



www.hccfl.edu

Hillsborough Community College

RADIOGRAPHY PROGRAM

STUDENT HANDBOOK

2023 - 2024

Table of Contents

INTRODUCTION	4
FACULTY & ACCREDITATION BODY	5
JRCERT “PROGRAM STANDARDS”	5
PROGRAM MISSION & GOALS	6
HILLBOROUGH COMMUNITY COLLEGE	7
RADIOLOGIC TECHNOLOGY OUTCOME ASSESSMENT	7
PROGRAM PHILOSOPHY:	9
JRCERT “PROGRAM STANDARDS”	10
RESPONSIBILITIES OF A RADIOGRAPHER	11
ATTENDANCE POLICY – CLINICAL	16
SOCIAL MEDIA POLICY:	19
RECORDING:	20
SMOKING:	21
FACULTY OFFICE HOURS:	21
GRADING SCALE:	21
CHEATING:	22
RTE LABORATORY POLICY	23
GENERAL RADIOGRAPHY PROGRAM INFORMATION	24
THRESHOLD DOSES	25
DRUG TESTING POLICY:	27
INCIDENT REPORTS:	29
RADIOGRAPHY WORK POLICY:	29
CLINICAL EDUCATION INFORMATION	30
POLICY OF STUDENT SUPERVISION:	31
INFECTIOUS DISEASES STATEMENT:	33
CLINICAL BEHAVIORAL GUIDELINES:	34
PREGNANCY POLICY:	41
STUDENT EMERGENCY/MEDICAL CONDITIONS LEAVE:	42
RADIATION PROTECTION GUIDELINES:	43
CLINICAL COMPONENTS	44
ASSOCIATE IN SCIENCE DEGREE: RADIOGRAPHY PROGRAM	45
CLINICAL OBJECTIVES PER ACADEMIC TERM:	46

COMPUTATION OF CLINICAL GRADE	51
METHODS OF EVALUATION.....	52
CLINICAL COMPETENCY TESTING GUIDELINES:	53
HCC RADIOGRAPHY PROGRAM CLINICAL COMPETENCY REQUIREMENTS FOR ARRT CERTIFICATION.....	57
COMPETENCY REQUIREMENTS:	60
FINAL COMPETENCY EVALUATION:	62
MASTER PLAN FOR CLINICAL ROOM ASSIGNMENTS	63
CLINICAL ROTATIONS IN MAMMOGRAPHY:	65
HCC STUDENT POLICIES:	68
NOTICE OF NON-DISCRIMINATION, DIVERSITY AND INCLUSION.....	71
STUDENT ACADEMIC APPEALS	72
STUDENT GRIEVANCE (NON-ACADEMIC).....	75
ACCESS TO RECORDS	82
AGREEMENT BETWEEN THE RADIOGRAPHY STUDENT AND THE HILLSBOROUGH COMMUNITY COLLEGE RADIOGRAPHY PROGRAM:	83
HCC RADIOLOGY PROGRAM HANDBOOK ACKNOWLEDGEMENT AND SIGNATURE PAGE.....	84

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/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. 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.

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

Teri L. Sliman, M.S., R.T.(R) Program Manager/Department Chair
Tina M, Bishop, B.A.S., R.T.(R), (CT) Clinical Coordinator/Instructor

CLINICAL FACULTY

Karla Davis Rose, M.Ed., R.T.(R)(CT)(MR)
Mike McClain, A.S., R.T.(R) (CT)
Stephanie F. Amos B.S. Rad(QM), R.T.(R), (CT)
Georgina Roth, A.S., R.T.(R)

ACCREDITATION

Florida State Department of Education
Southern Association of Colleges and Schools
The Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Dr., Suite 2850, Chicago, IL 60606-3182, 312-704-5300
www.jrcert.org.
Email: 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.

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 a 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 the 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 promoting 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 which 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 a role model for the students.

The profession of Radiologic Technology is only one of the paramedical and medical professions whose effect is expended on behalf of the welfare of the patient. What is the impression that we, the radiographers, give to the patient as we perform the radiographic examinations? Be assured that the patient is aware of our every move, 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 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 physical and psychological needs of patient 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 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 carts 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 carts using eight to 24 pounds of force.
- Lift: To move patients (who can weigh more than 50 pounds) from wheelchairs/carts 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 carts, 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 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 Warning

A Rad Tech Program faculty member will talk to the student, remind them of correct behavior, and answer questions which 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 repeat policy, holding policy, imaging the incorrect patient, imaging of the incorrect part, or has endangered the safety and well-being of a patient, co-worker or 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.

