must retain proficiency on all completed clinical competencies.
- The student must maintain their online patient log book.
- The student must have five technologist evaluations each semester.
- The student must communicate appropriately with patients and staff.
- The student must demonstrate compassion and professional conduct at all times.

- The student must be able to communicate and work with fellow students and technologists.
- The student must exhibit professional conduct and dress at all times.
- The student must be able to function in stressful situations.
- The student must satisfactorily handle emergency room and trauma patient procedures and produce satisfactory radiographs.

The Clinical Instructor may recommend a probationary status for a student not performing satisfactorily in the clinical setting. Failure to meet clinical requirements may result in remediation and/or clinical probation. Continued failure after completion of remediation may result in termination from the Radiologic Technology Program.

Clinical Grades Policy

Clinical Grade calculations consider several factors; staff evaluations, clinical coordinator evaluations, clinical instructor evaluations, clinical competencies, written assignments, tests, assignments, records, and attendance.

Clinical competencies are assigned each semester. The student must successfully complete the minimum number required before the end of each semester. In addition, the student must prove continual competency as noted in each course specific syllabus. The student may be required to complete other course assignments including but not limited to logs, forms and clinical records. All clinical documents must be kept current and accurate. A more complete breakdown of the clinical grading system is included in the clinical course syllabus each semester.

Technologists will complete student evaluations. In addition, the Clinical Instructor will complete mid-term and final evaluations. Students are responsible for notifying the Clinical Instructor of evaluation due dates. Failure to comply with the above will affect the student's final clinical grade.

The grade "I" means incomplete. All clinical make-up work or time must be satisfactorily completed by the date specified by the Clinical Coordinator. Make-up time is not a "right" it a courtesy. The program is under no obligation to extend clinical days.

Some examples of allowed make-up time are (documentation may be required):

1. deficient attendance due to illness or military obligations
2. failure to complete competency check-offs
3. family emergency or death in the immediate family

If course requirements are not met in the specified period of time, the student may receive a failing grade in the course. If the "I" has not been replaced with a passing grade by the end of the following semester, the "I" will convert to an "F"; this will result in dismissal from the Radiologic Technology Program.

A student may be placed on clinical probation for poor clinical performance or infraction of any program policy. If a student is placed on clinical probation he/she will be given specific objectives for improvement. During counseling for the probationary status, the student will be advised of the specific goals and offered suggestions on ways to improve. If the student does not meet the stated objectives within the given time frame, the student may receive a failing grade in the clinical course. This will result in dismissal from the program.

Clinical Guidelines and Conduct Policy

- Students are not permitted in the clinical area except during scheduled hours. Students are not allowed to visit any secured clinical area during their time off unless permission is given by the department head, the Clinical Instructor and/or the Clinical Coordinator.
- Students will not be allowed to perform any exam without the direct or indirect supervision of a registered technologist. Students must have direct supervision (R.T. present in the exam room) while performing any exam before competency check-off has been achieved and during all portable and surgical procedures. After the student has achieved a competency check-off on an exam, he/she may work with indirect supervision (R.T. in an adjacent area, and readily available) with the exception of portable/mobile, intensive or critical care units, and surgical procedures.
- The student must contact a registered technologist before attempting any repeat radiograph. Repeat radiographs must be performed under the direct supervision of a registered technologist. All repeat images must be documented on logs listing the name of the supervising technologist.
- Students are never allowed to pass radiographs for reading. All examinations performed by the student must be approved for quality by a registered technologist.
- Students must use their own lead markers on competency check-offs. Students are not allowed to borrow or loan lead markers. Students reporting to clinics without their lead markers may be sent home. Any time missed due to this infraction must be made up. Students who establish a pattern of repeats due to not using lead markers are subject to remediation, clinical probation and/or removal from the clinical site.
- While in the clinical setting, students may not hold patients during radiographic exams.
- Patient confidentiality is mandatory. Students will not discuss any aspect of a patient's condition or care with anyone not involved in the patient's care, including the patient's family or friends, or other students. Patient confidentiality violations may result in program dismissal.
- Students will limit personal telephone calls while at their clinical site. In the case of an emergency, the facility telephone number can be provided. Students must abide by the assigned clinical site's mobile device policy.
- Students are required to wear a dosimeter at the clinical site and classroom lab. Loss of or damage to the dosimeter must be reported to the Clinical Coordinator or Program

Director immediately. The replacement fee for a lost or damaged dosimeter is the responsibility of the student. Any student who exhibits a pattern of failing to wear the dosimeter during clinical rotations will be placed on clinical probation.

- The VSCC Radiology Program dress code will be adhered to at the clinical site. If a student reports to the clinic in violation of the dress code he/she may be sent home. Any missed time must be made up. Repeated violations of the dress code will result in clinical probation or program dismissal. If the clinical facility dress code requirements differ due to a specific clinical learning experience (interventional radiology, surgery, etc.) the student must maintain the dress requirements of the sponsoring institution. Upon completion of the specified exam the student must return to the program uniform.
- Students will follow all policies (VSCC and clinical sites) concerning hair, jewelry, dress, nails, piercing, body adornments, personal hygiene, etc. while in the clinical site.
- Each facility requires students to wear an identification badge. If lost, these badges must be replaced immediately. VSCC badges will be replaced with a cost to the student. Clinical site ID badges must be returned to the Clinical Instructor upon completing clinical rotation at that site or upon termination from the program. Clinical ID badges are the property of the clinical site. Failure to return the ID badge will result in a grade of “I” (incomplete) in Clinical Education until the badge is returned.
- Professional conduct, courtesy and cooperation will be exercised at all times towards educators, technologists, fellow students, patients, department supervisors, and physicians. Students will be expected to treat all people with respect.
- Students should not use clinical time to study or read unless given permission to do so by the clinical instructor. If the clinical site allows, students may practice their positioning skills, clean and stock the assigned area, or volunteer to assist in another area during times of low patient load. Students may not relocate to an area different from their assigned area without the permission of the Clinical Instructor.
- Students are required to take lunch breaks if assigned to the site five (5) hours or more. A 30-minute lunch break is allotted for each student. Each student is also allotted two 15 minute breaks. Lunch and break times will be determined by the Clinical Instructor. If your facility allows 45 minute lunch breaks, this includes your morning break. If your facility allows one hour lunch breaks, this includes your two 15 minute breaks.
- Students must clock out when leaving the clinical area/site. If a student leaves the site without clocking out, he/she may be subject to clinical probation, as this constitutes falsification of records. Students may not leave the clinical site during assigned rotation time without the permission of the clinical instructor.

- Students are not allowed to perform venipuncture under any circumstances. Students may not administer iodinated contrast.
- Students are not allowed to perform fluoroscopy for diagnostic procedures or positioning.
- Students are not allowed to carry or hold departmental pagers for technologists, or respond to pages without a technologist.
- An Incident Report is written documentation of the facts (not personal opinion) concerning injury or any adverse occurrence to a patient, student, or clinical staff member. Each clinical facility has a policy governing incident reporting and will provide an Incident Report form for the student/technologist to complete. The student must report any incident, no matter how trivial it may seem, to the Clinical Instructor or the supervising technologist. The student must follow the clinical site policy. The student must notify the Clinical Coordinator as soon as possible after the incident occurs, and provide documentation of the incident for Program files.

