

RADIOLOGIC TECHNOLOGY

Program

Policy & Procedure Manual

&

Student Handbook



LOUISIANA STATE RADIOLOGIC TECHNOLOGY
BOARD OF EXAMINERS

Delgado Community College
New Orleans, Louisiana

August, 2022



<https://www.dcc.edu/documents/academics/allied-health/rad-tech-student-handbook.pdf>

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Welcome!

Welcome to Delgado Community College's Radiologic Technology Program! It is our sincere hope that you will find our program a rewarding and challenging part of your life. As a part of the healthcare team, we are working toward one goal—to provide the best possible care to the patients we are privileged to serve.

We hope this handbook will acquaint you with the DCC Radiologic Technology Program and provide you with an understanding of our policies. This handbook should help you realize what is expected of you as a student in a health care profession.

The student is expected to uphold the responsibilities associated with the health care profession to the best of their abilities, and perform their duties as mature, intelligent adults. The ethical standards that have been set and given to you must be practiced by each student.

This Handbook is not designed to present the rules and regulations of the affiliated clinical education settings. It is the student's obligation to abide by the rules and regulations of their respective clinical education setting. These rules and regulations will be given to the students upon their assignment.

The information in this Handbook is subject to change due to changing circumstances; the policies as written may be modified, superseded, or eliminated. You will be notified of such changes through regular channels.

Not every eventuality can be foreseen, and areas not covered in this handbook will be dealt with on an individual basis. In addition to this Student Handbook, we also call your attention to the DCC General Catalog and DCC Student Handbook at www.dcc.edu. We urge you to study these materials, as they contain considerable information about the day-to-day situations that you may face.

COLLEGE MISSION

MISSION:

Delgado Community College, a comprehensive community college, offers programs through the Associate degree. The College provides a learning-centered environment through face-to-face and distance education to prepare students from diverse backgrounds to attain their educational, career, and personal goals, to think critically, to demonstrate leadership and to be productive and responsible citizens.

VISION:

Delgado Community College is a diverse, dynamic, comprehensive community college committed to student success through innovative leadership, to excellence in teaching and learning, and to the cultural enrichment of the community it serves.

CORE VALUES:

We at Delgado Community College, we value:

- ▶ The worth of each individual
- ▶ Lifelong, learning and the pursuit of knowledge
- ▶ Excellence in teaching in an accessible learning centered environment
- ▶ Meeting the needs of a changing workforce
- ▶ The cultural diversity of our students, faculty, staff, and administration
- ▶ Public trust, and personal and professional integrity and accountability
- ▶ Our responsibility to community, state, nation and world

PROGRAM MISSION STATEMENT

The mission of the Radiologic Technology program is to provide students with both academic and clinical instruction which will prepare them to function as competent, compassionate, entry-level radiographers who respond professionally and ethically to patients and members of the healthcare community.

Upon completion of the Associate of Applied Science degree, the student is eligible to apply to take the American Registry of Radiologic Technologists examination and is also qualified to apply for licensure in any state that has a licensure requirement.

The American Registry of Radiologic Technologists (ARRT) is the only certifying body for Radiographers in the United States. To become a Registered Technologist in Radiography, RT(R)(ARRT), you will have to successfully complete the program and the ARRT examination.

One issue addressed for certification eligibility is conviction of a crime, including a felony, a gross misdemeanor or a misdemeanor with the sole exception of speeding and parking violations. All alcohol and/or drug related violations must be reported. All potential violations must be investigated by the ARRT in order to determine eligibility. Individuals may file a pre-application with the ARRT in order to obtain a ruling of the impact of their eligibility for the examination. This pre-application may be submitted at any time either before or after entry into an accredited program. For a pre-application contact the ARRT at:

ARRT
1225 Northland Drive
St. Paul, MN 55120-1155
Tel: (651) 687-0048
www.arrt.org

Louisiana State Licensure

To work as a registered radiologic technologist in a medical facility located within Louisiana, you are required to hold a valid license granted by the state.

Successful completion of the program and the ARRT examination in radiography and payment of a licensure fee will enable you to work at a hospital in the state.

From the time you complete the program until your registry results are sent to the Louisiana State Radiologic Technologists Board of Examiners (LSRTBE), you will be able to work under a temporary permit.

An unsuccessful attempt of the ARRT examination will cancel any temporary permit issued by the LSRTBE: therefore, you will not be able to work at a hospital in the state until a passing score on the ARRT exam is reported to the LSRTBE.

Students engaged in radiologic procedures from a Board-approved school are exempt from the licensure law while at the clinical education setting (CES) for clinical radiography courses. Students may not perform radiologic procedures at the CES any other time than the scheduled clinical time.

PROFESSIONAL SOCIETIES

Students are expected to attend state professional organization meetings. Student membership is permitted in all the organizations listed below at a reduced rate. Students must notify the Program Director/Clinical Coordinator four weeks in advance of the scheduled meeting for approval of the educational leave taken to attend the event. Approved educational leave is considered an excused absence. Professional attire is expected at all meetings.