ATTENDANCE POLICY

CLINICAL ATTENDANCE

A significant portion of the educational process in radiography is the development of a strong sense of responsibility on the part of each student toward the patient, fellow radiographers, faculty members, the radiology department, and the hospital. One of the primary manifestations of this responsibility is regular, punctual attendance in the clinical and didactic areas. Clinically, this means that students are expected to be clocked in AND ready to work at the start of their shift (7:30 am). Failure to abide by policy will result in disciplinary action. Since it is recognized that an absence and/or tardy is occasionally unavoidable, the following policy has been established for clinical areas (classroom attendance will be outlined in course syllabi):

1. 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.
2. 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.
3. 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."
4. The student is required to complete a "Time Exception" form in Trajecsys the day of the absence with the reason being "Absent."

EACH SEMESTER, TWO FREE DAYS ARE GIVEN, WITH THE EXCEPTION OF YEAR 1, SEMESTER 1 AND YEAR 2, FINAL SEMESTER WHICH ONE FREE DAY IS GIVEN. ADDITIONAL MISSED DAYS WILL AUTOMATICALLY PLACE THE STUDENT ON PROBATION FOR THE REMAINDER OF THE SEMESTER AND REDUCE THEIR FINAL CLINICAL GRADE BY 1 LETTER GRADE. EMERGENCIES ARE HANDLED ON AN INDIVIDUAL BASIS AND DOCUMENTATION IS REQUIRED.

The student is considered tardy at 7:31 am. The student is also considered tardy after an hour and one minute from the time he/she clocked out for lunch. The time accrued the day of the tardy must be made up on that day (15 minutes or more tardy). The student is allowed two (2) tardies without penalty but must make up the time lost. For each tardy after the first two, the student will be written up and THREE (3) FULL POINTS will be deducted from the student's final clinical grade for each offense.

Students should utilize GPS for the safest and most direct route to a clinical facility. Although unavoidable incidents at times occur while traveling, leaving earlier than expected should be built into a student's travel routine to avoid excessive tardies.

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

Non-attendance will be monitored as 'incidents of absence'. An 'incident of absence' is any period of time when the student is absent from their assigned clinical schedule. One day or up to 6 consecutive days of absence with documentation, is considered one incident of absence. Tardiness is also considered an incident of absence. For absences of more than one day in length, the student is required to contact the program office and, if applicable, the clinical preceptor for each day absent, unless otherwise indicated by the program manager.

Progressive corrective action occurs as follows when a student accumulates a number of incidents of absence that reflects an unacceptable pattern:

- 1 incident/semester** = written warning; 3 point deduction course grade
- 2 incidents/semester** = written warning; 6 point deduction course grade
- 3 incidents/semester** = written warning; 1 letter reduction course grade
- 4 incidents/semester** = written warning; reduction of course grade to a "D"

The Program Manager has the authority to move to the most severe consequence for absences if the pattern of non-attendance is consistent in nature from one semester to the next. This could include lowering the ceiling for number or incidence/semester.

Bereavement (immediate family), 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.

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

Inclement weather absence will be handled in accordance with the Hillsborough Community College inclement weather policy. Tardiness due to inclement weather will be handled on an individual basis and may result in an 'incident of absence' per the program manager and/or clinical preceptor. The use of common sense is highly encouraged in relation to inclement weather. The student should not put themselves in danger in order to attend their clinical assignment.

To keep track of clinical time, students will use the Trajecsyst Reporting System to clock in/out each day. In addition to time tracking, Trajecsyst is also used to document students' clinical experiences and performance. It is the student's responsibility to regularly check Trajecsyst to verify that competencies, evaluations, patient logs, and time logs are up to date. It is also the responsibility of the student to generate a report at that end of each semester to keep track of the ARRT mandated competencies that are still needed. Instructions for registering for Trajecsyst will be distributed to the students by the Clinical Coordinator or Program Manager.

MAKE-UP TIME

Any time missed beyond the allowed free time during a particular semester **MUST** be made up. The following applies to make up time:

1. Students **MUST** communicate with the Clinical Coordinator concerning make-up time schedule prior to speaking with the Clinical Preceptor.
2. The make-up time will be done in the rotational area currently assigned to the student; if it is an area that is not operating at the time, the Clinical Coordinator or Preceptor will assign an area to the student. The student is **NOT** to choose the rotational area.
3. Clinical make-up time hours are 7:30am – 10:00pm Mon-Sun
4. A separate patient log must be maintained **ALONG** with tech initials.
5. The student **MUST** use his/her own lead markers for all exams to verify procedures listed on the patient log.
6. **NO** competencies are to be completed during make-up time.
7. According to the JRCERT and program policy, students may **NOT** make up time or go to clinic on a 'Holiday' that is recognized by the college.