Clinical Merits Policy

Students may be rewarded for exceptional clinical service in the form of merits. The following guidelines are used for awarding and using student merits:

- Technologists may suggest a merit be given to a student for going above and beyond normal duties.
- Clinical merits will only be awarded after the Clinical Instructor has approved the merit.
- A maximum of eight (8) merits may be earned at the clinical site each semester.
- One clinical merit is equal to one hour of clinical time. When merits are used, they must be documented in the on-line record keeping software.
- All clinical merits given by clinical staff or clinical instructors must be used at the same clinical facility in which they were earned.
- Merits earned for VSCC activities or given by VSCC faculty may be used during any semester.
- Students may use merit time to make-up sick days provided they have earned the merit in advance of the occurrence of the absence.
- Merits may not be used on the last regularly scheduled day of clinics without prior approval by the clinical instructor and clinical coordinator.

Valid reasons for earning merits may include but are not limited to:

- Volunteering to do something not in the job description.
- Showing initiative above what is expected.
- Tutoring other class members outside of class time or offering to tutor/teach other students.
- Receiving written praise from patients, staff technologists or physicians.

Clinical Participation Pre-Requisites Policy

The following list of requirements must be met before students begin their first clinical education rotation. These requirements may be superseded by individual clinical affiliate governance policy.

All students must be covered under a professional liability and general liability insurance policy prior to and during all clinical education. Liability insurance must include a minimum of \$1,000,000/\$3,000,000 coverage. This insurance must remain current and valid while in the program.

- Neither VSCC nor the clinical site affiliate assumes responsibility for medical expenses incurred by a student injured during clinical education (i.e., puncture wounds, contagious diseases, etc.). Therefore, students in the Radiologic Technology Program must be covered by a health insurance policy during the two-year program. Proof of medical insurance coverage must be submitted and kept current throughout the Program.
- All students must show proof of immunity to Measles (Rubella), Mumps, and Rubella (German measles). Documentation of titer results must be submitted as proof. If a student's titer results do not demonstrate immunity, the student must have the MMR vaccine, and repeat the titer approximately one month later. Positive titer results must be obtained by the deadline set and prior to attending clinics.
- All students born after 1980 must show proof of immunity to Varicella (chicken pox) through positive titer results. If the student's titer results do not demonstrate immunity, the student must have the varicella vaccine and repeat the titer approximately one month later. Positive titer results must be obtained prior to the student attending clinics.
- A TB (PPD/TST) skin test must be obtained at least annually. Some clinical affiliates require two TB skin tests prior to placement at that facility. Proof of a negative TB test reading must be obtained prior the student attending clinics. If the student's TB skin test is positive, the student must have a chest radiograph and/or Interferon-Gamma Release Assays (IGRAs blood test) prior to the student attending clinics and as requested thereafter. The TB Skin Test must be repeated at least annually or as required by the assigned clinical site.
- Hepatitis B is a potentially lethal virus more easily contracted than the HIV virus. Students must complete this vaccine series. This must be initiated prior to attending clinics and completed within six months. Students who have already received the vaccine series must obtain proof of the completed series. Students who are in the process of obtaining the Hepatitis B vaccines must obtain documentation of initial vaccination as well as all

subsequent vaccinations as received. Failure to provide documentation of completed series by the due date will result in program dismissal.

- All students are required to be certified in CPR - Basic Life Support for Healthcare Providers (BLS through the American Heart Association) during the program. Classes are offered at Volunteer State Community College. CPR certification through the American Red Cross is not an acceptable substitute for BLS certification.
- All students must purchase lead markers for use at the clinical sites and radiology lab. The Radiologic Technology Program staff will provide assistance in ordering the markers. Lost markers must be replaced immediately. Markers must be purchased prior to participation in clinical rotations. The markers must be standard red (right) and standard blue (left) and must also include two initials.
- All students must "PASS" a background check (copy provided to the College) prior to formal acceptance into the Radiology Program. Background checks may be required to be repeated annually. The results of the background check may be requested by the clinical site where the student is assigned.
- All students must obtain medical documentation of a Tetanus booster (TDAP – Tetanus, Diphtheria, Pertussis) received within the ten (10) years prior to acceptance into the Program.
- All students must purchase uniforms that meet the requirements outlined in the Radiology Program dress code.
- Students are subject to all additional policies of the clinical site including but not limited to annual influenza vaccinations and others as required.

Students will not be allowed to begin clinical education until the above requirements are met. Any missed clinical time due to failure to meet all pre-clinical requirements must be made up. Prolonged delays in fulfilling these requirements may result in dismissal from the program. If a student is removed from the clinical site because of failure to renew or keep current any of the above requirements, the student will be dismissed from the program.

Clinical Rotations and Assignments Policy

Clinical assignments will be finalized approximately four weeks before the beginning of the semester. Radiologic Technology Program personnel reserve the right to make changes to the schedule or rotation assignment at any time. Students should be prepared to attend clinics at any of the affiliate locations located up to 100 miles from the Gallatin campus. Each student will rotate to a different clinical affiliate each semester.

Clinical Semester Schedules

RAD 111C	Tuesday, Thursday & alternating Fridays, 1 st shift
RAD 112C	Tuesday, Thursday & alternating Fridays, 1 st shift
RAD 113C	Monday through Thursday, 1 st shift
RAD211C	Monday, Wednesday & alternating Fridays, 1 st shift
RAD 212C	Monday, Wednesday & alternating Fridays, 1 st shift

The following rules apply to all clinical schedules:

1. Students may not change their scheduled clinical days. All schedule changes are to be made by the Clinical Coordinator. Unauthorized schedule changes will result in no credit given for hours completed and is considered an unexcused absence.
2. No double shifts will be allowed. Ten (10) hours maximum are allowed in one clinical day.
3. No schedule changes (days or hours) will be made to accommodate outside employment, childcare issues, or any other personal matters.
4. Some clinical days/hours may be assigned during semester breaks.

Voluntary additional clinical time is allowed and must be pre-approved by the Clinical Coordinator.

Each student will create a username and password on the clinical assessment and tracking Web site. This online record keeping system maintains time records, competency forms, patient log of procedures and evaluation forms.

The patient log is used to record all patient procedures the student has been exposed to, specific exams performed and the student's role during the exam (assist, observe, or performed). The patient log should also document technologist supervision during repeats. The online record keeping system also contains time records, competency check-offs, and evaluations. The clinical site is responsible for providing a secure location for clinical materials, and completed clinical evaluations. The student is responsible for keeping username and password secure. Students are prohibited from using the username of other students. All VSCC materials (IDs, dosimeter) issued to students during the program must be returned to VSCC upon graduation or termination from the program.

Clinical Supervision Policy

The clinical coordinator has primary responsibility for clinical education assignments, supervision, and evaluation. Each clinical education site has a designated clinical instructor responsible for the supervision, instruction, counseling, and evaluation of assigned students. The clinical instructor or a qualified staff technologist, R.T.(R)(ARRT), will supervise the students in the clinical education sites at all times. The clinical instructors and clinical staff provide supervision and instruction to the students in the clinical education sites. At no time are students used as replacements for registered technologists or staff.

Supervision of students may be direct or indirect. The type of supervision is determined by the progress of the assigned student. Direct and indirect supervision are defined as follows:

Direct Supervision – the supervising technologist is present in the radiographic room when the student is performing a Radiologic examination. The supervising technologist is responsible for assisting the student and assuring proper procedures are followed.

Indirect Supervision – the student performs examinations without the presence of a technologist in the radiographic room. This type of supervision requires that a qualified technologist be immediately available to assist the student if necessary. Immediately available is defined as being in the adjacent room or within earshot of the student. Only those students that have proven competency in the exam will be allowed indirect supervision.

Mobile radiography (portables) will be performed under direct supervision at all times. Students are not allowed to perform mobile radiography without a qualified technologist to supervise.

All “repeat” radiographs will be performed in the presence of a qualified radiographer regardless of the student’s level of competency. Failure to do so could result in immediate dismissal from the program.

