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Hillsborough Community College

# **RADIOGRAPHY PROGRAM**

## **STUDENT HANDBOOK**

**2024 - 2025**

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## **DISCLAIMER CLAUSE:**

**The Radiology Program at Hillsborough Community College reserves the right to make changes in the regulations and policies announced in this handbook as circumstances arise.**

**If changes in this handbook are required during this academic year, the student will be given formal notice of those changes and be asked to verify by signature that the required changes were received, read, and understood.**

**The provisions of this handbook are not to be regarded as an irrevocable contract between the student and the College. The College reserves the right to make and designate the effective date of changes in college policies and other regulations at any time such changes are considered to be desirable or necessary. All campus issues covered in the HCC handbook supersede The Radiography handbook. All Program specific issues are covered in this handbook unless otherwise stated in the syllabus.**

**The Radiography Student Handbook prevails unless the syllabus specifies stricter enforcement.**

**The Radiography Student Handbook is to be followed if it is not specified in the syllabus.**

## **INTRODUCTION**

Welcome to the Radiologic Technology Program! You have taken the first step to becoming part of an exciting and rewarding career in imaging to assist in patient diagnosis and treatment.

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

Please read the following pages and ask for further explanation on points that you feel need clarification. HCC, Administration, Rad Tech Program, and Rad Tech faculty reserve the right to make changes to this handbook when deemed necessary. Students will be immediately notified of such changes when they occur.

## FACULTY & ACCREDITATION BODY

### PROGRAM FACULTY

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The Joint Review Committee on Education in Radiologic Technology 20  
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[www.jrcert.org](http://www.jrcert.org).  
Email: [mail@jrcert.org](mailto:mail@jrcert.org).

### JRCERT "PROGRAM STANDARDS":

A copy of the JRCERT "PROGRAM STANDARDS" for the operation of the Hillsborough Community College Radiography Program is posted on the bulletin boards in the classroom & the energized lab. They are also available in this Student Handbook following Program Mission, Goals, & Philosophy and on the JRCERT website at [www.jrcert.org](http://www.jrcert.org).

### JRCERT RECOGNIZED CLINICAL EDUCATION SETTINGS:

1. Tampa General Hospital
2. Saint Joseph's Hospital – Main, North, & South
3. J.A. Haley VA Hospital
4. Florida Orthopaedic Institute
5. Brandon Healthplex
6. Tower Radiology Centers

## **PROGRAM MISSION & GOALS**

### **PROGRAM DESCRIPTION:**

The Radiography Program prepares the student, through academic and clinical studies, for a challenging and rewarding career as a radiographer. This twenty-two (22) month continuous Program includes practical experience in local hospitals, clinics, and imaging centers for students to develop competence in radiographic procedures. Upon graduation, the student is eligible to take the American Registry of Radiologic Technologists' (ARRT) examination and will also be eligible to apply for the State of Florida Radiologic Technology License. The Joint Review Committee on Education in Radiologic Technology (JRCERT) accredits the Radiography Program which is recognized by the United States Department of Education. The Program curriculum contains suggested course content material from the American Society of Radiologic Technology (ASRT), the JRCERT, and the ARRT.

### **MISSION STATEMENT:**

The mission of the Radiography Program at Hillsborough Community College is to prepare students to be competent, professional, entry-level radiographers. The Program empowers students to excel and succeed in the profession by providing a strong foundation as a core for life-long learning.

## **HILLBOROUGH COMMUNITY COLLEGE RADIOLOGIC TECHNOLOGY OUTCOME ASSESSMENT**

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

### **RADIOGRAPHY PROGRAM GOALS:**

1. Students will be able to demonstrate clinical competence.
2. Students will effectively demonstrate appropriate communication skills.
3. Students will use critical thinking and problem-solving skills.
4. Students will conduct themselves in a manner that promotes professionalism.

An entry-level paraprofessional with an associate degree in Radiologic Technology from Hillsborough Community College will be able to:

- A. Demonstrate clinical competency.
  1. Students will display radiation protection.
  2. Students will exhibit patient care skills.
  3. Students will demonstrate radiographic skills.
- B. Demonstrate problem-solving and critical thinking skills in radiography.
  1. Students will perform radiographic procedures on non-routine or trauma patients.
  2. Students will critique radiographic images.
  3. Students will provide corrective action for suboptimal diagnostic radiographic images.
- C. Exhibit professional interpersonal communication skills.
  1. Students will demonstrate effective written communication skills.
  2. Students will demonstrate effective oral communication skills.
  3. Students will demonstrate effective communication in the clinical setting.
- D. Demonstrate the value of professionalism by supporting the Code of Ethics and lifelong learning.
  1. The student will apply professional and ethical behavior.
  2. The student will demonstrate professionalism in the clinical setting.



### **STATEMENT OF PROGRAM EFFECTIVENESS:**

1. Students will pass the ARRT national certification exam on the first attempt within 6 months of graduation.
2. Of those pursuing employment, students will be gainfully employed within 12 months of graduation.
3. Students enrolled in the Program complete within the stated program length.
4. Students acknowledge satisfaction with their education in the Radiologic Technology Program.

### **PROGRAM PHILOSOPHY:**

Radiography is an area of medicine that involves the use of ionizing radiation to produce radiographs. Radiography is a diagnostic tool that is both an art and a science. Art and science must be effectively combined to produce a diagnostic image of the patient for interpretation by a physician for the diagnosis and treatment of injuries and illnesses.

While enrolled in the Radiography Program, students receive instruction through classroom lecture, laboratory exercises as well as practical experience at clinical education settings under direct supervision of qualified radiographers. The curriculum followed in the Radiography Program is designed and adopted by the American Society of Radiologic Technologists (ASRT).

Upon Radiography Program completion, students are prepared to enter the dynamic and diverse field of radiography. Some students may choose to pursue advanced imaging modalities such as CT or MRI at this time.

The Program is dedicated to deliver education of the highest standards which will facilitate professional growth and life-long learners in this ever-changing health care field.

## JRCERT “PROGRAM STANDARDS”

### **Standard One: Accountability, Fair Practices, and Public Information**

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

### **Standard Two: Institutional Commitment and Resources**

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

### **Standard Three: Faculty and Staff**

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

### **Standard Four: Curriculum and Academic Practices**

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

### **Standard Five: Health and Safety**

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

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

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

## **RESPONSIBILITIES OF A RADIOGRAPHER**

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

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

In the execution of their daily duties (as outlined in the sample job description), the radiographer must work in harmony with professional and non-professional personnel. They must be able to accept duties assigned to them by their superiors and delegate duties to their subordinates according to their status. In a department filled with students, every radiographer automatically becomes a teacher, supervisor, and role model for the students.

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

Every patient is an individual human being, and regardless of their material wealth or lack of it, has an intense desire to be respected. In a society filled with religious, racial, and political problems, we as professionals must respect the right of everyone to adhere to their own beliefs. A sick or injured person who is placed in our care merits the utmost of our efforts as professionals.

## **JOB DESCRIPTION: RADIOGRAPHER**

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

### **Significant Duties**

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

### **Qualifications**

1. Graduate of a Joint Review Committee on Education in Radiologic Technology (JRCERT) accredited Radiography Program or equivalent.
2. Certification by the American Registry of Radiologic Technologists or equivalent.
3. Competency in components of radiography practice as appropriate.
4. Valid state license, if applicable.

## **Technical Standards Requirements for Hillsborough Community College Rad Tech Program**

If a student needs accommodations to perform these tasks, it is the responsibility of the student to provide formal documentation of the disability so an attempt can be made to meet his or her needs.

### **Occasionally Radiographers must be able to:**

- Crouch: To position patients for exams and stocking supplies.
- Perform repetitive motions: To enter computer data.
- Grasp: To position patients for exams and procedures.
- Pull: To move equipment or supplies that can weigh as much as 50 pounds.

### **Frequently Radiographers must be able to:**

- Push: To transport patients in wheelchairs or on stretchers using 25 pounds of force. Move portable and C-arm equipment with 20 pounds of force to a variety of areas in the hospital or medical centers.
- Pull: To assist and move patients off and onto stretchers using eight to 24 pounds of force.
- Lift: To move patients (who can weigh more than 50 pounds) from wheelchairs/stretchers off and onto exam tables.
- Use Fingers: To enter computer data and setting techniques for exams.
- Carry: To carry image receptors or supplies that can weigh as much as 25 pounds.

### **Constantly Radiographers must be able to:**

- Stoop: To position for exams and assist patients in and out of wheelchairs.
- Reach: To position patients and manipulate standard or portable equipment.
- Stand: All clinical assignments require standing for long periods of time.
- Walk: To transport and assist patients into dressing/exam rooms. Walk to other areas of the department and hospital to do exams or have images interpreted.
- Feel: To perceive attributes of patients and objects such as when positioning patients for procedures.

### **Communication Requirements - Radiographers must be able to:**

- Talk: To speak clearly and concisely with patients, co-workers, and physicians in English when applicable using standard medical terminology.
- Hear: To perceive the nature of sounds at normal range; includes the ability to receive detailed information through oral communication, and to make fine discriminations in sound, such as when taking blood pressure. Should hear faint sounds at a distance of 15 feet.
- Read: To read and interpret directions from physicians or one's supervisor.
- Write: To prepare written documentation in appropriate English formats using standard medical terminology.

**Physical Demand Requirements – Radiographers must be able to:**

- Heavy clinical assignments: Radiographers may exert up to 100 pounds of force occasionally, and/or up to 40 pounds of force frequently, and/or up to 20 pounds of force while performing exams and pushing stretchers, wheelchairs, and portable equipment.

**Visual Acuity Requirements**

- Radiographers are required to use computer terminals and set the proper exposure techniques on the X-ray equipment.
- Clinical assignments require visual assessment of radiographs.
- Clinical assignments require working with printed and/or written documentation.
- Radiographers must assess the patient's condition, i.e., color, respiration, motion, etc.
- Far vision correctable to 20/20 in one eye and 20/40 in the other.

**Medical and Physical Requirements – Frequently Radiographers must be able to:**

- Stretching, twisting, kneeling, and crouching may be required to operate equipment and to reach some patient's body positions.
- Good manual dexterity is required to operate equipment and position patients.
- Work with arms overhead for an extended amount of time.

**DISCIPLINARY PROCESS**

Each student in the Rad Tech Program is required to abide by the policies and procedures outlined in the following:

1. Hillsborough Community College Catalog and Student Handbook,
2. Radiologic Technology Student Handbook, and the
3. Clinical Site Policies

Disciplinary action will be taken against a student in the Radiologic Technology Program for the following reasons:

1. Failure to comply with the policies and procedures of the College, Program and/or clinical education center.
2. Failure to abide by the American Registry of Radiologic Technologists (ARRT) Code of Ethics.

The disciplinary procedure is as follows:

1. WARNINGS

A. Minor Violation: Verbal/Written Warning

A Rad Tech Program faculty member will talk to the student, remind them of correct behavior, and answer questions that the student may have about the incident. Documentation will be placed in the student's permanent file and a copy given to the student.

B. Major Violation: Written Warning

Repetition of a minor violation is considered a major violation. Students violating Rad Tech Program policy may be required to meet with the Dean of Health Sciences to correct or improve undesired behavior.

If the violation is of the image repeat policy, patient holding policy, imaging of the incorrect patient, imaging of the incorrect part, or has endangered the safety and well-being of a patient, co-worker, employee, or fellow student, more severe disciplinary action on the first occurrence may be incurred, such as corrective action or dismissal from the Rad Tech Program.

2. CORRECTIVE ACTION

Repetition of a major violation or continued repetition of minor violations warrants corrective action. Corrective action may result in the loss of clinic and/or didactic time of 1-5 days and incident(s) of absence will be incurred. The student will be required to make up any clinical and/or didactic assignments to the satisfaction of the instructor.

A written report will be completed by the student and the program faculty member will review. This report will be signed by the student as recognition of discussion of the event, and the length of corrective action will be determined. The report will be maintained in the student's permanent file.

3. DISMISSAL

Repeated failure to abide by the policies and procedures or an extreme violation of general, acceptable behavior as discussed earlier may result in dismissal from the program. The faculty reserves the right to request the withdrawal of any student whose integrity, health, or conduct is in conflict with the ethical standards of the profession of Radiologic Technology. A full report will be completed, signed by the student and the faculty, and maintained in the student's permanent file, and a copy given to the student. Students have the right of appeal as outlined in the Rad Tech Student Handbook and Hillsborough Community College Catalog and Student Handbook.

## ASSOCIATE IN SCIENCE DEGREE: RADIOGRAPHY PROGRAM

### PREREQUISITE COURSES FOR ADMISSION

13 CREDITS

ENC 1101 Freshman English I	3 cr
BSC 2085 Anatomy & Physiology I	3 cr
BSC 2085L Anatomy & Physiology I Lab	1 cr
MAC 1105 College Algebra or higher-level math	3 cr
AMH 2020 Modern Am. History OR POS 2041 Am. Gov't.	3 cr

**YEAR ONE:                                      FALL TERM                                      TOTAL: 13 credits**

HSC 1220 Introduction to Health Sciences	1 cr
RTE 1111 Introduction to Radiography Patient Care	1.5 cr
RTE 1000 Introduction to Radiographic Technology	1.5 cr
RTE 1607 Radiographic Science Principles	1 cr
RTE 1503 Radiographic Positioning I	3 cr
RTE 1503L Radiographic Positioning I Lab	1 cr
RTE 1800 Introduction to Radiography Practicum	2 cr

**YEAR ONE:                                      SPRING TERM                                      TOTAL: 13 credits**

RTE 1418 Principles of Radiographic Exposure I	3 cr
RTE 1418L Principles of Radiographic Exposure I Lab	1 cr
RTE 1513 Radiographic Positioning II	3 cr
RTE 1513L Radiographic Positioning II Lab	1 cr
RTE 1308 Radiation Protection and Safety	2 cr
RTE 1804 Radiographic Practicum I	3 cr

**YEAR ONE:                                      SUMMER TERM                                      TOTAL: 7 credits**

RTE 1523 Radiographic Positioning III	3 cr
RTE 1523L Radiographic Positioning III Lab	1 cr
RTE 1814 Radiography Practicum II	3 cr

**YEAR TWO:                                      FALL TERM                                      TOTAL: 9.5 credits**

RTE 1457 Principles of Radiographic Exposure II	1 cr
RTE 1613 Radiographic Physics I	3 cr
RTE 2563 Special Radiographic Procedures	2.5 cr
RTE 1824 Radiography Practicum III	3 cr







## GRADING SCALE:

The grading scale for clinical and didactic courses (unless otherwise noted in a particular course syllabus) is as follows:

CLINICAL	
A	95-100
B	88-94
C	80-87
D	75-79
F	0-74

DIDACTIC	
A	93-100
B	86-92
C	80-85
D	75-79
F	0-74

All Program required courses must have earned a grade of 'C' or higher for the student to remain enrolled in the Radiography Program at Hillsborough Community College. A letter grade of less than 'C' will remove the student from enrollment in Radiography Program courses and ultimate dismissal from the Program. Details of dismissal/readmission are contained in HCC Administrative Procedure 4.13 which can be found on the main HCC Health and Wellness website:  
<http://www.hccfl.edu/departments/health-science.aspx>.

## GENERAL RADIOGRAPHY PROGRAM INFORMATION

### FACULTY OFFICE HOURS:

Office hours and contact information are posted next to the office door of each faculty member and on class syllabi each semester. Visits outside of office hours are BY APPOINTMENT ONLY. Students are strongly encouraged to schedule appointments via faculty email.

### PROGRAM/COURSE COMMUNICATION:

All Program communication will be through a student's hawkmail account. Please make sure to check daily for emails as this will be our main means of communication within the program. Not checking email will not be an excuse for missed information, requests, etc. Emails will be monitored Monday through Friday until 5pm.

Most communication for any course will be through Canvas Announcements. Please make sure to log in daily to check for any updates; students may also set up to receive mobile alerts. Not checking or missing alerts will not be an excuse for missed information, assignments, etc.

### **CLASSROOM ATTENDANCE:**

Classroom attendance will be determined on a course-by-course basis. If mandatory, it will be written in the particular course syllabus. The student is responsible for all material missed while absent or late. Due to liability, a student CANNOT bring a child or children to campus; in this case the student must miss class and make up any required work, assignments, tests, etc. in a timely manner to be determined by the instructor.

Many courses may not accept make-up assignments, quizzes, tests, or other class activities due to a missed class unless supporting documentation is provided and is at the discretion of the instructor. It is the student's responsibility to contact the instructor via email for anything missed due to their absence. The instructor is not responsible for reminders. Such policies will be posted in the individual course syllabus.

### **CARDIOPULMONARY RESUSCITATION (CPR) CERTIFICATES:**

CPR certification will be provided through HSC 1220 (to be taken no later than the 1<sup>st</sup> year fall term) which is a Program required course. The student will be given the registration information regarding this course at the Health Science orientation.

### **PROFESSIONAL LIABILITY INSURANCE:**

Students are assessed a lab fee for each Radiography Practicum course (1800, 1804, 1814, 1824, 2834, 2844) and each lab course (1503L, 1418L, 1513L, 1523L, 2473L) for costs and to provide professional (liability) insurance.

### **HEALTH/MEDICAL INSURANCE:**

In order to attend the clinical education settings, Hillsborough Community College requires the students to purchase private health insurance. Proof of such insurance will be required before the student can attend the clinical education setting.

### **EMERGENCY CARE IN CLINICAL/PRACTICUM SETTING:**

Neither Hillsborough Community College nor any of the clinical affiliates used by the College to provide practical experience and competence development for the student assumes liability if the student is injured while at the clinical affiliate site. The student is responsible for the cost of any health care for any personal injury or illness that may incur during their participation in the Radiography Program.

Students will sign an informed consent form concerning this statement which is included in the informed consent package for the program provided at the new student orientation.

## **RADIATION BADGE SERVICE:**

The radiation badge service fee will come from lab fees the student pays for with lab courses/classes. Radiation badges must be worn by the student in order to participate in any lab exercises or clinical practicums to monitor any possible radiation exposure and **MUST be brought to campus for any/all class meetings** or grade deductions will be incurred for that particular class the badge is needed for.

## **LEAD MARKERS:**

The student is **required to purchase 2 sets of lead markers with their initials & student cohort number** to use in the identification of images. Information about ordering these lead markers will be provided to the student at orientation. This is a mandatory item and will be needed on the first class lecture day.

## **SELF-ASSESSMENT COMPREHENSIVE EXAMINATIONS:**

At the end of the student's first year in the Radiography Program, a mandatory self-assessment exam will be administered for the purpose of determining overall comprehension of material covered during the first year of the program. The content will be divided into two parts:

1. LAB PRACTICAL  
Positioning (all positioning courses, patient care) with a passing grade of 80%.
2. END OF 1<sup>ST</sup> YEAR FINAL EXAM (all positioning courses, patient care, etc.) with a passing grade of 80%.

## **GRADUATION REQUIREMENTS:**

The student must have successfully completed all courses required by the Program by receiving a:

1. Grade of "C" or better in all Program specified courses.
2. Grade of "C" or better in all General Education Courses (non-prerequisite).
3. Successful evaluation of all competencies inclusive of the 1<sup>st</sup> and 2<sup>nd</sup> Year Comprehensive Final Positioning and Image Evaluation.

