

# State Fair Community College

## Student Handbook of Policies and Procedures

### Associate of Applied Science in Radiologic Technology

Revised January 2021

Additional Policies and Regulations can be found in the SFCC Course Catalog, mySFCC, and the State Fair Community College official website: [www.sfccmo.edu](http://www.sfccmo.edu).

State Fair Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion, sexual orientation, veteran status, or age in its programs and activities or in employment. The following persons have been designated to handle inquiries regarding the nondiscrimination policy: Director of Human Resources, Hopkins Student Services Center, (660) 596-7484, or Dean of Student and Academic Support Services, Hopkins Student Services Center, (660) 596-7393. The Hopkins Center is located on SFCC's Sedalia campus at 3201 W. 16<sup>th</sup> St., Sedalia, MO 65301. Inquiries also may be directed to the U.S. Department of Education, Office of Civil Rights at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov).

Interested persons may obtain information as to the existence and location of services, activities and facilities at State Fair Community College that are accessible to and usable by persons with disabilities by contacting the Disability Resource Office, Yeater Learning Center, Room 159, SFCC, 3201 W. 16th Street, Sedalia, MO 65301, (660) 530-5832.

(Revised July, 2018)

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Program Director	April Young
Clinical Coordinator	Elizabeth Keehart Bertani
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Student Success Center	596-7253 / 7244 / 7290	<a href="mailto:success@sfccmo.edu">success@sfccmo.edu</a>
Financial Aid	596-7298 / 7295 / 7358	<a href="mailto:finaid@sfccmo.edu">finaid@sfccmo.edu</a>
Bookstore	596-7247	<a href="mailto:bookstore@sfccmo.edu">bookstore@sfccmo.edu</a>

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## Program Mission

The mission of the State Fair Community College Radiologic Technology Program defines the primary purpose of our existence.

The Radiologic Technology Program at State Fair Community College is dedicated to serving the rural communities of western Missouri through the preparation of highly competent, registry-eligible medical imaging professionals.

## Program Vision

The Radiologic Technology program at State Fair Community College envisions a future in which learner-centered instruction is utilized to produce graduates who are not only technically competent, but are leaders in the field. We desire to set the standard in quality radiographic education, not merely follow the standards set by others. We want to positively impact our local communities, state and nation through leadership and service. The Vision Statement succinctly identifies the essential characteristics of the radiologic technology program's future. The Vision is used to determine what constitutes success of the SFCC Radiologic Technology program in achieving its mission. With this in mind, the following vision statement was developed for State Fair's radiologic technology program:

The SFCC Radiologic Technology program will be an exemplary radiologic technology program – focused on developing tomorrow's leaders, serving the community, and practicing continuous academic quality improvement.

## Program Goals

### ***Student Learning Goals:***

#### **Goal #1 - Clinical Competence: Students will be clinically competent.**

Student Learning Outcomes:

- Students will apply radiation protection
- Students will demonstrate excellent positioning skills
- Students will apply excellent patient care skills

#### **Goal #2 - Proficient Critical Thinking: Students will think critically.**

Student Learning Outcomes:

- Students will perform non-routine procedures successfully
- Students will analyze radiographic images successfully

#### **Goal #3 - Effective Communications: Students will communicate effectively.**

Student Learning Outcomes:

- Students will communicate effectively with patients
- Students will communicate effectively with all clinical personnel

#### **Goal #4 - Involved Professionalism: Students will demonstrate professionalism.**

Student Learning Outcomes:

- Students will demonstrate professional behavior
- Student will follow and foster the ARRT's Code of Ethics

## Graduate Learning Outcomes

Upon completion of the SFCC Radiologic Technology Program, the graduate will be able to:

- Apply knowledge of anatomy, physiology, imaging techniques and positioning procedures to accurately demonstrate human anatomy on a radiograph and other imaging receptors, making appropriate modifications as patient needs dictate.
- Exercise independent judgment and discretion in the technical performance and evaluation of examinations and procedures.
- Utilize a variety of medical imaging, image processing, and image archiving equipment in a variety of clinical settings, demonstrating safe limits of use, recognizing equipment malfunctions and reporting them to proper authority, and possessing knowledge of quality assurance activities.
- Utilize appropriate radiation protection techniques for patients and personnel.
- Provide basic patient care, safety, comfort and education and anticipate and recognize emergency patient conditions in order to initiate life-saving first aid/basic support.
- Exhibit professional and ethical behaviors, which are recognized by the standards, contained in the professional code of ethics and scope of practice as set by American Society of Radiologic Technologists and other nationally recognized professional organizations.
- Communicate professionally and competently with patients, family members, other health care personnel, and members of the general public.
- Pass the American Registry of Radiologic Technologists' examination in diagnostic radiography

## Accreditation

State Fair Community College has been affiliated with the North Central Association (NCA) of Colleges and Schools since it was founded. Correspondence status was granted in 1968. Full accreditation was granted in 1976, 1981, 1988, 1999 and continues to be accredited through today. Next accreditation site visit is 2021. The Higher Learning Commission can be contacted through the following:

### HLC

The Higher Learning Commission  
230 South LaSalle Street, Suite 7-500  
Chicago, Illinois 60604-1411

Phone: 800.621.7440 or 312.263.0456 Fax: 312.263.7462  
HLC website: <http://ncahlc.org/> HLC Email: [info@hlcommission.org](mailto:info@hlcommission.org)

Complaints or concerns about an Institution affiliated with the Commission can be sent to:  
[complaints@hlcommission.org](mailto:complaints@hlcommission.org)

The program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The JRCERT assures employers and prospective students that our program provides educational excellence and patient and professional safety. Many states which require licensure of radiologic technologists will only recognize graduates of JRCERT accredited programs. JRCERT accreditation assures graduates that they will be eligible for licensure or certification in all 50 states.

It is the faculty's desire to create the highest quality radiologic technology program available. If you have concerns with program policies or practices, please bring them to the attention of the Program Director or the Clinical Coordinator. Issues may be easily resolved once we are aware of them.

Concerns with the program's compliance with JRCERT policies are subject to the Grievance and Appellate Process. Grievances may be initiated by students, employees of SFCC, or other interested parties. For more information, refer to Regulation 2160 at: <https://www.sfccmo.edu/about/policies-regulations/>.

If the complainant believes the program still to be in violation of JRCERT policies, the JRCERT may be contacted directly at:

Joint Review Committee on Education in Radiologic Technology  
20 N. Wacker Drive Suite 2850  
Chicago, IL 60606-3182  
(312) 704-5300  
<https://www.jrcert.org/>

### **Nondiscrimination and Student Rights**

State Fair Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion, sexual orientation, veteran status, or age in its programs and activities or in employment. The following persons have been designated to handle inquiries regarding the nondiscrimination policy: Director of Human Resources, Hopkins, Student Services Center, (660) 596-7484, or Dean of Student and Academic Support Services, Hopkins Student Center, (660) 596 - 7393. The Hopkins Center is located on SFCC's Sedalia campus at 3201 W. 16th St. Sedalia, MO. 65301. Inquires also may be directed to the U.S Department of Education, Office of Civil Rights at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov).

### **Students with Disabilities**

Students with documented disabilities who are applying for admission to State Fair Community College's Radiologic Technology Program are welcome according to guidelines of the Americans with Disabilities Act (ADA) of 1990. Reasonable accommodations will be made for students with documented disabilities, who have the abilities to assume the role and meet expected educational outcomes as required for all students seeking the Associate of Applied Science in Radiologic Technology degree. These abilities are outlined in the Essential Qualifications for the Radiologic Technology Program.

Interested persons may obtain information as to the existence and location of services, activities and facilities at State Fair Community College that are accessible to and usable by persons with disabilities by contacting the Disability Resource Office, Yeater Learning Center, Room 159, SFCC, 3201 W. 16th Street, Sedalia, MO 65301, (660) 530-5832.

### **Special Services Accommodations**

The student with a disability who requires accommodations must register with the Disability Resource Office in Yeater Learning Center, Room 159. It is the student's responsibility to initiate the request for services. Students are encouraged to establish documentation and a request for accommodations at least two weeks prior to the first day of the semester.

Students with a disability are responsible for providing documentation from the appropriate medical or psychological professional and should make an intake appointment with the Disability Resource Office. Students are responsible for any charges associated with obtaining documentation. The Disability Resource Office shall have the authority to make the final determination as to reasonable accommodations. Students will be expected to meet the technical standards of the specific programs they are pursuing. After accommodations have been established by the Disability Resource Office, a letter will be presented to the student describing the accommodations that he/she qualifies to receive for each class in which he/she is enrolled that semester. A confidential letter will also be presented to the instructor describing the accommodations for which the student qualifies for that class. However, the letter will not contain any specific disability.

## **Essential Qualifications for the Radiologic Technology Program**

The following essential qualifications address the motor, behavioral, emotional, communication and professional conduct essential to the Associate of Applied Science Degree in Radiologic Technology at State Fair Community College. Students must meet these essential qualifications in order to be admitted and retained in the program. Students with documented disabilities who wish to request reasonable accommodations under the American with Disabilities Act must follow the college's procedure for requesting accommodations. The college reserves the right to reject requests for accommodations that would fundamentally alter the nature of an educational program, lower the academic standards, cause an undue hardship on the college, or endanger the health or safety of a student with a disability, other students, or any other member of the college community.

State Fair Community College Associate of Applied Science Degree in Radiologic Technology certifies that the holder of that degree has been educated to competently enter practice as a radiologic technologist, having demonstrated competency in cognitive, affective, and psychomotor domains. Both professional coursework and general education requirements contribute to the development and completion of these competencies. To be eligible to sit for the American Registry of Radiologic Technologists' certifying examination, all components of the degree program must be completed. In order to successfully complete these competencies and to ensure the health and safety of patients, fellow candidates, faculty, and other health care providers, the abilities listed on the following pages are required. These requirements are consistent with the employment requirements of our clinical education sites. Each person who completes a letter of recommendation form will also be evaluating the applicant's ability to meet the Essential Qualifications, and one or more concerns from the person completing the recommendation form may result in the student not being accepted to the program.

### **Motor Skills**

With or without reasonable accommodations, a candidate for this program must be able to have sufficient motor function so that they are able to execute movements required to provide general care and examination to patients in all diagnostic imaging settings. In general, this requires candidates to be able to regularly lift at least 25-100 pounds (in assisting in patient transfers); stand/walk 6-7 hours per 8 hour shift with prolonged standing; bend, stoop and twist repetitively, lasting several minutes each time, carry up to 20 pounds, move carts weighing 200 lbs., and reach a height of 6 feet to activate emergency call buttons and reach equipment. Fine and gross motor movement of the upper extremities is required in all of the above.

