



## Clinical Handbook of Policies and Procedures

### Associate of Applied Science in Radiologic Technology

2024-2025

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 based on 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. 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).

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 Center, Yeater Learning Center, Room 159, SFCC, 3201 W. 16th Street, Sedalia, MO 65301, (660) 530-5832 or online at <http://www.sfccmo.edu/offices-services/disability-services/>

#### **Title IV and Licensure Requirements**

The State Fair Community College Radiologic Technology Program is designed to meet educational requirements for an ARRT professional license/certification in Radiography required for employment as a Radiologic Technologist in ALL 50 STATES. If you have questions about licensure/certification requirements in a specific state, contact the program directly or view the information listed in Consumer Information at <https://www.sfccmo.edu/about/consumer-information/>. The information will be reviewed and updated on an annual basis prior to the start of fall semester.

If a student is determined to be located in a state where the Radiologic Technology Program does not meet educational requirements, in order to enroll in the Radiologic Technology Program, the student will be required to complete an attestation prior to starting the program indicating plans to work in a state where the Radiologic Technology Program meets educational requirements.

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## Clinical Education Settings

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
Winchester Clinic	Sedalia	.6	In town
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
Boone Hospital	Columbia	70	1 hour 25 minutes
Harry S. Truman VA Hospital	Columbia	70	1 hour 25 minutes
Ellett Memorial Hospital	Appleton City	76	1 hours 25 minutes
Citizens Memorial Hospital	Bolivar	83.1	1 hour 31 minutes
Moberly Regional Medical Center	Moberly	102	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 their 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.

Clinical Participation will follow this format:

1. The student begins their 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 them.
3. As the student gains experience in various procedure(s) student 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.

Students should not be doing exams with another student on a regular basis and should not be instructing or teaching other students

**Step 5:** Clinical competency evaluation. Under the direct supervision of the **Clinical Preceptor** 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 **MUST** clock in/out using a clinical site computer, unless the site is unable to provide a computer then the student may use a personal device with GPS location **enabled**. If there is not a computer available at the clinic site you must notify the Clinical Coordinator. The student should not clock in until they are in the radiology department and clock out before leaving the department. 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 Preceptors 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 Preceptor 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 be used in the following circumstance:

- \*Unable to clock in or out on Trajecsys
- \*Absence from clinic for any reason
- \*Campus is closed due to weather
- \*Campus or clinic site closed due to a holiday/break during regularly scheduled clinic assignment
- \*Arriving late or leaving early
- \*Attending an approved school function

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. Failure to put in a time exception when absent, will result in deduction of clinical grade and could result in counseling and/or disciplinary action.

### **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 Trajecsyst system for a permanent record. Information entered into the Trajecsyst 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 Trajecsyst. 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 Preceptor's Trajecsyst system and must be completed by the Clinical Preceptor 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 Preceptor 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 Trajecsyst.

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 Preceptor's Trajecsyst system and must be completed by the Clinical Preceptor designated by SFCC or a qualified ARRT registered Radiologic Technologist designated by the clinical site's Clinical Preceptor. The student must verbally declare, to the Clinical Preceptor or Registered Radiologic Technology designee, that they desire to perform a competency on a particular exam. If this is not verbalized the exam does not count as a competency. If an image has to be repeated while attempting a competency, the exam does not count as a competency. The student is responsible for monitoring Trajecsyst for completed, missing or duplicate competencies. Any competencies completed at a site must be submitted to Trajecsyst no later than one week after the completion of the rotation.

### **Evaluation of Clinical Preceptor**

The Clinical Preceptor Evaluation can be found on the student's Trajecsyst site and must be completed by the student at the end of each clinical rotation. Students are encouraged to be honest and remain professional while giving constructive feedback. Once a year Clinical Preceptors will be given anonymous 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.

### **Clinical Site Evaluation**

The Clinical Site Evaluation form is found on the student's Trajecsys site and must be completed at the end of each clinical rotation. Students are encouraged to be honest and remain professional while giving constructive feedback. Once a year the clinical site will be given anonymous 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 Trajecsys 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 preceptor 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 preceptor, the clinical coordinator, or program director immediately.

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

### **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.
- Any exam with a repeated image may not be counted as a competency.
- 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 Preceptor 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 preceptor** 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 with the exception of Venipuncture which is completed in RAD 140: Radiologic Pharmacology.

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		
Assisted Patient Transfer (e.g., Slider Board, Mechanical Lift, Gait Belt)		
Care of Patient Medical Equipment (e.g., Oxygen Tank, IV Tubing)		

Students must demonstrate competency on all 36 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 35 elective procedures. Candidates must select at least one of the 15 elective procedures from the head section and two from the fluoroscopy section. Students may simulate exams at the discretion of the Clinical Coordinator in accordance with current ARRT competency requirements.

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 an “I” Incomplete given in the clinic course, and the student will be placed on probation until the specified number of procedures has been completed. If a student completes the specified number of procedures, the instructor will change the “I” to the appropriate grade earned. If a student has not completed the specified number of procedures in addition to requirements for the following semester, the “I” will turn into an “F” for that clinic course. If a student continuously fails to meet minimum performance requirements for more than one semester, the student may be referred to the Review Board.

The clinical coordinator will not consider simulations in alignment with ARRT policy until all clinical education courses are completed. Please keep in mind that, per ARRT policy, only certain exams are allowed to be simulated.