Communicable Disease Policy

Communicable diseases vary in their virulence, duration, mode of infection and effects. This policy is designed to protect students, patients, and clinical staff.

Students who know, or have reason to believe, they are infected with a communicable disease that may be hazardous to patients and personnel or prevents the student from competently performing positioning/patient care procedures, should not attend clinical courses. The student must inform the clinical instructor and clinical coordinator prior to an absence from the clinical course. Clinical time missed must be made up.

Students diagnosed with a serious communicable disease must submit a doctor's release before being allowed to return.

Confidentiality of personal information, including medical information and the name of the individual, must be respected to the fullest extent possible. Such information shall be disclosed only on a need-to-know basis or as mandated by law.

Computer Use Policy

This policy governs student use of College computing facilities. The terms “computing facilities” and “facilities” include any terminal, computer, printer, network component, or other related resource belonging to or provided by the College. This policy is applicable regardless of whether use of a facility originates at the College, at a student’s residence, or at any other location.

- Computing facilities are provided to support the mission of the College.
- Student access to computing facilities is provided only for uses associated with a course of study and activities related to that course.
- The use of computing facilities for non-College related purposes are prohibited.
- All who use computing facilities agree to do so in a manner that is ethical, legal, and does not interfere with others.
- Students’ children are not allowed in computer labs or classrooms or left unattended on campus.
- Food and drinks are prohibited in computer labs.
- Cellular phones, pagers, beepers, and other similar devices may not be used in computer labs and classrooms.
- Students may use only those facilities that have been properly authorized for their use. Students may not make their password available to others, use an account set up for another person, or attempt to discover the password of another person.
- Students must be aware of, and adhere to, the laws related to software copyrights and licensing. Software may not be copied without the expressed permission of the copyright holder.
- Students may not copy or attempt to copy information belonging to another person without that person’s expressed permission.
- Students may not attempt to interfere with the operation or attempt to circumvent security measures of the College’s computing facilities.
- Students may not use the College’s computing facilities to send, receive, or access material that is deemed to be obscene, offensive, or harassing to others. The College reserves the right to determine if a particular source of information may contain such information and to restrict or deny access to such sources at its discretion.

The College makes computing facilities consisting of hardware and software available to internal and external users. The College accepts no responsibility for any damage to or loss of data arising directly or indirectly from the use of these facilities or for any consequential loss or damage. The College provides no facilities that guarantee the confidentiality of files. The computer systems administrator and his/her designee do have the ability to view all messages and files of any user. It is not the routine practice of the administrator to view such files; however, privacy cannot be guaranteed. Different computer labs may have different regulations concerning their use. (Example: signing in and out may be required in some labs.) Students who use a computer lab must learn and adhere to the regulations of that lab.

Confidentiality Policy

This policy governs student access to and use of confidential information including all hardware, software, data, and patient information accessed by students during their clinical education. Student access to confidential information is contingent upon continuous observance of the confidentiality obligations described below.

- Confidential Information means any and all information, knowledge or data relating to the clinical education center, its business operations, computing facilities including hardware and software either licensed or developed by the facility, patient care activities including all parts of the patient's medical record, finances including pricing schedules and patient accounts, and other activities as may be determined for "Official Use Only", which the student may acquire or obtain by virtue of work performed at the clinical education site.
- Student agrees not to use any Confidential Information for personal gain. Student also agrees not to divulge Confidential Information to others to the detriment of the clinical education center, its patients, employees or agents, as is required under the following policies or any other applicable policy of the clinical education center unless disclosure or its use is authorized by the Administration of the facility.
- Students shall at all times observe the requirements of the clinical education site's policy regarding "Confidentiality of Information", keeping all Confidential Information concerning the business and patient care activities of the facility strictly confidential as outlined in the policy.
- Students shall at all times observe the requirements of the clinical education site's policy regarding "Release of Information from the Patient's Medical Record", respecting all patients' rights to privacy by keeping all Confidential Information pertaining to patients strictly confidential and referring all requests for disclosure of Confidential Information to the Medical Records Department.
- Students shall at all times observe the requirements of the clinical education site's policy regarding "Computer Security and Data Access", protecting the corporate data and equipment on which Confidential Information is processed.
- Student understands and agrees that any actual or threatened unauthorized use or disclosure of Confidential Information will result in the immediate revocation of the students' access to information which will lead to program termination. Additionally, the student may be subjected to legal action and the costs of any such action, including attorney fees, barring the student from the actual and continued use of disclosure of Confidential Information, and/or seeking monetary damages against student for the breach or anticipated breach of this policy.
- Student understands the HIPAA standards and agrees to abide by them pertaining to any information or situation while engaged in any activity during clinical education.

Disciplinary Policy

This program is committed to the practice of ethical standards in education. The policies, procedures, and regulations of the program reflect this commitment. This program expects an acceptable quality of work and mature behavior from each student. Students are regarded as adults and are expected to conduct themselves in a manner which meets the accepted standards of health care professionals.

Misconduct is a behavior which interferes with the educational process or which jeopardizes the welfare of others. The following non-academic matters will be subject to disciplinary action as outlined in this document but are not limited to:

- Insubordination to instructors, supervisors, and staff.
- Excessive tardiness or unexcused absences.
- Violation of any specified honor code or code of professional ethics.
- Possession of or being under the influence of alcoholic beverages or illegal drugs while on campus or at a clinical site.
- Participation in activities threatening the safety of others.
- Illegal possession of dangerous weapons.
- Stealing from any individual.
- Exhibiting unprofessional behavior.
- The inability to maintain a minimum of 80% in each course at the end of each semester.
- Unsafe radiation practices in the laboratory or clinic.

Student misconduct shall be reported to the Program Director, Clinical Coordinator, Didactic Instructor, or other staff. Any person may report student misconduct. Every effort shall be made to resolve the alleged problem.

Failure to adhere to academic standards or clinical policies of conduct, as outlined in program guidelines or policy and procedure manual will result in disciplinary action. Depending on the severity of the misconduct, the sequence of program disciplinary actions is as follows:

1. Program Warning

A verbal warning will be given on the first offense at the clinical site or on campus. A second offense may result in a written warning. Evidence of each warning may be documented in the student's program record.

A written warning may be given for the first offense at the clinical site or on campus. Evidence of this warning will be documented in the student's program record.

2. Program Probation

Students may be placed on program probation as part of the disciplinary process. Program probation involves a period of time with performance expectations specified in a contract, during which the student's performance in either the didactic or clinical setting will be closely monitored. If the student has not met the performance expectations by the end of the probationary period, the student may be dismissed from the program.

3. Program Suspension

- a. The student may be suspended from the clinical site or from classes for investigatory purposes following an alleged breach of program policies.
- b. Suspension from attendance at the clinical affiliate for any reason will be reported to the Program Director and/or Clinical Coordinator and the student in writing. This suspension from the clinical affiliate does not necessarily exclude the student from attending classes at the college.
- c. Program suspension from the clinical site may result in the inability of the student to complete the course objectives, and possibly the program, and may be grounds for dismissal.
- d. The Dean of Allied Health will review all suspensions.
- e. Time lost due to suspension will be counted as days absent and will be subject to the clinical attendance policy.
- f. The student will be officially notified in writing regarding the suspension and actions to be taken.