### **Sensory**

With or without reasonable accommodations, a candidate for this program must be able to observe a patient accurately, align body parts to be imaged with the x-ray beam and imaging receptor, and observe and appreciate both verbal and non-verbal communications when performing diagnostic imaging studies. Candidates should have normal functional vision with corrective eyewear. Candidates should have auditory ability sufficient for physical monitoring and assessment of client health needs, which includes hearing faint body sounds, faint voices, hearing situations when not able to see lips, and hearing auditory alarms with or without auxiliary aids.

### **Behavioral/Emotional**

With or without reasonable accommodations, a candidate for this program must have the emotional stability in order to approach situations and apply critical thinking skills in a systematic and professional manner. They must be capable of exercising good judgment and promptly completing the responsibilities involved in the examination and care of patients. Candidates must communicate effectively and sensitively with other students, faculty, staff, patients, family, and other professionals. Candidates must be able to deal effectively with the stresses encountered in nearly 40 hours of class work per week in addition to family and life demands. They must express their ideas and feelings clearly and demonstrate a willingness and ability to give and receive feedback.

### **Communication**

With or without reasonable accommodations, a candidate for this program must be able to effectively explain diagnostic imaging procedures to both the patient and family members, utilize questioning techniques to obtain accurate clinical histories, and give directions during the study. Candidates must be able to communicate orally



and in writing with individuals of all backgrounds and educational levels.

### **Cognitive**

With or without reasonable accommodations, a candidate for this program must be able to measure, calculate, reason, analyze, integrate and synthesize in the context of undergraduate radiologic technology education. Candidates must be able to quickly read and comprehend extensive written material. They must also be able to recall, evaluate, and apply information and engage in critical thinking in the classroom and clinical setting.

### **Professional Conduct**

Candidates must possess the ability to reason morally and practice radiologic technology in an ethical manner. Candidates must be willing to learn and abide by professional practice standards. They must possess the attributes that include compassion, empathy, integrity, honesty, responsibility and tolerance. Candidates must be able to engage in examination and patient care delivery in all settings and be able to deliver care to all patient populations including but not limited to children, adolescents, adults, developmentally disabled persons, medically compromised patients and vulnerable adults. Candidates who are selected for the program must pass a criminal background check as required by our clinical education sites.

While these abilities are required to successfully complete the competencies leading to the Associate of Applied Science in Radiologic Technology degree, successful completion of the requirements for a degree does not guarantee eligibility to take the American Registry of Radiologic Technologists' Certifying exam. Eligibility for examination requires that the candidate be of good moral character. Conviction of a misdemeanor or felony may indicate a lack of good moral character for ARRT purposes. The ARRT Ethics Committee conducts a thorough review of all convictions. Documentation required for a review includes written personal explanation of the activity and court records to verify the conviction, sentence, and completion of the sentence.

It is important that the candidate understand that there is a moral character requirement for eligibility for examination. Anything less than complete and total disclosure of any and all convictions will be considered as having provided false or misleading information to the ARRT. This is grounds for permanent denial of eligibility for certification. The ARRT may conduct criminal background searches whenever appropriate. If you have concerns regarding your eligibility to sit for the ARRT examinations, please contact the ARRT at:

The American Registry of Radiologic Technologists  
1255 Northland Drive  
St. Paul, MN 55120  
(651) 687-0048  
[www.arrt.org](http://www.arrt.org)

### **Health Science Background Check Policy**

The Joint Commission of Accreditation of Healthcare Organization (JCAHO), which accredits healthcare facilities across the country, enforced background screening September 2004 and has set requirements mandating that students in a healthcare field must now complete the same background check as hospital employees.

As required by clinical facilities contracted by State Fair Community College, all Health Science students that are enrolled in a clinical course must submit to a criminal background check from the state or states in which they have resided over the past year.

Students are responsible for the payment of their background investigation, and CastleBranch must conduct the investigation.

All background checks will be evaluated according to the exclusionary criteria of the contracted clinical facilities. Failure to complete a background check will prohibit student from participating in clinical education and admission to all State Fair Community College Health Science programs.

Students with criminal histories who desire licensure or registration in Health Science professions are urged to consult the laws governing licensure or certification in the state they intend to license/certify prior to application to the respective allied health program.

The following searches are required for students attending facilities for clinical through State Fair Community College:

1. Missouri Statewide Criminal History Record Search
2. Federal Criminal History Record Search
3. Social Security Number Trace (residential history, state and date issued)
4. National Sex Offender Registry
5. Office of Inspector General Sanction Report
6. General Services Administration
7. Missouri Department of Social Services Request for Child Abuse or Neglect
8. Senior Care Registry (EDL)
9. Family Care Registry
10. Residential History Search
11. U.S. Treasury Department Office of Foreign Asset Control List of Specially Designation Nations

### **Educational Conduct Evaluation**

An educational conduct evaluation may be conducted at any time while a student is enrolled at SFCC with a declared health science or pre health science major, or when an application has been submitted to a health science program.

The student's educational conduct records will be reviewed in the internal reporting system. If conduct is identified which may make the student unsuitable for the health care profession or the health care educational environment, the concern will be brought before the Health-Science Student Conduct Committee.

The committee will review the student's records and determine the student's eligibility to enroll in the SFCC Health Science program. A student who is found responsible for conduct including but not limited to the behaviors listed below may be disqualified from enrolling in a health science program.

- Academic dishonesty
- Threats against teachers or fellow students
- Intimidating behavior
- Obstructive or disruptive conduct
- Bullying or harassment
- Disrespect for property of others
- Conduct that interferes with the academic environment
- Possession of banned items or substances on campus
- Other items listed in the SFCC student code of conduct (Reg. 2610)

If a potentially disqualifying concern is identified the student will be informed via SFCC e-mail and will have the opportunity to appear before the committee. If the student does not respond to communication within 10 business days or is unwilling to appear before the committee the committee may make a decision in their absence. If the committee determines that the student is ineligible due to conduct unsuitable for the health care profession or health care educational environment the student will be informed of the committee's decision in writing via their SFCC student e-mail.

The student will then have up to 10 business days to appeal the committee's decision by submitting a written request of appeal. Initial appeals will be heard by the Health Science Dean. If the appeal is denied the Dean will inform the student in writing via SFCC e-mail.

## **Health Science Student Conduct Committee**

The Health Science Student Conduct Committee will consist of three or more full-time SFCC Health Science employees with representation from at least three Health Science specialty areas. The committee will be convened as needed to review student conduct records which may make a student unsuitable for the health care profession.

### **CastleBranch**

State Fair Community College Health Science programs utilize CastleBranch for background screening, immunization record and document tracking for students. Upon acceptance to the Radiologic Technology program, all radiology students will access [www.castlebranch.com](http://www.castlebranch.com) and order the correct package code supplied to you in your acceptance letter. This package order includes the background check and Medical Document Manager. It is the student's responsibility to order these through CastleBranch and to upload immunization records and other documents as requested. Students should check their myCB (CastleBranch) account and student e-mail for alerts if information is needed to process the order and reminders as requirements approach their due dates. SFCC faculty will have access to view students' records and compliance status from a separate CastleBranch portal. Students will have unlimited, lifetime access to their accounts.

### **Health Science Immunization Policy**

Upon acceptance to State Fair Community College Health Science programs, students are required to provide proof of immunization against a variety of diseases. Proof includes evidence of vaccination on an official record, school records, or positive titer results. Students must submit proof of immunization using the Medical Document Manager through their CastleBranch account IF your program requires it. Students not meeting immunization requirements will be prohibited from participating in clinical education and therefore, will be dismissed from the program. Should clinical site requirements change, student will be required to meet the standard or will be prohibited from participating in clinical education.

Students should have received most of these immunizations during childhood, but some immunizations need to be more recent. These immunizations and tests may be obtained for a nominal fee at local county health departments.

The required immunizations include:

- Measles, Mumps & Rubella (MMR) Vaccine
  - Laboratory evidence of immunity
    - Laboratory confirmation of rubella, mumps or measles disease OR
  - Birth before 1957 does not require immunization
  - Evidence of NO measles immunity need two doses of MMR vaccine, with the second dose administered no earlier than 28 days after the first dose.
  
- Varicella (Chickenpox) Vaccine
  - Laboratory evidence of immunity OR
  - Document of vaccination with 2 doses of varicella vaccine
    - 2 vaccines at least 28 days apart
  
- Influenza (Seasonal Flu) Vaccine
  - Verification of annual flu vaccine (fall)
  
- Hepatitis B
  - Laboratory confirmation of Hepatitis B immunity OR

- Series of 3 doses of Engerix B or Recombivax HB over a 6-month period OR
  - Series needs to be started prior to beginning program of study and the remainder can be completed after program entry
- Series of 2 doses of Hepilisav-B
  - 2 doses at least 4 weeks apart
- Diphtheria, Tetanus & Pertussis Vaccine
  - Documentation of having received a booster within the last 10 years
- Tuberculosis
  - If no TB test completed in last 12 months, must have a QFT, T-Spot or a 2 step PPD
    - The 2 step Tuberculin Skin Test (PPD) is 2 tuberculin skin tests completed within 1-3 weeks of each other
      - Step 1 – Tuberculin Skin Test and result read within 2-3 days
      - Step 2 - Tuberculin Skin Test 1-3 weeks after step 1 and result read within 2-3 days.
  - If the student has had annual TB skin tests (PPD, QFT or T-Spot) for the past 2 consecutive years or more, with no gap greater than 12 months between each test, evidence of the 2 prior TB tests must be submitted.
  - TB test (1 step) is required annually (PPD, QFT, or T-Spot)
  - Students with a positive TB skin test (PPD, QFT, or T-Spot) must provide evidence of having a positive TB test, submit a negative chest x-ray report and negative TB questionnaire. Negative TB questionnaire is required annually.
    - Evidence of positive TB skin test must be documented by one of the following:
      - Chest x-ray report indicating positive TB skin test as the reason for the exam OR
      - Official TB skin test record indicating positive result
    - If unable to provide evidence of positive TB skin test, student must repeat a PPD, QFT or T-Spot to provide documentation of a positive result

**(Revised December 15, 2020)**

### **Health Science Blood Borne Pathogen Exposure and Prevention Policy**

A student who has exposure to blood, body fluid or other potentially infectious material to non-intact skin or mucous membranes from a needle stick, sharps injury or other cause must immediately:

- Wash the area with soap and water
- Flush splashes to the nose, mouth or skin with copious amounts of water
- Irrigate eyes with clean water, saline or sterile irrigants
- Remove soiled personal protective equipment and/or clothing

After washing, flushing and/or irrigating the exposed area, the student must immediately:

- Notify the clinical or supervising faculty
  - The faculty will alert the appropriate facility staff
- Identify the source of exposure
- Seek medical attention
  - Medical attention should take place within 1-2 hours of the exposure.
  - Medical attention may be sought at the clinical site if appropriate

- The student has financial responsibility for any cost associated with evaluation, treatment, and/or counseling that results from an exposure

Other student responsibilities:

- Complete an incident report as indicated by the faculty or the clinical site
- It is student's responsibility to make his/her healthcare provider aware of the results of any blood panel drawn as a result of exposure
- It is the student's responsibility to follow up with any counseling recommended by his/her healthcare provider as a result of an exposure
- It is the student's responsibility to follow up with any treatment recommended by his/her healthcare provider as a result of an exposure

The faculty will notify the program administrator.