### **APPLICATION TO ARRT:**

During the Summer Term of Year 2, the graduating student will be eligible to 'apply' to the ARRT for the registry examination. This allows students to **create an account** with the ARRT and complete necessary forms prior to taking the registry examination. The Program Manager will assist the student in making application to the ARRT and will electronically confirm the application form. Actual scheduling for the ARRT registry examination will not be allowed until the day after the final summer semester date.

### **APPLICATION FOR A TEMPORARY FLORIDA LICENSE:**

After the completion of the Summer Term, Year 2, the graduating student will be eligible to apply for a Temporary General Radiographer Florida license. The Program Manager will assist the student in making application to the Department of Health.

### **RADIATION BADGE REPORTS:**

The current radiation badge report will be posted in DTEC 114 **within 30 days of receipt of the data**. Each student is required to initial his/her radiation badge reading. The Radiation Safety Officer (RSO) will monitor the reading and notify the Program Manager/student if the results are above normal limits for that particular month. Although our dosimetry service provides notification to the Radiation Safety Officer when an individual's dose (whole body, blood forming organs, gonads) exceeds 83 mrem/0.83 msv (NRC/Nuclear Regulatory Commission and ALARA/As Low As Reasonably Achievable), the Radiation Safety Officer will notify the Program Manager/student if the dose **exceeds 42 mrem/0.42 mSv**. The student is then counseled on radiation protection and asked to provide (in writing) an explanation (if possible) to keep on record in the RSO's office and annually reported to the Dean of Health Services. Please see chart below for threshold doses which is also posted in the classroom.

## THRESHOLD DOSES

	<b>Annual Radiation Exposure/Dose Limits Based on NRC Regulations</b>	<b>Monthly Radiation Exposure/Dose Limits Based on NRC Regulations</b>	<b>Monthly Radiation Exposure/Dose when dosimeter service notifies HCC's RSO</b>	<b>Monthly Radiation Exposure/Dose when HCC/RSO Notifies Program Manager/Student</b>
<b>Deep Dose Equivalent (DDE) Whole Body, Blood forming organs, gonads</b>	<b>5,000 mRem/yr 50 mSv/yr</b>	<b>417 mRem/mo 4.17 mSv/mo</b>	<b>Monthly Exposure/Dose exceeding 20% NRC and ALARA ≥83 mRem/mo ≥0.83 mSv/mo</b>	<b>Monthly Exposure/Dose exceeding 10% NRC and ALARA ≥42 mRem/mo ≥0.42 mSv/mo</b>

## **HCC STUDENT SERVICES AND POLICIES:**

### **DISTANCE LEARNING FEE:**

Students are assessed \$14.00/credit hour for courses taught exclusively online.

### **ACADEMIC ADVISING:**

The College has an advising office that works exclusively for the Health Science programs. They may be contacted via the Health Science Advising Portal Inbox: [hwstadvising@hccfl.edu](mailto:hwstadvising@hccfl.edu)

HCC's general academic advising office may be contacted via: <https://www.hccfl.edu/support-services/academic-advising>

### **FINANCIAL AID:**

Financial aid is available for all students. There is a Financial Aid office at every HCC campus. They may be contacted via: <https://www.hccfl.edu/paying-college/financial-aid>

### **VETERAN'S BENEFITS:**

The Radiography Program is approved for VA benefits. However, the short college terms (summer) may not yield full-time student status. The veteran benefit student should see a veteran's representative at any HCC campus to review the program of studies in relation to possible benefits to be received.

### **SERVICES FOR STUDENTS WITH DISABILITIES:**

Through the Office of Services for Students with Disabilities (OSSD), HCC helps students with disabilities get the most out of college by providing reasonable accommodations to ensure access to all academic programs, campus organizations, services, and activities, in accordance with the Americans with Disabilities Act (ADA) of 1990. The OSSD is available at each campus as well as: <https://www.hccfl.edu/support-services/services-students-disabilities>



## **RECORDING:**

Students may, without prior notice, record video or audio of a class lecture for a class in which the student is enrolled for their own personal educational use. A class lecture is defined as a formal or methodical oral presentation as part of an HCC course intended to present information or teach enrolled students about a particular subject. Recording class activities other than class lectures, including but not limited to lab sessions, student presentations (whether individually or part of a group), class discussion (except when incidental to and incorporated within a class lecture), clinical presentations such as patient history, academic exercises involving student participation, test or examination administrations, field trips, private conversations between students in the class or between a student and the faculty member, and invited guest speakers is prohibited. Recordings may not be used as a substitute for class participation and class attendance and may not be published or shared without the written consent of the faculty member. Failure to adhere to these requirements may constitute a violation of the HCC Student Code of Conduct.

## **ADDITIONAL INFORMATION ABOUT STUDENT RECORDING CLASS LECTURES:**

A state college student may, without prior notice, audio or video record a class lecture in which the student is enrolled for the following purposes:

- (a) personal educational use of the student;
- (b) in connection with a complaint to the College where the recording is made; or,
- (c) as evidence in, or in preparation for, a criminal or civil proceeding.

A class lecture recording may not be published without the written consent of the faculty member, except it may be shared with college officials or state and federal government officials in connection with a complaint to or against the College or used as evidence in a criminal or civil proceeding. Violation of this provision may subject the student to disciplinary action by the College and/or to a legal action by a person injured by the publication.

A class lecture is defined as a formal or methodical oral presentation as part of a College course intended to present information or teach enrolled students about a particular subject. A class lecture will occur most often in a course identified by the college as a lecture type course, whether online or in-person, as opposed to a lab course or a course section identified as a discussion section. Class lecture does not include lab sessions, student presentations (whether individually or as part of a group), class discussion (except when incidental to and incorporated within a class lecture), clinical presentations such as patient history, academic exercises involving student participation, test or examination administrations, field trips, private conversations between students in the class or between a student and the faculty member, and invited guest speakers during a class session. A recording that personally identifies a student who has not consented to being recorded will not be recognized as a class lecture for these purposes and may be subject to other institutional policies.

To publish means to share, transmit, circulate, distribute, or otherwise provide access to the recording, regardless of format or medium, to another person, or persons, including but not limited to another student in the class. Additionally, a recording, or transcript of the recording, is published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited social media, book, magazine, newspaper, leaflet, picket signs, or any mode of print.

### ***RECORDING AT THE CLINICAL SETTING IS PROHIBITED!!***

### **AIDS**

HCC recognizes Acquired Deficiency Syndrome (AIDS). AIDS Related Complex (ARC) or a positive test for HIV antibody represents a significant public health threat. It is HCC's policy to balance the rights of AIDS victims to an education and employment in which they are protected from contracting the disease. The OSSD is responsible for reviewing HCC's procedures and ensuring they are both free of discrimination and pose no danger to the community at large. Any questions, concerns, consultation regarding AIDS, services, or accommodations should be referred to an office of services for students with disabilities.

### **CAMPUS DISTURBANCES**

State law prohibits the disruption of or interference with the administration, function, or activities of an educational institution. In addition, the law prohibits individuals from encouraging students to disrupt the educational process or to interfere with the attendance of any student or employee. Individuals who violate this law will be charged with a second-degree misdemeanor and, upon conviction, be fined up to \$500, imprisoned for up to 60 days, or both. In addition, students who violate this law will be subject to college disciplinary procedures.

HILLSBOROUGH COMMUNITY COLLEGE CATALOG

<https://www.hccfl.edu/search?search=college+catalog>

### **CHILDREN ON CAMPUS**

For safety reasons, parents, and others responsible for the care of minor children under the age of 17 should not bring them on campus while engaged in academic activities such as class, research, lab periods, or study groups. Minor children under the age of 17 should be on campus only when activities specifically allow for their involvement.

### **DRUGS AND ALCOHOL**

One of HCC's goals is to maintain a drug-free workplace and educational setting. Therefore, the manufacture, distribution, dispensation, possession, or use of alcohol or controlled substances on HCC property is prohibited. However, upon prior authorization by the President, alcoholic beverages may be served on HCC property and at HCC

functions. Annually, each registered student is provided detailed information about HCC drug policies and the behavioral, social, and legal consequences associated with drug use. Students charged with violating this policy will be referred for disciplinary action to the appropriate campus dean of student services. Students who violate the college's drug and alcohol policy will be subject to severe disciplinary sanctions including suspension or expulsion. In addition, the college will refer violators to the appropriate law enforcement agencies for prosecution and will assist law enforcement agencies in investigating students who may be trafficking drugs.

## **HAZING**

Officers, members, and others associated with HCC student organizations are prohibited from engaging in hazing and in participating in activities on or off campus that endanger students' health or safety.

## **TOBACCO-FREE POLICY**

HCC is dedicated to providing a healthy and productive environment for its faculty, staff, students, visitors, and contractors which includes eliminating tobacco use as part of our commitment to promoting healthy practices and choices for individuals. Tobacco use is prohibited on all Hillsborough Community College properties, including owned and leased buildings, student housing, outdoor areas, parking lots and garages, courtyards, entrance and exit ways, and college vehicles. This policy includes all types of tobacco and tobacco-like products, including smoked and smokeless tobacco, other smoking products, and electronic cigarettes.

## **SOCIAL MEDIA POLICY**

Popular social media such as Facebook, Twitter, and LinkedIn are useful tools for communication and education if used appropriately. Keep in mind that all posts are public, and all posts can be seen by many others besides friends and networks. Even if the post is erased, there is record of the post. As a student in the Rad Tech Program, these policies will be followed accordingly, or disciplinary action will be taken:

1. Keep posts respectful and professional; no derogatory comments toward the College, Program, clinical sites, instructors, clinical staff, or other students.
2. No threatening posts.
3. No posts regarding interactions of patients or clinical setting (this is a violation of HIPAA)

### **Punishment is determined by the severity of the violation.**

1. Will result in a written warning with a letter grade reduction or
2. Immediate termination from the program

*It is impossible to compile a complete list of misconduct that might require disciplinary action. The Program faculty are responsible for interpreting the rules of conduct. Any questions should be directed to the Program Manager. Failure of the student to abide by general rules and regulations will result in disciplinary action. If disciplinary action is taken, the student will be advised of this action in a private discussion with the Rad Tech Program faculty. The action will be documented in the student's file and the student will be asked to sign the document to indicate their awareness of the action.*

## **STUDENT MISCONDUCT**

Students must adhere to all published federal and state laws and ordinances and college administrative rules and procedures. Alleged violations of the Student Code of Conduct will be referred to the appropriate campus Dean of Student Services. Following the guidelines in the Student Handbook and Academic Planner for student conduct and discipline, the Dean will determine the appropriate college response. HCC will cooperate with external police and judicial authorities investigating alleged violations of public laws or ordinances.

## **THREATS OF VIOLENCE**

Threats by HCC students, staff or visitors to bodily harm, damage property, or disrupt the operation of the college are inimical with the goals of the college and will not be tolerated. Students or employees who make such threats, whether verbal or written, expressed or implied, will be disciplined according to the appropriate administrative procedures.

## **PUBLIC SAFETY**

The HCC public safety office is available to assist all students and employees. The public safety office patrols college property to detect and deter criminal activity, provide protection to those on campus, provide security for college property, and detect and document hazardous, unusual and suspicious behavior and conditions. The public safety department provides information and assistance on a 24-hour basis. The department utilizes uniformed patrol officers with marked vehicles and officers on foot patrol to observe and detect criminal behavior and suspicious activities; enforce traffic and parking regulations; and assist students and employees. Students, employees, and members of the community are required to obey all local, state, and federal laws, statutes, and ordinances. In addition, members of the college community must observe all HCC administrative rules and procedures. The public safety department is responsible for monitoring compliance with these laws and many of the college's rules and procedures. The public safety department is responsible for monitoring compliance with these laws and many of the college's rules and procedures. The link for direct access to HCC's main website for policies and procedures that safeguard the health and safety of the student is: <https://www.hccfl.edu/support-services/public-safety>.

## **RESPONSIBLE STUDENTS AND EMPLOYEES SHOULD:**

- Inform the public safety department about suspicious conduct, criminal activities, and hazardous situations.
- Refrain from leaving doors and windows open when rooms are vacant.
- Walk to cars and classes in groups with a companion.

**(Call 253-7911 for an officer escort to the parking lots or garage)**

## **Emergency Alerts**

Hawk Alert is HCC's official text messaging service. All students, faculty, and staff are automatically registered to be notified of college alerts, emergencies, and closings.

## **ATTENDANCE POLICY:**

A significant portion of the educational process in radiography is the development of a strong sense of responsibility on the part of each student toward faculty members, fellow radiographers, the radiology department, the patient, and the hospital. One of the primary manifestations of this responsibility is regular, punctual attendance in the clinical and didactic areas. This means that students are expected to be in their seats in class ready to begin at the start of each class/lab or clocked in AND ready to work at the start of their clinical shift at 7:30 am. Failure to abide by policy may result in disciplinary action.

Classroom and lab attendance will be determined on a course-by-course basis and outlined in the syllabus in the respective courses. The student is responsible for all material missed while absent or late. Due to the nature of the absence or tardy, missed assignments, quizzes, tests, or other class activities may not be made up unless supporting documentation is provided and is at the discretion of the instructor. It is the student's responsibility to contact the instructor via email for any missed items due to their absence. The instructor is not responsible for reminders. Due to liability, a student CANNOT bring a child or children to campus; in this case the student must miss class and make up any required work, assignments, tests, etc. in a timely manner to be determined by the instructor.

Clinical attendance is outlined in the Clinical component of this handbook as well as each clinical course syllabi.

**Most classes, if not all, are mandatory; any missed classes, whole or partially, may result in a zero "0" that day for attendance, participation, and any assignments or tests.**

**Dependent on the particular course and faculty, absences may not be excused without proper supporting documentation (doctor's note). The instructor reserves the right to excuse or not excuse the absence.**

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

Bereavement (immediate family), maternity leave, jury duty, and military duty will be handled on an individual basis. Documentation must be provided for verification. Illnesses of three days or longer will require documentation of a physician's visit.

### **STUDENT MEDICAL/EMERGENCY CONDITIONS LEAVE:**

If a student must miss an extended amount of time from school due to an emergency or medical condition, the student may be required to take an emergency or medical leave. Too much time missed causes the student to miss critical course content and lab practice, as well as critical clinical time to obtain experience, education, competencies, etc. This program is rigorous and requires continuous participation to ensure progression in the classroom and clinical setting. Extended absences will be analyzed on a case-by-case basis, but with the understanding there is no guarantee for continued progression in the current cohort based on the program requirements. There will be no extended leave of absence without documentation.

The Radiography Program at HCC requests that a student voluntarily inform the Program Manager of a medical condition that may currently or in the future require accommodation. In every instance, the student must provide notice in writing from their physician stating that the student is physically unable to continue as a student including clinical duties. In the absence of voluntary written disclosure, the Program cannot accommodate any medical condition. In instances of possible radiation exposure or a similar situation, a pregnant student must wear a fetal radiation monitor badge in addition to her personal radiation badge.

**Medical Leave.** If a student is unable to continue due to a medical condition, the student must present documentation from a physician indicating the nature of the condition, any limitation(s), and an expected recovery date. If the Program Manager concurs with the leave request, the student's request will be forwarded to the Dean of Health Services for final review. The Dean will advise the student in writing of their action regarding the leave. If the student is awarded a medical leave from the Program, the student will be reinstated in the Program no later than one year from the semester that the medical leave was awarded. A medical leave is not considered a withdrawal from the Program and a student who returns from a medical leave is not considered to be a readmission (retracker).

**Emergency Leave.** If a student has a personal emergency that requires absence from classes, the student must request an emergency leave from the Program Manager. Depending upon the circumstances, the Program Manager may request documentation supporting the leave. If the Program Manager concurs with the leave request, the student's request will be forwarded to the Dean of Health Sciences for final review. The Dean will advise the student in writing of her action regarding the leave. If the student is awarded an emergency leave from the Program, the student will be reinstated in the

Program no later than one year from the semester that the medical leave was awarded. An emergency leave is not considered a withdrawal from the Program and a student who returns from a medical leave is not considered to be a readmission (retracker).

## **CHEATING:**

**Cheating in any form will not be tolerated** and WILL result in the student(s) involved receiving a failing grade of "0" for that particular test/assignment/project. In addition, evidence of cheating will be taken to the Dean of Health Sciences for further action, which may result in the ultimate dismissal from the Radiography Program. The student(s) will NOT be admitted to any Allied Health Program under these circumstances.

### **Cheating includes but is not limited to the following:**

#### **Didactic Courses:**

1. Sharing answers on an examination or quiz.
2. Looking at another student's test/quiz.
3. Having any material written down where it can be easily seen during an examination or quiz, i.e., on the desktop, on the student's hand or other body parts, in a calculator, pocket, "cheat sheets," etc.
4. Talking to another student during an exam, quiz, or individual classroom assignment.
5. Sharing answers on an in-class assignment or take-home assignment.
6. Plagiarism.
7. Using a previously written report from another course or discipline.
8. Stealing examinations or other course materials.
9. Giving old exams/quizzes to other students in the Program.
10. Assisting anyone to do any of the above.

#### **Laboratory Courses:**

1. Talking to another student during a lab practical/film labeling.
2. Talking to the student (patient) during a lab practical.
3. Sharing information with regards to the material covered in the lab practical with other students.
4. Having any material written down where it can be easily seen during a lab practical, i.e., on the student's hand or other body parts, "cheat sheets," worksheet the student is filling out.
5. Disregarding any of the instructions listed on the Lab practical Testing Guideline handout which is given prior to any lab practical.

## Clinical:

1. Falsifying documentation such as time, clocking in/out outside the clinical location, patient logs, competency forms and exams, etc.;
2. Being in the room with another student while they are performing a competency – this is strictly prohibited;
3. Falsifying an exam/case study for the Image Critique; the exam/case study presented must be one in which the student personally performed;
4. Having any material written down where it can be easily seen during a competency oral examination/image analysis or clinical quiz, i.e., on the desktop/table, on the student's hand or other body parts, in a calculator, pocket, "cheat sheets", etc.;
5. Sharing answers on an assignment or quiz at the clinical facility;
6. Looking at another student's assignment/quiz;
7. Talking to another student during an assignment/quiz, unless it is specified as a group assignment;
8. Plagiarism of any kind for an assignment or image report;
9. Using a previously written report from another course, discipline, or student;
10. Stealing examinations or other course materials;
11. Giving old exams/quizzes to other students in the Program;
10. Assisting anyone to do any of the above.

***\*\*Please refer to the Student Handbook for other detailed descriptions of "cheating".***

## **USE OF AI (ARTIFICIAL INTELLIGENCE) IN COURSE ASSIGNMENTS** **Use of Generative AI is NOT Permitted!!**

Use of AI-generated material is a form of plagiarism, which is cheating. Intellectual integrity is vital to an academic community and for a fair evaluation of your work. All work completed and submitted in this course must be your own, completed in accordance with the College's guidelines on Academic Integrity. You may not engage in unauthorized collaboration or make use of ChatGPT or any other generative AI applications at any time during this course.

Relying on AI-generated material will not allow the student to develop the needed skills upon entrance into the workforce and provides a false identity of who you are. Using material produced by any means of AI often comes across as programmatic, obvious, and is often factually inaccurate.