IF THE ABOVE GUIDELINES ARE NOT ADHERED TO, THE STUDENT MAY NOT BE AWARDED CREDIT FOR MAKE-UP TIME

Deadline dates for completion of make-up time are established at the onset of each term and are published in the Clinical Integration Schedule/Calendar provided to all students and faculties. If the student fails to make-up their clinical time before the established date, the following guidelines will be enforced:

1. The student's final clinical grade for current semester will be lowered by 1 letter grade. The owed make-up time must be made-up within the 1st two (2) weeks of the following semester and the student's letter grade for that next semester will be lowered by one (1) letter grade. For every extra week the student does not complete their make-up time, the student's grade will be lowered by one (1) letter grade each week. If the student is absent after the established last day for make -up time for a particular semester, the following guidelines will be enforced:
2. If the student provides a dr's excuse: The owed make-up/absence time must be made-up within the 1st two (2) weeks of the following semester. If the student fails to make -up their time within the 1st two (2) weeks, the student's letter grade for that semester will be lowered by one (1) letter grade. For every extra week the student does not complete their make-up time, the student's grade will be lowered by one (1) letter grade each week. If no dr's excuse: The owed make-up/absence time must be made-up within the 1st two (2) weeks of the following semester and the student's letter grade for that semester will be lowered by one (1) letter grade. For every extra week the student does not complete their make-up time, the student's grade will be lowered by one (1) letter grade each week.

In extenuating circumstances, a student may be granted an Incomplete "I" grade to allow for extra time to complete missed clinical hours. The student must fill out the proper request form (available from the Program Manager) for such an extension.

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.

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.

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.

SMOKING:

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 smoke-less tobacco, other smokeable products, and electronic cigarettes.

FACULTY OFFICE HOURS:

Office hours 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.

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>.

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.

RTE LABORATORY POLICY

The Rad Tech Laboratory is located in DTEC 121. The radiation source in this room consists of the radiographic tube. In addition, secondary radiation emitted from the phantom and x-ray table are potential sources of x-radiation exposure to the operator. The potential biological effects of x-radiation exposure include genetic alteration (chromosome damage) and slight increased risk of cancers, particularly leukemia. X-radiation exposure to the embryo/fetus represents greater sensitivity to x-radiation exposure than the adult. X-radiation exposure will be minimized in room DTEC 121 by adhering to the following:

1. The energized Radiologic Technology Laboratory will only be used under the supervision of a qualified Rad Tech Instructor. The room is to be secured and locked when not in use or when prior arrangements are made with Rad Tech faculty.
2. All persons in room DTEC 121 during an x-ray exposure should be monitored with a dosimeter. These must be worn at the level of the left collar and outside any protective apparel. A declared pregnant student or employee will be monitored at the collar and at the waist to measure radiation exposure to the fetus.
3. Dosimeter reports will be maintained in the Rad Tech office. Students or employees who receive 125 mrem or more in a three month period of radiation monitoring will be required to document activities which may have resulted in this exposure. Incidents of overexposure (i.e., greater than 5,000 mrem/calendar yr.) will be reported to the Florida Department of Health by the Rad Tech Program Manager.
4. All persons in room DTEC 121, during an x-ray exposure will be positioned behind a protective barrier wall.
5. The door to room DTEC121 will be closed during any x-ray exposure.
6. X-ray exposures will be minimized by proper maintenance of the x-ray generating equipment and processing equipment. A technique chart for the phantom exposures will be available for consultation.
7. X-ray exposures will be made only for reasons consistent with a class assignment. Assignments will be limited to the number of radiographs necessary to fulfill the educational objectives.
8. **Under NO circumstances will human (or animal) tissue be radiographed using this radiographic equipment.**

GENERAL RADIOGRAPHY PROGRAM INFORMATION

CARDIOPULMONARY RESUSCITATION (CPR) CERTIFICATES:

CPR certification will be provided through HSC 1220 (to be taken in the 1st 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:

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.

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

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

LEAD MARKERS:

The student is **required to purchase 2 sets of lead markers with their initials** 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 day of September.

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
 - A. Positioning (all positioning courses, patient care, etc.) with a passing grade of 80%.
 - B. Image identification with a passing grade of 80%.
2. END OF 1ST YEAR WRITTEN FINAL EXAM

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 1st and 2nd Year Comprehensive Final Positioning and Image Evaluation.