State Fair Community College Health Sciences programs do not undertake any screening of faculty or students for antibody to HIV.

### **Infectious Disease Risk and Prevention Information**

Individuals who choose to undertake training for a health science profession should be aware of the risks associated with health care training and professional practice. Healthcare students and professionals utilize standard precautions to reduce the risk of infectious disease exposure, however these measures do not eliminate the risk that a student or health care provider may become infected.

During healthcare training in the lab and clinic setting students will come into close contact with their instructors, classmates, and patients. With this in mind, students should make informed choices regarding their education and career.

Please review all CDC and WHO links provided below to insure you are well informed regarding the risks associated with healthcare and with the preventative measures used to mitigate these risks. If you have concerns about your personal risk level, you should contact your health care provider.

CDC: Workplace Safety and Health Topics: Health Care Workers

<https://www.cdc.gov/niosh/topics/healthcare/default.html>

CDC: Infection Control: Standard Precautions for All Patient Care

<https://www.cdc.gov/infectioncontrol/basics/standard-precautions.html>

CDC: Sequence for Putting on PPE and Safe PPE Removal

<https://www.cdc.gov/hai/pdfs/ppe/ppe-sequence.pdf>

CDC Coronavirus Disease 2019: Using PPE

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>

WHO: When and How to Use Masks: Fabric and Medical

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks#:~:text=Before%20putting%20on%20a%20mask,or%20soap%20and%20water>

## Information Specific to COVID-19

The material below (current as of July 2020) is a partial summary of information provided by the CDC. Students who have questions or concerns about COVID-19 or believe they are at high risk should consult the CDC website or their health care provider. <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

1. The CDC states that Covid-19 is spread “mainly from person to person, mainly through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one another (within about 6 feet).”
2. Anyone may experience serious health complications or death due to Covid-19 infection; however, some individuals are at higher risk of adverse outcomes secondary to infection. The CDC identifies the following as risk factors:
  - a. Age 65 or older
  - b. Lung disease or Asthma
  - c. Heart Conditions
  - d. Being immunocompromised for any reason
  - e. Obesity
  - f. Diabetes
  - g. Kidney Disease
  - h. Liver Disease
3. To decrease the risk of transmission the CDC recommends the following:
  - a. Wash your hands often
  - b. Avoid close contact (maintain 6’ of physical distancing)
  - c. Cover your mouth and nose with a cloth face mask
  - d. Cover coughs and sneezes
  - e. Clean and disinfect frequently touched surfaces daily
  - f. Monitor your health for symptoms
  - g. Remember that people without symptoms can spread the virus
4. The CDC identifies the following list of symptoms for COVID-19. Symptoms range from mild symptoms to severe illness and death. This list is not all-inclusive, and some infected individuals can be asymptomatic.
  - a. Fever or chills
  - b. Cough
  - c. Shortness of breath or difficulty breathing
  - d. Fatigue
  - e. Muscle or body aches
  - f. Headache
  - g. New loss of taste or smell
  - h. Sore Throat
  - i. Congestion or runny nose
  - j. Nausea or Vomiting
  - k. Diarrhea

**(Revised 6/20/20)**

## Student Drug Testing Policy

### Statement of Purpose and Intent

State Fair Community College Health Science programs prohibit the use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances, and imitation controlled substances on any school property, during any school-sponsored activity, in any school-owned vehicle, or in any other school-approved vehicles used to transport students to and from school or school activities. Students found to be involved in any of these activities are subject to disciplinary action.

SFCC's Health Science Programs share an obligation with the clinical facility to protect the facility's patients from harm to the extent reasonably possible, including protecting patients from students who are under the influence of illegal drugs while in the clinical facility. Accordingly, SFCC's clinical facilities may require the Health Science Programs to obtain a negative drug screen on each student prior to that student arriving at the clinical facility for his/her clinical rotation, and additional testing based up reasonable suspicion.

SFCC Health Science Programs wish to ensure that the health and safety of students and patients are not compromised and that clinical affiliation agreements continue to exist to provide students with quality clinical education experiences. Therefore, it is the policy of SFCC that students enrolling in the Health Science Programs submit to drug testing.

While the Missouri Constitution now allows for the possession and cultivation of marijuana for medical use, it is important to keep in mind that marijuana is still illegal at the federal level. Regardless of whether medical marijuana is legal in Missouri, federal law requires that colleges and universities adopt and enforce drug-free workplace policies, as well as programs to prevent the unlawful possession, use, or distribution of illicit drugs by students and employees. Because marijuana is still considered illegal under federal law as a "Schedule I" drug, State Fair Community College must prohibit its distribution, possession, and consumption on property owned and operated by the College. In addition, students and employees who are subject to drug testing requirements would not be exempted from such requirements even if such individual obtains a state medical marijuana certification.

### Definitions

*Consent Form* – Drug Testing Consent Form adopted by SFCC.

*Drug Use Test* – Scientifically substantiated method to test for the presence of illegal drugs or alcohol in a person's urine.

*Illegal Drugs* – The synthetic or generic equivalent or derivative drugs that are illegal or restricted under federal, state or local laws including, but not limited to, marijuana, alcohol, heroin, hashish, cocaine, hallucinogens, depressants, and stimulants not prescribed for the user. This includes steroids and steroid derivatives or related substances that are not prescribed by a physician or are prescribed by a physician for uses not authorized by the manufacturer of the drug. This term shall include, but not be limited to, all drugs listed in the Narcotic Drug Act, § 195.101, RSMo., and Section 202 of the Controlled Substances Act, 21 U.S.C. § 812. The school reserves the right to test for as many of these drugs as deemed necessary to meet the stated goal of deterrence.

*Medical Review Officer* - A third-party healthcare professional who reviews student medications and makes a final determination on non-negative test results.

*Negative Test Result* – A toxicological test result that is considered to demonstrate the absence of an illegal drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

*Non-negative Test Result* – An initial, unconfirmed toxicological test result that is considered to demonstrate the presence of an illegal drug or metabolite thereof using the standards customarily established by the testing laboratory administering the drug use test. After further testing of the sample and consideration of legally prescribed medication that might influence the test result, a final determination will be made by a Medical Review Officer.

*Positive Test Result* – When referring to a drug test administered under this policy, a toxicological test result that is considered to demonstrate the presence of an illegal drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

#### Persons to be Tested

Any student who is enrolled in any Health Science Program that requires a clinical rotation, internship, externship, or professional experience at a clinical facility will be required to submit to drug use testing prior to the first clinical rotation, and on a regular basis thereafter. Students enrolled in a Health Science Program will also be subject to reasonable suspicion testing as set forth below. Drug testing will be performed at the student's expense.

#### Reasonable Suspicion Testing

SFCC Health Science Programs are authorized to require any student to submit to a drug use test if the Program has reasonable suspicion that the student is using or is under the influence of alcohol or illegal drugs while:

- On clinical facilities immediately before, during, and/or immediately after clinical rotation hours;
- Traveling to or from clinical facilities for clinical rotations or such for other purposes as are part of the Program.

Reasonable suspicion may be established by the following (not an exhaustive list):

- A student's behavior, in conjunction with physical appearance and/or odor, indicates the possible use of alcohol or illegal drugs.
- The student possesses drug, alcohol, marijuana or any controlled substance.
- Information communicated to an SFCC administrator, coordinator, or an Instructor by another individual, student, or law enforcement personnel indicating a student is using, possessing, or under the influence of alcohol or illegal drugs.
- The student is involved in an accident or error at the clinical site.



A student's refusal or lack of cooperation to submit to the drug use test will be treated as a refusal to consent to drug testing. The student will be refused access to the clinical facilities, and will, therefore, be unable to complete the required clinical experience.

### Consent to Drug Testing

The student must provide written consent to provide specimens for the purpose of analysis. If the student is under eighteen (18) years of age, the student's parent or legal guardian must sign the drug testing consent form in addition to the student. The signed consent must be returned to the Program and will be maintained in the student's record until graduation from the Program.

Students who decline to consent to drug testing will be refused access to the clinical facilities, and will be unable to complete the required clinical experience. A student who is unable to produce a urine sample during the timeframe of testing will be considered the same as declining to consent.

### Confidentiality

All records related to the student drug testing shall be kept in confidential files separate from a student's permanent educational records. Those files will be destroyed upon the student's graduation or transfer from school. Test results will only be released to the student, approved school officials, or such other person as is authorized to receive such results. Test results will not be turned over to the police or authorities without a subpoena or court order, and administration will not disclose test results without a subpoena or court order, unless otherwise required by law.

### Procedure

Drug testing will be arranged by each program in conjunction with other Health Science Programs. The drug test will include, but not be limited to a 7-panel test.

Students will:

1. Need a list of all medications they are currently taking.
2. Follow the procedure required by the agency or persons collecting the urine specimen.
3. Drug testing collection and/or analysis may be performed by employees of State Fair Community College or a third party agency.

### Consequence

If the initial testing is positive, a second test may be required to determine the exact substance and the student will be expected to comply if needed.

A student with a confirmed positive test result will be ineligible to participate in the required clinical rotation and will be dismissed from the Program. Additionally, a student who refuses to be tested for drugs will similarly be ineligible to participate in the required clinical rotation, and will be dismissed from the Program. A student with a confirmed positive test result who is dismissed from the Program and wishes to return at some point in the future, must meet with the Program Director. A determination will be made by the Director whether the student has addressed the drug and/or alcohol use, through professional counseling or otherwise, in a manner that warrants readmission. If the Director believes readmission is warranted, the Director may also determine what conditions, in any, apply to the readmission. If the student is readmitted, the student will continue to be subject to the drug testing requirements and reasonable suspicion testing as outlined above.