4. Program Dismissal

Students will be notified in writing of their dismissal from the program. Examples of incidents resulting in program dismissal include but are not limited to:

- Failure to pass a required program course with a grade "C = 80%" or better.
- Failure to register for a given semester during the appropriate time frame as established by the college.
- Disclosure of confidential information. (HIPAA violation)
- Falsification of records.
- Egregious violation of Program Standards. (Breach of institutional, departmental, or programmatic policies, procedures, rules, and regulations)
- Insubordination. (verbal and/or physical)
- The conviction or distribution of, or possession of, illegal drugs or controlled substances.
- Reporting to class or clinical assignments under the influence of alcohol or narcotics.
- Possession of a firearm while on institutional grounds.
- Failure to accomplish clinical assignments and objectives.
- Theft of college or clinical education site property. (Malicious destruction or theft of patient, visitor, employee, or institutional property.)
- Malicious damage to laboratory or clinical equipment.

Clinical affiliates reserve the right to expel or reject any student whose behavior is judged to be unacceptable at their institution. If space is available, the student may be reassigned to another

affiliate. Reassignment may include a clinical site interview of the student. The program and clinical affiliates are under no obligation to reassign the student.

5. Program Appeals Procedure

If the student disagrees with the disciplinary action, the student has the right to appeal the decision. Appeal of disciplinary actions will be in the following sequence:

- a. The student must present a written, signed appeal outlining the complaint to the Program Director within five (5) instructional days following the disciplinary action. During the appeals process, the student may be allowed to attend and participate in classes on campus. The Program Director must respond in writing within five (5) instructional days after receipt of the complaint.
- b. If the student desires to appeal the Program Director's decision, the student should present a written, signed appeal outlining the complaint to the Dean of Health Sciences within five (5) instructional days after receiving the Program Director's decision. The Dean will consult with the parties involved and notify the student of the decision within five (5) instructional days of the appeal.
- c. If the student desires to appeal the Dean's decision, the student should present a written, signed appeal to Student Services within five (5) instructional days of receiving the Dean's decision.

6. Voluntary Withdrawal

A program withdrawal may be requested if a student feels that he/she can no longer continue in the program, for any reason. The intent to withdraw must be in writing to the Program Director.

Refer to the College Catalog for tuition refund information.

Dosimeter Policy

The Radiologic Technology Program utilizes dosimeters to monitor radiation exposure. Dosimeters are the property of Volunteer State Community College.

Students must:

- Wear the dosimeter at all times during clinical hours and during all labs
- Wear at the collar level outside of lead aprons or other shielding
- Fetal dosimeters are to be worn under the lead apron at waist level
- Not leave the dosimeter in a hot car or near any sources of excessive heat or humidity
- Not wear the dosimeter to outside employment or when the student is the patient
- Not launder (wash or dry) the dosimeter
- Document the dosimeter reading monthly
- Failure to return the dosimeter upon completion of the program will result in an incomplete (I) course grade which will delay graduation
- Not lend the dosimeter to another student or technologist
- Pay the current rate for replacement of a lost or damaged dosimeter

Students who do not read their dosimeter by the due date day of each month will receive a zero for that assignment in their clinical grade. Habitual tardiness with this policy can result in dismissal from the program. Dosimeter reports will be kept securely online. Students will have access to the report at any time via unique secure username and password. Students should take a copy of the latest report upon graduation.

Drug and Alcohol Use Policy

Being under the influence of drugs or alcohol while on campus or in the clinical setting poses serious safety and health risks. The following policies and procedures will be followed by radiology students:

The use of or being under the influence of alcohol by any student while performing assigned responsibilities is prohibited. "Being under the influence" means that the student is affected by alcohol or drugs, or a combination, in any detectable manner which interferes with safe performance of duties. Symptoms of influence are not confined to those consistent with misbehavior, or to obvious impairments of physical and mental ability, e.g. slurred speech or difficulty maintaining balance.

The use of or being under the influence of a legal drug, prescribed or self-administered, by any student while performing assigned responsibilities, is prohibited to the extent that such use may affect the safety of self, patients, co-workers, or the public. If it is determined that the student poses a threat to safety of others/self and that performance is affected, the student will not be permitted to attend clinical rotations.

The use, sale, purchase, transfer, or possession of an illegal drug by any student is prohibited. An illegal drug is defined as any drug (1) which is not legally obtainable or (2) which is legally obtainable but has been prescribed for someone other than the person taking it. The presence of or use of any detectable amount of illegal drug while performing assigned responsibilities is prohibited.

Student suspected of being under the influence must immediately comply with requests for alcohol/drug screening. The student is responsible for any costs associated with the screening.

For more information, refer to the [VSCC Alcohol, Drugs, and Weapons Possession Statement](http://volstate.edu/campuspolice/drugfree.php?ref=404) (volstate.edu/campuspolice/drugfree.php?ref=404) (opens in a new window).

Drug Screening Policy

Students seeking enrollment in Health Science Programs requiring participation in clinical training must provide evidence of a negative 10-panel urine drug screen. Failure to provide negative drug screen results by the due date will make the student ineligible for enrollment in the Program. The clinical sites may require an additional drug screen at any given time.

No student will be permitted to participate in the program until the College has received a negative drug screen report. Each student, at his/her own expense, is responsible for the urine drug screen.

Students who wish to appeal the results of the drug screening should do so through the drug screen vendor.

Employment Policy

Success as a Radiologic Technology student requires numerous hours in the classroom, numerous hours at home studying, and numerous hours in the clinics. Students may be offered employment at the facility where they are assigned for their clinical rotation. While this type of employment is not prohibited, there are certain Program guidelines that must be fully understood before a student accepts employment at one of the Radiology Program clinical sites.

1. Students may not be paid for their clinical education.
2. Hours worked for pay will not be counted as clinical education hours.
3. No competency check-offs will be obtained while the student is working for pay.
4. Students are not allowed to wear the VSCC dosimeter or ID badge while working for pay. A separate dosimeter and ID badge will be provided by the student's employer to be worn during work hours.

Violation of any of the above guidelines may result in clinical probation, and/or immediate dismissal from the Radiologic Technology Program.

Grievance Policy

In the event a student has a complaint regarding academic, non-academic, or clinical issues, the student will use the following procedure to reconcile the problem:

- The student should initially discuss and submit in writing the circumstances with the instructor or Clinical Coordinator within five (5) instructional days.
- If, as a result of these discussions, the student does not feel that the issue has been satisfactorily resolved, he or she may, within five (5) instructional days, inform the Program Director in writing of the grievance. The Program Director will respond, in writing, within five (5) instructional days.
- If the Program Director's decision does not satisfactorily resolve the issue, the student may notify the Dean of Health Science in writing, within five (5) instructional days.
- If the Dean's decision does not satisfactorily resolve the issue, the student may notify Student Services in writing, within five (5) instructional days.

Students are given the opportunity to appeal a grade received in an academic or clinical course. The student must contact the instructor first in an effort to resolve the problem. If this is unsuccessful, the student must make an appeal in writing to the Academic Integrity Committee. The appeal to the Committee must be initiated within five (5) instructional days after receipt of the grade. The written appeal may be submitted to the office of Student Services. The Academic Integrity Committee will grant a hearing within thirty (30) days to evaluate the appeal. The Committee will notify the student of their decision.

The student may appeal the committee's decision in writing within five (5) instructional days after notification of the Committee's decision, to the Vice President of Academic Affairs.

Within ten (10) instructional days after receipt of the appeal, the Vice President of Academic Affairs will submit a written decision to the student and all concerned parties.

If a student has a grievance related to a clinical site, the student must contact the site's Clinical Instructor and/or the Program's Clinical Coordinator. The incident must be reported to the Clinical Coordinator or the Program Director within five (5) instructional days. The Clinical Coordinator may involve the Program Director or the Dean of Health Sciences, as well as the site's Radiology Department Director, depending on the nature of the problem. The Program faculty will make every effort to resolve the student's problem. Program faculty will notify students of any decision or action taken within five (5) instructional days of the reported incident.