State Society www.lsrt.net

The state society is Louisiana Society of Radiologic Technologists (LSRT). Students may elect to attend the educational meetings sponsored by the LSRT.

- *MID-WINTER SEMINAR* – Students who attend may elect to participate in the Student Bee
- *ANNUAL MEETING* – Students who attend may elect to participate in Quiz Bowl as a member of the team, scientific exhibits and/or scientific essay competitions.

National Society www.asrt.org

The national society is the American Society of Radiologic Technologists (ASRT)

- Provides multiple scholarships and other events for students.

PROGRAM GOALS and STUDENT LEARNING OUTCOMES

To uphold the program's mission, the following goals and student learning outcomes (SLO)s have been set to prepare graduates to apply for the certification examination administered by the American Registry of Radiologic Technologists (ARRT) in Radiography.

1. Master skills necessary to fulfill the responsibilities of an entry level radiographer.
2. Master the didactic and clinical skills for successful completion of the American Registry of Radiologic Technologists certification examination in Radiography.
3. Communicate verbally and non-verbally with the patient, health care personnel, and others in an effective and appropriate manner.
4. Prioritize critical thinking and problem-solving methods to produce high quality diagnostic images and optimize patient care.
5. Facilitate the proper use of appropriate radiation safety and protection methods in daily activities as a Radiographer.
6. Support legal, ethical and professional behaviors as a Radiographer and member of an interdisciplinary team.

Upon graduation, the Radiologic Technologists with high ideals should be a top professional in the field of Radiologic Technology.

With complete awareness of medical ethics, this technologist uses understanding and precision to evaluate the patient to determine the proper procedure, positioning methods and exposure factors.

The technologists will constantly strive to improve their knowledge and skill in order to produce high quality radiographs. In this manner, they assist the radiologists in the interpretations of the examinations leading to diagnosis and treatment of disease.

To obtain these objectives, goals and student learning outcomes, this program is organized according to the "Standards of an Accredited Educational Program for Radiologic Technologists", as advised by the Joint Review Committee on Education in Radiologic Technology.

The program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

The JRCERT is recognized by the United States Department of Education to accredit educational programs in radiography and radiation therapy. The JRCERT awards accreditation to programs demonstrating compliance with these standards.

There are established standards a program must be in compliance with to achieve accreditation. The Standards for an Accredited Educational Program in Radiologic Sciences (JRCERT, 2021) are as follows:

Standard One: Accountability, Fair Practices, and Public Information

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

Standard Two: Institutional Commitment and Resources

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

Standard Three: Faculty and Staff

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

Standard Four: Curriculum and Academic Practices

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

Standard Five: Health and Safety

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

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

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

The Delgado Community College Radiologic Technology program strives at all times to be in compliance with the JRCERT *Standards for an Accredited Educational Program in Radiologic Sciences*. If an individual believes, at any time, the program is not in compliance with any standard; a complaint can be brought to the program's attention. Upon receipt of an allegation, the Radiologic Technology program will review it to determine if the non-compliance issue exists. Within 10 days after receiving the complaint, a meeting will be scheduled with the individual filing the allegation to discuss the complaint. If the complaint is legitimate, the program faculty will develop a plan to resolve the issue and bring the program into compliance. If the party filing the complaint is not satisfied with the results, a meeting will be scheduled with the Program Director to determine if non-compliance still exists. This meeting will be scheduled within 20 days of the original meeting. If the Program Director determines non-compliance is still present, a plan will be drafted to solve the non-compliance issue. If the results of this meeting are still unsatisfactory to the party filing the

complaint, a meeting can be scheduled with the Dean of Allied Health, the Provost, and/or the JRCERT. Students have the right to report infractions of the STANDARDS to the JRCERT. A direct appeal to the JRCERT will be resolved within a 30 day time frame from the date the program director is notified by the JRCERT. All records of the appeal will be kept by the program director in the student's file.

The contact information for the JRCERT is:
Joint Commission on Education in the Radiologic Sciences
20 N. Wacker Drive
Suite 2850
Chicago, Illinois 60606-2901
Phone (312) 704-5300
Fax (312) 704-5304
www.jrcert.org

RADIOLOGIC TECHNOLOGY PROGRAM FACULTY

Faculty

Ty Delger, MSRT(R)(MR)

Professor

Program Director

tdelge@dcc.edu

Phone: (504) 671-6206

Radiologic Technology

Building 1

Room: 312E06

City Park

Rebecca Mercer, MSRT(R)(CT)

Assistant Professor

Clinical Coordinator

rmerce@dcc.edu

Phone: (504) 671-6207

Radiologic Technology

Building 1

Room: 312E03

City Park

Tammy Kliebert, BSRT(R)(CT)

Assistant Professor

tklieb@dcc.edu

Phone: (504) 671-6209

Radiologic Technology

Building 1

Room: 312E03

City Park

Emily Cuti, BSRT(R)