### Substance Abuse Counseling

Students who need assistance in locating professional assistance, counseling and/or rehabilitation programs may request information from the Student Services Office of the College. Such contacts will be handled with confidentiality. However, volunteering to participate in treatment programs will not of itself prevent disciplinary action for violations of the Substance Abuse Policy. Community resources which are available for counseling and assistance with alcohol and/or substance abuse problems include: Alcoholic Anonymous - Al-Anon and Al-Ateen 660-826-9608; Cocaine Helpline 800-274-2042 or 800-234-1253; SAMHSA Hotline 800-662-HELP; Veterans of Foreign Wars 660-826-4543.

Counselors in the Student Services Office will assist referrals upon request. Information about additional private counseling resources may also be accessed through the Student Services Office.

### Student Discipline Policy

The Student Drug Testing Policy does not limit or otherwise affect the SFCC policy, regulation, procedure, or state or federal law regarding discipline for the sale, possession, use, distribution or purchase of drugs (or alcohol) arising out of circumstances other than the testing conducted pursuant to the policy.

(Revised 8/12/20)

### **Student Health/Health Insurance Policy**

The Radiologic Technology program will follow the Health Science Immunization Policy.

Students are required to report any illness, communicable disease or other condition that might affect the health of the student, patients, or staff to the Program Director as soon as they become aware of such condition.

If the student is exposed to body fluids by needle stick, other puncture wounds or by other means such as splashes in the classroom or during clinical experience, it is the responsibility of the student to seek medical attention. The student will be responsible for all medical care expenses associate with such incident.

**As a student you are not covered under Workman's Compensation; therefore, all students are urged to have some type of medical hospitalization insurance.**

SFCC faculty and staff are committed to providing an environment that encourages physical health and fitness in smoke-free facilities. Located at the Sedalia campus, the Fred E. Davis Multipurpose Center has both an indoor walking track and a fitness/weight training facility. Any current student may use these facilities during open hours. An outdoor walking and fitness trail is adjacent to the Multipurpose Center. Students may also wish to enroll in one of the physical activity or wellness classes. Visit the SFCC Web site for more information.

Each Health Science student is responsible for his/her own health and hospital insurance coverage. Neither State Fair Community College nor any of the affiliated clinical sites are responsible for payment of charges incurred due to student's illness or injuries. Use of the Emergency Department or other medical providers will be the financial responsibility of the student. **It is strongly recommended that each student carry hospitalization insurance.** Students should be aware that there is a possibility of radiation injury to an unborn fetus with the greatest risk occurring during the first trimester.

## Pregnancy Policy

Students should be aware that there is a possibility of radiation injury to an unborn fetus with the greatest risk occurring during the first trimester. A female student has the option of whether or not she wants to notify program officials of her pregnancy. If the woman chooses to voluntarily inform officials of her pregnancy, it must be in writing and indicate the expected date of delivery. A student who notifies the program of her pregnancy has the following options:

**Option #1:** The student may continue the educational program without modification or interruption.

**Option #2:** The student may continue in the program with the following restrictions being imposed on clinical rotations:

The pregnant student will have limited exposure to the following:

1. Fluoroscopic procedures
2. Portable procedures
3. Surgical procedures
4. Procedures involving radium-implant patients
5. Nuclear Medicine procedures

Substitute clinical rotations will not be provided. All clinical rotations missed by the student will be made up at the end of the program. This will result in a delay in the completion of the program. In addition to the clinical restrictions, the pregnant student will be expected to complete all of the standard clinical requirements.

**Option #3:** A pregnant student may request a leave of absence not to exceed one year and either withdraw from or attempt to complete the courses she is currently enrolled in. There would be a place reserved for the student in the next accepted class, and it would not be necessary to submit another application for admission to the program.

**Option #4:** A pregnant student may request to withdraw from the program for an indefinite period of time. If she wished to be reinstated, she must submit an application and compete for readmission to the program. Any previous coursework taken would be reevaluated at the time of readmission to assure that competency has been maintained.

A female student may withdraw declaration of pregnancy at any time. If the student chooses to voluntarily withdraw the declaration of pregnancy, she must inform program officials of her pregnancy declaration withdrawal in writing.

## Radiation Protection Policy

As radiation exposure is known to be hazardous, student exposure will be monitored on an on-going basis. Students will be provided with radiation monitoring devices called "radiation badges." Students are expected to wear their radiation badges at all times in the clinical setting and during laboratory experiences when exposures are being made. Badges should be worn outside the lead apron, at the collar level during fluoroscopy and surgical procedures when the student is present in the room for the exposure. Students will review and initial their radiation exposure on a monthly basis. The maximum exposure for students enrolled in the Radiologic Technology program shall be considered 10% of the maximum allowable exposure for occupational exposure or 500 mrem deep dose equivalent per year or 42 mrem per month. Exposures of 150% (63 mrem) of this limit of the maximum allowable exposure will be considered a sentinel event and the student will be counseled concerning radiation safety practices. Students exceeding 42 mrem deep dose equivalent for any two consecutive months or three separate months in a 12-month period will be placed on probation. After the student has been placed on probation, any incident of excessive exposure will require the student to appear before the Review Board to determine whether they will be allowed to continue in the program.

It is extremely important that the radiation exposure readings are accurate. Radiation monitors should not be left on lead aprons in the exam room. Under no circumstances should a student intentionally expose a film badge to radiation. Such behavior may result in immediate dismissal from the program without consideration for readmission.

Radiation protection, including ALARA principle, is emphasized throughout the program curriculum and students are to use these principles in the clinical setting. The student will utilize equipment and accessories, employ techniques and procedures, perform services in accordance with an accepted standard of practice, and continuously practice minimizing radiation exposure to the patient, self, and other members of the healthcare team. Students must not hold or support a patient during exposure, nor will they hold or support a cassette during exposure. If an emergency arises, protective apron and gloves must be worn.

During activation of the x-ray tube, students must not be in direct visual line with either tube or patient. Thus, they may not observe the patient during exposure from an adjacent room or hall unless through a lead glass protective window. Under **NO** circumstances will students permit themselves or fellow students (or any other human being) to serve as “patients” for test exposures or experimentation. During fluoroscopic procedures and bedside radiography, students will remain in the room with the patient under the following direction:

- A lead apron will be worn at all times, or you will remain behind a lead protective screen and not in visible line with either tube or patient.
- Students must stand as far from the patient and tube as possible, consistent with the conduct of the examination.

### **Radiation Safety Practices – MRI**

All students must complete the safety screening protocol due to having potential access to the magnetic resonance environment. This assures that students are appropriately screened for magnetic field or radiofrequency hazards. The Clinical Coordinator will have all students review MRI safety rules and assess their knowledge. Once the assessment is complete, a certificate will be placed in your student record. Students are mandated to notify the program (Clinical Coordinator) should their status change. Students will utilize the MRI safety techniques that they learned in all clinical settings.

### **Patient Safety**

Students are responsible for adhering to the patient safety goals established by their clinical site. These include, but are not limited to:

- Identifying patients correctly. Use at least two methods to identify patients, such as full name and date of birth.
- Using proper communication among staff. Communicate to all personnel involved about the status of the patient, including any known allergies.
- Prevention of infection. Employ the proper techniques to prevent the spread of infection, such as handwashing and proper disposal of medical waste.
- Prevent of patient injuries. Take precautions to ensure the safety of all patients with regards to bedrails, obstacles, and other hazards.
- Prompt response. Be mindful of the status of the patient from the start of your encounter. Regularly assess the condition of the patient, and report any deterioration in condition to the appropriate medical personnel.
- Appropriate use of restraints. Understand the appropriate use of restraints, including the application and release restraints.
- Use of emergency response codes. Know the types of emergency response codes applicable to the clinical setting and the appropriate action to take.

### **Energized Lab Policy**

- At no time shall any individual be exposed to the useful beam.
- At no time shall a student complete an exposure without the presence of a qualified instructor in the laboratory. This may result in immediate dismissal from the program.

- When the energized lab is in use, students must wear a radiation badge.
- At no time shall a student expose a radiation-monitoring device to the direct beam. This may result in immediate dismissal from the program.
- All individuals must exit the x-ray room and be located behind the protective barrier prior to making exposures.
- Prior to exposure, students will check technical factors to ensure correctness.
- Prior to exposure, students will check CR, positioning, and collimation.
- Any time a qualified instructor is not readily available to assist in the energized lab; the energized lab will be locked.
- The lab will remain locked before and after scheduled lab/class hours.

### Grades and Credits

The Radiologic Technology grading scale is as follows:

#### Didactic Coursework

<b>A</b>	100-92.00%
<b>B</b>	91.99-84.00%
<b>C</b>	83.99-75.00%
<b>F</b>	Below 75.00%
<b>I</b>	Unfinished (computes as an F in GPA)
<b>W</b>	Withdrawn (no grade pts)

#### Clinical Coursework (Including Procedures courses)

<b>A</b>	100-94.50%
<b>B</b>	94.49-89.50%
<b>C</b>	89.49-84.50%
<b>F</b>	Below 84.50%
<b>I</b>	Unfinished (computes as an F in GPA)
<b>W</b>	Withdrawn (no grade pts)

### Weighted Courses

Assessments (exams), with the exception of the Final Exam, are 80% of the overall course grade. Points earned for activities, assignments, homework, participation points or other assignments will equal 20% of the total course grade. The only exception is Procedures I, II, III and Trauma and Advanced imaging. 70% of the overall course grade is from didactic work and the other 30% is from lab work. The 70% from didactic is figured with 80% from assessments and 20% from assignments, homework, participation points or other assignments. In an effort to maintain a high standard of radiographic education and accurately measure competency there will be no extra credit given in any course.

### Exams

Final Exams will be given in each course. If the Final Exam is not completed with a passing grade, but the student still earns a passing grade for the course, the student will have one attempt to retake the exam and earn a passing grade. The student will keep the original score of the exam to be figured into the semester grade. If the student is unable to achieve a passing score on the retake, the student will be placed on academic probation with a performance plan to help the student improve study habits and test taking skills. In the event that the student does not pass a second Final Exam in another course the student will be dismissed from the program.

If the student does not receive a passing grade on a Final Exam, as well as the course, the student will be dismissed from the program. Exceptions may be made for second year students at the discretion of the Program Director.

Any testing material given to the students is the property of State Fair Community College and will not be made publicly available to the students.

## **Participation in Classes**

We adhere to SFCC's Student Attendance Policy that can be found on each course shell under Academic Policies. The Radiology Technology program is an accelerated program and attendance and participation in each class is important for your success in the program. Being present in the class and participating is an important part of your education. Participating actively engages students with the subject matter and students who participate in class are constantly involved with the material and are more likely to remember a greater portion of the information.