The student may appeal the decision, in writing, within five (5) instructional days, to the Dean of Health Sciences. The Dean will gather information from all parties involved and render a decision within ten (10) instructional days after the appeal is submitted.

The student may appeal to the Vice President of Student Services within three (3) instructional days after notification of the decision. Within ten (10) instructional days, the Vice President will submit a written decision to the student and all concerned parties.

If a clinical site has a problem with a student's conduct at the site, the involved parties must first approach the site's Clinical Instructor and the Program's Clinical Coordinator in an effort to resolve the problem. The same resolution process and time periods will be followed as outlined in this section.

Students dismissed from the Radiologic Technology Program may appeal the decision, in writing within three (3) instructional days of dismissal. Appeal should be made to the Dean of Health Sciences. The Dean will consult with the parties involved and notify the student of the decision within five (5) instructional days of the appeal.

If the student still does not obtain satisfactory resolution, the student may then appeal the decision in writing within five (5) instructional days, to the Vice President of Student Services. The Vice President will review the appeal and notify the student of the decision within five (5) instructional days.

For additional information, please review the [Volunteer State Student Handbook](http://volstate.edu/StudentHandbook/index.php) (volstate.edu/StudentHandbook/index.php) (opens in a new window).

Health Insurance Portability and Accountability Act of 1996 (HIPAA) Policy

Although HIPAA also deals with other healthcare issues such as health insurance access, the prevention of healthcare fraud and abuse, tax-related issues, and group health plan requirements, this policy focuses upon the confidentiality of patient information. Students participating in the clinical component of the Program have access to information regarding the patients they come into contact with at the clinical education sites. This information is typically obtained through verbal, written, pictorial, and electronic means.

- Patient information should only be released to those individuals or organizations on an official “need to know” basis. Prior to the release of any healthcare information, the student should contact the immediate supervisor in charge at the clinical education site.
- Patient information should never be discussed with co-workers or other healthcare personnel unless they are involved with the patient and it affects the care of the patient or the procedure being performed.
- Patient information should never be discussed in public areas of the hospital or outside of the hospital. This includes areas such as elevators, cafeteria, etc.
- Patient information should not be left visible on computer screens or other areas. Students should log out of computers when unattended.
- Patient information should be disposed of in the proper receptacles.
- Patient information discussed for educational purposes should not include identifying information and should not be discussed outside of class or clinic.

Refer to Clinical Disciplinary Policy for additional information.

Inclement Weather Policy

When the Volunteer State Community College Gallatin campus is closed, all classes and clinics are cancelled. These are excused absences and clinic time missed will not be made up. Students are responsible for obtaining information about the college status. The student may access the information from VSCC announcements on the VSCC phone line, the [Web site](http://volstate.edu), (volstate.edu) (opens in a new window), local radio stations, or local news stations. Students are encouraged to sign up for text alerts [here](http://volstate.edu/publicrelations/textalert.php?ref=AZ) (volstate.edu/publicrelations/textalert.php?ref=AZ) (opens in a new window). When VSCC is closed and clinics are cancelled, students should call or send an email to their clinical instructors as a courtesy.

When the Gallatin campus is open, students are expected to attend clinics and classes unless the student believes the road conditions in their area are too hazardous. Students must call, email, or text the Clinical Instructor and the Clinical Coordinator one (1) hour prior to the shift start time if unable to attend clinics due to weather.

If a Clinical Instructor deems weather conditions to be hazardous, the Clinical Instructor should contact the Clinical Coordinator (or Program Director, if Clinical Coordinator is not available) before releasing students from clinics due to inclement weather. The Clinical Coordinator will make a decision regarding releasing students from clinics and will communicate the decision to all students via phone call, email, text message or through the Clinical Instructors.

In the event that a clinical facility is closed due to events related to weather, or students are not allowed at the site post weather event or emergency response, the student will contact the Clinical Coordinator. If the clinical facility goes on lock-down while the student is at the facility, the student must follow the rules and policies of the clinical education facility and remain at that facility until the “all-clear” is given.

When the Gallatin Campus opens late, students are required to follow the delayed class schedule. All clinics will begin at the announced campus opening time. If the Gallatin campus closes early, all clinical education will end at that time.

Students are not excused from clinics for childcare or other personal issues due to inclement weather.

In the event of a Tornado Watch or other severe weather situation, students who are in the Radiology classroom must follow the directives of the Emergency Management Team and take cover in the safe zone with other building occupants. Students are not allowed to leave campus until the all clear is given. If the student is at a clinical site, they must follow the Emergency personnel directives at that facility.

Laboratory Policy

The energized laboratory is designed to simulate a patient care area. Students are allowed to utilize the lab to practice and prepare for their lab testing. The lab is available for student use during normal campus hours if the lab or classroom are not in use. Radiography Faculty must be available for all radiation exposures. Under no circumstances will exposures be made using a human as the patient.

- Students will not make any exposures in the lab without the approval of one of the Radiography Program faculty. When the Radiography Program Faculty are not available, the lab will be turned off and the door will be locked.
- Students are to bring their own markers and dosimeter to lab.
- Each student will act as the “patient” during lab and shall not communicate anything that may assist in any way with the student acting as the technologist. This includes orally giving them hints or physically placing yourself into a specific position. The “patient” is to wait until told what to do before reacting. This also means the “patient” will be touched as appropriate by the student acting as the technologist.
- The student performing the examination is to properly communicate to the “patient” so there is no misunderstanding as to what is desired. Students are to use layman’s terminology when addressing the “patient,” not medical terminology. This also means the student will be required to touch the “patient” as appropriate.
- Students are required to complete laboratory testing within a specified time frame. Time frame allowances for each exam will be identified in the course syllabi.
- Food and drink are not permitted in the lab, around any lab equipment, or any ancillary/peripheral accessories including the control panel, keyboard, monitors, CR reader, cassettes, etc.

Any additional or specific laboratory requirements will be found in the course syllabi.

Violations of this policy will result in disciplinary action including but not limited to dismissal from the program.

Magnetic Resonance (MR) Safety Policy

There may be times during clinical education in which students are asked to assist patients and/or technologists in the Magnetic Resonance (MR) area. MR equipment has very strong magnetic fields that may be hazardous to individuals entering these specified areas and caution must be applied.

MR equipment is always “on”, including nights and weekends. Magnets cannot be turned off quickly, therefore a thorough understanding of safety protocols are necessary for employees and patients alike. All ferromagnetic or metallic objects should be removed before entering the MR environment. Ferromagnetic materials attracted by the MR magnet include iron and many forms of steel, including some stainless steel alloys. Some examples of these objects include: hearing aids, mobile device, keys, eyeglasses, hair pins, barrettes, jewelry, watch, safety pins, paperclips, money clip, credit cards, bank cards, magnetic strip cards, coins, pens, pocket knife, nail clippers, steel-toed boots/shoes, name tags, x-ray markers, etc. Certain medical/dental implants, devices or objects may also be hazardous to you in the MR environment.

Before entering the MR environment the student must complete the MR Safety Screening checklist, sign, and return to the clinical coordinator. Please consult the MR Technologist or Radiologist if you have any question or concern BEFORE you enter the MR system room.

Magnetic Resonance (MR) Safety Screening Checklist

Certain implants, devices, or objects may be hazardous to you in the MR environment. Do not enter the MR environment if you have any question or concern. Consult the MR Technologist or Radiologist before entering. The MR magnet is always on. Before entering the MR environment, complete, sign, and return this form to the clinical coordinator.