APPLICATION TO ARRT:

During the Summer Term 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:

At 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.

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 will 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.

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.

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.

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". The student MUST have successfully completed 50 % of the mandatory (non-simulated) and four fluoro competencies in order to qualify for Internship. 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.** Additional information may be found under RTE 1949 as well as the course syllabus.

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

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.

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 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.

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.

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 | 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.

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 per week, for a total of 24 hours per week, for a 3-credit clinical course with the exception of Year 1, semester 1, which is a 2-credit course and 2 days per week. The days of the week will vary per semester.
2. 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. **(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 "in and out" 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 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.
3. The student is to notify the supervising staff member upon arrival to their assigned radiographic area and then stock their assigned area each morning after clocking in.

4. The student is to always remain in their assigned radiographic area unless otherwise directed by the Clinical Preceptor or supervising staff member, called to a meeting on campus by faculty, or 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 utilizing the various equipment and exam positioning with fellow students.

Any change in a student's clinical assignment must be approved by the Clinical Preceptor, 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.

5. Image critiques will be carried out during each school term, excluding the final term. Such information will be presented to the student during the first few weeks of the term.
6. 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 six- (6) week, eight- (8), or four (4) week rotations dependent on the length of the term.
7. Daily patient log sheets are to be maintained by each student and entered into Trajecsyst 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.
8. 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 Trajecsyst weekly. These logs become a part of the student's permanent clinical folder.
9. 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>

10. 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 area of conduct and dress, and exam protocol.
11. The assigned Clinical Preceptor and program faculty in each clinical education setting has 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.
12. 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. There will be NO exceptions.
13. 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.

14. 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 COURSES AND LABS.**

Dress Code is as follows:

- PROPERLY FITTING, CLEAN & NOT WRINKLED Royal blue scrubs (Scrubs and Beyond - Cherokee brand)
 - 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 or white lab coat may be worn (above knees). NO OTHER JACKET WILL BE ALLOWED – AUTOMATIC WRITTEN WARNING AND 3-POINT GRADE DEDUCTION FOR ANYTHING OTHER THAN THE APPROVED COLOR LAB COAT (NO SWEATERS, SWEATSHIRTS, HOODIES, ETC.)
- ALL white or all black closed toe shoes (NO decorative holes, laces, designs, logos, or embellishments)
- ALL white or all black socks
- HCC or Hospital Name badge/ID, dosimeter, lead markers
If using a lanyard, it MUST be the break-away type
- Pen (NO PENCIL!!!)
- Merrill's Pocket Guide (first year students)
Bontrager's Pocket Guide (second year Students)
- During surgery rotations, hospital scrubs may be required – these will be changed 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:

- a. The student must be in complete and clean uniform at all times.
- b. 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). THIS DAY MUST BE MADE UP!
- c. HCC ID/Clinical Site ID and lead markers must be worn at all times.
NO ID OR LEAD MARKERS PRESENT = NO CLINICAL THAT DAY; STUDENT SENT HOME AND WILL BE AN UNEXCUSED ABSENCE (INCIDENT). THIS DAY MUST BE MADE UP!
- d. Pen must be present at all times (NO pencils).
- e. Student's hair is to be clean and combed at all times. Hair reaching the shoulders will be secured up or back (a ponytail, clip, braid, etc.) in order to prevent patient contamination. **HAIR COLOR FOUND IN NATURE ONLY.** ONLY royal blue, white, black, or brown clips, ties, etc. are to be used.
- f. Facial hair (beards) must be closely trimmed, otherwise clean shaven
- g. 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 3 point grade deduction for each offense.
- h. Students should use make-up with discretion. No heavy or extreme make-up is 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 bracelet; 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 3-point grade deduction.
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 3 point grade deduction for each offense.