Each class awards participation points for each didactic hour of the course. For each didactic hour, students are awarded one point for each hour and for each lab hour students are awarded two points per hour. Participation points are deducted for a number of reasons that include but are not limited to: attending late or leaving early, missing an entire day or portion of the class, using a cell phone or electronic device during class (not for class purpose), taking excessive unscheduled breaks, disruptive behavior and/or sleeping.

## **Program Graduation Requirements**

1. Demonstrate consistent safety and competency in each clinical area.
2. Successful completion and participation of each theory and each clinical area.
3. Complete application to take the American Registry of Radiologic Technology Examination.
4. Have exit conference with Coordinator and/or other designated SFCC official.
5. Meet all graduation requirements of State Fair Community College.

## **Student Success Navigator**

Each SFCC student is assigned a personal navigator to work with one-on-one in preparing a successful educational journey, staying on course and dealing with issues that could throw up detours along the way. The Radiologic Technology Student Success Navigator is located in Fielding 247. Student Success Navigators will assist students at all SFCC campuses in creating and maintaining educational plans, enrolling in classes, financial aid assistance, and dealing with life issues that interfere with students' abilities to complete their education. Your navigator is your "personal guide to success" while at SFCC! You can schedule a meeting with your Navigator through StarFish.

## **Student Advisement**

Students should meet with the Navigator on a regular basis to ensure a successful educational journey. The Navigator will assist you in creating and maintaining educational plans. Each student will be assigned to a radiology faculty member for mentoring. It is required that you meet with your mentor a minimum of once a semester. Advisement should include but is not limited to:

- Providing accurate information about institutional policies, procedures, resources, and programs.
- Assisting students in understanding the nature and purpose of higher education and the value of a general education.
- Assisting students in their consideration of life goals by relating interests, skills, abilities, and values to careers and the world of work.
- Assisting students in developing an educational plan consistent with life goals and objectives (alternative courses of action, alternative career considerations, and selection of course).
- Assisting students in evaluation or reevaluation of progress toward established goals and educational plans.
- Assisting students in self-understanding and self-acceptance.
- Making referrals to other institutional or community support services.

## Withdrawal from Program

Students desiring to withdraw from school must contact the Student Services Office and submit a written statement giving reason for withdrawal within seven (7) calendar days of last day's attendance.

## Refund of Tuition, Fees, and Laboratory Fees

For students who receive financial aid, tuition and fees will be refunded according to the requirements of the Higher Educational Act Technical Amendments of 1992. SFCC has adopted the Federal standard refund policy for Title IV recipients who withdraw, are expelled, or stop attending all courses in which they are enrolled during the first 50% of an instructional semester or session. For non-Title IV recipients, the SFCC institutional refund policy will apply.

To withdraw from classes entirely, you'll need to complete the **Student Withdrawal form** in **mySFCC >> Enroll >> I need to... > Withdraw from all classes**.

You won't be permitted to withdraw from your last class or withdraw from all classes without completing this form. A hold on your account will not prevent you from submitting this request. **IMPORTANT:** Notifying your instructor that you wish to drop and/or are no longer attending class is not enough to officially drop the course. If you do not officially drop by the date published on the Academic Dates and Deadlines, you will most likely receive a grade of F for the course.

## Guidelines for Granting Drop & Readmission

A drop - readmission will only be considered for a student with unusual circumstances, requiring him/her to withdraw from school.

The student must:

- Have completed a minimum of one semester of the program
- Have an overall grade average of B or above
- Request leave of absence prior to the first day of the semester following withdrawal from the program.
- Verify facts pertaining to request for leave and present them to the Program Director.

Readmission is conditional and student may be readmitted only if readmission does not cause class to exceed limit set forth by JRCERT. In the event that readmission of a student would cause the school to exceed the limits set forth for any class by one student, the student may be admitted provided that the Director of the Radiologic Program feels that the student will not overload the faculty or facilities. Absence shall be for no longer than one year. Any new textbooks must be purchased. Student must abide by rules and regulations as set forth in current student handbook.

## Probation Policy

Probation is a formal warning to the student concerning their performance in a particular area. At the time the student is placed on probation, an improvement plan will be developed and the probationary period set. Students may be placed on probation for the following reasons:

1. **Academic** - Grades in theory. Any subject with a grade below a "C." Counseling will occur at the first signs of academic difficulties. Students failing any class must appear before the Review Board to determine continuance in the program and course of action.
2. **Clinical** - Any clinical semester grade of 85% or below, or failure to meet the critical skill areas outlined in the clinical evaluation/clinical syllabus such as: safety, documentation, procedures, patient care, etc. Students failing any clinical area for the semester must appear before the Review Board to determine continuance in the program and course of action.
3. **Clinical Participation** - Probation will be issued when the student exceeds the maximum amount of non-participation from their clinical assignment. When a student does not participate in their clinical

assignment in excess of the given 80 hours the student must appear before the Review Board, if they would like to remain in the Radiologic Technology program. If the student fails to appear before this board on the scheduled time, automatic dismissal will result.

4. **Behavioral** - Poor attitude, poor interpersonal relationships, hygiene, lack of initiative, academic dishonesty, sleeping in class, etc. Counseling will occur at the first signs of behavioral difficulties and a plan of action will be developed. Students failing to meet the requirements set forth in the plan of action must appear before the Review Board to determine continuance in the program.
5. **Essential Qualifications** – Student regularly fails to meet the Essential Qualifications for the Radiologic Technology Program. Counseling will occur at the first signs of difficulties and a plan of action will be developed. Students failing to meet the requirements set forth in the plan of action must appear before the Review Board to determine continuance in the program.

At the close of the stated probationary period, the student's progress will be re-evaluated by the Clinical Coordinator and Program Director. At that time, the student will be removed from probation or required to appear before the Review Board.

### **Program Grievance Policy**

All grievances dealing with academic issues, including grade or grading appeals, complaints about instructors or instructional staff, academic policy and procedures, including participation in class/clinics and academic honesty, disciplinary matters related to classroom/clinical behavior and other issues involving credit classes, should be resolved using the following grievance procedure.

- Step 1. Discuss the grievance informally with the appropriate faculty member within 5 days of occurrence.
- Step 2. If unresolved, discuss the grievance informally with the Director of Radiology within 2 working days after discussing occurrence with appropriate faculty member.
- Step 3. If unresolved, present the grievance formally, in writing, to the Director of Radiology within 2 working days after discussing occurrence with the Director.
- Step 4. The Director will address the student's concerns and provide the student results in writing within 2 days.
- Step 5. If still unresolved, present the concerns in writing to the Dean of Health Sciences within 2 days of receiving the Director's decision. Results of the Dean's decision will be given to the student in writing within 5 working days following the meeting.
- Step 6. The academic grievance, if still unresolved, will follow the State Fair Community College *formal* academic grievance policy outlined on mySFCC.

### **Review Board Policy**

The Review Board shall meet to consider appeal regarding program dismissal pursuant to academic, clinical, class/clinic participation, behavioral, or Essential Qualifications policies. The board shall include, but is not limited to the following: a member of SFCC administration, the Program Director of Radiologic Technology, the Clinical Coordinator of Radiologic Technology, a class representative, and a program advisory board member. Other persons may be designated by the Program Director to serve on the Review Board as deemed appropriate.

The board will consider all the facts under the circumstances of each case in deciding whether to grant or deny the relief requested.

The Review Board will meet once per semester after the semester has ended, when needed.



### Procedure for Review Board

1. Student shall present case (15 minutes allotted).
2. Questions and clarification entertained from board members (15 minutes allotted).
3. At this time, the student is dismissed from meeting with date and time to meet with board chairperson, in regards to decision of board.
4. Board discusses appeal and makes decision regarding request. Board chairperson will issue in writing the decision of the board.

If the student is not in agreement with the final decision of the board, he/she is referred to the Program Grievance Process outlined in this handbook. All information discussed within the Review Board meeting is confidential

### Make Up Policy

**Assignments:** The first day a student returns to school; he/she is responsible for contacting each instructor regarding material to be made up. Failure to do so will result in a zero for missed assignments. If the instructor allows student to submit a late assignment, fifty percent (50%) will be deducted from the score. All work must be turned in within one week of due date or as arranged with instructor. Assignments turned in more than one week after the due date will receive a zero. Individual course syllabi will address assignments for specific classes; some classes may have stricter guidelines.

**Quizzes:** Scheduled and unscheduled quizzes may be a part of each course. If a quiz is not taken at the time it is initially offered, the grade for that quiz will be zero. No make-up quizzes will be considered.

**Exams:** If an exam is not taken at the scheduled time and arrangements for a make-up exam have not been made prior to the absence, the grade for that exam will be zero. **No make-up exam will be considered unless your instructor is personally notified prior to the absence.** If a student arranges to take the exam at other than the scheduled time, 5% (Procedures classes) or 8% (all other didactic coursework) will be deducted from the grade on that exam. Make-up exams are scheduled at the convenience of the instructor.

### Classroom Attire Policy

Students are required to dress appropriately for class. Clothing which is overly provocative or which other students may find offensive is not conducive to an appropriate learning environment and should not be worn to class. Students should be prepared for classroom temperature fluctuations by dressing in layers or bringing a sweater. Scrubs and radiation badges should be worn when participating in Thursday and Friday Procedures Lab.

### Children in the Classroom Policy

Students should not bring their children to the classroom due to:

1. Limited space
2. Classroom distraction
3. Liabilities and safety

In an emergency situation, a student may contact the instructor by phone or in person prior to class to request permission to bring his/her child. It is the instructor's option to grant or deny permission. No children are allowed in the energized lab.

### Social Media Conduct

Students are expected to comply with all state, local, and federal requirements governing the privacy of medical information including the ARRT's Standards of Ethics. Students are bound to comply with all privacy requirements

even when they are not at the clinical site. This includes conversations with family, friends, and peers. Students will be held accountable for maintaining the privacy of any information they obtain, see, or are given during their clinical rotations. To uphold the privacy of such information, students must not post or discuss any clinical experience or information regarding their experience with the clinical site, its staff, or its clients/patients on any internet social media (Facebook, Twitter, emails, Tumbler, and any other not mentioned). The State Fair Community College administration periodically searches the internet for breaches in its privacy policies. Students violating any privacy requirements will be prohibited from returning to the clinical site. Such violation may result in a delay of a student completing their degree requirements and may result in further disciplinary action.