Instructor

ebertr@dcc.edu

Phone: (504) 671-5684

Radiologic Technology

Building 1

Room: 312E03

City Park

Katie Richard, BSRT(R)

Instructor

kricha@dcc.edu

Phone: (504) 671-6243

Radiologic Technology

Building 1

Room: 312E03

City Park

Laci Leblanc, BSRT(R)

Instructor

llebla@dcc.edu

Phone: (504) 671-6208

Radiologic Technology

Building 1

Room: 312E03

City Park

Bridgette Workman, RT(R)

Adjunct Instructor

bworkm@dcc.edu

Radiologic Technology

Building 1

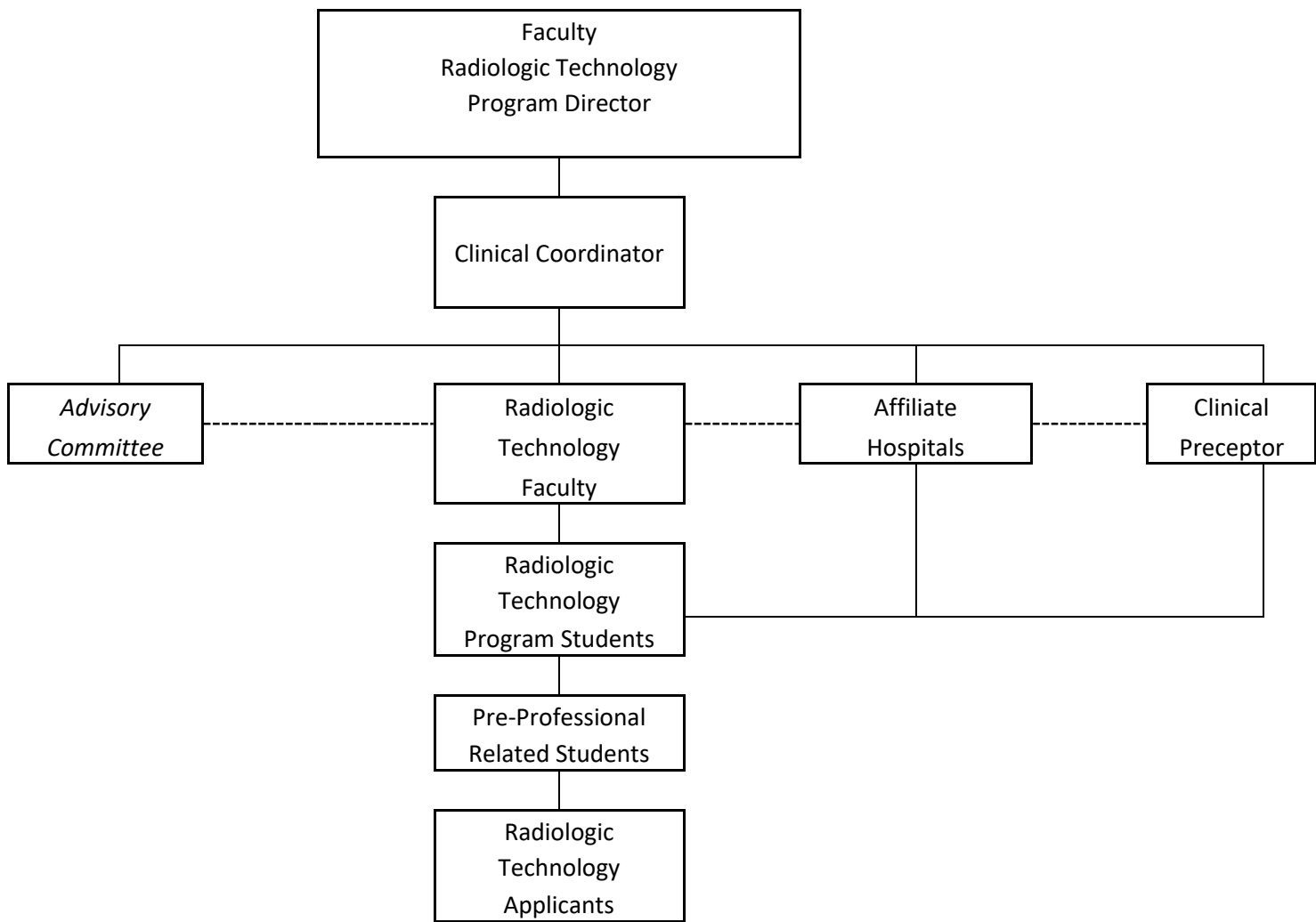
Room: 312E

City Park

RADIOLOGIC TECHNOLOGY PROGRAM ORGANIZATIONAL FLOW CHART



Specific to and for compliance with accrediting and licensing agencies
the flow chart for the Radiologic Technology Program continues:



CODE OF ETHICS FOR RADIOGRAPHY STUDENTS

- Principle 1. The Student Radiographer conducts him or herself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality care.
- Principle 2. The Student Radiographer acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
- Principle 3. The Student Radiographer delivers patient care and services unrestricted by concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion or socioeconomic status.
- Principle 4. The Student Radiographer practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purpose for which they were designed and employs procedures and techniques appropriately.
- Principle 5. The Student Radiographer assesses situations, exercises care, discretion, and judgment, assumes responsibility for professional decisions, and acts in the best interest of the patient.
- Principle 6. The Student Radiographer acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
- Principle 7. The Student Radiographer uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice and demonstrates expertise in minimizing radiation exposure to the patient, self and other members of the health care team.
- Principle 8. The Student Radiographer practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
- Principle 9. The Student Radiographer respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
- Principle 10. The Student Radiographer continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues and investigating new aspects of professional practice.