Any AI-generated material **MUST** be cited, including in-text citations and/or use of quotations, and included in your reference list. Use of an AI tool to generate content without proper attribution qualifies as academic dishonesty and will be subject to failure of the assignment, as well as possible failure of the course and program.



All the assignments submitted in this class are run through Turnitin which has the most sophisticated AI detectors available. If there is suspected AI-generated material, the instructor reserves the right to request the student describe, discuss, and answer any questions the instructor poses. A student who has taken time to research and create a written assignment should have a thorough understanding of the subject matter.

## **PREGNANCY POLICY:**

The Health Science Division's pregnancy policy is based on the Nuclear Regulatory Commission (NRC) and the Florida Bureau of Radiation Control (BRC) regulations regarding the declared pregnant student (declared pregnant worker). Please see the *Code of Federal Regulations*, NRC Regulations (Title 10), Part 20.1208, and Florida Administrative Code 64E-5.311, for more information.

HCC will provide the student with the option of declaring her pregnancy. If the student chooses to voluntarily inform program officials of her pregnancy, it must be in writing to the Program Manager **and** college Radiation Safety Officer (RSO), indicating the expected date of conception and confinement (delivery). The pregnant student is required to meet with the RSO to complete the pregnancy declaration form and again at the end of the pregnancy or upon withdrawal of declaration. **In the absence of this pregnancy declaration form, a student cannot be considered pregnant.** Please note that at any time, the student has the option of withdrawing, in writing, the notification of their pregnancy declaration by meeting with the RSO and signing the withdrawal of pregnancy declaration form. The RSO will carefully monitor the occupational exposure to the fetus and make recommendations for accommodations if needed or requested. The student must meet with the RSO after withdrawal of declaration or after delivery to receive the total exposure calculations and complete the declaration paperwork.

If the student chooses to disclose her pregnancy, she will have the following options:

- Continuing the student's current Program without modification or interruption
- Modification in the student's clinical assignments
- Leave of absence from clinical assignments
- Leave of absence from the student's Program

The Health Science Division allows the pregnant student to make an informed decision based upon her individual needs and preferences. Once a student voluntarily informs program officials of her pregnancy, she will be provided a second dosimeter (to be worn at the level of the abdomen) to monitor fetal exposure at no cost to her. 10 CFR 20.1208 and FAC 64E-5.311 maintain that the fetal dose shall not exceed 500 mrem /5 mSv for the duration of the pregnancy.

## **PROBATION GUIDELINES:**

A student may be placed on probationary status in a clinical course for any violation of the clinical guidelines as stated in the Student Handbook/Master Clinical Syllabus. If improvement is not attained during the probationary period, the student may receive a failing grade for the clinical course and may be dismissed from the Program.

**NOTE:** If a student is put on clinical probation for any reason, the final grade for that current clinical course will be automatically lowered **ONE LETTER GRADE and the student will not be allowed to co-op or attend the senior seminar if the probation occurs during those semesters.** In the event probation causes the final grade to drop below a "C," the student may be dismissed from the Radiography Program.

## **DRUG TESTING POLICY:**

Drug testing is handled by the Clinical Liaison office. For questions about the drug testing policy, contact the office of the Clinical Liaison or refer to the HCC Health Sciences Clinical Placement Policy & Procedures Manual. The email address for the Clinical Liaison's office is [clinicaloffice@hccfl.edu](mailto:clinicaloffice@hccfl.edu).

## **ONBOARDING OVERVIEW:**

1. Drug screening for NEW students will be coordinated by the Clinical Liaison Office.
  - a. Students will receive information regarding the BayCare Urgent Care sites they can visit for their drug screen, a referral for the drug screen, and a drug screen due date.
  - b. Drug screens must not be older than 1 year.
  - c. Note: Some clinical sites require a more current drug screen.
2. The results for drug screens are submitted to the Clinical Liaison Office within 48-72 hours.
  - a. Results are grouped by program.
  - b. The Clinical Liaison Manager will print the Escreen report and compare the names to the student roster provided by the Division Chair.
3. Failure to meet drug screen requirements will result in withdrawal from the program. Students will need to reapply to the program for the following term.
4. Any drug screen completed prior to orientation will not be accepted.

If a student feels that the results from any drug screening test are incorrect, s/he may appeal the decision. S/he may appeal the results directly to the drug screening company and proceed through the company's appeal process, and/or appeal the decision of HCC through the below process:

1. The applicant or student must visit with an advisor or academic counselor, and submit a written appeal to the Admissions, Records and Registration Office on the Dale Mabry campus addressed to the Chairperson, Health Sciences Appeals Committee within ten (10) working days of the date of the notice that the applicant

was not selected or was dismissed. The applicant must follow the instructions as outlined in the denial letter. The written appeal must specifically state any errors and/or extenuating circumstances and be supported by any accompanying documentation.

2. The Dean of Student Services determines the makeup of the Appeal Committee. The student appealing the decision will not be invited to appear in person to present his/her case to the Committee but may provide information and a statement for consideration by the committee. The Committee will review and render a decision.
3. The applicant will receive notification of the Committee's decision.
4. The Committee's decision will be final.

In addition to the drug screening test for incoming students:

1. Clinical affiliates may require that students submit to a drug screening test prior to placement according to the affiliate's pre-employment drug screening policy.
2. A clinical site may require more rigorous screening and with or without prior notice.
3. An affiliate, Program Manager, Program Coordinator, or Dean of Health Sciences, may also request a student be tested if there is reasonable suspicion that s/he is impaired, has used or is using illegal or unprescribed drugs or alcohol.

**Students who may be taking prescription medication may be asked to leave a clinical facility if clinical staff, the Clinical Preceptor, or other hospital/faculty members deem it is necessary due to patient care. Any impairment on the part of the student that may interfere with patient care, the handling of equipment, as well as judgement will not be tolerated.**

**Similarly, a student may not be allowed to participate in a laboratory exercise should the faculty deem it is not safe for that student and other students that are working with said student who may be taking prescription medication.**

**Any time missed from clinical and/or laboratory must be made up.**

#### FAILURE OF COMPLIANCE

Students who fail to meet drug screen requirements will forfeit their seat in their Program.

Upon denial, anyone who fails to satisfy the drug screening requirements is eligible to re-submit an application for the next admission date.

## **NOTICE OF NON-DISCRIMINATION, DIVERSITY AND INCLUSION**

Hillsborough Community College (HCC) holds a longstanding institutional commitment to fostering equity, diversity, and inclusion within our work, learning, and business environment in which all individuals are treated with dignity, care, and respect. HCC promotes access and non-discrimination in employment with regard to the terms, conditions, privileges, and benefits of employment, and prohibits unlawful discriminatory practices, including harassment, retaliation, and sexual misconduct. HCC also strives to operate in a manner in which all who interact within the College feel welcomed and safe while participating in our programs, services, and activities.

Specifically, HCC makes employment and education-related decisions without regard to race, color, sex, gender, religion, ethnicity, national origin, age, disability, sexual orientation, gender identity, gender expression, marital status, genetic information, protected veteran's status, pregnancy, childbirth, or related medical conditions. Further, protected activity (e.g., opposition to prohibited discrimination or participation in any complaint process, etc.) while employed or seeking employment, or participating in educational programs and activities such as athletics, admissions, and financial aid are also covered under this policy. Other forms of prohibited behavior under college policy are sexual harassment, sexual assault, sexual battery, sexual coercion, sexual abuse, gender-based harassment, stalking (including cyber-stalking), domestic violence, dating violence, any terms that constitute sexual misconduct.

This policy applies to all members of the College community, including students, employees, volunteers, independent contractors, visitors, and any individual regularly or temporarily employed, studying, living, visiting, conducting business, or having any official capacity at the College. HCC makes every reasonable effort to ensure that all concerned are familiar with its stance and know that any complaint in violation of its rules, policies, and procedures will be investigated and resolved appropriately. Further, this policy applies to conduct occurring on HCC property or at college sanctioned events or programs that take place off campus, including study abroad and internship programs, as well as at Hawks Landing and The Regent.

This policy does not abridge free speech rights or academic freedom.

HCC's Office of Equity and Diversity (OED) is the designated department to lead, guide, and ensure compliance with this policy as the right thing to do in addition to expectations based on federal and state laws, and local ordinances which prohibit illegal discrimination, harassment, sexual misconduct, and retaliation. When reported or made known to OED, College officials will take prompt, fair, equitable, and appropriate action to correct and discipline behavior in violation of college policy, which may include termination and/or dismissal. Further, any form of retaliation against someone who files a complaint or who participates in the investigation process is prohibited and may result in disciplinary action.

Should you believe that you experienced any behavior identified above and desire prompt attention, contact:

**Annazette M. Houston**

Chief Diversity Officer

District Administrative Offices

39 Columbia Drive, Room 718

Tampa, FL 33606

Telephone: 813-253-7043

Email: [ahouston14@hccfl.edu](mailto:ahouston14@hccfl.edu)

Visit our office at Dr. Gwendolyn W. Stephenson Administration Center (GWAC), 39 Columbia Drive, Suite 728, Tampa, Florida 33606-3584.

# STUDENT ACADEMIC APPEALS

## Purpose

This procedure establishes Hillsborough Community College's (HCC) guidelines by which a student can dispute the process in which a) the awarding of transfer (including online) academic credit has occurred or b) a grade was determined, if the student believes that the grade has been awarded in error or if the student believes that the grade was prejudicially or capriciously awarded.

The College acknowledges that grade policies are the purview of the faculty and that faculty members who have graded objectively and subjectively based on their professional expertise and who have followed the grade policies published in their syllabi have not awarded grades in a capricious or discriminatory manner.

## Procedure

### 1. Appeals for the award of transfer academic credit

Students may appeal decisions to not accept transfer (including online) credits to satisfy general education requirements. Pursuant to State Board of Education Rule 6A-14.0304 Online Courses, students may also appeal an HCC decision to not accept online credits to satisfy program requirements. To appeal the decision, the student must complete the Academic Appeals Form: Award of College Credit and submit it to the academic division per the instructions on the form. Within ten (10) working days of receipt of the appeal, notification will be made to the student of the result of the appeal, which is final and not subject to further appeal.

Notification of grade changes must be provided to the Vice President of Academic Affairs, who will maintain a database of changes of grade by campus and division.

### 2. Appeals for the award of grades

- a. Contact with faculty Day One through Day Ten Within ten (10) working days after the grade in question has been posted, the student should attempt to contact the faculty member first to discuss the awarding of the grade and his or her assertion that the grade awarded by the faculty member was incorrect.
  - i. If the faculty member decides to change the grade, he/she must promptly initiate the change of grade in accordance with college policy.
  - ii. If the faculty member decides not to change the grade, and the student wishes to appeal, the student should contact the supervising dean to initiate the appeals process.
  - iii. If the student is unable to contact the faculty member within the timeline, the student should provide the supervising dean with supporting information on attempts to contact the faculty member.
  - iv. The dean will contact the faculty member. If the dean is unable to contact the faculty member, the dean will work with the student to

initiate the appeals process. The time period may be extended by the dean or designee in the event of extenuating circumstances.

- b. Contact with the dean (AA or AS programs) or director (PSAV programs) In the following sections, “dean” refers to an academic dean supervising AA or AS program faculty; “director” refers to the Director of PSAV Programs.

- i. Pre-Appeal a. By Day Ten (10)

In the event that the student’s grade issue is not resolved, the student should schedule an appointment with the faculty member’s academic dean/director (or designee) by day ten (10). The time period may be extended by the dean/director or designee.

- ii. Within Five (5) Days Following the Meeting with the Dean/Director.

The dean/director will assign a tenured counselor to inform the student about the appeals process within five (5) working days. The time period may be extended by the dean/director or designee.

- iii. Within Five (5) Days Following the Assignment of the Counselor.

The student must meet with the counselor within the next five (5) working days if the student wishes to pursue the appeal. The counselor will provide the student with the Academic Appeals Form: Grade Dispute (reproduced here as Appendix) The student is responsible for showing that the grade was awarded in a capricious or discriminatory manner.

- iv. Within Three (3) Days Following the Meeting with the Counselor.

- 1. The student must file the Academic Appeals Form: Grade Dispute within three (3) days after meeting with the counselor with the aggrieved faculty member’s dean’s/director’s office.

- c. Appeal

Within Ten (10) Days Following Receipt of Appeal.

The dean/director will review the appeal, talk with the faculty member, read the syllabus, review the grades earned during the course, and determine whether or not the grade has been awarded based on the instructor’s syllabus criteria within ten (10) working days following received of the Academic Appeals Form: Grade Dispute. The dean/director will either notify the student and the faculty member in writing of the decision that the grade stands as awarded or request in writing that the faculty member re-evaluate the grade, using the criteria as outlined in the faculty member’s own syllabus, and submit a change of grade form. For an adjunct instructor who cannot be contacted, the dean will assign a tenured program manager or a tenured full-time faculty member in the discipline to assist in the grade process review for AA/AS programs. In the case of PSAV programs, the director will assign a faculty member in the program to assist in the grade process review. For AA or AS programs, the change of-grade form will be submitted to

the campus president with an accompanying memo of explanation. For PSAV programs, the change-of-grade form will be submitted to the Vice President of Workforce Training with an accompanying memo of explanation. Once approved, the campus president or Vice President of Workforce Training will send the form to Admissions and Records for processing. Both the form and the memo of explanation will be kept in the student's file. The dean's/director's decision is final unless the faculty member disagrees.

- d. Within Five (5) Days Following Receipt of Dean's/Director's Decision.
  - i. The faculty member may appeal the dean's decision to the campus president within five (5) working days after receiving the written notification from the dean for AA/AS Programs. For PSAV programs, the faculty member may appeal the director's decision to the Vice President of Workforce Training within five (5) working days after receiving written notification from the director.
3. Contact with the campus president/vice president of workforce training
  - a. Within Ten (10) Days Following Receipt of Appeal.
  - b. Within ten (10) working days after receiving a written request from the faculty member to appeal the dean's/director's decision, the campus president (AA or AS programs) or Vice President of Workforce Training (PSAV programs) will review the appeal, talk with the faculty member, read the syllabus, review the grades earned during the course, and determine whether or not the grade has been awarded based on the instructor's syllabus criteria. The campus president (AA or AS programs) or Vice President of Workforce Training (PSAV programs) will either notify the faculty member in writing of the decision or request in writing that the faculty member re-evaluate the grade, using the criteria as outlined in the faculty member's syllabus, and submit a change of grade form. The campus President's or Vice President's decision is final and not subject to further appeal.
  - c. Notification of changes of grade for AA or AS programs must be provided to the Vice President of Academic Affairs, who will maintain a database of changes of grade by campus and division. The Vice President of Workforce Programs or designee will maintain a database of changes of grade for PSAV programs.



## STUDENT GRIEVANCE (NON-ACADEMIC)

### Purpose

This procedure establishes procedural guidelines for students at Hillsborough Community College to follow for having a grievance heard and acted on in a fair and equitable manner.

### Procedure

Hillsborough Community College recognizes the meaningful value and importance of full discussion in resolving misunderstandings and preserving good relations between the students and the College. This procedure will better ensure that complaints receive full consideration, with an emphasis on resolving the problem at the lowest level, with the individual with whom the dispute occurred. However, if a problem or condition exists, the student should bring this to the attention of the appropriate person in the proper manner.

Students at the College are entitled to fair and equitable treatment and an accessible procedure for expressing dissatisfaction and communication with the administration to reconcile any College-related problems. Retaliation for the exercise of these rights is forbidden.

Where informal methods are unsuccessful, the College recognizes that certain problems are best settled by a grievance procedure. If a problem is included within the definition of a grievance, the purpose of this procedure is to settle the grievance promptly and within the time limitations prescribed below. However, a student's problem may be referred to another procedure if the dissatisfaction or problem is not included in a grievance.

**1. DEFINITIONS:** The following definitions will apply to this procedure:

- a. Grievance - a dispute involving a non-academic issue with an employee of the College or with the College, which may include the violation of an administrative rule or procedure. A grievance will not involve administrative decisions regarding the operation of the College, such as but not limited to the scheduling of classes or the location of a classroom(s).
- b. Grievant - a student who initiates a grievance as defined above. (If more than one student has the same or a similar grievance, each student will be required to file a grievance).
- c. Respondent - the specific individual(s) responsible for causing or implementing the matter that gives rise to the dispute. The respondent may be a member of the faculty or other College employee against whom a grievance is filed.
- d. Student/Staff Committee - the committee will include two (2) College employees appointed by the Campus President and two (2) students appointed by the campus Student Government. The Campus President will also appoint an administrator to be the chairperson of the committee.
- e. Student Rights Representative - each campus Student Government will select a student to be the Student Rights Representative.

- 2. GRIEVANCE GUIDELINES:** The following guidelines will apply to this procedure for student grievances:
- a. A grievance may only be filed by the affected student who is solely responsible for initiating this grievance.
  - b. The time limitations are necessary to provide a timely resolution of the grievance. "School days" shall exclude Saturdays, Sundays, and approved holidays.
  - c. If the student fails to adhere to the time limitations, the grievant will be deemed to have waived his/her grievance. The Dean of Student Services will terminate the grievance and notify the grievant and respondent accordingly.
  - d. If the respondent fails to adhere to the time limitations, the respondent will be deemed to have waived his/her right to respond during that time or step of the grievance and the grievance will move to the next step.
  - e. The Dean of Student Services may authorize an extension of time following receipt of a written request. The Dean of Student Services will notify the grievant and respondent accordingly.
  - f. If the Dean of Student Services is named as a respondent in a grievance, the Campus President will name a designee for the Dean of Student Services for the procedural steps outlined in this procedure. In addition, to better ensure that the grievance is handled in a timely manner in the event the Dean of Student Services is unavailable, the responsibilities outlined in this procedure will be assigned to a designated employee by the Campus President.
  - g. This is not the appropriate procedure for a grievance involving discrimination or sexual harassment. The student must contact the Dean of Student Services or the Office of Equity for additional information or refer to the appropriate administrative rules or procedures which are available at the office of the Campus President, an administrator's office or in the libraries.
  - h. A student may not grieve an executive discretionary decision by college personnel regarding the operation of the College or the management of employees and students as permitted by the rules of the State Board of Education and the laws of the state of Florida.
  - i. The College will work with students to resolve problems. A student will not be penalized for presenting a complaint or filing a grievance. J. To better ensure that the grievance is addressed on an informal basis, a non-College related spokesperson or representative would not be permitted during the grievance process until the appeal process commences with an appeal to the President.
- 3. PRE-GRIEVANCE INFORMAL CONSULTATION:** The following guidelines apply to a pre-grievance informal consultation in addition to the other applicable requirements of this procedure:
- a. Prior to initiating a grievance, a student should make reasonable efforts to resolve any questions, problems or misunderstandings that may arise.

Students should evaluate whether a dispute involves executive discretionary matters by college personnel regarding the operation of the College or the management of students and employees. Such matters are not subject to the grievance process.