On a personal level, we understand that social media can be a fun and rewarding way to share your life and opinions with family and friends. However, use of social media also presents certain risks and carries with it certain responsibilities. Be thoughtful about what you share online and consider how it may appear to future employers. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including dismissal from the program.

Students are personally responsible for the content they publish on social media sites, blogs, other websites, wikis, forums, or any other form of user-generated content, and there should be no expectation of privacy using social media sites. The college reserves the right to examine material stored on or transmitted through its facilities if there is cause to believe that the standards for acceptable and ethical use are being violated by a member of the college community.

Students should not be “friends” with instructors on social media sites until after completion of the program.

### **Email and Printing**

Check SFCC email and Canvas course shell announcements associated with each course a minimum of 3 times a week. It is highly suggested you check your Canvas course shells and SFCC email daily to ensure you are aware of the most current information being distributed. Each course instructor will post items in the Canvas course shell that will need to be printed. Each student is expected to have money on his/her student account to cover this expense.

### **Inclement Weather Policy**

It is the policy of the Radiologic Technology program to ensure the safety of its students, adequate clinical supervision, and appropriate professionalism. Inclement weather is any weather that has the probability of interfering with the student's ability to arrive safely at class or clinical. In the event of inclement weather, the student should make the determination of the prudence of travel. Students will only be excused from class for inclement weather when the main campus is closed.

Students wishing to delay arrival at the clinical site until road conditions improve should contact both the clinical site and the Clinical Coordinator prior to scheduled arrive time. Students who delay arrival or do not attend clinicals at all will have the time deducted from their personal time. In accordance with the policy on clinical participation, the student is expected to notify both the clinical site and the Clinical Coordinator of the absence prior to the start of the clinical day.

### **Contacting Program Faculty**

Student are encouraged to contact instructors by the following methods:

- \*E-mail instructor through Canvas or in Starfish.
- \*Call instructor's office phone.
- \*Make an appointment through Melinda Strange to meet with the instructor.
- \*Please do not text or message instructors through social media.
- \*You may text or call instructor's cell phone in an emergency situation or if it is a last minute issue with clinics.

## Tobacco-Free Campus Policy

State Fair Community College limits smoking and the use of tobacco products to personal vehicles parked or driven on designated college parking areas and roads. For more information, refer to Policy and Regulation 5250 <https://www.sfccmo.edu/about/policies-regulations/#5000-policies-regs>.

The Radiologic Technology program strictly prohibits tobacco use at any time while on campus or representing the college or program in any capacity. You are to be an example of your health profession. If you are a smoker, it is strongly suggested that you enter a habit cessation program if you are unable to refrain from your habit for extended periods of time. If an instructor detects any smoking odor, student must have a counseling session with the Program Director or Clinical Coordinator. If these habits present themselves as continual offenses during the duration of our program, they can be a cause for dismissal.

## CLINICAL EXPECTATIONS

### Clinical Education Setting

**Students will be assigned to specific clinical education settings (hospitals and clinics) by the Clinical Coordinator. Clinical assignments are determined by the educational needs of each student and is done so in a fair and equitable way for all students. Students are placed at clinical sites assuring equitable learning opportunities, assuring access to a sufficient variety and volume of procedures to achieve program competencies, and nondiscriminatory in nature and solely determined by the program.**

Clinical education rotations will occur at the following sites. Other sites may be added to give additional depth to your education.

Clinical Education Setting	Location	Miles from Campus	Time to drive from Campus
Bothwell Regional Health Center	Sedalia	1	in town
Western Missouri Medical Center	Warrensburg	29	35 minutes
Fitzgibbon Hospital	Marshall	33	35 minutes
Golden Valley Memorial Hospital	Clinton	50	1 hour 5 minutes
Carroll County Memorial Hospital	Carrollton	62	1 hour 5 minutes
Lafayette Regional Health Center	Lexington	68	1 hour 20 minutes
Harry S. Truman VA Hospital	Columbia	70	1 hour 25 minutes
Women's & Children's Hospital	Columbia	70	1 hour 25 minutes
Lake Regional Hospital	Osage Beach	79	1 hour 33 minutes
Ellett Memorial Hospital	Appleton City	76	2 hours
Pershing Memorial Hospital	Brookfield	83	2 hours 20 minutes
Moberly Regional Medical Center	Moberly	102	2 hours
SSM Health – St. Mary's Hospital-Audrain	Mexico	105	2 hours
Samaritan Hospital	Macon	126	2 hours 10 minutes
Hermann Area District Hospital	Hermann	130	2 hours 15 minutes

## Patient Records and Confidentiality

During clinical rotations - you are permitted to obtain patient records from the Medical Records Department of the hospital for the purpose of **preparing a case study only**. Obtaining a medical record for any other purpose is strictly prohibited and will be cause for disciplinary action and/or immediate dismissal. (i.e., obtaining your own record during school time or while in school uniform)

Information concerning any patient and his/her illness is private. It is your obligation, as well as every member of the hospital, to keep this information **strictly confidential**. Students are to follow HIPAA guidelines at all times. Do not discuss patient information with friends, relatives, classmates or fellow employees.

You may discuss a patient's medical condition (without disclosing a patient's name) with other radiologic technologists, physicians, your instructors and radiologic technology students provided they are directly concerned with the care of the patient or if it is in a supervised learning situation. This does not authorize the student to make moral judgments concerning the patient's personal life. This would be an invasion of privacy.

When writing a case study about an assigned patient, use only initials of the patient, physician, or others whom care for the patient. You may use fictitious names in your case study if you choose not to use initials.

Students are required to agree to abide by patient confidentiality regulations prior to assignment at a clinical site

## Five Steps to Clinical Competency

The following steps must all be completed. After competency is achieved, the student may perform the procedure under indirect supervision. Regardless of the level of competency achieved, students must perform all repeat radiographs in the presence of a registered technologist.

Step 1: The examination is introduced in Radiographic Procedures class. The student will participate in guided discussion, demonstration, reading assignments, radiographic anatomy review and positioning practice.

Step 2: In the classroom the student will complete didactic assessments and must pass each course with a 84.5% or higher.

Step 3: In the laboratory, under the direct supervision of the Procedures instructor, the student will correctly position the examination according to the lab competency requirements for that exam. The student must receive a 84.5% or higher for Step 3 competency. The scores for these examinations are applied to the Radiographic Procedures class grade. If a student fails the Step 3, it is the student's responsibility to contact the Procedures instructor for another testing date. Re-testing will be at the instructor's convenience after class hours.

Step 4: In the clinical area, under direct supervision of a **registered technologist**, the student will correctly perform the examination on a patient. Three Step 4 competencies are required to progress to Step 5 on all mandatory examinations. Step 4 competency requires active performance of the exam, but may utilize assistance from the technologist. The student must perform at least two of these exams and may not record more than one observation exam during the "experience recorded" portion of the competency. The student will ask the supervising technologist to evaluate their exam performance prior to beginning the exam.

Step 5: Clinical competency evaluation. Under the direct supervision of the **Clinical Instructor** or SFCC faculty, the student will correctly perform the examination according to the clinical competency evaluation. A score of 84.50% or better is necessary to achieve clinical competency. Competency scores for these exams apply to the Clinical Education grade. Step 5 competency requires independent performance of the exam.

## Trajecsys

All clinical documentation including clocking in and out at the clinical site on a daily basis will be done through Trajecsys. All clinical exams, competencies, and evaluations should be logged in Trajecsys.

### **Clock In/Out**

If students are attending clinics as SFCC radiology technology students, students must maintain a record of time while at that clinical setting. The student will clock in at the beginning of the clinical day and clock out at the end of the day. It is important that the student selects the correct clinical site prior to submitting the time. The student can clock in/out using a clinical site computer or a personal device with GPS location **enabled**. The personal device should be locked or kept in a safe place during the clinic rotation and is only to be used to access Trajecsys. Clinical Instructors will approve or confirm accuracy of time records. Failure to clock in or out will result in deduction of clinical grade and could result in counseling and/or disciplinary action.

### **Time Exception**

In the event that the student is unable to clock in or out on Trajecsys, the student **must** submit a time exception. The student will manually enter the time exception and the Clinical Instructor will verify if the time entered by the student is accurate. It is the student's responsibility to clock in and out and the time exception should only be used in select circumstances. The Clinical Coordinator will investigate the excessive use of the time exception or any entries that appear out of ordinary. Points may be deducted for excessive use of time exceptions. Submitting a time exception that is not accurate will constitute as falsification of records. Clocking in after the scheduled clinic start time will constitute a tardy. If a student is working with a patient at the end of the scheduled clinical day, the student should complete the exam they began prior to clocking out. Any additional clock in time beyond the scheduled 8 hours does not accrue and cannot be used at a later date. It is viewed as a professional responsibility to the patient and the clinical setting. Please note that you are not allowed to participate in clinics more than 8 hours a day and 40 hours in a week. If a student is absent, the student **must** put in a time exception for the day missed.

It is unacceptable for anyone to clock another student in or out. Clocking in or out for another student will result in disciplinary action. The student must complete a time exception.

### **Daily Log of Exams**

The student will record exams of procedures performed to verify the volume and variety of procedures being performed. The Clinical Coordinator will analyze this report to ensure constant alignment of the program course content and the corresponding clinical education. The student should record each procedure into the Trajecsys system for a permanent record. Information entered into the Trajecsys includes: date, number of instances, type of procedure, repeats, participation level (observed, assisted, and performed), site employee (registered technologist) and any necessary comments. The daily log sheet should be updated daily; however, must be updated at least weekly. If exams are not regularly logged the student will lose clinical points and will be counseled by the Clinical Coordinator. The presence of a qualified radiographer during the repeat of an unsatisfactory image assures patient safety and proper educational practices. A qualified radiographer must be physically present during the conduct of a repeat image and must approve the student's procedure prior to re-exposure. The qualified radiographer's name should be entered in Trajecsys. All exam logs must be completed by the beginning of the next clinic week. Failure to complete daily log of exams will result in deduction of clinical grade and could result in counseling and/or disciplinary action.

### **Evaluation of Student's Clinical Competency**

The Monthly Performance Evaluation form is found on the Clinical Instructor's Trajecsys system and must be completed by the Clinical Instructor at the end of each month. The Monthly Performance Evaluation form is used to evaluate and document the student's overall clinical performance. The form is designed to identify the student's strengths and weaknesses. When weaknesses are identified, they can be appropriately addressed by the student. The goal of any student evaluation is to maximize each student's individual learning outcomes.

The Clinical Instructor is responsible for completing the evaluation; however, it is the student's responsibility to ensure the form is completed. After completed, the student can view it in Trajecsys.

