

# State Fair Community College

## Student Handbook of Policies and Procedures

### Associate of Applied Science in Radiologic Technology

Revised June 2022

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)

## Faculty and Staff

Dean of Health Sciences	Allison Brosch
Program Director	Danielle Beumer
Clinical Coordinator	Elizabeth Keehart Bertani
Instructor	Natalie Ficken
Student Success Navigator	Fatima AhHee

## Important Phone Numbers and Email Addresses

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Admissions	(660)596-7217 / 7215 / 7297	<a href="mailto:admissions@sfccmo.edu">admissions@sfccmo.edu</a>
Student Success Center	(660)596-7253 / 7244 / 7290	<a href="mailto:success@sfccmo.edu">success@sfccmo.edu</a>
Financial Aid	(660)596-7298 / 7295 / 7358	<a href="mailto:finaid@sfccmo.edu">finaid@sfccmo.edu</a>
Bookstore	(660)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. Site visit was in fall of 2021 and will be updated when official correspondence is received from JRCERT. 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 goal to create the highest quality radiologic technology program available. If you have concerns with program policies or practices, You may discuss it with 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/>.

Program effectiveness data includes the program completion rate, credentialing examination pass rate and job placement rate over the past five years. This information can be obtained on the State Fair Community College Radiology website at <https://www.sfccmo.edu/academics-programs/mission-vision-goals-program-outcomes-effectiveness/> and on the Joint Review Committee on Education in Radiologic Technology's website at <https://portal.jrcertaccreditation.org/accredited-educational-programs/details/f84a5832-2c06-4a1d-8217-59926a19d874> .

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/>

### **Non-discrimination 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 that student qualifies to receive for each class in which student 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)

### **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 program 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 health science 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

A United States social security number is required to initiate the Family Care Registry check. Students without a United States social security number should contact the Designated School Official (DSO) through the SFCC Student Services office for additional information.

Individuals unable to complete all required background checks or those with exclusionary criteria will be prohibited from participating in clinical education and admission to all State Fair Community College Health Science programs. Individuals who have been convicted of felonies and/or misdemeanors are encouraged to contact the program director prior to program application.

### **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 decide 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 or not receiving an approved exemption from the clinical site will be prohibited from participating in clinical education and therefore, will be dismissed from the program. The SFCC immunization policy for Health Science students is determined by the requirements and standards of our clinical partners. The immunization policy applies equally to all students regardless of their specific clinical placement. 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:

- COVID-19 Vaccine
  - ⊖ Verification of immunization series completion and boosters as required by clinic sites
    - Series of 2 doses of Moderna or Pfizer
      - Doses at least 3 weeks apart
    - Single dose of Johnson and Johnson
- 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 Heplisav-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

### **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 their 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 their healthcare provider as a result of an exposure
- It is the student's responsibility to follow up with any treatment recommended by their 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

If you have been vaccinated and are exposed to a known COVID-19 you do not have to quarantine if you are post vaccination as follows:

- 1) Pfizer/Moderna vaccination is 14 days after the 2<sup>nd</sup> vaccination shot
- 2) Johnson & Johnson is 30 days after vaccination shot

### **Program Illness Policy**

**Any student with an infectious process listed below must contact the Clinical Instructor or Program Director prior to attending class, lab or clinics:**

- \*Fever of 101 or greater
- \*Sore throat associated with fever of 101 or above
- \*Flu-like symptoms (respiratory)
- \*Productive cough with fever or congestion in lungs
- \*GI Flu (diarrhea, nausea, vomiting, congestion in lungs)
- \*Draining of open sores, boils, or burns
- \*Conjunctivitis (pink eye)
- \*Diagnosed strep throat
- \*Scabies
- \*Lice
- \*Has tested positive for a contagious disease (COVID-19, Influenza, Meningitis, Whooping Cough, MRSA, etc.)

**Before the student returns to class, clinics or lab, the following must occur:**

- \*If a student has symptoms of COVID-19 or known exposure to COVID-19, they should communicate with their health care provider to discuss appropriate steps and maintain communication with the Radiology Director and Clinical Coordinator about when it is appropriate to return to school.
- \*Temperature below 99 degrees without medication for 24 hours.
- \*If a physician orders a throat culture or other diagnostic test, the student should not come to class, lab or clinic while the results are pending.
- \*The student must be able to function in the clinical setting.
- \*If phlegm is colored, the student should not be in clinic. If phlegm is clear, exhibit good hand washing techniques and wear mask in patient areas.
- \*If diarrhea is severe, students assigned in patient care areas must remain home until diarrhea subsides for 12 hours.
- \*Before working with patients, the student must check with Clinical Preceptor who will check with infection control.
- \*Culture confirmed – may return after being on antibiotics for 24 hours.
- \*Shampoo or bathe with RID for lice infestations.
- \*The student must see a physician in the event of a serious health problem.
- \*May not do patient care until lesions are dried and crusted.