- b. For dissatisfactions and disputes not involving discretionary decisions by college personnel, students are encouraged to initiate discussions with the Dean of Student Services or a faculty member (where applicable) or any other employee involved at the time of dissatisfaction or when a problem arises. Such discussions are encouraged to better ensure that positive and prompt action is initiated to answer student questions and to resolve complaints. It is College personnel's responsibility to ensure that any complaint brought to him/her receives prompt attention. The student may meet with the Dean of Student Services prior to initiating a grievance to receive guidance and assistance.
- c. The grievant (student) must submit a brief written request for an informal meeting to the respondent within five (5) school days following the date of the incident, giving rise to the complaint or the date on which the complainant has knowledge of the incident. Within five (5) school days following the date of incident, giving rise to the complaint or the date on which the grievant has knowledge of the incident. Within five (5) school days following the written request, the respondent will schedule an informal meeting with the grievant to discuss the alleged complaint, with the objective of resolving the matter to the satisfaction of the grievant and the respondent. A grievant may not file a grievance if the grievant has not requested and attended the informal meeting.
- d. At the informal meeting, the grievant is not responsible for notifying the respondent that a formal grievance may be filed.
- e. If the problem is resolved at this step, the issue will be dropped.
- f. If the grievant is unable to contact the respondent or the respondent is unwilling to meet with the grievant within the five (5) school day period, the grievant will notify the Dean of Student Services for further directions which may include skipping the respondent in the grievance procedure.

#### **4. FORMAL GRIEVANCE**

**STEP ONE:** To initiate a grievance, the grievant will obtain a copy of the Student Grievance form from the Dean of Student Services and complete Step One. The Student Grievance form must be completed and filed with the Dean of Student Services within five (5) school days following the date of the informal meeting.

- a. The Dean of Student Services may determine whether the allegations filed constitute a grievance. If it is determined that a grievance does not exist in accordance with the definition, the grievance will not proceed and both the grievant and the respondent will be notified accordingly. The student may appeal this decision to the Campus President within five (5) days following receipt of the request to notify the Dean of Student Services, who will notify both the grievant and the respondent accordingly.

- b. The grievant will attach the following information to the Student Grievance form:
  - i. A brief summary of the dispute.
  - ii. A description of the administrative rule or procedure violated, misinterpreted, or misapplied.
  - iii. A description of the facts in chronological order on which the grievant relies.
  - iv. A statement with the names of all witnesses to the condition or action from which the grievance arose.
  - v. Copies of all documentation possessed by the grievant regarding the grievance process and all documentation leading to or involving the grievance.
  - vi. A statement of the specific relief sought, or resolution requested for the grievance.
- c. The grievant's statements on the Student Grievance form and the attached documentation constitute the grievant's written statement. The grievant may not add other grievances, modify the grievance, or modify the requested relief after the Student Grievance form is filed with the Dean of Student Services. The grievance shall proceed on the basis of the written statement. Nothing in this procedure shall be construed to prevent the Dean of Student Services, the Campus President or any decision-making level listed in this procedure from granting any relief deemed appropriate. The Dean of Student Services will forward a copy of the Student Grievance form with attachments to the respondent within three (3) school days following receipt of the grievant's written statement.

**STEP TWO:** The respondent will submit a written response to the Dean of Student Services within five (5) school days following receipt of the grievant's written statement.

- a. The respondent's written statement will prepare the following information and attach to the Student Grievance form:
  - i. A response to the grievant's written statement
  - ii. Documentation that the respondent deems appropriate
- b. The respondent's statement on the Student Grievance form with the documentation attached is the respondent's written statement. The respondent may not modify the response after the Student Grievance form with attachments is filed with the Dean of Student Services. The grievance will proceed based on the material described above.
- c. The Dean of Student Services will forward a copy of the completed Student Grievance form with attachments to the respondent's immediate supervisor within three (3) school days following receipt of the respondent's written statement. Within a maximum of five (5) school days after receiving the copies of the Student Grievance form, the respondent's immediate supervisor will schedule a meeting with both the grievant and respondent to discuss the grievance. The respondent's immediate supervisor will have five (5) school days following the date of receipt of the grievant's and

respondent's statements from the Dean of Student Services to forward a written recommendation to both the grievant and the respondent.

**STEP THREE:** Student Grievance Hearing - if the grievant is not satisfied with this recommendation, the grievant will have five (5) school days following receipt of the recommendation, to notify the Dean of Student Services that the grievance will proceed. The grievant will determine whether the Student Grievance Hearing will be held either with the Dean of Student Services or the Student/Staff Committee.

- d. Dean of Student Services - the Dean of Student Services will schedule a hearing within five (5) school days after the grievant officially requests the hearing. The grievant and the respondent will each present the facts, issues, and resolution to the grievance.
- e. Student/Staff Committee - the Campus President will appoint two (2) full-time employees and the campus Student Government Association will appoint two (2) students to serve on the Student/Staff Committee. The Campus President will also appoint an administrator to chair this committee. (The Dean of Student Services will not be appointed to this committee.)
- f. Student Rights Representative - the grievant may ask to be represented by the campus Student Rights Representative selected by the campus Student Government Association.
- g. Hearing Guidelines:
  - i. The committee will review the facts in the grievance.
  - ii. The Dean of Student Services will schedule the hearing and notify the grievant, respondent and all witnesses regarding the time, date, and location of the hearing. In addition, where applicable, the Dean of Student Services will forward a copy of the written statements to the members of the Student/Staff Committee.
  - iii. The statements by the witnesses, the grievant and the respondent should not exceed thirty (30) minutes, except when the committee determines that additional time is needed.
  - iv. The grievant and the respondent are required to appear at the hearing or to submit documentation stating his/her position on the matter. If the grievant or respondent fails to attend or to submit a written statement, only the party's written statements will be reviewed. The grievant and the respondent may submit documentation to the hearing that was not included in the written statements to correct statements of fact made by the grievant or respondent. All witnesses may be videotaped at the prerogative of the committee chairperson.
  - v. The statements of the grievant, respondent and any witnesses will be evaluated, and each person may be questioned. A formal written recommendation will be forwarded to both the grievant and respondent within five (5) school days following the date of the hearing.

**STEP FOUR:** Campus President - within five (5) school days following receipt of the recommendation, the grievant may notify the Dean of Student Services that (s)he is not satisfied with the recommendation. The Dean of Student Services will forward a copy of all documentation to the Campus President within three (3) school days after receiving the request. The Campus President will meet with both the grievant and the respondent within five (5) school days after receiving the request. The Campus President will forward a final grievance decision to the grievant, respondent and the Dean of Student Services, based on a review of the written statements, any investigation conducted by the Dean of Student Services and the non-binding recommendation from the grievance hearing step.

## **5. APPEALS PROCESS**

A request for appeal of a grievance decision is a request for special consideration at the district level. Students should first attempt to resolve grievances at the campus level. For each step of the request for appeal process, the following information will be included by the grievant:

- h. A statement describing any failure by the Dean of Student Services, the respondent, the Student/Staff Committee, or the Campus President to follow the grievance process;
- i. A statement describing how the failure to follow the grievance process prejudiced the grievant; and
- j. A statement describing the errors or mistakes committed by the Dean of Student Services, the Student/Staff Committee or the Campus President in evaluating the grievance. The grievant must reference the written statements. Each district official, upon receipt of a grievance appeal:
  - i. Will investigate the circumstances and attempt to resolve the problem;
  - ii. May schedule a meeting with the grievant and respondent;
  - iii. Will not conduct another hearing or receive additional factual presentations; and
  - iv. Will forward a decision to the grievant, the respondent and the Dean of Student Services within five (5) school days.

### **STEP ONE:**

#### **Appeal to the Vice President for Student Services and Enrollment Management**

Within five (5) school days following receipt of the decision of the Campus President, the grievant may submit a written request for an appeal to the Dean of Student Services. The Dean of Student Services will forward the request and all documentation to the Vice President for Student Services and Enrollment Management within two (2) school days for review.

### **STEP TWO:**

#### **Appeal to the College President**

Within five (5) school days following receipt of the decision of the Vice President for Student Services and Enrollment Management, the grievant may submit a written request



for an appeal to the Dean of Student Services. The Dean of Student Services will forward the request and all documentation to the President within two (2) school days for review. The President's decision to uphold, reverse or modify the grievance decision shall terminate the grievance. (Student Services Operations Procedure: 12/09/2013).

## **ACCESS TO RECORDS**

In compliance with the Buckley Amendment to the Family Educational Rights and Privacy Act of 1974, the following policy is established to provide proper procedure for access to student RAD TECH records:

Students have the right to inspect and review all Rad Tech records directly related to the student. This includes any material incorporated into the student's record folder intended for school use or to be made available to outside parties.

Students must request inspection of their file by written request and will be granted access within 14 days of receipt of the written request to the Rad Tech Program Manager. The student's file must be inspected in the Program Manager's office and in the presence of the Program Manager, during normal business hours, or by special arrangement.

No records can be sent to any institution without the written consent of the student with the following exceptions:

- \* Transmittal of personal information to state and local government authorities as required by state statute.

- \* Release of directory information including the student's name, address, major field of study, place of birth, participation in official recognized activities, dates of attendance, degrees and awards received, and the most recent previous educational institution attended.

The written consent to release records must specify the exact records to be released and to whom the records shall be released. A copy of these records will be given to the student, if requested. This includes the following information:

- \*Course transcript \*Program evaluations \*Other specified information

Proper procedure for release of a student's record involves the following considerations:

- \* Upon student request, a transcript will be sent to the authorized agency. \*
- Information may be sent out in compliance with a judicial order.

Any student requesting a reference needs to complete the required authorization and must stipulate what areas the RAD TECH faculty are to comment. This is in compliance with the Family Educational Rights and Privacy Act of 1974. A copy of the completed form will be forwarded to the authorized agency.

## **AGREEMENT BETWEEN THE RADIOGRAPHY STUDENT AND THE HILLSBOROUGH COMMUNITY COLLEGE RADIOGRAPHY PROGRAM:**

1. I understand that as a part of my clinical education in the Hillsborough Community College Radiography Program, I will be required to rotate through Tampa General Hospital, Saint Joseph's Hospital Main, J.A. Haley Veteran's Hospital, & may be required to rotate through Saint Joseph's Hospital North, & South, Moffitt Cancer Center, Florida Orthopaedic Institute, Brandon Healthplex, & Tower Radiology Centers. Parking at these facilities may or may not require an additional fee which is to be paid by the student.
2. I agree to follow the rotation sequence for clinical as set forth in the Master Tracks unless illness or some unusual circumstance makes it impossible, and permission for a change is granted by the Radiography Program Manager and Clinical Coordinator.
3. I understand that I will be required to provide my own transportation to and from the required campus classes and the various clinical education settings.
4. I understand that the Radiography Program limits the required **scheduled** didactic and clinical hours combined to not more than forty (40) hours per week and no more than ten (10) hours per day. Hours exceeding these limitations must be voluntary on the student's part. Students will not be assigned to clinical settings on holidays observed by the College.
5. I will always conduct myself in an ethical and professional manner while in the clinical education settings. I understand that any unfavorable conduct on my part may jeopardize the entire clinical education agreement between the HCC Radiography Program and the clinical education setting.
6. I understand that each clinical education setting may exercise its rights under Part VIII of the Affiliation Agreement to request my withdrawal from its facilities if my conduct and/or performance with the patients or hospital staff are not within acceptable standards of safe and/or effective performance.
7. I understand that while I am at the clinical education setting, I am subject to contracting a disease or incurring bodily injury because of activities in the affiliate. I also acknowledge and understand that I am covered by professional liability insurance provided by the College. Therefore, I expressly hereby assume this risk of disease or bodily injury and acknowledge that the College is NOT responsible for any such loss.
8. I have received a copy of the HCC Radiography Program Student Handbook and agree to abide by all the Program rules, guidelines, policies and procedures contained within this document and are also held to the Health Sciences policy and procedures manual found on the main HCC Health Sciences website: <http://www.hccfl.edu/departments/health-science.aspx>. I also agree to abide by the policies and procedures of the clinical education setting(s) I will be attending. (Please refer to attachment for a signature sheet).

**2024-2025**



## HCC Radiography Program MRI Screening Signature Form

Students have potential access to the magnetic resonance environment when rotating through clinical sites. This screening form will describe potential magnetic wave or radiofrequency hazards. Students are sometimes asked to assist in moving patients in the MRI room or may be asked to transport patients to the MRI suite. Before entering the MR environment or MR system room, students may be advised to remove the following metallic objects including hearing aids, dentures, partial plates, keys, beeper, cell phone, eyeglasses, , hair pins, barrettes, jewelry, body piercing jewelry, watch, safety pins, paperclips, money clips, credit cards, bank cards, magnetic strip cards, coins, pens, pocket knife, nail clipper, tools, clothing with metal fasteners, & clothing with metallic threads.

Please address the following:

Have you had an injury to the eye involving a metallic object or fragment (e.g., metallic slivers, shavings, foreign body, etc.)? No Yes

If Yes, please

describe: \_\_\_\_\_

Have you ever been injured by a metallic object or foreign body (e.g., BB, bullet, shrapnel, etc.)? No Yes

If Yes, please describe:

\_\_\_\_\_

Please indicate if you have the following:

- |   |    |     |
|---|----|-----|
| <input type="checkbox"/> Aneurysm clip(s)                           | No | Yes |
| <input type="checkbox"/> Spinal fixation or fusion devices          | No | Yes |
| <input type="checkbox"/> Cardiac pacemaker                          | No | Yes |
| <input type="checkbox"/> Implanted cardioverter defibrillator (ICD) | No | Yes |
| <input type="checkbox"/> Electronic implant device                  | No | Yes |
| <input type="checkbox"/> Magnetically-activated implant or device   | No | Yes |
| <input type="checkbox"/> Neurostimulation system                    | No | Yes |
| <input type="checkbox"/> Spinal cord stimulator                     | No | Yes |
| <input type="checkbox"/> Internal electrodes or wires               | No | Yes |
| <input type="checkbox"/> Bone growth/fusion stimulator              | No | Yes |
| <input type="checkbox"/> Cochlear, otologic, or other ear implant   | No | Yes |
| <input type="checkbox"/> Insulin or other infusion pump             | No | Yes |
| <input type="checkbox"/> Implanted drug infusion device             | No | Yes |
| <input type="checkbox"/> Any type of prosthesis (eye, penile, etc.) | No | Yes |
| <input type="checkbox"/> Heart valve prosthesis                     | No | Yes |
| <input type="checkbox"/> Eyelid spring or wire                      | No | Yes |

<input type="checkbox"/> Artificial or prosthetic limb	No	Yes
<input type="checkbox"/> Metallic stent, filter, or coil	No	Yes
<input type="checkbox"/> Shunt (spinal or intraventricular)	No	Yes
<input type="checkbox"/> Vascular access port and/or catheter	No	Yes
<input type="checkbox"/> Radiation seeds or implants	No	Yes
<input type="checkbox"/> Swan-Ganz or thermodilution catheter	No	Yes
<input type="checkbox"/> Medication/transdermal patch (Nicotine, Nitroglycerine, etc.)	No	Yes
<input type="checkbox"/> Any metallic fragment or foreign body	No	Yes
<input type="checkbox"/> Wire mesh implant	No	Yes
<input type="checkbox"/> Tissue expander (e.g., breast)	No	Yes
<input type="checkbox"/> Surgical staples, clips, or metallic sutures	No	Yes
<input type="checkbox"/> Bone/joint pin, screw, nail, wire, plate, etc.	No	Yes
<input type="checkbox"/> Dentures or partial plates	No	Yes
<input type="checkbox"/> Tattoo or permanent makeup	No	Yes
<input type="checkbox"/> Body piercing jewelry	No	Yes
<input type="checkbox"/> Hearing aid (remove before entering MR system room)	No	Yes
<input type="checkbox"/> Other implant	No	Yes

If the student answered “Yes” to any of the above screening protocol, further investigation of the circumstances by the Faculty is warranted and the clinical sites, and student, will be appropriately advised prior to the student entering the MR environment.

I attest the above information is correct to the best of my knowledge. I have read and understand the entire contents of this form. Faculty will review this form and those students who indicate “Yes” to any of the above will be advised by Faculty to assure the student’s safety. **Any changes in the status of potential magnetic wave or radiofrequency hazards must be reported immediately to the Program Director or Clinical Coordinator.**

Student Name (please print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Faculty Receiving Form Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# HCC RADIOGRAPHY PROGRAM HANDBOOK ACKNOWLEDGEMENT AND SIGNATURE PAGE

I, \_\_\_\_\_ acknowledge that I have received a copy of the current Hillsborough Community College Radiography Program Student Handbook and Master Clinical Syllabus and that the information has been discussed with me. I understand that I am responsible for knowledge of the guidelines and policies of the Radiography Program, the Division of Health Sciences, and the HCC Catalog in effect when I enrolled. I further understand that those policies are subject to change and that such changes will be made available to me as soon as possible and be binding at that time.

## **DISCLAIMER CLAUSE:**

**The Radiography Program at Hillsborough Community College reserves the right to make changes in the regulations and policies announced in this handbook as circumstances arise.**

**If changes in this handbook are required during this academic year, the student will be given formal notice of those changes and be asked to verify by signature that the required changes were read and understood.**

**The provisions of this handbook/clinical syllabus are not to be regarded as an irrevocable contract between the student and the College. The College reserves the right to make and designate the effective date of changes in College policies and other regulations at any time such changes are considered to be desirable or necessary.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Student ID#

Rev. 7/24



[www.hccfl.edu](http://www.hccfl.edu)

Hillsborough Community College

# **RADIOGRAPHY PROGRAM**

## **CLINICAL STUDENT HANDBOOK**

**2024 - 2025**

# CLINICAL EDUCATION INFORMATION

An integral component of the education for the Radiography student is in the clinical setting. Clinical education for the student represents the environment in which all aspects of their education are combined: cognitive, psychomotor, and affective.

The following has been prepared for the students of the Radiography Program at Hillsborough Community College. This document is to be used as a source of guidelines for conduct, performance standards, and grading for the clinical phase of the educational program. This document is presented to all students prior to the onset of the first clinical course RTE 1800: Intro to Radiographic Practicum. It is to serve as the contract for each subsequent clinical course unless an addendum is presented to the student. Each clinical course will also have a syllabus that may provide additional information and policies specific to that course.

The first part of this document is devoted to establishing the introduction and presentation of the agreement between the student and Radiography Program. This agreement must be read, understood and all conditions and consequences agreed upon, verified by the student signature and that of a fellow student witness and said form returned to the faculty prior to the first day of the Radiography clinical experience. The student's signature should not be given until they have thoroughly read the document and have had all questions answered by the respective faculty member.

The second part of this document consists of general guidelines defining appropriate behavior in the clinical setting, radiation protection for the radiographer and patient, image critique, and the grading system used by the faculty to evaluate the student's performance. The final pages of this section are a listing of the suggested performance objectives that the student should accomplish per academic term. These objectives have been established to correlate with the campus didactic courses.

The third part of this document is dedicated to describing the manner in which the student is assigned their clinical rotations. Included is a description of the system used to track the student's performance during the initial clinical experience.

The fourth part of this document consists of a complete explanation of the clinical competency system. The student should review this section carefully so that they will have a complete understanding of the term "competency."

An orientation is given at the onset of each new clinical rotation by the faculty of the education setting the student will be attending.

Clinical sites are assigned by the Clinical Coordinator with input from the Program Manager if needed. Many sites require online orientation, submission of paperwork, new background checks, new drug screens, and/or additional TB screening. If a student plans to be away during the semester breaks and is unavailable to complete onboarding requirements in a timely manner, this may prevent the student from attending certain clinical sites.