15. 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. non-emergency phone calls
 - f. visitors in the clinical affiliate
 - g. working on assignments or special projects without prior approval from program/clinical faculty
 - h. chewing gum in any radiology or patient area department (mints are fine)
 - i. eating in any radiology or patient area
16. If a student is found sleeping in any part of the clinical education setting, the student will be immediately placed on clinical probation.
17. In order to comply with OSHA guidelines, there will be NO eating or drinking within patient contact areas or radiographic rooms.
18. 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.
19. Students are not to receive personal phone calls while at the clinical education setting. The exception is in cases of an extreme emergency.
20. Students are not to have visitors at the clinical education setting for ANY reason.
21. 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.
22. Announced or unannounced quizzes may be given at the discretion of the clinical and/or program faculty.
23. Cheating in any form in a clinical course will result in an automatic failing grade of "F" and immediate dismissal from the Program. Cheating is defined (but not limited to) the following:
 - a. falsifying time
 - b. falsifying any documentation
 - c. cheating on a competency examination
 - d. clocking in or out another student or having someone clock you in or out
 - e. clocking in outside the clinical location "Zone" on Trajecsys
24. 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" 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—Dismissal from the program
25. 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.
26. 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

27. The syllabus will dictate how many absences/tardies that are allowed per semester.
28. 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.**
29. The last week of each term is designated for 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 integration calendar, which is provided to all students at the onset of each clinical term.
30. Clinical Skills Remediation: Students are provided with midterm and 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.

31. Students will be required to complete half of the total number of competencies required each term by the Midterm Evaluation (excluding Spring term of the second year).
32. 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, 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.
33. 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 will immediately be dismissed from the Program.
34. 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
- Persistent unprofessional behavior toward patients, staff, physicians, or fellow students; or antagonistic behavior giving rise to student behavior problem
- Disregard for policies and rules of the hospital and/or HCC
- 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.
- 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 Rad Tech 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.

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.

STUDENT MEDICAL/EMERGENCY CONDITIONS LEAVE:

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).

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.

CLINICAL COMPONENTS

IMPROVEMENT OF CLINICAL SKILLS:

1. Based upon a student's clinical competency evaluations and daily performance of radiographic tasks, the Clinical Preceptor will identify skills that need improvement. Such deficiencies will be reported to the Program faculty 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.

ROOM ASSIGNMENTS:

Students will be assigned rotations at the onset of the clinical experience. These assignments are designed to provide the student with a well-rounded clinical education.

FACULTY MEETINGS:

1. The Program Manager/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. Faculty 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 evaluations

CLINICAL INTEGRATION:

At the onset of each clinical class the instructor will provide a syllabus with the lesson plan included. The Clinical Preceptor will review the current anatomy as well as past anatomy during integration. Integration will take place each week on a day that is decided by the Clinical Preceptor.

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

RTE 1800 Introduction to Radiography Practicum	2 cr
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

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 1804 Radiographic Practicum I	3 cr
RTE 1308 Radiation Protection and Safety	2 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

YEAR TWO: SPRING TERM TOTAL: 9 credits

RTE 2385 Radiation Biology	3 cr
RTE 1782 Pathology of Medical/Surgical Diseases	3 cr
RTE 2834 Radiography Practicum IV	3 cr

YEAR TWO: SUMMER TOTAL: 4.5 credits

RTE 2473L Quality Assurance	1 cr
RTE 2061 Radiologic Seminar	2 cr
RTE 2844 Radiography Practicum V	1.5 cr

SUPPORTING COURSES (may be taken in advance or after admission to the program):

BSC 2086 Anatomy & Physiology II	3 cr
BSC 2086L Anatomy & Physiology II Lab	1 cr
CGS 1000 Introduction to Computers and Technology	3 cr
XXX XXXX Select any General Education Humanities Course	3 cr

Total credits include pre-requisite and supporting courses: 77 credits

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 and have completed the required practice exams.

RTE 1800: INTRODUCTION TO RADIOGRAPHY PRACTICUM

Off-campus, Mondays and Fridays only, 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

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

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

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

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

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 competency examination
- b. Continual refinement of all previously tested clinical skills.

COMPUTATION OF CLINICAL GRADE

Clinical Grading Worksheets are used to compute the student's final clinical grade.

Fall, Year One:

Clinical Evaluation -	25%	Competencies -	25%
Clinical Skills –	25%	Attendance –	25%

Spring, Year One:

Clinical Evaluations –	30%	Competencies –	40%
Trajecsys –	10%	Image Critique –	20%

Summer, Year One:

Clinical Evaluations –	25%	Competencies –	30%
Trajecsys –	5%	Image Critique –	20%
1st Yr Positioning, Exam –	20%		

Fall & Spring, Year Two:

Clinical Evaluations –	30%	Competencies –	40%
Trajecsys –	10%	Image Critique –	20%

Summer Term, Year Two: Graduating Seniors:

Clinical Evaluation -	10%	Trajecsys -	10%
Final Clinical Comp (Positioning)	60%	Final Clinical Comp (Exam)	20%

METHODS OF EVALUATION

CLINICAL PRECEPTOR/SUPERVISOR/FACULTY:

Each student will be evaluated by the Clinical Preceptor and/or Program faculty at least twice during each clinical course: at midterm and end of term.