## 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 their 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.

#### Testing Requirements

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 10-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 student has the option of whether or not to notify program officials of their pregnancy. If the student chooses to voluntarily inform officials of their pregnancy, it must be in writing and indicate the expected date of delivery. A student who notifies the program of their 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 said person wished to be reinstated, this person 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 student may withdraw declaration of pregnancy at any time. If the student chooses to voluntarily withdraw the declaration of pregnancy, student must inform program officials of their 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 radiation badge to radiation. Such behavior may result in immediate dismissal from the program without consideration for readmission. All students are required to wear their assigned radiation badge to clinic each day. If, for any reason the student does not have their assigned badge they cannot attend clinics.

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.

SFCC utilizes Instadose digital radiation badges. These badges are issued to students at the beginning of their clinical education. If lost, the student is financially responsible for replacing the dosimeter (current cost approximately \$150). The student is responsible for uploading their exposure readings monthly utilizing the Instadose software.

### **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 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.
- Appropriate radiation safety and use of ALARA principle.
- Gonadal shielding should only be utilized when it will not interfere with the purpose of the examination and when it aligns with clinical facility policy.

### **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:

<b>Didactic Coursework</b>		<b>Clinical Coursework (Including Procedures courses)</b>	
<b>A</b>	100-92.00%	<b>A</b>	100-94.50%
<b>B</b>	91.99-84.00%	<b>B</b>	94.49-89.50%
<b>C</b>	83.99-75.00%	<b>C</b>	89.49-84.50%
<b>F</b>	Below 75.00%	<b>F</b>	Below 84.50%
<b>I</b>	Unfinished (computes as an F in GPA)	<b>I</b>	Unfinished (computes as an F in GPA)
<b>W</b>	Withdrawn (no grade pts)	<b>W</b>	Withdrawn (no grade pts)

### **Weighted Courses**

All assessments (Exam, midterm, final) are 80% of the overall course grade. Points earned for activities, assignments, homework, quizzes, 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, quizzes, 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. During the remainder of the program, if a student does not pass a second Final Exam and the corresponding retake in a separate 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.

Scheduled and unscheduled quizzes will 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 a zero. No make-up quizzes will be considered.

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.

## Academic Honesty – Plagiarism

**The program follows the institutional policy on Academic Honesty which states:**

You are encouraged to assist each other and exchange information in order to master the concepts and skills covered in this class and to seek tutoring if necessary. However, collaboration on any graded assignment or exam to the extent that it is not an individual student's total, personal effort will be considered as a violation of the Student Conduct Code as printed in the Student Handbook.

When an academic exercise is designed to result in a grade, any of the following activities constitute violations of academic honesty unless expressly authorized in advance by the instructor.

A. Plagiarizing any information or idea and submitting it as one's own work:

1. Using actual words from another source, failing to surround those words in quotation marks, and failing to provide the appropriate citation.
2. Paraphrasing the words or another source without providing the appropriate citation, excluding general knowledge that can be found in three or more sources.
3. Using an idea from another source and failing to provide the appropriate citation.

B. Cheating in any form involving academic work:

1. Copying any information from another student including tests, worksheets, computer files, reports or other documents that are presented for a grade.
2. Obtaining or attempting to obtain an unauthorized copy of a test or an answer key.
3. Taking an exam or completing coursework for another student in a traditional or online course, or allowing another student to provide these services.
4. Using unauthorized information during a test.

5. Collaborating with another student for a test or other graded assignment without the consent of the instructor.
6. Purchasing any document and presenting it as original work.
7. Bribing or attempting to bribe an instructor, staff member or student to alter a grade.
8. Inventing information to support a research paper or other class project.

C. Falsifying any information provided to the college including forging signatures or tampering with official documents.

Academic misconduct violations will result in a minimum of a zero grade for the paper, assignment, or test on which the violation occurred. Instructors may recommend a more stringent course of action to the dean. Upon consultation with the instructor and the student, the dean may choose an additional penalty. In very serious or repeated cases of academic misconduct, the penalty may include failure of the class or expulsion from the college. A description of academic misconduct, including specific descriptions of penalties for academic misconduct, will be included in the syllabus for each SFCC course. [Note: Faculty members should retain records of the final decision in a case of any alleged academic misconduct for at least one (1) calendar year. They should also notify the dean. The dean will keep records to help identify repeat offenders.]