Some onboarding and immunization requirements, etc. involve annual deadlines that must be met. Failure to adhere to these deadlines may jeopardize a student's eligibility to remain in the Program. Such students may be required to withdraw from the Program accordingly. Additionally, CPR certification must be maintained through the duration of the Program.

Strict adherence to the confidentiality and uniform policies as outlined in this handbook is required. Proper professional appearance inspires confidence and trust and demonstrates a commitment to the profession. Since clinical learning experiences are irreplaceable, adherence to the attendance policy as outlined in this handbook is expected. Tardiness is not an acceptable practice. Demonstration of respectful behaviors toward patients, faculty, staff, and peers is inherent in professional behaviors.

We are confident these experiences will allow students to become a professional, competent technologist if taken advantage of to their fullest. To this end, specific policies, rules, and regulations have been established and included in the handbook. These are not meant as restrictions but have been developed as a guide from past experiences. The handbook is meant as a source of information upon which accurate and responsible decisions may be made.

The Program and clinical faculty would like to extend their best wishes for a fulfilling clinical experience and professional development over the next twenty-two months of clinical education.

## **AGREEMENT BETWEEN THE RADIOGRAPHY STUDENT AND THE HILLSBOROUGH COMMUNITY COLLEGE RADIOGRAPHY PROGRAM:**

1. I understand that as a part of my clinical education in the Hillsborough Community College Radiography Program, I will be required to rotate through Tampa General Hospital, Saint Joseph's Hospital Main, J.A. Haley Veteran's Hospital, & may be required to rotate through Saint Joseph's Hospital North, & South, Moffitt Cancer Center, Florida Orthopaedic Institute, Brandon Healthplex, & Tower Radiology Centers. Parking at these facilities may or may not require an additional fee which is to be paid by the student.
2. I agree to follow the rotation sequence for clinical as set forth in the Master Tracks unless illness or some unusual circumstance makes it impossible, and permission for a change is granted by the Radiography Program Manager and Clinical Coordinator.
3. I understand that I will be required to provide my own transportation to and from the required campus classes and the various clinical education settings.
4. I understand that the Radiography Program limits the required **scheduled** didactic and clinical hours combined to not more than forty (40) hours per week and no more than ten (10) hours per day. Hours exceeding these limitations must be voluntary on the student's part. Students will not be assigned to clinical settings on holidays observed by the College.
5. I will always conduct myself in an ethical and professional manner while in the clinical education settings. I understand that any unfavorable conduct on my part may jeopardize the entire clinical education agreement between the HCC Radiography Program and the clinical education setting.
6. I understand that each clinical education setting may exercise its rights under Part VIII of the Affiliation Agreement to request my withdrawal from its facilities if my conduct and/or performance with the patients or hospital staff are not within acceptable standards of safe and/or effective performance.
7. I understand that while I am at the clinical education setting, I am subject to contracting a disease or incurring bodily injury because of activities in the affiliate. I also acknowledge and understand that I am covered by professional liability insurance provided by the College. Therefore, I expressly hereby assume this risk of disease or bodily injury and acknowledge that the College is NOT responsible for any such loss.
8. I have received a copy of the HCC Radiography Program Student Handbook and agree to abide by all the Program rules, guidelines, policies and procedures contained within this document and are also held to the Health Sciences policy and procedures manual found on the main HCC Health Sciences website: <http://www.hccfl.edu/departments/health-science.aspx>. I also agree to abide by the policies and procedures of the clinical education setting(s) I will be attending. (Please refer to attachment for a signature sheet).

## **DRUG TESTING POLICY:**

Drug testing is handled by the Clinical Liaison office. For questions about the drug testing policy, contact the office of the Clinical Liaison or refer to the HCC Health Sciences Clinical Placement Policy & Procedures Manual. The email address for the Clinical Liaison's office is [clinicaloffice@hccfl.edu](mailto:clinicaloffice@hccfl.edu).

### **ONBOARDING OVERVIEW:**

5. Drug screening for NEW students will be coordinated by the Clinical Liaison Office.
  - a. Students will receive information regarding the BayCare Urgent Care sites they can visit for their drug screen, a referral for the drug screen, and a drug screen due date.
  - b. Drug screens must not be older than 1 year.
  - c. Note: Some clinical sites require a more current drug screen.
6. The results for drug screens are submitted to the Clinical Liaison Office within 48-72 hours.
  - a. Results are grouped by program.
  - b. The Clinical Liaison Manager will print the Escreen report and compare the names to the student roster provided by the Division Chair.
7. Failure to meet drug screen requirements will result in withdrawal from the program. Students will need to reapply to the program for the following term.
8. Any drug screen completed prior to orientation will not be accepted.

If a student feels that the results from any drug screening test are incorrect, s/he may appeal the decision. S/he may appeal the results directly to the drug screening company and proceed through the company's appeal process, and/or appeal the decision of HCC through the below process:

5. The applicant or student must visit with an advisor or academic counselor, and submit a written appeal to the Admissions, Records and Registration Office on the Dale Mabry campus addressed to the Chairperson, Health Sciences Appeals Committee within ten (10) working days of the date of the notice that the applicant was not selected or was dismissed. The applicant must follow the instructions as outlined in the denial letter. The written appeal must specifically state any errors and/or extenuating circumstances and be supported by any accompanying documentation.
6. The Dean of Student Services determines the makeup of the Appeal Committee. The student appealing the decision will not be invited to appear in person to present his/her case to the Committee but may provide information and a statement for consideration by the committee. The Committee will review and render a decision.
7. The applicant will receive notification of the Committee's decision.
8. The Committee's decision will be final.



In addition to the drug screening test for incoming students:

4. Clinical affiliates may require that students submit to a drug screening test prior to placement according to the affiliate's pre-employment drug screening policy.
5. A clinical site may require more rigorous screening and with or without prior notice.
6. An affiliate, Program Manager, Program Coordinator, or Dean of Health Sciences, may also request a student be tested if there is reasonable suspicion that s/he is impaired, has used or is using illegal or unprescribed drugs or alcohol.

**Students who may be taking prescription medication may be asked to leave a clinical facility if clinical staff, the Clinical Preceptor, or other hospital/faculty members deem it is necessary due to patient care. Any impairment on the part of the student that may interfere with patient care, the handling of equipment, as well as judgement will not be tolerated.**

**Similarly, a student may not be allowed to participate in a laboratory exercise should the faculty deem it is not safe for that student and other students that are working with said student who may be taking prescription medication.**

**Any time missed from clinical and/or laboratory must be made up.**

#### FAILURE OF COMPLIANCE

Students who fail to meet drug screen requirements will forfeit their seat in their Program.

Upon denial, anyone who fails to satisfy the drug screening requirements is eligible to re-submit an application for the next admission date.

## **INFECTIOUS DISEASES STATEMENT:**

(Refer to Clinical Liaison Office Policy and Procedure Manual for detailed information)

As a student performing in the clinical facilities, I understand that I may be exposed to environmental hazards and infectious diseases including, but not limited to, Tuberculosis, Hepatitis B, HIV/AIDS, and COVID.

Hillsborough Community College recommends that all Health Science Program students obtain the Hepatitis B vaccine prior to entering the clinical experience portion of the program.

Proof of vaccination from Hepatitis B may be required before participating at certain clinical education settings. All hospital policies and procedures supersede College policy regarding prevention of infectious diseases and, in accordance with the Affiliation Agreement between the College and the hospital/agency, the student must abide by those policies and rules.

I understand and assume the risks involved in the clinical portion of Health Science Programs at Hillsborough Community College, especially the risk of contracting Hepatitis B through human blood spills, Tuberculosis (TB), HIV/AIDS, COVID and other related infectious diseases while participating in the required clinical experiences. I agree to abide by all hospital/agency policies regarding exposure to infectious diseases.

### **COVID GUIDELINES:**

- HCC has recently put into place and will continue with “if you are sick, stay home” policy. Individuals should follow CDC recommendations related to exposure and quarantine for COVID-19 and the flu. If you feel ill, please contact your instructor, and **DO NOT** come to campus. You are also **NOT TO ATTEND CLINICALS** should you feel ill, or even symptomatic. You can contact our COVID-19 Campus Resource Person for any questions you may have: [Patrick Hoier](mailto:Patrick.Hoier@hccfl.edu) | [Phoier@hccfl.edu](mailto:Phoier@hccfl.edu) | 813.253.7128

You may also visit <https://www.hccfl.edu/support-services/public-safety/covid-19> for more information on COVID-19.

## **INCIDENT REPORTS:**

Incident reports will be filled out by the Clinical Preceptor and signed by the student for the following circumstances:

1. When personal injury has occurred to the student while at the clinical setting.
2. When the student has come in contact with a communicable disease while at the clinical setting.

One copy of the report will be placed in the student's file on campus, and one will go to the Dean's office. One copy will also be contained in the student's file at the clinical education setting. The student in the Radiography Program will be given an infection control orientation at the onset of their clinical experience. Students must read, understand, and agree to abide by the hospital infection control policies and procedures of their clinical education setting.

## **POLICY OF STUDENT SUPERVISION:**

The Program, accrediting agency (JRCERT), and the State of Florida laws governing ionizing radiation require that the student be supervised in the performance of radiographic procedures under the following guidelines:

1. The student must not take the place of a qualified staff radiographer (which is a **licensed General Radiographer, not Basic Technologist**). **(Program and JRCERT)**
2. **DIRECT SUPERVISION:** Until a student achieves competency in a given procedure, all clinical assignments should be carried out under the **DIRECT SUPERVISION** of a qualified radiographer who:
  - reviews the procedure in relation to the student's achievement,
  - evaluates the condition of the patient in relation to the student's achievement,
  - is physically present during the conduct of the procedure,
    - reviews and approves the procedure and/or image.
3. **INDIRECT SUPERVISION:** supervision provided by a qualified radiographer **after the student achieves competency** and is defined as:
  - supervision provided by a qualified radiographer immediately available to assist the student regardless of the level of achievement.
    - "Immediately available" is interpreted as the physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed.
4. All repeat images, portable radiography, and surgical procedures, regardless of level of student competency development, must be in the presence of a qualified radiographer. **(JRCERT and State of Florida)**. If a student repeats an image, performs portable radiography, performs a surgical procedure, without direct supervision he or she will **IMMEDIATELY PLACED ON CLINICAL PROBATION FOR THE REMAINDER OF THE ACADEMIC TERM**. If the student should repeat a second image, do another portable image, or perform another surgical procedure without direct supervision, the student will receive a **FAILING GRADE FOR THAT CLINICAL COURSE AND BE DISMISSED FROM THE PROGRAM**.
5. A student is **NOT** to perform a procedure prior to simulation of that procedure. **(Program and JRCERT)**
6. The student is **NOT** to work with a licensed *basic* technologist under **ANY** circumstances.

## **RADIATION PROTECTION GUIDELINES:**

### **PATIENT PROTECTION:**

1. Identify the patient via comparison of the requisition and the patient's hospital identification band.
2. Ask female patients within childbearing age their LMP and document appropriately on requisition. Ask all female patients of childbearing age the possibility of being pregnant BEFORE beginning the exam. If the patient gives a positive response, **do not** initiate the exam, and contact the appropriate radiography supervisor.
3. Utilize the correct positioning procedures.
4. If possible, utilize the lowest mAs and highest kVp for that specific exam. ALARA is to be observed at all times.
5. Remove articles that could obscure diagnostic information and cause a repeat examination.
6. Use gonadal shielding (when applicable) on all female patients under the age of 55 and all males. Be sure ALL children receive gonadal shielding whenever the examination permits.
7. Always collimate to the borders of the part being examined.
8. Always protect the patient (and yourself) during portable radiography.

### **SELF PROTECTION:**

1. Never hold the patient or image receptor when making an exposure.
2. Wear personnel monitoring badge at all times on the left collar of your uniform and outside of the lead apron (if wearing one) and always stand behind the lead barrier during exposure.
3. During fluoroscopic procedures, stand as far from the radiation source and at a right angle to the patient if possible; always wear a lead apron; always have your front side to the beam; wear lead gloves if your hands are in or near the primary beam; use the lead curtain shield and Bucky slot cover; never have personnel monitoring badge under the apron and never stand at the foot-end or head-end of the table except when required to assist patient.
4. During portable radiography, always wear a lead apron during exposure; be at least six (6) feet from the radiographic tube during exposure and at a right angle to the patient if possible and always collimate to the part.

## **GRADING SCALE:**

The grading scale for clinical courses (unless otherwise noted in a particular course syllabus) is as follows:

<b>CLINICAL</b>	
A	95-100
B	88-94
C	80-87
D	75-79
F	0-74

All Program required courses must have earned a grade of 'C' or higher for the student to remain enrolled in the Radiography Program at Hillsborough Community College. A letter grade of less than 'C' will remove the student from enrollment in Radiography Program courses and ultimate dismissal from the Program. Details of dismissal/readmission are contained in HCC Administrative Procedure 4.13 which can be found on the main HCC Health and Wellness website:

<http://www.hccfl.edu/departments/health-science.aspx>.

## **PROBATION GUIDELINES:**

A student may be placed on probationary status in a clinical course for any violation of the clinical guidelines as stated in the Student Handbook/Master Clinical Syllabus. If improvement is not attained during the probationary period, the student may receive a failing grade for the clinical course and may be dismissed from the Program.

**NOTE:** If a student is put on clinical probation for any reason, the final grade for that current clinical course will be automatically lowered **ONE LETTER GRADE and the student will not be allowed to co-op or attend the senior seminar if the probation occurs during those semesters.** In the event probation causes the final grade to drop below a "C," the student may be dismissed from the Radiography Program.

## **RADIOGRAPHY WORK POLICY:**

The student enrolled in the Radiography Program is not permitted to work for pay at any facility licensed by the State of Florida Bureau of Radiation Control as a radiographer, UNLESS the student is eligible to enroll in RTE 1949 "Radiography Internship". For eligibility, the student **MUST**:

1. Be a second-year student (fourth semester student).
2. Have successfully completed 50%, or 26 of the mandatory (non-simulated) competencies, including three fluoro competencies, to qualify for the Internship.

Additionally, there are specific requirements for first-time enrollees (includes retracking students), which are outlined below:

1. To enroll in the course, students must have successfully completed at least 26 of the program's 51 mandatory (non-simulated) clinical competencies, to include a minimum of three of the contrast studies, and must have prior permission of both the Radiography Program Manager and the affiliate clinical education setting in which the internship/co-op experience is to be acquired.
2. A written Personal Statement is required prior to registration for this course. It must be a 500-word, one-and-a-half-spaced essay, which typically comprises 1.5 – 2 pages, written in Arial font type and font size 12pt., and is structured like a typical 5+ paragraph essay. The essay must be in your own words and will be submitted through Turnitin for verification. Plagiarism will not be tolerated and may result in non-compliance for registering for this course.

A personal statement is an essay that summarizes the skills, interests, and qualities that you intend to bring to the internship component within the Radiography Program. It not only highlights your academic interests and accomplishments but also those things that have shaped you such as experiences and insights within or outside of the Program. You must demonstrate in your writings how these qualities will benefit the organization you wish to intern. This should be unique to each student, as each has experienced a multitude of experiences within the academic and clinical environment as well as externally. Additionally, what do you expect to gain from the internship experience personally and professionally? Next, what challenges have you faced during your time in the Radiography Program, and how did, or could you, handle or attempt to resolve these? (These are not to be complaints, but rather challenges or obstacles that you had, or currently have, that you must overcome to move forward or improve your circumstances). Finally, what are your career goals, or aspirations, you wish to pursue following the completion of the Radiography Program?

The Personal Statement is not to be used for the state-required Student Reflection Paper.

3. Interview with Radiography Program Manager.
4. Course Objectives **MUST** be completed prior to registration and admittance to the course. Students who are continuing the course in the following semester **MUST** submit new objectives at the end of the current semester for approval (grade deductions may be incurred otherwise).

Additional information, requirements, and policies for RTE 1949 can be found in the course syllabus.

The student may **NOT** continue “Radiography Internship” if placed on clinical probation. Under no circumstances will a student be allowed to work for pay as a radiographer unless s/he meets all of the qualifications detailed above and is approved by the Program Manager to register for RTE 1949. If a student wishes to continue their internship after the first semester of interning, they are required to register for the course each semester thereafter.

**THERE WILL BE NO EXCEPTIONS.**

A student may work at jobs other than as a radiographer while in the Program. **However, the Program will not accommodate personal work schedules.**



## **IN CLINICAL REQUIREMENTS:**

- Royal blue scrub top and bottom (same brand and color blue)
- Solid black or white flat sneakers or similar closed-toe shoes
- Solid black or white socks
- HCC lead markers (to be used during regular clinical rotations AND Co-op if applicable)
- Dosimeter
- HCC ID
- Hospital badge if applicable
- Pen
- Bontrager's Pocket Guide (C/O 2026); Merrill's Pocket Guide (C/O 2025)
- Clinical Handbook
- Trajecs account for clocking clinical time and document tracking
- Up-to-date clinical onboarding completed
- Up-to-date vaccinations, background checks, drug screen, and any other HCC/hospital requirements

Optional:

- Solid white or black t-shirt (long sleeve or sleeves shorter than scrub top sleeves)
- Royal blue scrub jacket (same brand and color blue as scrubs only)

***NON-COMPLIANCE TO ANY OF THE ABOVE WILL RESULT IN A MINIMUM OF A WRITTEN WARNING AND FINAL CLINICAL GRADE DEDUCTION OF ONE (1) POINT PER INCIDENT.***

***MORE SEVERE CONSEQUENCES TO INCLUDE A FULL LETTER GRADE DEDUCTION IN THE FINAL CLINICAL GRADE, PROBATION, AND/OR POSSIBLE DISMISSAL FROM THE PROGRAM FOR ITEMS RELATING TO NOT CLOCKING IN/OUT, DOCUMENT TRACKING, ONBOARDING REQUIREMENTS, AND BEING UP-TO-DATE WITH HCC/HOSPITAL HEALTH AND MEDICAL REQUIREMENTS, AS WELL AS NOT HAVING HCC-APPROVED LEAD MARKERS AND DOSIMETER PRESENT. PLEASE SEE INDIVIDUAL SECTIONS WITHIN THIS HANDBOOK FOR DETAILED INFORMATION ON THE VARIOUS CLINICAL BEHAVIOR CONSEQUENCES.***

***STUDENTS ARE ALSO CONSIDERED NON-COMPLIANT WHEN REQUESTED BY A PROGRAM FACULTY MEMBER OR CLINICAL PRECEPTOR TO PROVIDE DOCUMENTATION, REPLY TO INFORMATION BEING REQUESTED, OR NOT COMPLETING A TASK REQUESTED OF THE STUDENT. A MINIMUM OF ONE (1) POINT DEDUCTION IN THE FINAL CLINICAL GRADE WILL BE INCURRED FOR NON-COMPLIANCE OF ANY REQUEST NOT ADHERED TO.***

# **CLINICAL BEHAVIORAL GUIDELINES:**

**If any of the following guidelines are not adhered to, the student may be placed on clinical probation.**

1. The clinical day is scheduled from 7:30 a.m. - 3:30 p.m., 3 days for a total of 24 hours per week, for a 3-credit clinical course. The specific days of the week vary per semester.  
\*\*Exception of Year 1, semester 1, which is a 2-credit course and 2 days per week.
2. The student CANNOT clock in before 7:20 a.m. to begin their clinical day.
3. The student is considered tardy after 7:30 a.m. The student is also considered tardy after an hour (60 minutes) from the time he/she punched out for lunch. Tardies are considered incidents of absence, and the attendance policy will be adhered to.
  - a. Any tardies beyond one (1) hour will not only be considered a tardy, but the time missed will be used against the student's free time and not made up.
4. Any time missed due to tardiness or free time MUST have a time exception entered into Trajecsys no later than the SAME day of the occurrence. Not doing so will result in a one (1) point deduction in the final clinical grade per occurrence.