CLINICAL ACTIVITIES:

The following are activities, which are part of the student's final grade.

1. Announced or unannounced quizzes - may be given by the Clinical Preceptor or Program faculty. Quizzes are given to help reinforce information provided through prior didactic instruction and may be considered a competency grade.
2. Uniform checks may be administered as often as necessary by the Clinical Preceptor.

RADIOGRAPHER EVALUATIONS OF THE STUDENT:

In order to assist the Clinical Preceptor to evaluate the student during a clinical rotation, the staff radiographer will be asked for input as to the student's performance during that rotation. This staff evaluation of the student will be used as input only into the midterm and end of term student evaluations completed by the Clinical Preceptor.

CLINICAL COMPETENCIES:

A clinical competency is defined as follows:

Clinical competencies may be "comped" when the set number of practices have been achieved on each exam/procedure (in Trajecsys). Students may then decide that they are ready to be tested in one of the clinical procedures that are listed as clinical competencies in the Program. This indicates to the Program faculty that the student is 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 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 cannot have another student in the room during competency testing.

If such a 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.

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. When an oral competency is indicated, the oral portion must be completed within three clinical days.

(* indicates categories for possible automatic failure

An automatic failure will be recorded if the student is not prepared to perform the oral portion of the competency with the clinical preceptor within 3 clinical days.

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 2nd 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 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 'R' or 'L' or other appropriate marker(s) in the correct location.
 - 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.

HCC RADIOGRAPHY PROGRAM CLINICAL COMPETENCY REQUIREMENTS FOR ARRT CERTIFICATION

A total of 51 comps must be completed for graduation. There are 36 ARRT mandatory imaging procedures, and 15 elective procedures selected from a list of 35 (23 are listed here). A maximum 10 imaging procedures may be simulated in the last 2 weeks of the 2nd year spring semester only. For each simulation, a deduction of 10 points will be incurred. Imaging procedures eligible for simulation are noted within the chart.

Imaging Procedures	Mandatory	Elective	Eligible for Simulation	Date Completed	Grade	Verified By
Chest and Thorax						
Chest Routine	<input type="checkbox"/>					
Chest AP (Wheelchair or Stretcher) NON ORAL	<input type="checkbox"/>					
Ribs	<input type="checkbox"/>		<input type="checkbox"/>			
Chest Lateral Decubitus NON ORAL		<input type="checkbox"/>	<input type="checkbox"/>			
Sternum		<input type="checkbox"/>	<input type="checkbox"/>			
Upper Airway (Soft-Tissue Neck)		<input type="checkbox"/>	<input type="checkbox"/>			
Sternoclavicular Joints		<input type="checkbox"/>	<input type="checkbox"/>			
Upper Extremity						
Thumb or finger NON ORAL	<input type="checkbox"/>		<input type="checkbox"/>			
Hand	<input type="checkbox"/>					
Wrist	<input type="checkbox"/>					
Forearm	<input type="checkbox"/>					
Elbow	<input type="checkbox"/>					
Humerus	<input type="checkbox"/>		<input type="checkbox"/>			
Shoulder	<input type="checkbox"/>					
Clavicle	<input type="checkbox"/>		<input type="checkbox"/>			
Scapula		<input type="checkbox"/>	<input type="checkbox"/>			
AC Joints		<input type="checkbox"/>	<input type="checkbox"/>			
Trauma: Shoulder or Humerus NON ORAL (Scapular Y-view, Transthoracic, or Axial/Axillary) *	<input type="checkbox"/>					
Trauma: Upper Extremity (Non shoulder) * NON ORAL	<input type="checkbox"/>					
Lower Extremity						
Toes		<input type="checkbox"/>	<input type="checkbox"/>			
Foot	<input type="checkbox"/>					
Ankle	<input type="checkbox"/>					
Knee	<input type="checkbox"/>					
Tibia-Fibula	<input type="checkbox"/>		<input type="checkbox"/>			
Femur	<input type="checkbox"/>		<input type="checkbox"/>			
Patella		<input type="checkbox"/>	<input type="checkbox"/>			
Calcaneus		<input type="checkbox"/>	<input type="checkbox"/>			
Trauma: Lower Extremity * NON ORAL	<input type="checkbox"/>					
Head - Candidates must select at least one elective procedure from this section.						
Skull		<input type="checkbox"/>	<input type="checkbox"/>			