**Any student violating the academic honesty policy will be counseled and put on probation. If the student has a repeat occurrence of violating the academic honesty policy, the student will be referred to review board for further disciplinary action including dismissal from program.**

### Participation in Classes

We adhere to SFCC's Student Attendance Policy that can be found one 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.

If a student does not attend class for any reason, they may request a Zoom link to zoom the class. The student shall request this at least one hour prior to the start of class. The Zoom may be live or may be recorded for the student at the instructor's discretion. The student may not take any quizzes or exams at home. Quizzes may not be made up but the exam can be taken at a later time on campus and should be scheduled with the instructor. Participation points may or may not be earned but this is at the discretion of the instructor.

Students who cannot attend class for the following reasons, may makeup quizzes and exams with no deduction:

- Hospitalization (student is admitted into the hospital for an illness, non-elective surgery, etc.)
- Attending funeral services for parents/in-laws, siblings, grandparents or child.
- Approved school function (prior approval from program faculty)
- Jury duty

It is the student's responsibility to understand and abide by specific participation policies in each course syllabi.

### **Cell Phones in Class**

Students are required to put cell phones on silent or turn off cell phones during class time. If students are expecting or need to make an emergency phone call, please notify your instructor and you may leave the classroom to make or take the call. Instructors may have you leave your cell phones in a designated area during exams. If a student is actively texting, etc. on a cell phone during class, participation points may be deducted for that student.

**Students are prohibited to have cell phones or smart watches in their possession during exams.**

### **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 the program must contact the Program Director and submit a written statement giving reason for withdrawal at the time of notification.

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 student 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. Faculty will place "flags" in Starfish when students are failing exams or showing signs of academic difficulty. Students failing any class during the first year of the program, will be dismissed from the program. Exceptions may be made for second year students at the discretion of the Program Director.
2. **Clinical** - Any grade of 85% or below on a Monthly Performance Evaluation by the Clinical Instructor or the Clinical Coordinator will be formally counseled and placed on a Performance Plan by the Clinical Coordinator. An additional grade of 85% or below will mandate the student 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 has missed 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 as required.

### **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, student 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; student 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.

Make up policy may differ per instructor and students are advised to refer to the course syllabus for additional information.

**\*\*Students should review the policy on Participation in Classes to determine if missed assignments, quizzes or exams can be made up.**

### **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.

### **Lab Attire Policy**

Scrubs and radiation badges should be worn when participating in Thursday and Friday Procedures Lab. When participating in lab, PPE requirements will be required as deemed necessary by current clinic site standards. The instructor will make students aware of current standards.

### **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 their 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 their student account to cover this expense.

## Inclement Weather Policy

Per campus policy, SFCC may make a campus closure announcement by 9 p.m. for the next day's day/evening classes, but all decisions will be announced by 5:30 a.m. the day of the day/evening classes, if day classes are in session and conditions warrant closing. Please be responsible for checking your e-mail and looking for alerts from SFCC to see if campus is closed. This will only be when the SEDALIA campus is closed not any of the extended locations.

**If SFCC Sedalia campus is open then clinical/lab/class is in session unless you have been informed otherwise.** We do understand that each of you are driving to and from various locations for clinical and that weather

conditions will vary. Please use your best judgement regarding your personal safety. If you do not attend clinical on a day that the Sedalia campus is open, you will need to use some of your 80 hours of personal time. Please follow the appropriate policy for not attending clinics (calling clinic site, Clinical Coordinator and entering a time exception). You should also inform us if you need to leave your site early due to weather.

If SFCC Sedalia campus is closed then your class will not be held on the campus. Clinicals may be attended at the student's discretion, but those who do not attend will not be penalized. The Clinical Coordinator must be notified **prior** to your attendance at clinicals on days the Sedalia campus is closed. If the campus is closed and you were scheduled to be on campus for class, your instructor will be giving you instructions for completing the class remotely. This may include Zoom, a discussion board, an assignment, etc. These may occur during regular class hours or throughout the week, depending on course requirements. If circumstances arise that prevent you from completing this course work, you must notify your instructor immediately.