## **(PLEASE REFER TO THE ATTENDANCE POLICY)**

During the eight-(8) hour clinical day the student is given a one-(1) hour lunch break. The Clinical Preceptor at each affiliate, in cooperation with the hospital staff, will establish the student's lunch schedule. Each student is responsible for punching "out and in" on Trajecsys for lunch each day. In addition, the student is responsible for notifying the radiographer they are working with prior to leaving a radiographic room for their lunch break. Under no circumstances is a student to leave the radiographic room during a procedure unless permission has been given by the staff radiographer, department manager, or Clinical Preceptor. If the student is late coming back from lunch, it will be counted as a tardy and will be added to the total number of accrued tardies.

- A student may not work through the lunch hour in order to leave the clinical education setting one hour earlier than the scheduled clinical day.
  - A student's lunch hour is not to be used as make-up time.
  - A student may not "bank" time by working more hours than required per day/week to use as time off for future required hours.
5. The student is to notify the supervising staff member upon arrival to their assigned radiographic area immediately after clocking in. The student is to stock their area each morning and perform any other duties requested by the staff member before starting exams for the day.

6. The student is to always remain in their assigned radiographic area unless otherwise directed by the Clinical Preceptor, Program faculty member, or supervising staff member, unless at lunch.

If there are no examinations to perform or related tasks that can be completed, it is the responsibility of the student to inform the Clinical Preceptor so that other educationally related activities might be assigned. **NO** homework, studying for a test, etc. is to be done during clinical time. Students **MUST** use time wisely by practicing with the various equipment and exam positioning with fellow students.

Any change in a student's clinical assignment must be approved by the Clinical Preceptor first, then the Clinical Coordinator, and/or Program Manager. Students that miss or are unable to complete a limited rotation assignment due to a schedule change, illness, emergency, etc. must complete that assignment prior to graduation in order for all clinical objectives to be met. Limited clinical rotation assignments include ER (trauma), Surgery, Portables, Fluoroscopy, and IR.

7. Image critiques will be carried out during each fall and spring school term. Information and requirements will be presented to students during the first week of each term as each semester will present with unique challenges.
8. Clinical room/department assignments will be issued at the onset of each academic term and posted at each clinical education setting. The schedules are established as either four- (4) week, six- (6) week, or eight- (8), week rotations dependent on the length of the term.
9. Daily patient log sheets are to be maintained by each student and entered into Trajecsys weekly. The Clinical Preceptor, Program Manager, or the Clinical Coordinator will approve the daily logs. These logs become a part of the student's permanent clinical record to document practice in developing clinical competence.
10. Repeat image log sheets are to be completed by each student and initialed by the staff radiographer or Clinical Preceptor the student is assigned to. The repeat log will be entered into Trajecsys weekly. These logs become a part of the student's permanent clinical folder.
11. Students are required to maintain a final clinical grade of "C" or higher in all clinical and didactic courses (all RTE/HSC courses). If a minimum grade of "C" is not earned, the student will be dismissed from the Radiography Program. Guidelines for readmission may be found under Administrative Procedures #4.13 which is located in the Program Manager's Office, the Dean of Health Science's Office, and found on the HCC website  
<https://www.hccfl.edu/search?search=administrative+procedures>

12. Students are required to follow all rules, regulations, policies and procedures, and parking policies established by the clinical education setting they are rotating through. Hospital rules, regulations, policies, and procedures supersede those established by the College in the area of conduct and dress, and exam protocol.
13. The assigned Clinical Preceptor and Program faculty in each clinical education setting have full responsibility for the education and conduct of the student during the clinical phase of the Program. Other staff radiographers recognized by the JRCERT will be available to assist students in competency testing in the event the Clinical Preceptor is unavailable or absent.
14. Any student found to either 1) clock in at the clinical education setting but does not clock out; or 2) does not clock in but clocks out will incur a one-day absence for each occurrence (free day) and a one (1) point deduction in their final clinical grade.
15. There will be NO exceptions made to the scheduled clinical hours required by the Program to accommodate general education requirements that must be met prior to the end of the summer term of the second year. It is the student's responsibility to schedule such general education classes so that they do not interfere with the clinical schedule of the Program.
16. Dress Code and Expectations:  
Students will be dressed in a professional manner at all times in the clinical setting **AS WELL AS ON CAMPUS FOR DIDACTIC CLASSES AND LABS.**

**Dress Code for Clinical and Didactic is as follows:**

- Royal blue scrubs (PROPERLY FITTING, CLEAN & NOT WRINKLED)
  - An ALL white or ALL black T-shirt (long or shorter-than- scrub sleeve) may be worn under the scrub top
  - Same brand royal blue lab coat may be worn (above knees).  
NO OTHER JACKET WILL BE ALLOWED – AUTOMATIC WRITTEN WARNING AND THREE (3) POINT FINAL GRADE DEDUCTION FOR ANYTHING OTHER THAN THE APPROVED BRAND/COLOR LAB COAT (NO SWEATERS, SWEATSHIRTS, HOODIES, ETC.)
- ALL white or ALL black, non-porous leather, tennis shoes (NO decorative holes, laces, designs, logos, or embellishments)
- ALL white or ALL black socks
- HCC ID (If using a lanyard, it MUST be the break-away type)
- Hospital Name badge/ID (if applicable)
- HCC-approved lead markers (to be used during regular clinical rotations AND Co-op if applicable)
- Dosimeter
- Pen (NO PENCIL!!!)
- Merrill's Pocket Guide (cohort 2025)
- Bontrager's Pocket Guide (cohort 2026)

**Failure to abide by the above may result in a deduction of points from your final grade, loss of points on evaluations, among other consequences.**

- During surgery rotations, hospital scrubs may be required – students will change into at the onset of the scheduled day; at the end of the scheduled day, the student must change back into their school-approved scrubs. An exception will be made should the student's scrubs become soiled by bodily fluids.

**Clinical Expectations are as follows:**

- The student must be in complete and clean uniform at all times.
- Dosimetry badges (up-to-date) must be worn on the left collar at all times.  
**NO FILM BADGE PRESENT = NO CLINICAL THAT DAY; STUDENT SENT HOME AND WILL BE AN UNEXCUSED ABSENCE (INCIDENT) AND WILL INCUR A ONE (1) POINT DEDUCTION IN FINAL CLINICAL GRADE PER OCCURRENCE. THIS DAY MUST BE MADE UP!**
- HCC ID/Clinical Site ID and HCC-approved lead markers must be worn at all times.  
**NO HCC ID OR HCC LEAD MARKERS PRESENT = NO CLINICAL THAT DAY; STUDENT SENT HOME AND WILL BE AN UNEXCUSED ABSENCE (INCIDENT) AND WILL INCUR A ONE (1) POINT DEDUCTION IN FINAL CLINICAL GRADE PER OCCURRENCE.**

**\*\*\*\*\*IF A STUDENT USES THE MARKERS OF ANOTHER STUDENT OR TECHNOLOGIST (UNLESS TECHNOLOGIST REQUESTS THEIR MARKER ON THE IMAGES OUTSIDE OF THE STUDENT NOT HAVING THEIR MARKERS WITH THEM AT CLINICALS), THAT STUDENT WILL BE WRITTEN UP, PLACED ON PROBATION, AND INCUR A LETTER GRADE DEDUCTION FOR THE FINAL CLINICAL GRADE. THIS MAY ALSO LEAD TO DISMISSAL FROM THE PROGRAM AS THIS IS FALSIFYING INFORMATION. THIS DAY MUST BE MADE UP!**

- Pen must be present at all times (NO pencils).
- Student's hair is to be clean and combed at all times.  
**HAIR COLOR FOUND IN NATURE ONLY – NO COLORS OTHER THAN BLONDE, BROWN, BLACK, GRAY, AUBURN).** Hair reaching the shoulders will be secured up or back (a ponytail, clip, braid, etc.) in order to prevent patient contamination. ONLY royal blue, white, black, or brown clips, ties, etc. are to be used.
- Facial hair (beards) must be closely trimmed, otherwise clean shaven
- There will be **NO** artificial/acrylic/gel/dip/etc. fingernails. Natural nails with ONLY clear nail polish are allowed. Nails must be no longer than 1/4" beyond tip of the finger. This applies to both female and male students.  
**This will be strictly adhered to, or the student will be automatically written up with a three (3) point final grade deduction for each offense, with possible probation after the first offense.**

- h. Students should use make-up with discretion. No heavy or extreme make-up allowed. False eyelashes are not allowed.
- i. Any visible tattoos must be covered up **per hospital protocol**, if they cannot be covered up, HCC may not be able to place you at a clinical site and therefore you could not complete the program.
- j. Jewelry will be kept to a minimum. Program policy is as follows:  
Earrings – up to 2 **posts** only per ear and no gauges, hoops, or dangles; no necklaces or bracelets; one ring per hand. **NO** other visible piercings allowed.  
**THIS IS FOR STUDENT/PATIENT SAFETY!!!**

**NO SMARTWATCHES OF ANY KIND – NO EXCEPTIONS!!**

**Standard digital or watch with a second hand only may be worn. If caught with a smartwatch, the student will automatically be written up with a three (3) point final grade deduction for each offense, with possible probation after the first offense.**

***NO JEWELRY OTHER THAN THOSE NOTED ABOVE.***

- k. No colognes, perfumes, scented lotions due to patient allergies/comfort.
  - l. **NO CELL PHONES ARE PERMITTED DURING CLINICAL WORKING HOURS.** They are to be left in the clinical office/classroom and ONLY used during student's lunch hour.  
**This will be strictly adhered to, or the student will be automatically written up with a three (3) point final grade deduction for each offense, with possible probation after the first offense.**
17. For any of the following infractions, the student will receive one (1) documented written warning. After the first documented written warning, each infraction will result in a written warning along with a (3) point deduction from the student's final clinical grade for that term. They are as follows:
- a. improper hygiene
  - b. uniform is soiled, wrinkled, or not complete (uniform dress as well as pen, Bontrager's or Merrill's Pocket Guide)
  - c. shoes and /or shoestrings are soiled or not appropriate
  - d. socks or T-shirts are not all white or all black
  - e. visitors in the clinical affiliate
  - f. working on assignments or special projects without prior approval from Program/clinical faculty
  - g. chewing gum in any radiology or patient area department (mints are fine)
  - h. eating in any radiology or patient area
18. If a student is found sleeping in any part of the clinical education setting, the student will be immediately placed on clinical probation.

19. In order to comply with OSHA guidelines, there will be NO eating or drinking within patient contact areas or radiographic rooms.
20. Patients are not to be left alone in the radiographic rooms. If the student is working independently and must leave the room to process/check their images, the student should have a staff radiographer or another student stay with the patient until he or she returns.
21. Students are not to receive personal phone calls while at the clinical education setting. The exception is in cases of an extreme emergency.
22. Students are not to have visitors at the clinical education setting for ANY reason.
23. Any image gathering for image critiques, reports or special projects are to be done during the allotted lunch break or during non-busy times with the Clinical Preceptor's permission.
24. Announced or unannounced quizzes may be given at the discretion of the clinical and/or Program faculty.
25. Cheating in any form in a clinical course will result in an automatic failing grade of "F" and possible immediate dismissal from the Program. Cheating is defined (but not limited to) the following:
  - a. falsifying time
  - b. falsifying any documentation
  - c. Using another person's lead markers
  - d. cheating on a competency examination
  - e. clocking in or out another student or having someone clock you in or out
  - f. clocking in outside the clinical location "Zone" on Trajecsys
26. A student who obtains the wrong patient for a competency or attempts/does the wrong exam on the correct patient will receive an automatic "0" for that comp which will be recorded in the grade book and calculated into the final clinical grade. For a competency OR non-competency exam, the following apply:
  - a. First offense—written warning
  - b. Second Offense—written warning with 5-point grade reduction on final grade
  - c. Third Offense—probation with an additional 5-point grade reduction
  - d. Fourth Offense—Possible dismissal from the program
27. Any communicable diseases or infections that a student contracts outside the clinical setting should be reported to the program/clinical faculty. A communicable disease absence form must be filled out with documentation by a physician of said disease/infection and presented to the program faculty.
28. If a student is going to be ABSENT from their assigned clinical affiliate, the following applies:
  - a. Absences or tardiness for clinical assignments must be reported to the Program office at 813-253-7371 or 813-253-7416 at least 30 minutes prior to the beginning of the student's assigned clinical time. A message may be left on the faculty voice mail. An email may also be sent.

- b. The clinical site's Clinical Preceptor must also be notified by telephone at least 30 minutes prior to the beginning of the student's assigned clinical time.
- c. Failure to report absences/tardies as required will result in a 'double incident of absence' to the student and will NOT be used as a "Free Day."
- d. The student is required to complete a "Time Exception" form in Trajecsys the day of the absence with the reason being "Absent."

**PLEASE SEE ATTENDANCE POLICY FOR FULL POLICY**

- 29. The syllabus will dictate how many absences/tardies that are allowed per semester.
- 30. For reasons of patient safety, radiography students at all levels of competency are **NOT PERMITTED** to perform radiographic procedures with the portable units, and/or in surgery (**outside of view of a qualified radiographer**). Portable radiography, repeat images and surgery will be performed with the **direct** supervision of a staff radiographer or Clinical Preceptor. **Violation of this will result in a written warning with a full letter grade drop from the final clinical grade, probation, and could result in dismissal from the program.**
- 31. The last one to two weeks of each term is designated for Clinical Preceptor conferences and grade computation. Therefore, students will not be permitted to perform any competency examinations during this time. The designated last day for the completion of competencies required for all terms will be published in the clinical syllabus, which is provided to all students at the onset of each clinical term.
- 32. Clinical Skills/Behavior Remediation: Students are provided with a weekly evaluation from the department technologist(s) as well as an end of term clinical evaluation by the Clinical Preceptor and/or the Program faculty. These evaluations are part of the student's final clinical grade and any deficiencies in the student's skills and/or professionalism will be identified, and an action plan will be discussed with the Program faculty and then implemented.
- 33. Students will be required to complete a specified number of competencies each term (excluding the summer term of the second year). The required number of comps will be listed in the syllabus of the respective semester.
- 34. If a student requests a change from the original rotational track assigned at the onset of the clinical experience due to inability or unwillingness to interact with fellow students, clinical faculty, or hospital staff in a professional manner, or due to location, there must be an opening at another clinical facility and changing facilities must not cause an imbalance to the clinical rotations of the cohort. IF, in the rare event the change is granted, the student will receive a written warning, and the student will receive an automatic clinical grade deduction of one (1) full letter grade for that clinical course.
- 35. If the clinical educational setting requests that the student leave the facility for any reason, the student shall be placed on immediate clinical probation for the remainder of that term with conditions of the probation to be established after consultation with the staff member(s) involved and the Program faculty. The



student will also receive an automatic clinical grade deduction of one (1) full letter grade for that clinical course. An educational plan will be initiated for student performance and if the level of performance necessary is not achieved during the probationary period, the student may receive a failing grade for the clinical course and ultimately be dismissed from the Radiography Program. If more than one clinical setting dismisses a student from their clinical site, the student may be immediately dismissed from the Program.

36. Any student exhibiting disrespect toward the patient, staff, or faculty will be placed on clinical probation and will receive a drop of one letter grade.

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

- Deliberate damage to College, hospital or other's property
- Stealing
- Physical assault of another individual including imaging the wrong patient/anatomy
- Conviction of a felony
- Indecent or lewd conduct
- Carrying a weapon on College or hospital premises
- Falsification of any information to the hospital or College
- Smoking
- Consumption of intoxicants while on College or hospital property or attempting to perform duties while under the influence of alcohol or other drugs, including prescription medication.
- Falsification or misuse of College or hospital records
  - INCLUDING NOT USING YOUR OWN HCC-APPROVED LEAD MARKERS
- Persistent unprofessional behavior toward patients, staff, physicians, fellow students, faculty; or antagonistic behavior giving rise to student behavior problem
- Disregard for policies and rules of HCC and/or the hospital
  - INCLUDES NONCOMPLIANCE IN RESPONDING TO REQUESTS, EMAIL REPLIES, ETC. FROM FACULTY AND/OR STAFF FROM CLINICAL FACILITIES
- Consistent disruptive classroom habits after being spoken to
- Working beyond the appropriate scope of practice as a radiography student; students with previous healthcare experience will be expected to work within the scope of practice of a radiography student and will not perform patient care procedures in the clinical setting until they are covered in the radiography curriculum
  - INCLUDES ANY STUDENT RETRACKING INTO THE PROGRAM
- Drug dealing or attempted drug dealing
- Any illegal substances or alcohol discovered on the student or in their personal items
- Excessive absenteeism/tardiness
- Any breach of confidentiality
- Not adhering to the ARRT® Standards of Ethics

It is impossible to compile a complete summary of misconduct that requires disciplinary action. The Program Manager is responsible for interpreting the rules of conduct, and any questions in this area should be addressed to the Program Manager. Failure of the student to abide by general rules and regulations will result in disciplinary action. If disciplinary action is taken, the student will be advised of this action in a private consultation with the Program faculty. The action will be documented in the student's record file and the student will be asked to sign the document to indicate their awareness of the action. Depending on the severity of the behavior, the Program Manager may request a meeting with the Dean of Health Sciences with the Student present to discuss the non-compliant behavior.

## **CLINICAL OBJECTIVES PER ACADEMIC TERM**

The following is the recommended list of clinical competency objectives per academic term. These objectives have been established in conjunction with the classroom lecture and laboratory objectives. It is suggested that the student try to accomplish the competencies that are stated as course objectives. The student may challenge a competency whenever they consider themselves competent following the completion of the required didactic exam and checkoff with the Clinical Coordinator.

### **RTE 1800: INTRODUCTION TO RADIOGRAPHY PRACTICUM**

Off-campus, Mondays and Fridays 7:30 am to 3:30 PM.

Designed to introduce the entering first year radiography students to the clinical education settings and associated patient care methodologies.

Prerequisite: Admission to the Radiography Program.

THE OBJECTIVES OF THIS INTRODUCTORY COURSE ARE AS FOLLOWS:

The student will be able to (with at least 80% accuracy):

1. identify the various codes specific to the clinical education setting
2. identify the location of the crash cart and indicate what situation requires use
3. demonstrate the proper procedure for blood pressure, pulse, and respiration
4. identify the location of and the purpose of the SDS
5. demonstrate proper patient annotation if using digital equipment
6. demonstrate proper cassette annotation if using CR equipment
7. demonstrate respect for the physicians and staff members
8. demonstrate a working knowledge of the correct method of viewing completed images
9. demonstrate proper procedure for archiving completed images (if digital)
10. differentiate between the right (RT) and left (LT), top and bottom of the image

### **RTE 1804: RADIOGRAPHY PRACTICUM I**

Off-campus, Mondays, Wednesdays, and Fridays 7:30 am to 3:30 PM.