***** Code of Ethics were adopted from the American Society of Radiologic Technologists

RADIOLOGIC TECHNOLOGY INFO AND CURRICULUM

DEGREE: ASSOCIATE OF APPLIED SCIENCE
DIVISION: ALLIED HEALTH (CP)

The Radiologic Technology program is a full-time, 24-month Associate of Applied Science Degree program.

GRADUATION REQUIREMENTS:

Minimum graduation requirements: 69 credit hours

Students must maintain a 2.00 GPA to be eligible for graduation. A final grade of a C or better must be earned in each Radiologic Technology course. In addition, students must demonstrate competency in ten mandatory general patient care activities, 36 procedures identified as **MANDATORY** imaging procedures and in at least 15 of the 34 **ELECTIVE** imaging procedures, one elective imaging procedure from the head section, two elective imaging procedures from the fluoroscopy studies section, one of which must be either an Upper GI or a Contrast Enema. This information is found in the Delgado Community College Radiography Procedure Competency Exams booklet.

CAREER OPPORTUNITIES FOR A RADIOGRAPHER:

The Radiographer has career opportunities in a variety of areas. Radiographers may be employed in hospitals, private physician's offices, clinics, or public health facilities. In addition, they may choose to work for the government, in laboratories or in radiographic equipment sales. With training and certification, radiographers can become radiologist assistants, radiation therapists, nuclear medicine technologists, and diagnostic medical sonographers. With additional training, radiographers can work in computed tomography, magnetic resonance imaging, mammography, bone densitometry, cardiac-interventional radiography, vascular-interventional radiography, and quality management.

CURRICULUM

PREREQUISITE COURSES (4 HOURS):

General Biology (BIOL 141 and 143)

GENERAL EDUCATION REQUIREMENTS (9 HOURS): COURSES

	HOURS
ENGL 101 English Composition I	3
MATH 120 Contemporary Math	3
HUMANITIES ELECTIVE	3

**REQUIRED RELATED COURSES (11 HOURS):
COURSES**

	HOURS
BIOL 251 Human Anatomy & Physiology I	3
BIOL 253 Human Anatomy & Physiology Lab I	1
BIOL 252 Human Anatomy & Physiology II	3
BIOL 254 Human Anatomy & Physiology Lab II	1
PSYC 127 General Psychology	3

COURSES IN MAJOR AND SEQUENCE TAKEN:

FIRST SEMESTER

HOURS

RADT 101 Radiologic Technology I	5
RADT 113 Radiographic Anatomy I	2
RADT 151 Radiographic Practicum I	2

SECOND SEMESTER

HOURS

RADT 102 Radiologic Technology II	3
RADT 111 Radiographic Positioning	3
RADT 152 Radiographic Practicum II	3

THIRD SEMESTER

HOURS

RADT 211 Advanced Radiographic Positioning	3
RADT 153 Radiographic Practicum III	3
HESC 212 Pathology and Terminology	3

FOURTH SEMESTER

HOURS

RADT 212 Specialized Imaging	3
RADT 241 Advanced Radiographic Technique	3
RADT 251 Advanced Radiographic Practicum I	3

FIFTH SEMESTER

HOURS

RADT 221 Imaging Equipment	3
RADT 242 Radiation Biology & Protection	3
RADT 252 Advanced Radiographic Practicum II	3

SIXTH SEMESTER

HOURS

RADT 253 Advanced Radiographic Practicum III	3
RADT 260 Radiologic Technology Seminar	1

COURSE DESCRIPTION

The student who successfully completes this curriculum earns 69 credit hours.

RADT 101 - Radiologic Technology I 5-0-5

Radiography and its role in health care delivery. Positioning nomenclature, imaging equipment, radiation safety, radiographic contrast media, x-ray imaging receptors, processing of images, positioning of chest and abdomen. Infection control, use of tubes, catheters, medical emergencies, communication, and patient care. Professional organizations, social and ethical health care issues, moral, legal, and social responsibilities. Prerequisite(s): Acceptance into Radiologic Technology Program. Corequisite(s): RADT 113.

RADT 102 - Radiologic Technology II 3-0-3

Basic principles of x-ray production, the formation of image, the study of numerous factors relevant to image quality. Prerequisite(s): RADT 101.