Semester	Totals
1st Semester (Spring)	7
2nd Semester (Summer/June)	9
3rd Semester (Summer/July)	9
4th Semester (Fall)	13
5th Semester (Spring)	13
Totals	51

### **Clinical Participation Policy**

For the health and safety of students and patients, no more than ten (10) clinical hours shall be scheduled daily. Scheduled didactic and clinical hours combined shall not exceed forty (40) hours per week. Clinical shifts are usually scheduled for 8.5 hours, typically from 8:00 a.m. to 4:30 p.m., including a half-hour for lunch. Clinical time outside scheduled hours are considered voluntary to observe or complete an exam or procedure. For Clinical Education, a student is assigned to clinicals based on the following:

- Clinical Education I - two (2) days a week for eight (8) hours per day.
- Clinical Education II - five (5) days a week for eight (8) hours per day.
- Clinical Education III - five (5) days a week for eight (8) hours per day
- Clinical Education IV - three (3) days a week for eight (8) hours per day.
- Clinical Education V - three (3) days a week for eight (8) hours per day.

As part of the clinical assignment, a student must clock in and out of their assigned clinical site each day on Trajecsys. Clinical education is a very important and significant part in a student's professional development as a Radiologic Technologist. Participation in clinical rotations is not optional. Therefore, a student must plan carefully to avoid non-participation in clinicals.

A student is eligible for 10 days/80 hours of clinical non-participation. This is similar to Paid Time Off (PTO) at a job. Non-participation time may be used over the seventeen (17) months a student is scheduled in clinical education for any reason that would prohibit the student from attending clinicals on a specific day. Non-participation time may not be used more than eight (8) hours at a time. If non-participation time must exceed eight (8) consecutive hours, a student must document and give the reason for non-participation to be approved by the Clinical Coordinator. If the Clinical Coordinator is unavailable, other program administration may approve the non-participation time. It is important to remember that for each day (8 hours) the student chooses not to participate; their grade will be reduced on Clinical Coordinator and Clinical Preceptor evaluations. Non-participation time is to be scheduled no less than 48 hours in advance with the Clinical Coordinator. Exceptions to advance notice are illness or personal emergency. Tardiness is unacceptable. Clinical time due to tardiness shall be deducted at the discretion of the Clinical Coordinator.

Exceeding the allotted non-participation time (10 days/80 hours) shall result in a meeting with the Review Board. At a review board meeting, a student may be required to show documentation and reasoning for non-participation time.

If a student is absent from clinicals due to an SFCC event or jury duty, it shall not be a deduction of personal time. A "time exception" in Trajecsys is still required for these instances.

A student is required to immediately notify the Clinical Coordinator and current Clinical Preceptor when absent from scheduled clinicals. A student must speak with the Radiology Department no less than one (1) hour prior to the scheduled arrival time. Leaving a message is not considered notification. You must contact the Clinical Coordinator (or instructor for the clinical course) prior to scheduled arrival time by phone AND e-mail for non-participation time at clinicals. Texting the Clinical Coordinator is an acceptable form of communication as long as a reply from the Clinical Coordinator is received. Failure to follow this procedure may be grounds for disciplinary action.

**Hours/Day**

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

Non-participation time without proper notification or approval, shall be the cause for disciplinary action. Two (2) days of non-participation time 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 20%
- 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>

**Example # 2**

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%	

**88.09 C****Example # 3**

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%	

**95.52% A****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 Preceptor is responsible for student activities and behavior while in the facility. When in doubt on any matter, you are to contact clinical preceptor for direction.

The use of tobacco and smoking products are prohibited while attending clinics. Smelling like smoke when you enter the clinic setting is not permitted and may result in disciplinary action. The majority, if not all, clinics prohibit smoking products on the premises. Many hospitals have a zero smoking policy and will not hire an applicant if they test positive for nicotine.

**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 their own dress. If there is a problem related to dress a faculty or the clinical preceptors 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 (jacket 2 inches from top on left sleeve)
- Bontrager handbook, Merrill's handbook or iRadTech application on phone

- Small notebook for protocols, notes, techniques, etc.
- 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

### **Chaperone Policy**

The State Fair Community College Radiologic Technology Program supports using our students as chaperones in the clinical setting as needed. SFCC defines a chaperone as a patient advocate who is present during an exam. The expectation is that the student's presence is acknowledged and explained by the technologist and that they are strictly an observer for patient and technologist safety. The student is not permitted to perform any portion of the exam, especially when they are chaperoning outside the radiography modality.

### **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 Preceptor **prior** to working on study material, as there may be other items the Clinical Preceptor wishes the student to complete or additional opportunities for the student to learn at other areas of the clinic. The Clinical Coordinator, Clinical Preceptor, 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).

### **Regulations Governing Clinical Assignments**

1. The student will be supervised in the clinical area by the Clinical Preceptor 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 Preceptor may send a student home if student 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 their 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 their 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 (including time) 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 1210
- Student Educational Records – Policy 2400
- Financial Aid – Policy 2710
- Drugs and Alcohol and Tobacco Products – Policy 2830
- Emergency Health Care – Policy 2812
- Campus Security and Crime Reporting – 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
- Grievance and Appellate Process – Regulation 1385
- Student Educational Records – Regulation 2400
- Student Academic Achievement – Regulation 2511
- Student Code of Conduct – Regulation 2610
- Student Services – Regulation 2810

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