Please indicate if you have any of the following:

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Aneurysm clip(s)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Any metallic fragment or foreign body
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Any type of prosthesis (eye, penile, etc.)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Artificial or prosthetic limb
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Body piercing jewelry
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Bone growth/bone fusion stimulator
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Bone/joint pin, screw, nail, wire, plate, etc.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Cardiac pacemaker
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Cochlear, otologic, or other ear implant
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Dentures or partial plates
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Electronic implant or device
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Eyelid spring or wire
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Hearing aid
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Implanted cardioverter defibrillator (ICD)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Implanted drug infusion device
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Insulin or other infusion pump
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Internal electrodes or wires
<input type="checkbox"/> Yes	<input type="checkbox"/> No	IUD, diaphragm, or pessary
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Joint replacement (hip, knee, etc.)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Magnetically-activated implant or device
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Medication patch (Nicotine, Nitroglycerine)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Metallic stent, filter, or coil
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Neurostimulation system
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Radiation seeds or implants
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Shunt (spinal or intraventricular)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Spinal cord stimulator
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Surgical staples, clips, or metallic sutures
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Swan-Ganz or thermodilution catheter
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Tattoo or permanent makeup
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Tissue expander (e.g., breast)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Vascular access port and/or catheter
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Wire mesh implant
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Other: _____

Name: _____ Date: _____

Mammography (and other gender specific) Rotations Policy

All students, male and female, will be offered the opportunity to participate in mammography clinical rotations to observe and/or perform breast imaging. (Additionally, this policy may be applied to any imaging procedures performed by professionals who are of the opposite gender of the patient.)

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

This policy is based on the sound rationale presented in a position statement on student mammography clinical rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at its April 2016 meeting. The JRCERT position statement is included as Addendum A to this policy and is also available on [the JRCERT Web site](http://www.jrcert.org) (jrcert.org) (opens in a new window), Programs & Faculty, Program Resources.



(Addendum A to Mammography Rotations Policy)

Position Statement on Mammography Clinical Rotations Adopted by the JRCERT Board of Directors (April 2016)

The Joint Review Committee on Education in Radiologic Technology (JRCERT) **Standards for an Accredited Educational Program in Radiography** are designed to promote academic excellence, patient safety, and quality healthcare. The JRCERT accreditation process offers a means of providing assurance to the public that a program meets specific quality standards. The process helps to maintain program quality and stimulates program improvement through program assessment.

Standard One - Objective 1.2 of the JRCERT Standards requires a program to document that it “provides equitable learning opportunities for all students.”

The JRCERT does not provide legal advice to program officials. Nevertheless, the JRCERT has received numerous inquiries regarding the placement of students in mammography clinical rotations. The JRCERT understands that there have been significant concerns regarding the interpretation of the JRCERT Standards regarding equitable learning opportunities for all students. As a point of clarification, the JRCERT notes that equitable means dealing fairly with all concerned. It does not necessarily mean equal.

The JRCERT has analyzed statistical data that indicates current imaging practices in mammography have resulted in minimal employment opportunities for males. Certification demographic data indicates that less than 1% of the approximately 50,000 technologists registered in mammography by the American Registry of Radiologic Technologists (ARRT) are males. Overwhelmingly, clinical site policies prohibit male students from participation in mammography rotations. Such participation is limited due to liability concerns, as well as consideration for the interests of the patient. These policies are established not only for mammography exams, but also for other gender-specific examinations performed by professionals who are the opposite gender of the patient.

With regard to mammography, the JRCERT has determined programs must make every effort to place a male student in a mammography clinical rotation if requested; however, programs will not be expected to attempt to override clinical site policies that restrict mammography rotations to female students. Male students should be advised that placement in a mammography rotation is not guaranteed and, in fact, would be very unlikely. To deny mammography educational experience to female students, however, would place those students at a disadvantage in the workforce where there is a demand for appropriately educated professionals to address the needs of patients. It is noted that the same clinical site policies that are in place during the mammography educational rotations are most likely applicable upon employment, thus limiting access for males to pursue careers in mammography.

The JRCERT reiterates that it is the responsibility of each clinical site to address any legal challenges related to a program’s inability to place male students in a mammography rotation. All students should be informed and educated about the various employment opportunities and potential barriers that may affect their ability to work in a particular clinical staff position.

4/8/16

OSHA, CDC, NIH Standards, Universal Precautions, Blood-Borne Pathogens Policy

Radiologic Technology students will adhere to all guidelines issued by OSHA, CDC, and NIH regarding blood, body secretions, and Universal Precautions. Students who do not follow regulations and Universal Precautions while in the clinical setting will be subject to disciplinary action including but not limited to clinical probation and termination.

Personal Protective Equipment Policy

Appropriate personal protective equipment (PPE) will be made available to all students as necessary to protect them from illness or injury that may be caused by exposure to blood and body fluids to minimize student exposure to bloodborne pathogens. Students will be provided appropriate personal protective equipment during clinical rotations and in the school lab (if necessary) including but not limited to gloves, gowns, masks, face shields, and eye protection. Students with latex allergies are advised to inform program faculty and clinical staff and should use extreme caution when selecting protective gloves.

- All students shall routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure when a potential contact with blood or body fluids is anticipated.
- Gloves shall be worn for touching blood, other potentially infectious materials, mucous membranes, or non-intact skin of all persons, and for handling items or surfaces soiled with blood or potentially infectious materials.
- Gloves shall be changed immediately after each exposure incident and disposed of properly.
- Protective eyewear or face shields shall be worn during those tasks or procedures that are likely to generate droplets of blood or other potentially infectious materials to prevent exposure of mucous membranes of the mouth, nose, and eyes.
- Aprons, gowns, or appropriate coveralls shall be worn during tasks or procedures likely to generate splashed of blood or other potentially infectious materials.
- Hands and other skin surfaces shall be washed immediately and thoroughly following contact with blood or other potentially infectious materials.
- Eyes and mucous membranes shall be flushed with water immediately and thoroughly following contact with blood or other potentially infectious materials.
- Hands shall be washed immediately and thoroughly after gloves are removed.
- Each facility will also provide hand sanitizer dispensers. Hand sanitizers should not be used as a substitute for proper and frequent hand washing.
- All students shall take necessary precautions to prevent injuries caused by sharp instruments or devices.
- Students will be required to provide their own personal protective equipment, such as mouthpieces or ventilation devices, to use when resuscitation is necessary to minimize the need for mouth-to-mouth ventilation.
- Students with exudative lesions of weeping dermatitis shall refrain from direct personal contact and handling personal care items and equipment until the condition resolves.
- Pregnant students should be especially familiar with and strictly adhere to precautions to minimize or eliminate any potential exposure to the fetus.

- All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, splattering, and generation of droplets of these substances.
- Mouth pipetting/suctioning of blood or other potentially infectious materials is strictly prohibited.

Failure to comply with this policy will result in a disciplinary action including but not limited to dismissal from the program.

Pregnancy Policy

If a student suspects she is pregnant while enrolled in the program, she has the option of informing the Program Director/Clinical Coordinator of her pregnancy. In the absence of this voluntary written disclosure, a student cannot be considered pregnant.

If the student *chooses* to disclose her pregnancy, she must notify the Clinical Coordinator and the Program Director by signing the declaration of pregnancy form. The student may submit a written withdrawal of declaration of pregnancy form at any time.

After disclosure, if the student chooses to remain in the clinical setting, she will be required to wear a fetal dosimeter. The student is required to read the fetal monitor monthly. No banking of clinical hours is permitted.