Facial Bones		<input type="checkbox"/>	<input type="checkbox"/>			
Mandible		<input type="checkbox"/>	<input type="checkbox"/>			
Temporomandibular Joints		<input type="checkbox"/>	<input type="checkbox"/>			
Nasal Bones		<input type="checkbox"/>	<input type="checkbox"/>			
Orbits		<input type="checkbox"/>	<input type="checkbox"/>			
Paranasal Sinuses		<input type="checkbox"/>	<input type="checkbox"/>			
Spine and Pelvis						
Cervical Spine	<input type="checkbox"/>					
Thoracic Spine	<input type="checkbox"/>		<input type="checkbox"/>			
Lumbar Spine	<input type="checkbox"/>					
Cross Table Lateral Spine (Horizontal Beam)	<input type="checkbox"/>		<input type="checkbox"/>			
Lateral Spine (Patient Recumbent) NON ORAL						
Pelvis	<input type="checkbox"/>					
Hip	<input type="checkbox"/>					
Cross Table Lateral Hip (Horizontal Beam, Lateral Hip (Patient Recumbent) NON ORAL	<input type="checkbox"/>		<input type="checkbox"/>			
Sacrum and/or Coccyx		<input type="checkbox"/>	<input type="checkbox"/>			
Scoliosis Series		<input type="checkbox"/>	<input type="checkbox"/>			
Sacroiliac Joints		<input type="checkbox"/>	<input type="checkbox"/>			
Abdomen						
Abdomen Supine	<input type="checkbox"/>					
Abdomen Upright NON ORAL	<input type="checkbox"/>		<input type="checkbox"/>			
Abdomen Decubitus NON ORAL		<input type="checkbox"/>	<input type="checkbox"/>			
Intravenous Urography NON ORAL		<input type="checkbox"/>				

Imaging Procedures	Mandatory	Elective	Eligible for Simulation	Date Completed	Grade	Verified By
Fluoroscopy Studies – Candidates must select two procedures from this section and perform per site protocol.						
Upper GI Series, Single or Double Contrast	NON ORAL	<input type="checkbox"/>				
Contrast Enema, Single or Double Contrast	NON ORAL	<input type="checkbox"/>				
Small Bowel Series	NON ORAL	<input type="checkbox"/>				
Esophagus (<i>NOT</i> Swallowing Dysfunction Study)	NON ORAL	<input type="checkbox"/>				
ERCP	NON ORAL	<input type="checkbox"/>				
Myelography	NON ORAL	<input type="checkbox"/>				
Arthrography	NON ORAL	<input type="checkbox"/>				
Hysterosalpingography	NON ORAL	<input type="checkbox"/>				
Mobile C-Arm Studies						
C-Arm Procedure (Requiring Manipulation to Obtain More than One Projection) Does not have to be completed during OR rotation NON ORAL	<input type="checkbox"/>		<input type="checkbox"/>			
Surgical C-Arm Procedure (requires manipulation around a sterile field) Must be completed during OR rotation	<input type="checkbox"/>		<input type="checkbox"/>			

Mobile Radiographic Studies						
Portable Chest <i>Must be completed during portable rotation</i>	<input type="checkbox"/>					
Portable Abdomen NON ORAL	<input type="checkbox"/>					
Portable Upper or Lower Extremity NON ORAL	<input type="checkbox"/>					
Pediatric Patient (Age 6 or Younger)						
Chest (Routine; Non-Portable) NON ORAL	<input type="checkbox"/>		<input type="checkbox"/>			
Upper or Lower Extremity (Non-Portable) NON ORAL		<input type="checkbox"/>	<input type="checkbox"/>			
Abdomen (Non-Portable) NON ORAL		<input type="checkbox"/>	<input type="checkbox"/>			
Geriatric Patient (At Least 65 Years Old and Physically or Cognitively Impaired as a Result of Aging)						
Chest Routine NON ORAL	<input type="checkbox"/>					
Upper or Lower Extremity NON ORAL	<input type="checkbox"/>					
Hip or Spine NON ORAL		<input type="checkbox"/>				
Subtotal						
Total Mandatory exams required	36					
Total Elective exams required		15				
Total number of simulations allowed			10			
General Patient Care Procedures				Date Completed	Competency Verified By	
CPR/BLS Certified				Fall Year 1	Completion of HSC 1220	
The procedures below should be performed on patients whenever possible, but simulation is acceptable if state regulations or institutional practice prohibits candidates from performing the procedures on patients.						
Vital Signs (Blood pressure, Temperature, Pulse, Respiration, Pulse Oximetry)				Fall Year 1	Completion of HSC 1220 & Intro to Patient Care RTE 1111	
Vital Signs – Blood Pressure						
Vital Signs - Temperature						
Vital Signs - Pulse						