In the event a student achieves a Monthly Performance Evaluation score less than 85%, the student and Clinical Coordinator will develop an action plan for correction. Failure to complete appropriate evaluation forms will result in deduction of clinical grade and could result in counseling and/or disciplinary action.

### **Competencies**

All students must demonstrate competence in clinical activities identified in the Radiography Clinical Competency Requirements listed in the ARRT Radiography Certification Handbook. The Competency Evaluation form is found on the Clinical Instructor's Trajecsyst system and must be completed by the Clinical Instructor designated by SFCC or a qualified ARRT registered Radiologic Technologist designated by the clinical site's Clinical Instructor. The student must verbally declare, to the Clinical Instructor or Registered Radiologic Technology designee, that they desire to perform a competency on a particular exam. If not completed will result in point deduction.

### **Evaluation of Clinical Instructor**

The Clinical Instructor Evaluation can be found on the student's Trajecsyst site and must be completed by the student at the end of each clinical month. Students are encouraged to be honest and remain professional while giving constructive feedback. Once a year Clinical Instructors will be given the results of the past year's evaluations. If not completed will result in point deduction.

### **Clinical Site Evaluation**

The Clinical Site Evaluation form is found on the student's Trajecsyst site and must be completed at the end of each clinical month. Students are encouraged to be honest and remain professional while giving constructive feedback. Once a year the clinical site will be given the results of the past year's evaluations. Failure to complete the appropriate evaluations will result in deduction of clinical grade and could result in counseling and/or disciplinary action.

## **Use of Phones Policy**

**Phone calls and texts are not to be made or received by students while in class or the clinical setting.** Cell phones may be used during breaks. Only emergency calls or texts should be accepted in the classroom. **CELL PHONES ARE TO BE "ON SILENT/VIBRATE DURING ALL CLASSES.** Cell phones may be used to access Trajecsyst in the clinical setting only if the site does not provide computer access, but not used for texting, making phone calls, e-mail or any social media. Points may be deducted from the student's grade if personal phone rings during class or clinical time or student may be asked to leave class or the clinical setting. If SFCC faculty needs to contact you in the clinical setting, we will call the clinical site. If family or friends need to contact you in an emergency situation while in the clinical setting, be sure they have the telephone number to the clinical site you are rotating through. If you need to make a personal call on your cell phone during clinics, you must do so over your lunch break not within the department. No smart watches are allowed in the clinical setting.

## **Clinical Education Supervision**

Until a student achieves and documents clinical competency in any given procedure, all clinical assignments shall be carried out under the direct supervision of a registered radiographer. Upon completion of the Five Steps to Clinical Competency, students may perform radiographic examinations with indirect supervision. **Regardless of the level of competency achieved, students must perform all repeat radiographs in the presence of a registered radiographer.**

### **In providing direct supervision, the registered radiographer shall:**

- Review the request for the examination in relation to the student's achievement.
- Evaluate the condition of the patient in relation to the student's knowledge.
- Be present in the room during the examination.
- Review and approve the radiographs before they are submitted to the radiologist.

### **In providing indirect supervision, the registered radiographer shall:**

- Be present in a room adjacent to the room where the procedure is being performed.

- Review and approve the radiographs before they are submitted to the radiologist.
- Be present in the room for all repeat radiographs.

As a student, it is your responsibility to be sure these expectations are being met. Prior to completing competency on each exam, you are required to have direct supervision. This means a technologist/clinical instructor must be in the room when you “perform and comp” on all exams. Once competency on an exam has been attained, the technologist may be in an adjacent room, which places you in the indirect supervision category.

If you ever have a problem at a clinical site finding a technologist that is available to provide direct or indirect supervision, it is your responsibility to inform the patient that there will be a short wait until a technologist becomes available. **Never complete an exam without the appropriate supervision.**

If a technologist has any issues with this requirement or is not willing to supply the supervision you know is required...please contact the clinical instructor, the clinical coordinator, or program director immediately.

Students should never perform a portable or c-arm procedure without a registered radiographer present.

### Repeat Radiographs

Regardless of the level of competency achieved, students must perform all repeat radiographs in the presence of a registered radiographer.

- Student and qualified radiographer will then review the radiograph and identify unacceptable factors and needed corrections.
- Student can identify how corrections should be implemented.
- Student implements corrections and makes exposure in the presence of the qualified radiographer. The qualified radiographer should check for appropriate corrections before exposure is made.
- Student is required to log exam in Trajecsys and record the repeat.

### After Hours in Clinics

Due to insurance reasons, students are not allowed to be in the Radiology Departments of Hospitals unless for specific purpose such as: Clinical hours as a student, paid employee of facility or visiting a patient.

### Clinical Assignments

For each clinical rotation, the Clinical Instructor will evaluate each student on awareness of the environment, communication skills, quality assurance, and quality of service, work behaviors and professional ethics on a monthly basis. The Clinical Coordinator will also evaluate the student each semester. Until course requirements are met, the final grade will be incomplete.

To complete the semester requirements, one Critical Thinking Assignment will be completed each semester. For each day a Critical Thinking Assignment is late, the grade for the exercise will be reduced by 50%. If the Critical Thinking Assignment is 2 days late, the student will receive a zero (0) for that assignment. All Critical Thinking Assignments must be completed in order to complete course requirements.

Over the course of the semester, the student is expected to complete the Five Steps to Clinical Competency for a specific number of exams (see Performance Competency Evaluations). Students completing all competencies for the current semester may begin working on competencies for the following semester. Until course requirements are met, the final grade will be an incomplete. Failure to complete the minimum number of competencies two consecutive semesters may be grounds for dismissal from the program. **Any registered technologist** may evaluate step 4. The **clinical instructor** for the site or a SFCC Radiologic Instructor must sign off on your completed competency.

## Performance Competency Evaluations

There are core competencies that all individuals must demonstrate to establish eligibility for ARRT certification. The requirements listed are the minimum core clinical competencies necessary to establish eligibility for participation in the ARRT Radiography Examination. ARRT encourages individuals to obtain education and experience beyond these core requirements.

### Competencies

#### General Patient Care Competencies

Patient Care Competencies must be completed in RAD 128: Introduction to Radiological Sciences and Patient Care.

General Patient Care Procedures	Date Completed	Competence Verified By
CPR Certified		
Vital Signs – Blood Pressure		
Vital Signs – Temperature		
Vital Signs – Pulse		
Vital Signs – Respiration		
Vital Signs – Pulse Oximetry		
Sterile and Medical Aseptic Technique		
Venipuncture		
Transfer of Patient		
Care of Patient Medical Equipment (e.g., Oxygen Tank, IV Tubing)		

Students must demonstrate competency on all 37 of the **mandatory** Radiologic Procedures. Competency demonstration should incorporate patient-specific variations such as age and pathology. Candidates must demonstrate competence in 15 of the 34 elective procedures. Candidates must select at least one of the 15 elective procedures from the head section. Candidates must select either upper GI or contrast enema plus one other elective from the fluoroscopy section as part of the 15 electives.

A specified minimum number of performance objectives must be completed by the end of each semester (see schedule below). Failure to complete minimum performance requirements will result in a 10 percent (10%) reduction on semester clinical grade and student will be placed on probation until specified number of procedures has been completed. If student has not completed specified number of procedures in addition to requirements for following semester and remains on clinical probation for two consecutive semesters, student may be dismissed from the program. This will be decided by the Review Board.

At any time the student feels confident and prepared, the student may request a competency evaluation from the Clinical Coordinator or Clinical Instructor.

Semester	Totals
1st Semester (Spring)	7
2nd Semester (Summer/June)	9
3rd Semester (Summer/July)	9
4th Semester (Fall)	14
5th Semester (Spring)	13
Totals	52



## Clinical Participation Policy

For the safety of students and patients, not more than ten (10) clinical hours shall be scheduled in any one day. Scheduled didactic and clinical hours combined cannot exceed forty (40) hours per week. The typical clinical day is scheduled for 8 ½ hours with a ½ hour being for lunch and is typically from 8:00 a.m. to 4:30 p.m. Hours exceeding these limitations must be voluntary on the student's part and should only be to stay to finish or observe a procedure or exam. Students will be assigned to clinics two days a week for 8 hours per day for Clinical Education I, five days a week for 8 hours per day for Clinical Education II, five days a week for 8 hours per day for Clinical Education III, three days a week for 8 hours per day for Clinical Education IV, and three days a week for 8 hours per day for Clinical Education V.

As part of your clinical assignment, you must clock in and out of your assigned clinical site in Trajecsys to show that you participated in clinics for that day. This must be done on each assigned day of clinics.

Clinical Education plays a very significant role in your development as a professional Radiologic Technologist. Participation in clinical rotations is not optional. This means that you will need to plan carefully to avoid not participating in clinics. Students are eligible for 10 days/80 hours of non-participation in clinics. This time can be used, as necessary, by the student over the life of the program. Although you are allowed 10 days/80 hours, each day (8 hours) you choose to be away from clinical rotation will reduce your grade from your Clinical Coordinator and Clinical Instructor evaluations. This time off must be scheduled at least 48 hours in advance with the clinical coordinator unless it is due to an illness. Excessive non-participation will result in the student's appearance in front of the Review Board.

**It is required that students notify the Clinical Coordinator and current Clinical Instructor as early as possible of each time you will not be attending clinics. The Clinical Coordinator (or instructor for the clinical course) must be contacted by cell phone AND e-mail when you will not be participating in clinics. NO TEXT MESSAGES.** Failure to contact the appropriate people may be grounds for dismissal from the Radiologic Technology program.

### Hours/Day

1 MIN – 2 HOURS	= 2 HOURS
2 HOURS – 4 HOURS	= 4 HOURS
4 HOURS – 6 HOURS	= 6 HOURS
4 HOURS – 8 HOURS	= 8 HOURS (1 DAY)

**\*\*Being tardy to clinics is discouraged. Time will be taken for each time you are tardy even one minute. The first offense each semester will be forgiven because we know things can happen on occasion.**

**Any non-participation, without notification or prior approval, may be cause for dismissal.** Two days of non-participation without notification or prior approval may result in automatic dismissal from the program.