Upon declaration of her pregnancy, the student must select one of the following:

1. Continue the educational program without modification or interruption.
2. Continue the educational program with modification in clinical assignments (fluoroscopic procedures). Classwork will continue.
3. Take a Leave of Absence from clinical assignments for the duration of the pregnancy. The student will be responsible for making up missed clinical time. Classwork will continue.
4. Formally withdraw from the program by submitting a written letter to the program director.

DECLARATION OF PREGNANCY FORM

I, _____, have voluntarily disclosed my pregnancy to the following:

- 1. Program Director, VSCC Radiology Program
- 2. Clinical Coordinator, VSCC Radiology Program
- 3. My current Clinical Instructor

I have selected my choice as shown below. I understand that I may submit a written withdrawal of declaration of pregnancy form at any time. My anticipated date of delivery is _____.

At this time, my informed decision is to:

- Continue the educational program without modification or interruption.

- Continue the educational program with modification in clinical assignments (fluoroscopic procedures). Classwork will continue.

- Take a Leave of Absence from clinical assignments for the duration of the pregnancy. Student is responsible for making up all missed time. Classwork will continue.

- Formally withdraw from the program by submitting a written letter to the program director.

Print Name: _____

Signed: _____

Date: _____

WITHDRAWAL OF DECLARATION OF PREGNANCY FORM

I, _____, have previously and voluntarily disclosed my pregnancy to:

- 1. Program Director, VSCC Radiology Program
- 2. Clinical Coordinator, VSCC Radiology Program
- 3. My current Clinical Instructor

By submitting this declaration, I am withdrawing my previous declaration dated _____.

By checking this box, I am confirming my withdrawal of declaration of pregnancy.

Print Name: _____

Signed: _____

Date: _____

Professional Reference Policy

On occasion, a potential employer or school will call the radiology faculty for a reference regarding current students or graduates. It is the desire of the faculty to assist the student or graduate in their search for employment and in continuing education pursuits. However, employment is not guaranteed. It is the practice of the faculty to provide potential employers and educators with factual information regarding the student or graduate. If the student or graduate desires for the faculty to refuse to serve as a reference when asked, the student must submit their request, in writing, to the Program Director.

Radiation Safety Policy

The goal of radiation protection is to limit the probability of radiation-induced diseases. The program is committed to keeping exposure As Low As Reasonably Achievable (ALARA). Every student is required to exercise sound radiation protection practices at all times in the clinical site and in the Program's energized lab. Unsafe radiation practices are prohibited and may be grounds for disciplinary action or dismissal from the program. These include, but are not limited to:

1. Using the energized lab for any reason without appropriate faculty supervision.
2. Taking exposures, intentionally or unintentionally, on a person in the energized lab. Humans may not be exposed without a physician's order.
3. Performing any procedure without appropriate supervision of a registered radiographer.
4. Repeating radiographs without the direct supervision of a registered radiographer.
5. Not wearing or providing protective apparel as appropriate.
6. Failing to report the loss or damage of a dosimeter to program faculty immediately. Without a dosimeter, students MAY NOT participate in clinical or lab activities.

Safe radiation protection practices (ALARA) are taught in the classroom and should be adhered to at all times. These practices include:

Time: Exposure time to ionizing radiation will be kept to a minimum.

Distance: Students will maintain as much distance as practical from ionizing radiation.

Shielding: The use of lead shielding will be used when appropriate. Radiation protection devices will be worn at all times by the student during fluoroscopy, portable exams and in surgical rooms. Student will remain behind lead barrier during exposures other than portable and fluoroscopic procedures. Patients will be shielded when possible.

Students are required to wear dosimeters while in the energized lab and in the clinical setting. Monitoring devices are available from the program faculty at the beginning of the program and should be worn at the collar and outside a lead apron or shield. Devices are to be removed if undergoing diagnostic procedures as a patient.

Students will comply with all applicable guidelines. In accordance with the "as low as reasonable achievable" (ALARA) principle, the program has set the following exposure limit: 60 mrem/month of deep, whole-body radiation according to the dosimeter. Should the radiation exposure for an individual student exceed 60 mrem in any given month, the student will be counseled on methods to reduce exposure and may receive remediation. Radiation protection practices and the student's clinical schedule will be reviewed to attempt to determine where/how the student received the exposure. Clinical modifications may be required. A conference form will be

completed and placed in the student's file. If the student continues to exceed safe radiation exposure limits, including fetal dosimeter results, disciplinary action may be taken, up to and including dismissal from the Program.

The Clinical Coordinator is designated as the Radiation Safety Officer (RSO). As such, the Clinical Coordinator will regularly monitor dosimeter reports. Any lost or damaged dosimeters should be immediately reported to the Clinical Coordinator for replacement at the student's expense.

Students must not hold image receptors during radiographic procedure. Students should not hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care.

It is the responsibility of the student to read the dosimeter via the internet by the monthly due date. Failure to adhere to due dates may result in a clinical grade deduction as outlined in the course syllabus. Monitoring reports are secured online. Students may access the online monitoring report via unique username and password.

Employment warranting a monitoring device must be monitored with a separate dosimeter provided by the employer.

The exposure to the embryo/fetus of a declared pregnant student must not exceed 500 mrem (5mSv)/background exposure during the entire pregnancy. An attempt must be made to avoid substantial variation above a uniform monthly exposure rate (< 50 mrem/month) to the pregnant student.

Re-entry into the Program Policy

Students not completing the program will receive a withdrawal letter from the program director. The withdrawal letter will specify the reasons for withdrawal and if the student is eligible for re-entry. If re-entry is allowed, the terms for re-entry will be defined in the withdrawal letter. Program re-entry cannot be guaranteed. Reasons for withdrawal may include, but are not limited to: withdrawal from a program course, withdrawal from the program, academic course failure, clinical course failure, or documented deficiencies in clinical performance. Students allowed to re-enter, may only re-enter the program one time.

Re-entry requests are considered on an individual basis and only when clinical space is available and if there is evidence the conditions which caused the student's withdrawal have been resolved. Requests for re-entry are carefully considered. Students who request re-entry must abide by the policies and procedures in place at the time re-entry is sought, not those that were in place at the time of first admission.

To be considered for re-entry, the Request For Program Re-entry Form must be completed and submitted to the program director. If students choose to sit out greater than one year, they are not eligible for re-entry; they would be required to re-apply.

Request For Program Re-entry Form

I am requesting consideration for re-entry into the Volunteer State Community College Radiologic Technology Program. It has been less than one year since my Program withdrawal.

I understand re-entry is contingent upon clinical space availability and correction of the conditions which necessitated my initial withdrawal from the Program. I understand there is not guarantee of clinical space availability.

Attached is my detailed explanation of how I have corrected the conditions which necessitated my withdrawal from the Program.

Print name: _____

Signature: _____

V Number: _____

Date: _____

Safe Environment Policy

The personal safety and health of each student is of primary importance. In order to maintain a safe learning environment, student involvement in, or witness to the following types of events (not inclusive) should be immediately reported to your Instructor/Clinical Instructor, Clinical Coordinator and/or to the Program Director.

- Smoking in unauthorized areas
- Vandalism of personal property, college property, or medical facility property
- Theft (personal and/or College/medical facility)
- Illegal drugs (possession or use)
- Alcohol (possession or use)
- Accidental radiation exposure (energized lab and/or clinical facility)
- Emergencies (i.e. illness, fire, etc.)
- Bodily injury to oneself, fellow student and/or patient, (i.e. slip or fall, exposure to communicable disease, etc.)
- Chemical or hazardous material spill
- Equipment malfunctions/issues
- Safety/security issues
- Confidentiality issues
- Threat of violence
- Sexual harassment
- Exposure to blood borne pathogens
- Needle sticks

Should an incident occur during a student's clinical rotation, the student should inform the Clinical Instructor at the site immediately and the Clinical Coordinator within 24 hours of the occurrence. The student will adhere to the medical facility's rules and guidelines for the incident in question and may consult with the Clinical Coordinator and/or Program Director.