Vital Signs - Respiration		
Vital Signs – Pulse Oximetry		
Sterile and Medical Aseptic Technique	Fall Year 1	Completion of Intro to Patient Care RTE 1111
Venipuncture (Venipuncture can be simulated by demonstrating aseptic technique on another person, but then inserting the needle into an artificial forearm or suitable device.	Fall Year 1	Completion of HSC 1220 & Intro to Patient Care RTE 1111
Assisted Patient Transfer (e.g., Slider Board, Mechanical Lift, Gait Belt)	Fall Year 1	Completion of Intro to Patient Care RTE 1111
Care of Patient Medical Equipment (e.g., Oxygen Tank, IV Tubing)	Fall Year 1	Completion of Intro to Patient Care RTE 1111

- Trauma requires modifications in positioning due to injury with monitoring of the patient’s condition.

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 Clinical Preceptor or Program faculty or the staff radiographer 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.

COMPETENCY REQUIREMENTS:

PER SEMESTER

1. A **MINIMUM** number of competencies must be successfully completed by the end of each clinical course in order to pass the course. The minimum numbers are as follows:
 - a. FALL – YEAR ONE: (2) competencies (Not from General Patient Care category)
 - b. SPRING- YEAR ONE: (10) competencies
 - c. SUMMER - YEAR ONE: (15) competencies
 - d. FALL - YEAR TWO: (10) competencies
 - e. SPRING - YEAR TWO: all remaining competencies.

**It is understood that all remaining 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 for reasons beyond their control as verified by the Clinical Preceptor, the student may simulate the competency in order to complete the required number of competencies for that term. However, the student will be deducted ten (10) full points of the final competency grade for each competency. There will be no exceptions.

NOTE: The numbers given above are only MINIMUM completion requirements - in order to complete all competencies by the end of Spring, Year 2, the student must complete more than the minimum number required per term.

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. If a student has completed all their required competencies, a re-check of 5 exams will be randomly selected by the Clinical Preceptor to ensure student maintains their skillset. The student must be able to perform an exam immediately and will also include an oral portion describing the patient positioning and projection following the exam.

FINAL COMPETENCY EVALUATION:

The Final Competency Evaluation is designed to test the overall clinical performance of the student during their graduating semester. To accomplish this, the student must successfully complete one examination from a total of five categories. All five must be completed with a Clinical Preceptor, other Program faculty, or radiologic technologist. No more than one examination/procedure may be simulated on the Final Competency Evaluation for completion. Simulations will be done only at the discretion of the Clinical Preceptor and not before the last two weeks of the graduating semester. The student must successfully complete the Final Competency Evaluation to be eligible for graduation and to apply to sit for the national registry examination given by the American Registry of Radiologic Technologists (ARRT). Students must pass all five Final Competency Evaluations. 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. Students are not permitted to attempt any Final Competency Evaluations until they have completed all required competencies.

FINAL POSITIONING COMPETENCY:

Part I: The student will perform five (5) routines 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 patient from a requisition selected by the Clinical Preceptor or Program faculty. Exams must be completed in a timely manner. 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 upon the fact that these assignments are 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 then 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 and portable/surgery skills. 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 integration schedule provides a means of establishing a connection between the didactic and clinical components of the Program.

CLINICAL SCHEDULES:

The Master Plan for clinical room assignments is based upon a total of seventy-two (72) 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	7 Weeks	4 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	140 Hours
Spring Term, Year One	21 Hrs/Week	315 Hours
Summer Term, Year One	21 Hrs/Week	238 Hours
Fall Term, Year Two	21 Hrs/Week	315 Hours
Spring Term, Year Two	21 Hrs/Week	315 Hours
Summer Term, Year Two	21 Hrs/Week	147 Hours

FORMAT FOR ROTATIONAL SCHEDULES:

ASSIGNMENT	FIRST YEAR	SECOND YEAR
BE	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, Programs & Faculty, Program Resources.

Disclaimer: All campus issues covered in the HCC handbook supersede The Radiography handbook. All Program specific issues are covered in this handbook.

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 STUDENT 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

FINANCIAL AID:

Financial aid is available for all students. There is a Financial Aid office at every HCC campus.

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 veteran's representative at any HCC campus to review the program of studies with 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.

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.

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; 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.

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

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 receipt 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).

2023-2024
HCC RADIOLOGY 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 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 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#