RADT 111 - Radiographic Positioning 3-0-3

Precise positioning methods for common radiographic examinations of human skeletal system. Covers evaluation criteria for positioning accuracy, structures shown, and image quality. Includes pertinent radiographic and topographic anatomy and compensatory modification techniques. Prerequisite(s): RADT 113.

RADT 113 - Radiographic Anatomy I 2-0-2

Correlates human skeletal system with its radiographic images. Corequisite(s): RADT 101.

RADT 151 - Radiographic Practicum I 0-16-2

Supervised clinical orientation and practice including: fundamental radiologic procedures, emphasis on professionalism and dependability, patient care, and image critique of studies submitted for interpretation. Prerequisite(s): Acceptance into Radiologic Technology program.

RADT 152 - Radiographic Practicum II 0-24-3

Supervised clinical practice of radiographic procedures and image critique with emphasis on abdominal, thorax, and upper extremity studies submitted for interpretation. Prerequisite(s): RADT 151.

RADT 153 - Radiographic Practicum III 0-24-3

Supervised clinical practice of radiographic procedures and image critique with emphasis on lower extremity studies submitted for interpretation. Prerequisite(s): RADT 152.

RADT 211 - Advanced Radiographic Positioning 3-0-3

Precise positioning methods for common radiographic examinations of the skull and facial bones. Evaluation criteria for positioning accuracy, structures shown, and image quality covered. Pertinent radiographic and topographic anatomy and compensatory modification techniques are studied. Prerequisite(s): RADT 111.

RADT 221 - Imaging Equipment 3-0-3

Equipment used in diagnostic imaging. Covers matter, electricity, radiation, x-ray circuitry, and types of generating equipment.

RADT 241 - Advanced Radiographic Technique 3-0-3

Imaging equipment, digital image acquisition and display, qualitative analysis of high-voltage and fixed voltage techniques, exposure techniques, exposure conversions, and associated radiologic factors. Prerequisite(s): RADT 102.

RADT 242 - Radiation Biology and Protection 3-0-3

Biologic effects of radiation, particularly the somatic and genetic effects on the human body. Includes principles of radiation protection, control, monitoring, and measurement.

RADT 251 - Advanced Radiographic Practicum I 0-24-3

Supervised clinical experience of radiographic procedures and image critique with emphasis on the vertebral column studies submitted for interpretation. Includes rotations in other imaging modalities. Prerequisite(s): RADT 153.

RADT 252 - Advanced Radiographic Practicum II 0-24-3

Supervised clinical experience of radiographic procedures and image critique with emphasis on contrast studies, and skull studies submitted for interpretation. Includes rotations in other imaging modalities. Prerequisite(s): RADT 251.

RADT 253 - Advanced Radiographic Practicum III 0-24-3

Supervised clinical experience of radiographic procedures and image critique with emphasis on all studies submitted for interpretation. Includes rotations in other imaging modalities. Emphasis on critical thinking, effective problem solving, and effective communication skills. Prerequisite(s): RADT 252.

RADT 260 - Radiographic Technology Seminar 2-0-1

Capstone course to assess knowledge and application of concepts in patient care and education, equipment operation and quality control, image production and evaluation, radiographic anatomy and physiology, radiographic positioning and procedures, and radiation protection. Prerequisite(s): RADT 221 and RADT 242 and RADT 252; or permission of Program Director.

HESC 212 Pathology and Terminology 3-0-3

Fundamentals of disease processes and their radiographic manifestations. Terms used in the health care field and application of these terms to body systems are included. Prerequisite(s): RADT 101.

The following courses are not required but may be taken as electives after the completion of your first year of the program.

RADT 265 - Mammography for Radiologic Technologists I

3-0-3

Basic principles of mammography including anatomy, physiology, and pathology; positioning of the breast and quality assurance. Prerequisite(s): Radiologic technologist certified by or eligible for certification by AART.

RADT 270 - Computed Tomography

3-0-3

CT imaging procedures, patient care and safety, physics and instrumentation, cross-sectional anatomy, and pathology. Prerequisite(s): Current enrollment in the second year of the Radiologic Technology program, or advanced standing in the Nuclear Medicine Technology program, or advanced standing in the Radiation Therapy program, or current ARRT certification and registration in Radiography, Radiation Therapy, or Nuclear Medicine Technology (registration through NMTCB is also accepted).

RADT 271 - Computed Tomography Imaging Practicum

0-24-3

Clinical experiences in all phases of Computed Tomography procedures, including image critique and post processing procedures or all studies submitted for interpretation. Prerequisite(s): RADT 270 or permission of instructor.

RADT 280 - Magnetic Resonance Imaging

3-0-3

MRI screening and safety, patient care, imaging procedures, sequence parameters and options, data acquisition and processing, and physical principles of image formation. Prerequisite(s): Current enrollment in the second year of the Radiologic Technology program, or advanced standing in the Nuclear Medicine Technology program, or advanced standing in the Radiation Therapy program; or, hold active certification and registry with the ARRT in Radiography, Nuclear Medicine Technology (registration through NMTCB is also accepted), Radiation Therapy, or Sonography (registration through ARDMS is also accepted).