Social Media Policy

Prior to posting anything on social media, the student should evaluate the content with the understanding that a patient, colleague, educational institution, clinical site, or prospective employer could potentially view the posting. Online content and behavior has the potential to undermine the student's good standing in the course as well as the student's professional career. Social media postings by a student considered detrimental to the college, program, clinical site, classmate, instructor, or profession may be subject to disciplinary action.

Students are not permitted to make visual or audio recordings of classroom lectures or any class related content unless prior permission from the instructor is obtained, and there are no objections from any students in the class. If permission is granted, use of course material is limited to the personal use of students registered in the course and for educational purposes only, even after the end of the course. Unauthorized sharing, distribution, or using information for purposes other than the enrolled student's learning may be considered a violation of Program Policy, Volunteer State Community College Policy, and the American Registry of Radiologic Technologists® (ARRT®) [Standard of Ethics](http://arrt.org/ethics) (arrt.org/ethics) (opens in a new window) and subject to disciplinary action including program dismissal.

Technical Standards Policy

Students must be physically capable of successfully performing the following standards related to the occupation in a safe, accurate, and expeditious manner. Please read the following standards carefully, make an assessment of your physical capabilities, and determine if you have any physical limitations that may restrict or interfere with your satisfactory performance of any of the standards listed below.

- Lift, move and transport patients (in excess of 50 pounds) to and from various ambulatory devices, (wheelchair, stretcher, hospital bed, and radiographic table) without causing undue pain or discomfort to patient or oneself.
- The ability to spend prolonged periods of time walking, standing, sitting, bending, reaching, pushing, and pulling.
- Position patients for various radiologic examinations. This requires physical touch.
- Manipulate x-ray equipment into proper positions, including fixed and mobile units. This requires upper and lower body dexterity.
- Recognize audio sounds and (bells, buzzers, etc.) and visually distinguish colors.
- Respond immediately to emergencies that may otherwise jeopardize a patient's physical state if speedy care is not administered.
- Evaluate written requisitions for radiographic procedures.
- Communicate (verbal and written) the explanation of procedures and give effective instructions to a patient.
- Obtain medical histories of patients and communicate this information to appropriate members of the health care team.
- Visually evaluate radiographic images.

VOLUNTEER STATE COMMUNITY COLLEGE

Transfer from Another Radiology Program Policy

Information concerning students wishing to transfer to Volunteer State Community College from other recognized institutions of higher education is provided in the current edition of the college catalog/handbook. Volunteer State Community College officials review official transcripts from colleges/universities and award transfer credit as appropriate.

In addition to meeting institution admission requirements, for transfer into the Radiologic Technology Program, the following requirements must also be met:

- Clinical space must be available. The maximum number of students assigned to each recognized clinical affiliate is dictated by the Joint Review Committee on Education in Radiologic Technology (JRCERT) based upon specific supervision ratios.
- The student must apply for admission to Volunteer State Community College and meet all admission criteria as required by Admissions.
- An official transcript of all college/university credit must be on file in the Records Office.
- The student must submit a signed letter stating the reason for requesting a transfer, a program application, an essay outlining personal and professional goals, and copies of all college/university transcripts. These documents should be mailed to Volunteer State Community College, Radiologic Technology Program Director, 1480 Nashville Pike, Gallatin, TN 37066. Emails or faxes are not accepted.
- The student must request two letters of recommendation: one from their current or former radiologic technology program director and another from their current or former clinical coordinator. Included with the letters of recommendation shall be evidence of all clinical competencies completed, a copy of the most recent dosimeter report, and copies of course syllabi for all radiologic technology courses completed. The program director or clinical coordinator will mail these documents directly to the Volunteer State Community College program director. Emails or faxes are not accepted.
- After receiving all requested documentation, an interview with the radiologic technology program admissions committee will be scheduled.

Admission of a transfer student into the Radiologic Technology Program will only occur after completion of all requirements listed above, if clinical space is available, and after recommendation by the radiologic technology program admissions committee.

Travel Policy

Students may be required to travel up to 100 miles from the Gallatin campus to assigned clinical facilities. It is the student's responsibility to arrange for all necessary transportation. All travel expenses are the student's responsibility. Students should obtain and maintain appropriate insurance coverage and are responsible for insurance costs. In the event of an insurance claim, the student is responsible for any incurred expenses not covered by insurance. The College shall not be liable for any loss, damage, injury, or other consequence resulting from the student's travel and the student will not hold the College or faculty responsible for any accidents or bodily injury resulting from travel.

In the event of inclement weather, refer to the Inclement Weather Policy regarding travel.

**Radiologic Technology Student Handbook and Program
Policy Manual
Acknowledgement Form**

I have received, read, and reviewed the information provided in the Student Handbook and Program Policy Manual for Volunteer State Community College's Radiology Technology Program. I have been given the opportunity to ask questions regarding the content and agree that I will adhere to the policies and guidelines found in the Handbook. If I do not follow the program policies and guidelines, I am willing to abide by the consequences identified in the Handbook and/or the Volunteer State Community College's student catalog.

The Faculty will periodically review the policies, procedures, curriculum and other information contained in this Handbook. Any revisions and/or additions will be distributed to me in writing and will supersede previous versions. Students must indicate agreement with each of the following statements by signing below.

- I have received a copy of the radiography program student handbook and program policy manual.
- I am aware that it is my responsibility to ask questions about the contents of the radiography program student handbook and program policy manual and have those questions answered.
- I understand that failure to follow any of the policies in the radiography program student handbook and program policy manual may result in disciplinary action up to and including my dismissal from the radiography program.
- I understand all information regarding a patient is confidential per HIPPA guidelines.
- I agree to fully participate in the lab portion of the radiography program. I understand that this requires hands-on participation and I will be the *simulation* patient for my fellow students.
- I have received and thoroughly read the radiography pregnancy policy.
- I have received and comprehend the drug and alcohol policy and agree to comply with all aspects of this policy.
- I will use the appropriate personal protective equipment required when there is an inherent potential for mucous membrane, or skin contact with blood, body fluids or tissues, or a potential for spills or splashes of them.
- I comprehend the program disciplinary system for the radiography program and am aware of the consequences for program violations.
- I comprehend that I must complete each radiography course with a final grade of 80% or higher to pass.
- I comprehend that the use of mobile devices for purposes other than educational are prohibited in the classroom and clinical sites.
- I comprehend and will abide by the programs' attendance, absence, and tardiness policies.
- I comprehend and will abide by the radiation protection policy.

- I comprehend and will abide by the radiography program dress code.
- I understand the clocking in procedure at the clinical site.
- I understand that clocking in on clinical time and as a paid employee *at the same time* will result in my dismissal.
- I understand that clocking in/out for someone else will result in my dismissal.
- I have been explained the JRCERT Standards and will abide by the direct, indirect, and repeat policies.
- I agree that I am accountable for my success. I agree I must regard my classroom, labs and clinical experiences as one should address job responsibilities: preparation, hard work, initiative, and learning from failure.
- I recognize my instructors and preceptors assume the role of my supervisors. I will attempt to learn the technical skills required of a radiographer, but also strive to develop professional behaviors and attitudes.
- I understand that developing personal relationships with instructors, technologists, and other supervisors is highly discouraged.
- I understand I am responsible for my own education (learning). It is the responsibility of the instructors to provide opportunity for and facilitate learning.

Student Name: _____

Student Signature: _____

V Number: _____

Date: _____