### **Contacting Program Faculty**

Students are encouraged to contact instructors by the following methods:

- \*E-mail instructor via SFCC email. **(Preferred Method)**
- \*Call instructor's office phone.
- \*Make an appointment through the Radiology Administrative Assistant 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.

### **Emergency Procedures**

Please click on the following hyperlink to access information regarding active shooter, bomb threat, fire and severe weather and natural disasters. <https://www.sfccmo.edu/offices-services/safety-security/emergency-procedures/>. Students are reminded to keep their emergency notification information up to date for real-time information about campus closures, extreme weather and emergencies. Alerts will be sent straight to your mobile phone via email or text from SFCC Alert.

*Radiologic Technology Fee Schedule 2022-2023\**

	<b>In-District** (\$221/ cr. hr.)</b>	<b>MO Resident (\$283/cr. hr.)</b>
<b>First Semester (Fall)</b>		
13 Credit Hours- Tuition/Tier 3	\$2,873.00	\$3,679.00
Technology Fee- \$30/credit hour	\$390.00	390.00
Rad. Tech. Club Dues	\$40.00	\$40.00
<b>Total for First Semester</b>	<b>\$3,303.00</b>	<b>\$4,109.00</b>
<b>Second Semester (Spring)</b>		
15 Credit Hours- Tuition/Tier 3	\$3,315.00	\$4,245.00
Technology Fee- \$30/credit hour	\$450.00	\$450.00
<b>Total for Second Semester</b>	<b>\$3,765.00</b>	<b>\$4,695.00</b>
<b>Third Semester (Summer)</b>		
4 Credit Hours- Tuition/Tier 3	\$884.00	\$1,132.00
Technology Fee- \$30/credit hour	\$120.00	\$120.00
<b>Total for Third Semester</b>	<b>\$1004.00</b>	<b>\$1,252.00</b>
<b>TOTAL FOR FIRST YEAR</b>	<b>\$8,072.00</b>	<b>\$10,056.00</b>
<b>Fourth Semester (Fall)</b>		
13 Credit Hours- Tuition/Tier 3	\$2,873.00	\$3,679.00
Online Tuition- \$50/credit hour	\$150.00	\$150.00
Technology Fee- \$30/credit hour	\$390.00	\$390.00
<b>Total for Fourth Semester</b>	<b>\$3413.00</b>	<b>\$4,219.00</b>
<b>Fifth Semester (Spring)</b>		
15 Credit Hours- Tuition/Tier 3	\$3,315.00	\$4,245.00
Online Tuition- \$50/credit hour	\$100.00	\$100.00
Technology Fee- \$30/credit hour	\$450.00	\$450.00
School pin	\$45.00	\$45.00
<b>Total for Fifth Semester</b>	<b>\$3,910.00</b>	<b>\$4,840.00</b>
<b>TOTAL FOR SECOND YEAR</b>	<b>\$7,323.00</b>	<b>\$9,059.00</b>
<b>TOTAL FOR ENTIRE PROGRAM</b>	<b>\$15,395.00</b>	<b>\$19,115.00</b>

**Subject to change without notice by the SFCC Board of Trustees**

\*\*In-district tuition applies to residents of the following school districts: Cole Camp R-1, Green Ridge R-VIII, La Monte R-IV, Lincoln R-II, Otterville R-VI, Pettis County R-12 at Dresden, Pettis County R-V at Hughesville/Houstonia, Sedalia 200, Smithton R-VI, and Warsaw R-IX. Active-duty military personnel, reserve, National Guard members, and veterans and their dependents qualify for in-district tuition based on residency (must be in the primary "in-district" service area-Benton & Pettis County). Standard Missouri resident rates apply to active-duty military outside the primary service area.

## **Lambda Nu**

The Radiologic Technology Program is a chartered member of the [Missouri Theta Chapter of Lambda Nu](#), a national honor society for radiologic and imaging sciences.

### **Classroom Expectations**

These expectations are for the students as well as for the instructors:

- Students and instructors to show up to each class on-time.
- Students and instructors to put forth effort to understand the material and be prepared for class.
- Students work should be of high quality and instructor's teaching should be of high quality.
- Students and instructors to behave with professionalism.

Students should turn in assignments on time. Instructors have up to 7 days to grade assignments. Most assignments are graded within a few days but some larger or complex assignments may take up to 7 days to grade.

Students are asked to e-mail instructors when needed. Please allow 24 hours for a response. If it is a weekend it may be Monday before a reply e-mail is sent.

**###**

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