RADT 281 - Magnetic Resonance Imaging Practicum I

0-24-3

Clinical experience in all phases of fundamental Magnetic Resonance Imaging procedures and image critique of the studies submitted for interpretation.

Prerequisite(s): RADT 280 or permission of instructor.

RADT 282 - Magnetic Resonance Imaging Practicum II

0-24-3

Advanced clinical experience in all phases of fundamental MRI procedures and image critique of studies submitted for evaluation. Prerequisite(s): RADT 281.

TECHNICAL STANDARDS ESSENTIAL FUNCTIONS FOR RADIOLOGIC TECHNOLOGISTS

Prospective students of Delgado Community College's Radiologic Technology program must be willing to work with sick and injured patients. Attention to detail and accuracy is imperative. An ability to be versatile, empathetic, congenial, and understanding are desirable traits. Since at times the Radiographer works under stress, the ability to cope with a stressful situation is important. Clinical and laboratory assignments for the program require certain physical demands which are the technical standards. The purpose of technical standards is to inform prospective students of the physical and sensory demands necessary to perform the minimum tasks of a radiographer. If a "No" response is given to one of the tasks, reasonable accommodation will be considered and utilized as appropriate to maintain program standards.

Communication Skills

Students should be able to:

- Communicate promptly in English (verbally and written) with patients, family members, physicians, and all members of the health care team.

- Read and comprehend written instructions to deliver appropriate patient care.

Hearing Skills

Students should be able to:

- Hear patient and health care team questions/comments face to face and without being face-to-face, faint cries for help, emergency call bells, equipment timers, equipment alarms, fire alarms, telephone ringing, overhead pages, etc.

Vision Skills

Students should be able to:

- Visually monitor patients in low levels of light.
- Distinguish between different shades of gray on radiographs.
- Read requisitions and charts
- Evaluate medical images on view boxes and on computer screens

Motor Skills, Strength, and Mobility Skills

Students should be able to:

- Manipulate equipment (hand switches, foot switches, locks, push buttons, knobs, etc.) using fine motor skills.
- Safely push a stretcher, wheelchair, or other transport equipment and ancillary equipment from a patient room, patient treatment area, or patient waiting area to the radiology department.
- Safely lift, assist and maneuver patients from a stretcher or wheelchair to the radiographic exam table.
- Raise arms above head and in all directions to manipulate radiographic equipment.
- Reach up to a height of six (6) feet.
- Stand and walk for extended periods of time (6-8 hours).
- Lift ten (10) pounds of weight above head.
- Perform all aspects of CPR and Basic Life Support.

Social Skills

Students should be able to:

- Function effectively under stress.
- Respond appropriately to constructive criticism.
- Maintain professional behavior at all times.
- Utilize intellectual and emotional skills to exercise discretion in handling confidential medical information.

COURSE OF TRAINING

The Radiologic Technology Program at Delgado Community College is 24 months in length. The student enrolled in the program may devote up to 40 hours per week attending class at the college and obtaining clinical education in an affiliate hospital.

Graduates are awarded an Associate of Applied Science degree by Delgado Community College and are qualified to apply to sit for the state board licensing and national certification examination administered by the American Registry of Radiologic Technologists.

ACADEMIC STANDARDS
AND GRADUATION REQUIREMENTS

1. The student will adhere to all the policies and procedures set forth by the Delgado College student handbook, the Delgado College catalog and the program policies as stated herein.

2. The student must:
 - A. Maintain a 2.0 grade point average (GPA) in each and every professional Radiologic Technology course. (Based on a 4.0-point system)
 - B. Successfully complete the required clinical rotations objectives, and competencies.
 - C. Maintain satisfactory patient care and ethical standards in an affiliate clinical education setting.
 - D. Students must apply for graduation in the Spring semester of their second year for Summer graduation and meet the deadline for submitting all paperwork (i.e. course substitutions, catalog changes, grade changes, etc.)

3. Failure to meet any of the above requirements may result in termination from the program.

4. The grading system is as follows:

Numerical	Grade	Quality Point Average
100 - 93	A	4
92 - 85	B	3
84 - 77	C	2
76 - 65	D	1
64 - below	F	0

POLICIES OF STUDENT WITHDRAWAL OR FAILURE FROM THE RADIOLOGIC TECHNOLOGY PROGRAM

Withdrawal – Reentry

A student may withdraw on his own accord from the program. The Delgado Community College withdrawal procedures will be followed.

Should the student in good standing wish to reenter at a later time, these are the policies set forth for reentering the program.