## Clinical Grades

Clinical grades will be based on a percentage of total possible points. Clinical grades will be based on a weighted scale listed below:

• Rotation evaluations	30%
• Critical thinking assignments	10%
• Clinical Coordinator semester evaluation	40%
• Clinical competencies	<u>20%</u>
TOTAL	100%

**Failure to submit monthly evaluations will result in a zero for that month.**

<b>Example # 1</b>	<b>Pts received</b>	<b>Pts possible</b>	<b>% on assignment</b>	<b>Portion of grade</b>		
End of month evaluations	375	400	93.75%	30%	28.13%	(93.75% x 30%)
Critical thinking assignments	198	200	99.0%	10%	9.90%	(99.0% x 10%)
Clinical Coordinator semester evaluation	95	100	95.00%	40%	38.00%	(95.0% x 40%)
Clinical Competencies	990	1000	99.0%	20%	19.80%	(99.0% x 20%)
					95.83%	
					<b>95.83%</b>	<b>A</b>

<b>Example # 2</b>						
End of month evaluations	350	400	87.50%	30%	26.25%	(87.5% x 30%)
Critical thinking assignments	162	200	81.00%	10%	8.10%	(81% x 10%)
Clinical Coordinator semester evaluation	85	100	85.00%	40%	34.0%	(85% x 40%)
Clinical Competencies	987	1000	98.70%	20%	19.74%	(98.7% x 20%)
					88.09%	
					<b>88.09</b>	<b>C</b>

<b>Example # 3</b>						
End of month evaluations	393	400	98.25%	30%	29.47%	(98.25% x 30%)
Critical thinking assignments	159	200	79.50%	10%	7.95%	(79.5% x 10%)
Clinical Coordinator semester evaluation	96	100	96.00%	40%	38.4%	(96.0% x 40%)
Clinical Competencies	985	1000	98.50%	20%	19.7%	(98.5% x 20%)
					95.52%	
					<b>95.52%</b>	<b>A</b>

### **Professionalism in the Clinical Area**

As a Radiologic Technology student in the clinical sites you will be involved with physicians, nursing personnel, patients and their families. This will require that you conduct yourself in an attitude of quiet maturity. The health care facility is a therapeutic and learning environment where rowdiness, inappropriate language, practical jokes and other misbehavior will be cause for disciplinary action or immediate dismissal.

While working in the health care facility, the student will observe all policies of conduct for employees. The Clinical Instructor is responsible for student activities and behavior while in the facility. When in doubt on any matter, you are to contact him/her for direction.

### **Personal Appearance Policy**

As a radiologic technology student you represent your school, classmates, and radiology as a profession to the public, patients and their visitors. Your conduct, dress, and appearance are important. Cleanliness and neatness are necessary because of the nature of our work. The following requirements have been established:

- Good daily personal hygiene in both classroom/clinical - includes daily bath, use of effective deodorant and good oral hygiene. (Persistent halitosis and/or body odor, for whatever reason will be cause for dismissal).

- Hair must be clean, simply styled, well-groomed and off the collar while in uniform. If hair is long enough to fall into the student's eyes, the front must be secured away from the face. If the back is long enough to fall past the shoulders all of the hair must be secured away from the face. Large decorative barrettes, large colored bows, and ribbons are not allowed while at clinical sites.
- Makeup must be conservative; nail polish may be worn, if colorless or pastel shades and in good repair. Artificial nails are **not** allowed.
- The wearing of jewelry is limited to post earrings with a maximum of 2 holes per ear, one ring and a watch. The size and shape of any item must be considered not to be a danger to patient or yourself.
- While representing the SFCC's program of Radiologic Technology at seminars, the Radiologic Technology Program Director will set the attire expectations dependent upon the event.

In all areas of personal appearance the student is to judge his/her own dress. If there is a problem related to dress a faculty or the clinical instructors will advise the student of any problem with the personal appearance as it relates to professionalism. If the issue is not resolved by informal discussion, the issue will be addressed formally by the Program Director.

### **Physical Adornment Policy**

While the Radiologic Technology program recognizes the student's right to express themselves in their jewelry and other forms of body art, such expression of individuality is inappropriate in the clinical setting where the patient population is generally of an older generation, which may find such things offensive. The following are considered inappropriate in the clinical setting:

- Visible tattoos
- Hair of an unnatural color
- Piercing at any location other than the ear lobe (including the tongue)
- Jewelry limited to post earrings with a maximum of 2 holes per ear, a watch and one ring per hand
- Unnatural make-up (example: black lipstick)
- Perfume, cologne or heavily scented lotions
- Artificial nails
- Gum or candy in the mouth while performing patient care/exams

If hair is long enough to fall into the student's eyes, the front must be secured away from the face. If the back is long enough to fall past the shoulders all of the hair must be secured away from the face. All visible tattoos must be covered during the clinical rotation. Pierced jewelry other than stud earrings is to be removed prior to entering the clinical site. Perfumes and colognes can cause allergic reactions and/or nausea in the patients; therefore, fragrances should be avoided.

### **Uniform Policy**

Uniforms are to be worn only when in the clinical setting for SFCC or during SFCC events as directed. Uniforms must be clean, neat and in good condition.

The uniform will consist of:

- Minimum of 3 sets of medical scrub uniforms in navy blue
- Radiology Student badge on left sleeve 2 inches from bottom of sleeve
- Bontrager handbook, Merrill's handbook or iRadTech application on phone
- Radiation Dosimeter Badge
- SFCC name tag or if hospital requires it, hospital will provide a special hospital badge for the student.

- Right and Left position markers identified with the student's initials
- Ink pen
- White, grey or black clean tennis shoes
- White, grey or black clean socks

### **Clinical Preparedness**

The students are expected to be in uniform every day and to bring all necessary materials with them, when they enter the clinical setting. The students are encouraged to bring study material to the clinical site to occupy themselves during slow periods throughout the day. The student is to speak with the Clinical Instructor **prior** to working on study material, as there may be other items the Clinical Instructor wishes the student to complete or additional opportunities for the student to learn at other areas of the clinic. The Clinical Coordinator, Clinical Instructor, and/or Radiology Director has the right to send any student home due to inappropriate dress. Uniforms must be approved by Clinical Coordinator prior to wearing them to the clinic site. If a student is missing any required materials for clinics, they are considered unprepared and may be sent home for the day and time missed will be treated as a non-participation from clinical (personal time used). If a student is not wearing their required Radiation Dosimeter Badge at clinics, they will be sent home for the day and time missed will be treated as a non-participation from clinical (person time used).

### **Clinical Participation**

Clinical Participation will follow this format:

1. The student begins his/her clinical participation by first assisting a practicing radiologic technologist in the execution of duties.
2. This participation moves from a passive mode of observation to a more active mode of assisting the technologist in radiographic examinations. The rate of student progress is dependent upon the ability of the student to comprehend and perform the various tasks assigned to him/her.
3. As the student gains experience in various procedure(s) he/she gradually moves into an independent clinical performance stage. At this point the student is actually performing the procedure under the indirect supervision of a radiologic technologist. The student is allowed to repeat an examination only under the direct supervision of a radiologic technologist.
4. Students should not be doing exams with another student on a regular basis and should not be instructing or teaching other students.

### **Regulations Governing Clinical Assignments**

1. The student will be supervised in the clinical area by the Clinical Instructor and by the staff radiographer and is ultimately responsible to the Director of Radiologic Technology.
2. Students are expected to report promptly at designated time to the staff radiographer in their assigned Clinical rotation area.
3. Students will be assigned a one-half hour lunch period by their supervising staff radiographer at the convenience of patient load.
4. Students must remain in their assigned clinical rotation area and may not leave the rotation area or department without notification and permission of the supervision staff radiographer.

5. Students are responsible to achieve their clinical performance competencies.
6. Students in the clinical site needing assistance from program faculty may call State Fair Community College at (660) 596-7403 or (660) 596-7155.
7. The Clinical Instructor may send a student home if he/she is not in approved uniform or missing their dosimeter badge.
8. Students may be assigned weekends as part of their clinical education. Such clinical time will be compensated by time off from clinical during the week.
9. At no time shall a student be given a clinical assignment or academic instruction in excess of forty hours per week.
10. Students will perform in the clinical area under the direct supervision of the staff radiographer while achieving specific competencies. The students may be under indirect supervision by a staff radiographer, while performing previously achieved competencies.
11. All repeat radiographs are to be completed under direct supervision by a staff radiographer.
12. Students are not permitted to accept gratuities.
13. Information acquired about the diagnosis, prognosis or personal life of any patient is confidential information and must not be discussed at any time, in public or private with the patient or any member of his or her family.
14. Students are to refrain from personal conversation or remarks while in the patient areas.
15. Students who are involved in or witness any unusual incident during school or clinical hours are to immediately report the incident to the Clinical Coordinator.
16. Students are responsible for completion of patient history forms prior to radiographic examinations.
17. If possible pregnancy is revealed by a patient, the student is to consult his/her assigned technologist prior to taking the radiographs.
18. Students must never leave a patient unattended.
19. In accordance with JRCERT standards, students must not hold image receptors during any radiographic procedure. SFCC students must not hold patients during any radiographic procedures. We encourage the utilization of immobilization methods as the standard of care.
20. The following conditions constitute direct supervision by a staff radiographer: A qualified staff radiographer will review the request for radiographic examinations to determine the capability of the student to perform the examination with reasonable success or to determine if the condition of the patient contraindicates performance of the examination by the student. If either of the above determinations is in question, the radiographer should perform the examination. Medical judgment may supersede this provision. The qualified registered radiographer checks and approved the radiographs prior to the dismissal of the patient.
21. A staff radiographer is in the radiographic area, available for immediate assistance to the students constitutes indirect supervision. All repeat examinations are performed while the staff radiographer is present.
22. Students are prohibited from obtaining any competencies outside of designated clinical hours (such as during work hours as a student technologist).

23. Falsifying any information on any clinical documentation can be grounds for dismissal from the Radiologic Technology program.

### **Institutional Policies**

All institutional policies and regulations can be found on the SFCC website at:  
<https://www.sfccmo.edu/about/policies-regulations/>

Refer to the website and read the following policies:

- Harassment – Policy 2130
- Student Educational Records – Policy 2400
- Financial Aid – Policy 2710
- Drugs and Alcohol and Tobacco Products – Policy 2830

The Academic Honesty policy (6480) regarding individual or group work can be found in the syllabus of each SFCC course or at website above.

The Radiologic Technology program observes holidays and most breaks in accordance with college policies. The SFCC Academic Calendar can be found on mySFCC>Academics>I Need To....

Refer to the website and read the following regulations:

- Students with Disabilities Testing Accommodations – Regulation 2116
- Student Grievance and Appellate Process – Regulation 2160
- Student Educational Records – Regulation 2400
- Student Academic Achievement – Regulation 2511
- Discipline – Regulation 2610
- Student Services – Regulation 2810

**###**

**End of Student Handbook of Policies and Procedures  
Associate of Applied Science in Radiologic Technology**