Focuses on hands-on experience in radiographic procedures through clinical rotations designed for radiography students only. Practicums require 24 hours per week. Designed to meet the requirements of the American Registry of Radiologic Technologists (ARRT). Includes potentially strenuous skills such as lifting and carrying.

Prerequisites: Admission to the Radiography program, HSC 1220, RTE 1800

1. Given the routine radiographic/fluoroscopic room with basic equipment, the student will be able to perform the following tasks with at least 80% accuracy:
  - a. identify the various component parts of the generator
  - b. select a given set of exposure factors
  - c. select all factors necessary for a routine/fluoroscopic exam
  - d. identify the various parts of the radiographic table
  - e. operate the controls for the radiographic table
  - f. identify the various components of the fluoroscopic unit
  - g. operate the controls for the fluoroscopic table and tower
  - h. identify the various components of the radiographic tube
  - i. operate the controls for the radiographic tube
  
2. Given a patient and a requisition for any of the following radiographic procedures, the student will complete these procedures with no less than 80% accuracy:
  - a. upper extremity category procedures
  - b. lower extremity category procedures
  - c. chest category procedures
  - d. abdominal category procedures
  - e. pelvic girdle category procedures
  - f. hip category procedures
  
3. Given a patient and a requisition for any of the following radiographic procedures, the student will initially perform the procedure under the direction and supervision of a qualified practitioner in order to develop the procedural skills necessary for competence:
  - a. urinary system category procedures
  - b. upper and lower gastrointestinal system category procedures
  - c. vertebral column category procedures
  - d. bony thorax category procedures
  
4. Given a departmental requisition for a patient procedure, the student will detail the steps necessary for the requisition to be appropriately processed through the department with no less than 80% accuracy.
  
5. Given a radiographic area, the student will be able to stock (supply) the room and will also be able to identify the stock room with no less than 80% accuracy.
  
6. Given the phrase "EMERGENCY CART" or "CODE CART," the student will be able to immediately locate the cart in the Radiology Department.

7. Given a list of emergency code numbers for the clinical education setting, the student will be able to define the function of the code numbers with no less than 100% accuracy.
8. Given a set of infection control cards, the student will be able to describe with no less than 80% accuracy the correct protocol for interacting with patients under these isolation precautions.
9. Given a blood pressure kit, the student will be able to demonstrate the skills necessary to accurately perform a blood pressure reading.
10. The student will be able to list the steps required for the proper administration of oxygen and the proper utilization of the suction equipment.

## **RTE 1814: RADIOGRAPHY PRACTICUM II**

Off-campus, Mondays, Wednesdays, and Fridays 7:30 am to 3:30 PM first 6 weeks then Tuesdays, Wednesdays, and Thursdays 7:30 am to 3:30 pm last 6 weeks.

Focuses on hands-on experience in radiographic procedures through clinical rotations designed for radiography students only. Practicums require 24 hours per week. Designed to meet the requirements of the American Registry of Radiologic Technologists (ARRT). Includes potentially strenuous skills such as lifting and carrying.

Prerequisite: Admission to the Radiography Program, RTE 1804.

The student is expected to continue to refine those skills related to previously tested competencies and course objectives of RADIOGRAPHY PRACTICUM I. The Clinical Preceptor and Program faculty will work individually with the student to correct deficient skills.

1. Given a patient and a requisition for any of the following radiographic procedures, the student will complete the procedure with no less than 80% accuracy:
  - a. urinary system category procedures
  - b. upper and lower gastrointestinal procedures
  - c. vertebral column procedures
  - d. bony thorax procedures
2. Given a patient and a requisition for any of the following radiographic procedures, the student will perform the procedure under the direct supervision of a qualified practitioner in order to develop the procedural skills necessary for competence:
  - a. routine skull procedures
  - b. routine facial bone procedures
  - c. paranasal sinus procedures
  - d. nasal bone procedures

### **RTE 1824: RADIOGRAPHY PRACTICUM III**

Off-campus, Mondays, Tuesdays, and Thursdays 7:30 am to 3:30 PM.

Focuses on hands-on experience in radiographic procedures through clinical rotations designed for radiography students only. Practicums require 24 hours per week. Designed to meet the requirements of the American Registry of Radiologic Technologists (ARRT). Includes potentially strenuous skills such as lifting and carrying.

Prerequisite: Admission to the Radiography Program, RTE 1814.

The student is expected to continue to refine the skills related to previously tested competencies and course objectives of RADIOGRAPHY PRACTICUM I & II. The Clinical Preceptor and Program faculty will work individually with any student to correct any deficient skills.

1. Given a patient and requisition for any of the following radiographic procedures, the student will perform the procedure with no less than 80% accuracy:
  - a. cranial procedures
  - b. facial bone procedures
  - c. paranasal sinus procedures
  - d. nasal bone procedures
  
2. Given a patient and a requisition for any of the following radiographic procedures, the student will perform the procedure under the direction and supervision of a qualified practitioner in order to develop the procedural skills necessary for competence:
  - a. basic interventional procedures set-up
  - b. myelographic procedures
  - c. fistulogram procedures
  - d. arthrogram procedures
  - e. portable radiographic procedures
  - f. surgical radiographic procedures
  - g. emergency room procedures

### **RTE 2834: RADIOGRAPHY PRACTICUM IV**

Off-campus, Mondays, Tuesdays, and Thursdays 7:30 am to 3:30 PM.

Focuses on hands-on experience in radiographic procedures through clinical rotations designed for radiography students only. Practicums require 24 hours per week. Designed to meet the requirements of the American Registry of Radiologic Technologists (ARRT). Includes potentially strenuous skills such as lifting and carrying.

Prerequisites: Admission to the Radiography Program, RTE 1824.

The student is expected to continue to refine those skills related to previously tested competencies and course objectives of Radiography Practicums I, II & III. The Clinical Preceptor and Program faculty will work individually with any student to correct deficient skills.

1. Given a patient and a requisition for any of the following radiographic procedures, the student will perform the procedure with no less than 80% accuracy:
  - a. basic interventional procedures set-up
  - b. myelographic procedures
  - c. arthrogram procedures
  - d. portable radiographic procedures
  - e. surgical radiographic procedures
  - f. emergency room procedures

It is a mandatory requirement for this clinical course that all competencies are successfully completed by the end of the Spring term of year two in order for the student to be eligible to sit for the final comprehensive clinical competencies. If a non-simulated exam must be simulated, a ten- (10) point deduction will be taken per each simulation.

### **RTE 2844: RADIOGRAPHY PRACTICUM V**

Off-campus, Tuesdays, Wednesdays, and Thursdays 7:30 am to 3:30 PM.

Focuses on hands on experience in radiographic procedures through clinical rotations designed for radiography students only. Practicums require 24 hours per week. Designed to meet the requirements of the American Registry of Radiologic Technologists (ARRT).

Includes potentially strenuous skills such as lifting and carrying.

Prerequisite: Admission to the Radiography Program, RTE 2834.

The ultimate objectives for this final clinical course are as follows:

- a. The successful completion of the final comprehensive positioning and patient care examination.
- b. Continual refinement of all previously tested clinical skills.

## COMPUTATION OF CLINICAL GRADE

Clinical grade breakdown per semester:

### Fall, Year One:

Staff Evaluation –	15%	Image Critique –	20%
Competencies –	20%	Patient Log –	15%
Required # Comps –	20%	Other -	10%
		Student Reflection Paper/Behavioral Quiz/1st Day	

### Spring, Year One:

Clinical Evaluations –	35%	Competencies –	40%
Image Critique –	15%	Other –	10%
		Student Reflection Paper	

### Summer, Year One:

Clinical Evaluations –	25%	1 <sup>st</sup> Yr Final Exam -	15%
Competencies –	40%	Other -	5%
1st Yr Final Positioning –	15%	Student Reflection Paper	

### Fall, Year Two:

Clinical Evaluations –	30%	Image Critique –	20%
Competencies –	40%	Other –	10%
		Student Reflection Paper	

### Spring, Year Two:

Clinical Evaluations –	30%	Image Critique –	20%
Competencies –	30%	Other –	10 %
Final Positioning Comps -	10%	Student Reflection Paper	

### Summer, Year Two: Graduating Seniors:

Clinical Evaluation –	50%	Resume Prep –	25%
Final Exam –	25%		
Positioning/Patient Care			

**\*\*SUBJECT TO CHANGE**



## **METHODS OF CLINICAL EVALUATION**

### **CLINICAL TECHNOLOGIST/PRECEPTOR/FACULTY EVALUATIONS:**

Each student will be evaluated by the technologist(s) they are working with each week. This is to provide valuable information to the Program faculty for follow-up with each student. Of importance is a student's understanding of patient care and imaging as well as weekly progression. Additionally, faculty will be made aware of any deficiencies or behavioral issues a student may exhibit so as to correct in a timely manner.

A final evaluation will also be completed in Trajecsys by the Clinical Preceptor and/or Program faculty on every student at the end of each clinical semester.

### **CLINICAL COMPETENCIES:**

A clinical exam/procedure may be "comped" following the completion of the required didactic exam and exam checkoff with the Clinical Coordinator. The checkoff will be indicated in Trajecsys once completed. When a student feels "competent", they may "comp" or independently perform an exam/procedure from the Program exam list from beginning to end with no assistance other than the final approval from the clinical facility technologist. By "comping", a student will also be capable of completing the study independently in the future. Exams listed as mandatory and 15 of the elective comps are ARRT required. Other "Program" comps are required per the Program and will be added accordingly in the specific clinical course syllabus as well as the Clinical Competency List. When a student comps, this indicates to the Program faculty that they are ready to perform the procedure in question under any set of patient conditions; complete the exam in a reasonable amount of time; maintain patient safety; shield the patient when appropriate and produce a diagnostic image that would be acceptable to a radiologist for interpretation. Once a student has summoned the facility technologist/Clinical Preceptor/Program faculty to evaluate their performance of a procedure with the ultimate goal of obtaining a competency grade, completion of the competency is mandatory. The student must summon to complete the comp BEFORE patient arrival or getting the patient. The student cannot have another student in the room during competency testing.

If such completion is not evidenced for any reason (other than patient condition dictating the termination of the competency as determined by the Clinical Preceptor/Program faculty), AUTOMATIC FAILURE of that competency with a grade of "0" will be recorded. This "0" grade will be used for grade computation and in no way will be dropped. The particular competency MUST be repeated with a passing grade.

Students MUST alert the Clinical Preceptor, Clinical Coordinator, and/or Program Manager the DAY OF the comp or the student will forfeit the comp. Additionally, the student MUST meet with the Clinical Preceptor, Clinical Coordinator, and/or Program Manager no later than one week following the comp for an image evaluation.

## **CLINICAL SKILLS SIMULATION:**

Prior to entering the clinical setting, students will be required to participate in a Clinical Skills Simulation on campus, a day consisting of various stations including venipuncture, blood pressure, pulse oximetry, PPE, transport and transfer of patients, among other activities. Students will practice and be tested on items related to the clinical experience.

## **IMAGE CRITIQUE:**

With the exception of the summer semesters, each fall and spring semester in the Program students will have an image critique which will be individually presented to the students within their assigned clinical group and faculty. The images will be those that the student has performed at the clinical facility and must show their own HCC-approved lead markers for verification. Along with a written report that will be submitted, students will present information about the patient and reason for the exam, pathology, technical factors, image quality, among other required criteria. Students will be given specific information each semester for that particular semester's image critique presentation. The critique will progress each semester with more involved or advanced exams, as well as the information required for the presentation and written component.

## **OTHER:**

### **Student Reflection Paper**

The state of Florida requires all work-based learning (clinical, co-op) students to assess their experiences. Students must submit a written work-based learning reflection each semester that addresses various topics including:

1. What the student accomplished during the work-based learning opportunity that is potentially valued by future employers
2. What the student learned about himself or herself and the industry in which he or she worked
3. How the student's future academic and career plans have been affected by their experience
4. How the work-based learning opportunity could be improved for future students

### **Clinical Behavioral Quiz or other appropriate quizzes/assignments**

Students will be presented with a quiz in the first semester on the specific clinical requirements. Quizzes are given to help reinforce information provided through didactic and lab instruction, as well as clinical policies and procedures. This quiz may also be presented in other semesters, along with various assignments related to the clinical component of the Program.

## **1<sup>st</sup> Clinical Day Expectations and Impression Paper**

Students who enter the clinical setting in their first semester will submit a paper documenting their expectations of their first day of clinicals along with their impression of what they actually experienced. This will be used as a steppingstone but is also part of a bigger component later in the Program.

### **IMPROVEMENT OF CLINICAL SKILLS:**

1. Based upon a student's clinical competency evaluations and daily performance of radiographic tasks, the Clinical Preceptor, Clinical Coordinator, and/or Program Manager will identify skills that need improvement. Such deficiencies will be reported to the Program faculty, if not already, and remedial laboratory exercises will be developed to improve those weaknesses.
2. The student will be given specific objectives to complete and also the level of mastery expected as an outcome of the additional exercises.
3. The student must demonstrate improved competency to the specified mastery level. Failure to do so may result in a failing grade and ultimate dismissal from the Radiography Program.

## **CLINICAL COMPETENCY TESTING GUIDELINES**

1. The student must receive a final score of 80% or higher to qualify as competent.
2. The student is **REQUIRED** to utilize manual selection of exposure parameters during competency testing unless the AEC/APR is required by the Radiography department.
3. When performing a clinical competency examination, the student will be responsible for the following tasks:
  - a. \*Identify the procedure (100% accuracy required)
  - b. Evaluate pertinent patient history.
  - c. \*Identify the patient (100% accuracy required)
  - d. Complete room preparation prior to performance of the procedure
  - e. Patient preparation
  - f. Proper positioning sequence
    - i. individual steps necessary to obtain a projection
    - ii. proper sequencing of projections within a procedure
  - g. Image evaluation
    - i. exposure quality/knowledge
    - ii. anatomy identification
    - iii. pathology related to procedure
    - iv. positioning skills
  - h. Knowledge of contrast media when applicable
  - i. Radiation protection and radiation biology.
  - j. Departmental annotation.
4. The image evaluation portion must be completed within one week or as designated by the Clinical Preceptor, or other faculty member.

**(\*) indicates categories for possible automatic failure**

**An automatic forfeiture of the performed competency and possible failure will be recorded if the student is not prepared for the image evaluation with the clinical preceptor or faculty member within one week or the designated time specified.**

On the following pages is the list of clinical competencies required by the HCC Radiography Program and for ARRT certification. These competencies must be completed at the end of the student's 2<sup>nd</sup> year, Spring term. If a competency is not completed in the Spring term and carried into the summer term, an Incomplete will be recorded for the Spring Term until all competencies are completed. Once completed, in the summer term, the grade for the spring term will automatically be lowered one letter grade. For each competency that is carried into the summer term a 10% grade reduction for each exam will be incurred. The student is required to track their competencies to ensure they are completing the required number of competencies each semester. Each student will also post their list at the clinical site and rotational area (if possible) without grades received, so the clinical staff may view the competency level of the student.

## **CLINICAL PRACTICE GOALS AND OBJECTIVES**

The goals of the clinical competency evaluation system are, that under indirect supervision, the student will be able to:

1. Perform any examination/procedure listed on the Radiological Procedures list.
2. Produce technically satisfactory radiographs with minimum radiation exposure and discomfort to the patient.

In order to successfully complete a competency evaluation, the student must meet the following objectives with a minimum composite score of 80%. In order to successfully complete the clinical education, the student must pass a minimum of 75% of attempted competencies and competency maintenances on the first attempt.

1. The student will review the patient requisition.
  - a. Assess the requisition for correct and necessary information.
  - b. Recognize conflicting clinical history and examination ordered.
  - c. Recall the patient's name and age.
  - d. Identify the mode of transportation to the radiology department.
  - e. Recall the date of the exam and the date that the requisition was completed.
2. The student will demonstrate proper room preparation.
  - a. Provide a clean table and/or upright grid device for the patient.
  - b. Maintain an orderly work area.
  - c. Maintain a proper inventory of supplies.
  - d. Ready the radiographic unit (tube, table, console)
  - e. Provide appropriate image receptor/grid for the exam requested.
  - f. Set the average technique before patient arrival into the room.
3. The student will demonstrate proper patient preparation.
  - a. Introduce themselves to the patient in a courteous manner.
  - b. Select the correct patient for the examination.
  - c. Gown the patient in the manner indicated by the procedure.
  - d. Assist the patient to and from the radiographic room in a safe and courteous manner.
  - e. Maintain the patient's respect and dignity throughout the procedure.
  - f. Converse with the patient in an intelligent, professional manner.
  - g. Communicate procedure instructions to the patient with clarity.
  - h. Obtain and record a precise patient clinical history.
  - i. Question females of child-bearing age about the possibility of pregnancy.
  - j. Ensure patient safety.
4. The student will position the patient using the standard methods employed for each examination.
  - a. Position the patient in the manner described in the radiology department procedures manual.
  - b. Instruct the patient to assume a physical position with concise instructions.
  - c. Position the correct area of interest to be radiographed.
  - d. Maintain patient comfort.
  - e. Remove unwanted articles from the area to be radiographed.

- f. Complete each examination in an appropriate time as determined by the patient's condition and the student's level of clinical education and experience.
5. The student will manipulate all radiographic equipment pertinent to each examination.
  - a. Center the central ray correctly to the part to be radiographed.
  - b. Center the part to the image receptor.
  - c. Correctly angle the central ray.
  - d. Maintain the proper source-to-image receptor distance for each projection.
  - e. Move the radiographic tube from horizontal to/from vertical and correctly move the tube in other directions as needed.
  - f. Utilize all equipment locks to avoid damage to equipment or injury to the patient or self.
  - g. Detent tube as needed.
  - h. Collimate to the area or part of interest.
  - i. Select the proper image receptor.
  - j. Employ a grid when necessary.
  - k. Correctly place image receptor in table.
  - l. Operate all controls on the mobile radiographic unit.
  - m. Operate all fluoroscopic controls in the proper manner.
  - n. Identify each radiograph with student's HCC-approved 'R' or 'L' or other appropriate marker(s) in the correct location and upright position.
  - o. Display patient information in the proper space.
  - p. Place any 'time' markers appropriately on the image receptor/radiograph.
  - q. Appropriately utilize computers.
6. The student will demonstrate correct technical factor manipulation.
  - a. Interpret a technique chart to set the proper exposure factors.
  - b. Set the automatic exposure control device in the proper manner.
  - c. Measure the patient correctly to determine radiographic exposure factors, when applicable.
  - d. Select the correct combination of factors at the control console.
  - e. Adapt the exposure technique for changes in SID, Image Receptor placement, pathology, etc., when applicable.
  - f. Establish exposure factors to prevent patient motion.
7. The student will employ proper radiation protection measures for the patient and the operator.
  - a. Use gonadal shielding when appropriate.
  - b. Wear a lead apron and gloves in the presence of ionizing radiation.
  - c. Maximize the distance between the radiation source and self.
  - d. Minimize the time spent in an area of radiation, when appropriate.
  - e. Employ proper technical factors and proper positioning methods to avoid repeat radiographs.
  - f. Shield all patients when appropriate.