- A. The student in **good standing** wishing to reenter the program could reenter in the same semester of the following year, i.e., withdraw Spring 2018, reenter Spring 2019.
- B. The student shall submit an application to reenter and must discuss his desire to reenter the program with the Program Director well in advance of the semester he wishes to reenter. Approval of reentry is determined by vacancies at the program's JRCERT approved clinical education sites.
- C. The student will be advised that he shall be responsible for passing a reentry clinical competency evaluation. This is done in order to determine if the student's clinical knowledge is retained during the absence. Should the student fail the competency test, he will be counseled to repeat the clinical semester prior to reentrance into the program.
- D. If the student withdraws before the completion of the first semester, he will reapply and be considered as a new applicant.

WITHDRAWAL AND FAILURE

A student who withdraws from or fails one or more courses in his major **cannot** proceed to the next level of course work or graduate. All course work must be successfully completed with a grade of "C" or better (i.e., A student who fails or withdraws from RADT 101 in the Fall semester but successfully completes RADT 113 and RADT 151 cannot proceed to RADT 102, 111, and 152.)

A comprehensive didactic examination will be given to a student who wishes to reenter the program. (i.e., if a student fails a course during the summer session of the first year, a comprehensive didactic exam will be administered. The material on the examination will test the student's knowledge of all the course work prior to that semester. Therefore, if a student fails the summer session of their first year, he/she will be responsible and tested on all material in RADT 101, RADT 113, RADT 102, and RADT 111.) The student must score a

77 or higher on the written exam. The student will also have a clinical competency exam given. The information on the clinical competency exam will be all inclusive of the material and objectives from previous semesters. (i.e., if a student fails a course during the summer session of the first

year, a comprehensive clinical competency exam will be given to the student. The material on the exam will contain the objectives for RADT 151 and 152.). The student must score an 85% or higher on the clinical competency exam.

If a student scores a 77 or higher on the didactic exam and 85 or higher on the clinical competency exam then he/she can reenter the next semester.

Any changes in this policy must be approved by the Program Director.

Any student may reenter the program only once. If a student fails any course in the major after reentry, they will not be granted permission to reenter.

If the student wishes to reenter the program, the student must seek advisement from the program faculty in advance of planned reentry.

HOURS OF TRAINING

1. Students report to their assignments as scheduled for the clinical component and attend classes as scheduled at Delgado Community College. The students are rotated through the radiology department of their assigned hospitals for periods of time to obtain a complete range of experiences. Students are also rotated through other institutions for specialized clinical education, i.e., Children's Hospital.
2. Clinical assignments begin no earlier than 7:00am or begin no later than 8:30am.
3. Clinical assignments are limited to not more than 8 hours per day and the total didactic and clinical involvement to not more than 40 hours per week.
4. The student is responsible to report to the clinical preceptor and other designated personnel of his assigned hospital during clinical assignments. The student must report his absence to the clinical preceptor and Trajecsyst one hour before the student is scheduled to arrive at the clinical education setting.
5. The student will be ultimately accountable to the college clinical preceptor for the sum total of clinical attendance and all performance evaluations.

LEAVE TIME SEMESTER BREAKS AND HOLIDAYS

The student will receive the scheduled college breaks published in the school catalog each year with the exemption noted by asterisk.

*The student will follow the schedule for the 12-week summer session.

The following are the times presently used for breaks:

Thanksgiving
Winter
Mardi Gras
Spring

August - one or two weeks depending on the 12-week summer schedule

The student is entitled to the holidays which do not fall within scheduled breaks. The holidays will be those granted by his assigned hospital, e.g. Labor Day, July 4th. **Students are not allowed an absence the day before or after a holiday.**

LEAVE TIME

1. The clinical preceptor or designate must be notified before on-duty shift time when sudden illness or circumstances beyond the students control make attendance impossible. **Leave time for the purpose of travel during the semester will not be approved.** Leave time is meant for the purpose of illness and/or other serious occurrences. If a student misses more than 3 days without proper medical documentation this is grounds for dismissal from the program. Anyone who will be late arriving (tardy) for their scheduled clinical time must also notify the clinical supervisor or designate. Students who become ill while on duty are to report to the clinical supervisor.
2. The student is allowed 40 hours of leave time for the first year and 48 hours for the second year of training. **Anyone who uses more than the allowed time within each clinical year will be required to make-up the time.** The make-up time will be scheduled by the DCC clinical preceptor. This make-up time will be scheduled either during the Winter break, Summer break, other approved makeup days or after the student completes program requirements. An exception to this policy will be any extended illness or one involving hospitalization. This exception will be evaluated on an individual basis.
3. After two clinical absences/occurrences during a semester the student's clinical grade will

be dropped three points per absence/occurrence. An occurrence is defined as any time a student is absent from clinical. (Absence, tardy, leave early) Extenuating circumstances will be evaluated on an individual basis.

4. It must be duly noted that attendance and punctuality is part of attitude and performance and as such will affect the clinical and classroom grade. Excessive tardiness will be documented and can impact your clinical grade.
5. Students are responsible for and expected to make-up classroom assignments missed during illness. It is recommended that they contact the respective instructor immediately upon returning to class.
6. Any excused absences from a clinical site for any and all students must be approved by the Program Director/ Clinical Coordinator. A written memo from the Program Director/ Clinical Coordinator will be distributed to any clinical site when an excused student will be absent. Students are not authorized to inform clinical sites of any excused absences. Students must coordinate any activities with the Program Director/ Clinical Coordinator.