8. The student will demonstrate proper procedures for making the radiographic exposure.
  - a. Instruct the patient in proper breathing instructions for each projection.
  - b. Observe the patient and the control console during the exposure time.
  - c. Utilize a protective barrier while making the radiographic exposure.
9. The student will assess each finished radiograph for adequacy.
  - a. Identify all pertinent anatomical parts visible on the radiograph.
  - b. Determine if rotation of the body part(s) is present.
  - c. Determine if motion is present.
  - d. Describe the adequacy of the exposure factors chosen and Exposure Index Value.
  - e. Describe the overall radiographic quality of the image.
  - f. State if the radiograph is correctly identified and marked.
  - g. Discuss means of improving the radiograph.
10. The student will demonstrate the proper elements of communication to dismiss the patient following the radiographic procedure.
  - a. Complete all necessary paperwork, as required.
  - b. Give proper post-procedure instructions, when applicable.
  - c. Dispatch the patient to the proper destination after the examination.
  - d. Transport the patient to the proper destination after the examination, when applicable.
11. The student will demonstrate proper procedure when utilizing contrast media.
  - a. Locate syringes, needles, and other supplies, as needed.
  - b. Prepare sterile trays and instruments to avoid contamination.
  - c. Understand contrast media dosage, use, and potential adverse reactions.
  - d. Monitor the patient's condition throughout the procedure.
  - e. State the proper location of emergency equipment pertinent to the examination.

### **PORTABLE RADIOGRAPHY:**

During the portable rotation, the student will be responsible for all information contained within the portable handout. The competency in this category will be an observation by the Clinical Preceptor/Program faculty in completing an actual portable exam.

### **SURGERY RADIOGRAPHY:**

During the surgery rotation, the student will be observed by the staff Radiologic Technologist during the rotation to receive verification of competence for this category. The student will also be given a verbal exam based on the procedures most commonly performed in surgery, related anatomy, and equipment (C-Arm) used in the surgery suite, which is contained within the OR/Surgery handout.

## **COMPETENCY REQUIREMENTS:**

### **PER SEMESTER**

1. A **MINIMUM** number of competencies must be successfully completed by the end of each clinical course. Information is provided in the individual clinical course syllabus.

**\*\*It is understood that all clinical competencies must be completed by the end of the Spring term in order for the student to complete the clinical requirements of the Program. If a student in the second year spring term fails to complete a mandatory competency (or all 15 elective competencies), the student **may** be eligible to simulate the competency in order to complete the required number of competencies for that term. However, the student may incur a deduction of ten (10) full points of the final competency grade for each competency. This will be checked against patient log reports and clinical exams. Exams that are procedural or surgery CANNOT be simulated, along with those exams listed on the ARRT list of non-simulated exams.**

2. A grade of 80% or higher must be achieved in each grade section of a competency form. Should a student receive a grade of less than 80% on any graded section, the student must repeat the entire competency and obtain a grade of no less than 80%. The grade for the initial attempted competency will be the only calculation recorded for grading purposes.

3. In the event a student is observed to be incompetent in a procedure that was previously performed successfully as a competency, the procedure in question may be challenged by the Clinical Preceptor or Program faculty and may be repeated if the Clinical Preceptor or Program faculty deemed the student performed certain tasks incompetently. If a student must repeat a previously completed competency, the original grade will be recorded, and the repeated



competency **will not** count toward the minimum requirements for that term. In addition, a one (1) point reduction will be taken from the final clinical grade.

4. Students in their second year, spring term are required to perform five (5) re-check exams which will be randomly selected by the Clinical Preceptor or other faculty member to ensure the student maintains their skillset. The student must be able to perform the exam immediately upon notice from the Clinical Preceptor or other faculty member on an actual patient which will also include an image evaluation describing the patient positioning, projections, central ray/angles, anatomy, pathology, and any other pertinent information following the exam.

The student must pass all five (5) re-check exams to be eligible to continue into their final summer semester, as well as to be eligible for graduation and to apply to sit for the national registry examination given by the American Registry of Radiologic Technologists (ARRT). Remediation will be required for any failed exam, along with retesting of the failed category. Students who fail two Final Competency Evaluations will receive one (1) letter grade drop in RTE 2844. All repeat examinations must be taken under the direct supervision of a registered radiographer and the Clinical Coordinator or other Program faculty. Students are not permitted to attempt any Final Competency Evaluations until they have completed all required competencies.

## **FINAL FIRST YEAR COMPETENCY EVALUATION:**

The Final First Year Competency Evaluation is designed to test the overall performance and positioning skills of the student during their first-year summer semester. To accomplish this, the student must successfully complete one examination from a total of five categories. All five must be completed with the Clinical Coordinator and/or Program Manager. The student must successfully complete the Final First Year Competency Evaluation to be eligible to continue into their second year as a Radiography Student.

### **FINAL COMPETENCY:**

**Part I:** The student will perform five (5) projections from the following procedural categories from patient requisitions:

- a. upper extremity
- b. lower extremity
- c. vertebral column
- d. cranium
- e. chest/abdomen

The student will be required to perform these procedures on a fellow classmate selected by the Clinical Coordinator or Program Manager. Exams must be completed in a timely manner per the evaluation protocol. A minimum grade of 80% MUST be received in each category of the positioning final. A student that receives a grade of less than 80% in any category will be required to:

- a. Return to the clinical setting to complete a minimum of two (2) weeks in the area of the failed category.
- b. Request retesting of the failed category at the end of the two-(2) week rotation.

This procedure will be followed until the student satisfactorily completes all categories with a grade of 80% or higher.

**Part II:** The student will be given an oral and/or written image analysis, which will be administered by the Program faculty.

# MASTER PLAN FOR CLINICAL ROOM ASSIGNMENTS

## RATIONALE:

The following minimum requirements for room assignments are based on the major areas of radiographic competence. The student is required to complete the designated number of weeks in each radiographic area in order to develop clinical competence and reinforce their skills.

The student should spend the first year of the clinical education phase developing competence in the procedures that coincide with the campus positioning course content that has and is currently being presented in lecture and laboratory simulations. The second year of the clinical phase is to be spent developing additional skills such as emergency room procedures, portable/surgery skills, and interventional procedures. The student is expected to continue to refine already developed competency skills. As such, students will rotate in similar areas at other facilities to refine those skills. **NO** exceptions are made to the clinical rotational schedule. The clinical schedule provides a means of establishing a connection between the didactic and clinical components of the Program.

## ROOM ASSIGNMENTS:

Students will be assigned rotations at the onset of the clinical experience each semester. These assignments are designed to provide the student with a well-rounded clinical education. Similar rotations will occur at other hospital facilities. This is to introduce the student to other methods of clinical education as well as to their refine current skill set. There will be **NO** deviation from the Program schedule of rotations due to a student being in a rotation previously or their completion of comps. There is always something to be learned and gained from the various clinical facilities and rotations.

## CLINICAL SCHEDULES:

The Master Plan for clinical room assignments is based upon a total of seventy-four (74) total weeks of clinical experience during the twenty-two-(22) month program. They are divided as follows:

Fall Term, Year One	11 Weeks	Observations
Spring Term, Year One	16 Weeks	8 & 4 Week Rotations
Summer Term, Year One	14 Weeks	8 & 4 Week Rotations
Fall Term, Year Two	16 Weeks	4 Week Rotations
Spring Term, Year Two	16 Weeks	4 Week Rotations
Summer Term, Year Two	6 Weeks	6 Week Rotations

**CONTACT HOURS:**

The appropriate number of contact hours spent in the clinical education setting per academic term is as follows: (non-class days have not been deducted from totals)

Fall Term, Year One	14 Hrs/Week	154 Hours
Spring Term, Year One	21 Hrs/Week	336 Hours
Summer Term, Year One	21 Hrs/Week	252 Hours
Fall Term, Year Two	21 Hrs/Week	336 Hours
Spring Term, Year Two	21 Hrs/Week	336 Hours
Summer Term, Year Two	21 Hrs/Week	126 Hours

**FORMAT FOR ROTATIONAL SCHEDULES:**

ASSIGNMENT	FIRST YEAR	SECOND YEAR
BE/SBFT	8 Wk Rotations	4 Wk Rotations
UGI	8 Wk Rotations	4 Wk Rotations
Routines	8 Wk Rotations	4 Wk Rotations
Chest	8 Wk Rotations	0
Urography	4 Wk Rotations	4 Wk Rotations
Portables	4 Wk Rotations	4 Wk Rotations
Surgery	4 Wk Rotations	4 Wk Rotations
Emergency	8 Wk Rotations	4 Wk Rotations
Interventional & CT	0	4 Wk Rotations

During the Fall of year 2, the student will rotate through CT for a 4-week rotation as well as Interventional Radiology.

During Summer of year 2, the student will have the opportunity to rotate through an advanced modality such as Computerized Tomography (CT), Magnetic Resonance Imaging (MRI), or back to a specific rotation such as ER, surgery, portables, etc.

## **CLINICAL ROTATIONS IN MAMMOGRAPHY:**

The radiography program sponsored by Hillsborough Community College has revised its policy, effective 08/22/16, regarding the placement of students in mammography clinical rotations to observe and/or perform breast imaging. (Additionally, the policy may be applied to any imaging procedures performed by professionals who are of the opposite gender of the patient.)

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

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

## **CLINICAL INTEGRATION:**

There is to be **NO** clinical integration, or study sessions, at the clinical site. Any needed instruction for comprehension of clinical imaging and positioning will be with the Clinical Preceptor, Clinical Coordinator, Program Manager, or other faculty member. The Clinical Preceptor, or other faculty member, will take students to an x-ray imaging room to review the positioning and anatomy of the current material being presented in class and lab. This time is to be utilized for practicing imaging procedures and may take place once per week as necessary on a day that is decided by the Clinical Preceptor or faculty member. Students are not to be in an office or other area studying notes, reviewing for on-campus tests, or going over other assignments or activities. Doing so will result in a 1-point deduction in students' final clinical grade for each occurrence.

## **FACULTY MEETINGS:**

1. The Program Manager and Clinical Coordinator will hold regularly scheduled faculty meetings to include all clinical/program faculties. These meetings will serve as a means of ensuring a cohesive clinical educational experience for all students enrolled in the Program.
2. There will be no less than one (1) faculty meeting per term. Other meetings may be convened as deemed necessary by the Program Manager/Clinical Coordinator.
3. Meetings will include, but are not limited to the following content areas:
  - student progress in clinical competency testing and progress in the classroom
  - student clinical and performance evaluations
  - clinical procedures/protocol
  - industry changes/protocol
4. Students will meet with the Clinical Coordinator and Program Manager at least once per semester to discuss current standing and progress within the clinical component of the Program.
5. The Program Manager, Clinical Coordinator, and Clinical Preceptors will meet no less than once per semester as deemed necessary. Meetings will include, but are not limited to the following content areas:
  - student competencies
  - student clinical and performance evaluations
  - submission of program documentation
  - Program updates and Outcomes Assessment Plan

### **Disclaimer:**

- **All campus issues in the HCC Handbook supersede The Radiography Handbook.**
- **All Program specific issues are covered in this Handbook, and/or course syllabi.**
- **All clinical facility policies and protocols supersede HCC policies and protocols.**

## **AGREEMENT BETWEEN THE RADIOGRAPHY STUDENT AND THE HILLSBOROUGH COMMUNITY COLLEGE RADIOGRAPHY PROGRAM:**

1. I understand that as a part of my clinical education in the Hillsborough Community College Radiography Program, I will be required to rotate through Tampa General Hospital, Saint Joseph's Hospital Main, J.A. Haley Veteran's Hospital, & may be required to rotate through Saint Joseph's Hospital North, & South, Moffitt Cancer Center, Florida Orthopaedic Institute, Brandon Healthplex, & Tower Radiology Centers. Parking at these facilities may or may not require an additional fee which is to be paid by the student.
2. I agree to follow the rotation sequence for clinical as set forth in the Master Tracks unless illness or some unusual circumstance makes it impossible, and permission for a change is granted by the Radiography Program Manager and Clinical Coordinator.
3. I understand that I will be required to provide my own transportation to and from the required campus classes and the various clinical education settings.
4. I understand that the Radiography Program limits the required **scheduled** didactic and clinical hours combined to not more than forty (40) hours per week and no more than ten (10) hours per day. Hours exceeding these limitations must be voluntary on the student's part. Students will not be assigned to clinical settings on holidays observed by the College.
5. I will always conduct myself in an ethical and professional manner while in the clinical education settings. I understand that any unfavorable conduct on my part may jeopardize the entire clinical education agreement between the HCC Radiography Program and the clinical education setting.
6. I understand that each clinical education setting may exercise its rights under Part VIII of the Affiliation Agreement to request my withdrawal from its facilities if my conduct and/or performance with the patients or hospital staff are not within acceptable standards of safe and/or effective performance.
7. I understand that while I am at the clinical education setting, I am subject to contracting a disease or incurring bodily injury because of activities in the affiliate. I also acknowledge and understand that I am covered by professional liability insurance provided by the College. Therefore, I expressly hereby assume this risk of disease or bodily injury and acknowledge that the College is NOT responsible for any such loss.
8. I have received a copy of the HCC Radiography Program Student Handbook and agree to abide by all the Program rules, guidelines, policies and procedures contained within this document and are also held to the Health Sciences policy and procedures manual found on the main HCC Health Sciences website: <http://www.hccfl.edu/departments/health-science.aspx>. I also agree to abide by the policies and procedures of the clinical education setting(s) I will be attending. (Please refer to attachment for a signature sheet).

**2024-2025**

## HCC Radiography Program MRI Screening Signature Form

Students have potential access to the magnetic resonance environment when rotating through clinical sites. This screening form will describe potential magnetic wave or radiofrequency hazards. Students are sometimes asked to assist in moving patients in the MRI room or may be asked to transport patients to the MRI suite. Before entering the MR environment or MR system room, students may be advised to remove the following metallic objects including hearing aids, dentures, partial plates, keys, beeper, cell phone, eyeglasses, , hair pins, barrettes, jewelry, body piercing jewelry, watch, safety pins, paperclips, money clips, credit cards, bank cards, magnetic strip cards, coins, pens, pocket knife, nail clipper, tools, clothing with metal fasteners, & clothing with metallic threads.

Please address the following:

Have you had an injury to the eye involving a metallic object or fragment (e.g., metallic slivers, shavings, foreign body, etc.)? No Yes

If Yes, please

describe: \_\_\_\_\_

Have you ever been injured by a metallic object or foreign body (e.g., BB, bullet, shrapnel, etc.)? No Yes

If Yes, please describe:

\_\_\_\_\_

Please indicate if you have the following:

- |   |    |     |
|---|----|-----|
| <input type="checkbox"/> Aneurysm clip(s)                           | No | Yes |
| <input type="checkbox"/> Spinal fixation or fusion devices          | No | Yes |
| <input type="checkbox"/> Cardiac pacemaker                          | No | Yes |
| <input type="checkbox"/> Implanted cardioverter defibrillator (ICD) | No | Yes |
| <input type="checkbox"/> Electronic implant device                  | No | Yes |
| <input type="checkbox"/> Magnetically-activated implant or device   | No | Yes |
| <input type="checkbox"/> Neurostimulation system                    | No | Yes |
| <input type="checkbox"/> Spinal cord stimulator                     | No | Yes |
| <input type="checkbox"/> Internal electrodes or wires               | No | Yes |
| <input type="checkbox"/> Bone growth/fusion stimulator              | No | Yes |
| <input type="checkbox"/> Cochlear, otologic, or other ear implant   | No | Yes |
| <input type="checkbox"/> Insulin or other infusion pump             | No | Yes |
| <input type="checkbox"/> Implanted drug infusion device             | No | Yes |
| <input type="checkbox"/> Any type of prosthesis (eye, penile, etc.) | No | Yes |
| <input type="checkbox"/> Heart valve prosthesis                     | No | Yes |
| <input type="checkbox"/> Eyelid spring or wire                      | No | Yes |



- |  |    |     |
|--|----|-----|
| <input type="checkbox"/> Artificial or prosthetic limb                                 | No | Yes |
| <input type="checkbox"/> Metallic stent, filter, or coil                               | No | Yes |
| <input type="checkbox"/> Shunt (spinal or intraventricular)                            | No | Yes |
| <input type="checkbox"/> Vascular access port and/or catheter                          | No | Yes |
| <input type="checkbox"/> Radiation seeds or implants                                   | No | Yes |
| <input type="checkbox"/> Swan-Ganz or thermodilution catheter                          | No | Yes |
| <input type="checkbox"/> Medication/transdermal patch (Nicotine, Nitroglycerine, etc.) | No | Yes |
| <input type="checkbox"/> Any metallic fragment or foreign body                         | No | Yes |
| <input type="checkbox"/> Wire mesh implant   | No | Yes |
| <input type="checkbox"/> Tissue expander (e.g., breast)                                | No | Yes |
| <input type="checkbox"/> Surgical staples, clips, or metallic sutures                  | No | Yes |
| <input type="checkbox"/> Bone/joint pin, screw, nail, wire, plate, etc.                | No | Yes |
| <input type="checkbox"/> Dentures or partial plates                                    | No | Yes |
| <input type="checkbox"/> Tattoo or permanent makeup                                    | No | Yes |
| <input type="checkbox"/> Body piercing jewelry   | No | Yes |
| <input type="checkbox"/> Hearing aid (remove before entering MR system room)           | No | Yes |
| <input type="checkbox"/> Other implant   | No | Yes |

If the student answered “Yes” to any of the above screening protocol, further investigation of the circumstances by the Faculty is warranted and the clinical sites, and student, will be appropriately advised prior to the student entering the MR environment.

I attest the above information is correct to the best of my knowledge. I have read and understand the entire contents of this form. Faculty will review this form and those students who indicate “Yes” to any of the above will be advised by Faculty to assure the student’s safety. **Any changes in the status of potential magnetic wave or radiofrequency hazards must be reported immediately to the Program Director or Clinical Coordinator.**

Student Name (please print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Faculty Receiving Form Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## HCC RADIOGRAPHY PROGRAM HANDBOOK ACKNOWLEDGEMENT AND SIGNATURE PAGE

I, \_\_\_\_\_ acknowledge that I have received a copy of the current Hillsborough Community College Radiography Program Student Handbook and Master Clinical Syllabus and that the information has been discussed with me. I understand that I am responsible for knowledge of the guidelines and policies of the Radiography Program, the Division of Health Sciences, and the HCC Catalog in effect when I enrolled. I further understand that those policies are subject to change and that such changes will be made available to me as soon as possible and be binding at that time.

### **DISCLAIMER CLAUSE:**

**The Radiography Program at Hillsborough Community College reserves the right to make changes in the regulations and policies announced in this handbook as circumstances arise.**

**If changes in this handbook are required during this academic year, the student will be given formal notice of those changes and be asked to verify by signature that the required changes were read and understood.**

**The provisions of this handbook/clinical syllabus are not to be regarded as an irrevocable contract between the student and the College. The College reserves the right to make and designate the effective date of changes in College policies and other regulations at any time such changes are considered to be desirable or necessary.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Student ID#

Rev. 7/24