EMERGENCY LEAVE

Time off will be allowed in the event of the death of immediate family members, to include: spouse, child, step-child, parent, step-parent, grandparent, step-grandparent, sibling, step-sibling, spouse, mother-in-law, and father-in-law. Please notify your clinical preceptor and college clinical faculty. The time allowed will be granted on an individual basis.

PROFESSIONAL APPEARANCE

Dress Code:

Students will be expected to maintain dress standards required by the Delgado Community College Radiologic Technology Program. These include the highest standards of cleanliness, neatness, good taste and safety. The student is expected to have a conservative appearance. All students will be required to follow the dress code. Any student with inappropriate appearance will be dismissed from the CES assignment; missed assignments will be considered unexcused. Any lack of adherence will be reflected on the student evaluation and the final clinical grade for the semester. Repeated violations of the dress code will warrant disciplinary action. Any time missed for being sent home due to dress code violations will be deducted from leave time.

Uniform: The uniforms needed for the clinical component that begins in October are to be purchased from **UNIFORMS by BAYOU**.

There are four locations:

- 3624 W. Esplanade Ave., Metairie, LA (504) 883-9112
- 13488 Seymour Myers, Covington, LA (985) 893-3700
- 5033 Lapalco Blvd. Suite B-3 Marrero, LA (504) 371-7766
- 8650 Perkins Rd., Baton Rouge, LA (225)767-8164

A card is on file indicating which uniforms are acceptable for male and female students. The card is listed under Delgado Radiology or Ty Delger.

A monogram is to be included on the front of the uniforms. It will take 7 to 10 days for the monogram to be added, so make your purchases by September 1st to have them for clinical in the beginning of October. Everyone must be in uniform on the first day of clinical.

Shoes: Clean, **all white, all leather shoes** with a low or medium heel are required. Laces must be white. The heel and toe are to be closed. Rubber soles and heels are preferred. All white/leather tennis shoes are allowed. **Be sure shoes and shoe laces are clean. White or Navy-Blue crew socks only.**

Lab Coats/
Jackets:

Students must purchase and wear a white lab coat or jacket. Only white lab coats or jackets may be worn over the uniform for warmth. All uniforms and lab coats must be monogrammed. A solid white short sleeved t-shirt may be worn under the uniform top. A Navy blue long or short sleeved t-shirt (matching the uniform) is also acceptable. Patient gowns or surgery attire outside the surgical areas are strictly prohibited and are also not allowed as a covering over required uniform.

ID

Badges: DCC ID Badges must be worn while in the clinical setting. Some clinical sites also require that a hospital ID badge is worn. If this is the case at your clinical site, both the DCC and Hospital ID must be worn.

Any modification of the uniform is strictly prohibited! Uniforms must properly fit. Pants must not drag the floor or be frayed.

Students are not allowed to attend clinical out of uniform. You are not allowed to wear the DCC Radiologic Technology Uniform at your respective jobs; this includes jobs as Tech Assistants.

Surgical scrubs are only allowed in surgery. **If you leave the surgery area to go to other areas, you must wear your lab coat or jacket.** Surgery scrubs will not be accepted as a uniform unless in the areas allowed (ex. Surgery, special procedures). Pertaining to OSHA (Occupational Safety and Health Administration) and infection control guidelines, surgery scrubs are not to be worn outside of the hospital. Surgical attire is not permitted outside the Clinical Education Setting (CES) and is the property of the CES. Every student must wear a DCC Radiologic Technology uniform to and from clinical sites even if on surgery rotation.

Personal Hygiene: A neat, clean, fresh-smelling person is extremely important to the professional demeanor of a health professional. No perfume or cologne is allowed at clinical. Fingernails are to be clean and not to exceed the fingertip in length. Nail polish is **not** allowed. Artificial nails are **not** allowed per CDC policy (10/02).

Tattoos or scarifications must be covered at all times during CES rotations.

Cosmetics: These are to be used in moderation for daytime wear. Fingernails will be natural, short and neatly trimmed. Nail polish in any shade is **not** allowed.

Hair: Hair must be neat and clean, styled for safety and conservative in appearance, e.g., no bold color or styles. No loose ties, ribbons, or scarves are allowed. Long hair must be styled so that it does not fall in front of the shoulders. Men must be clean-shaven: or if a beard/mustache is worn, they must be clean and neatly trimmed.

Jewelry: A watch may be worn. However, acceptable watches are limited to a basic hour and minute and/or date function. "Smart" watches of any type will not be allowed. Many include similar or exact functions as cellphones, which are not permitted while performing clinical training, or in the classroom. Small post earrings only for pierced ears may be worn with the uniform. **Students may wear two earrings – one post earring per earlobe. Jewelry inserted in any other visible piercing is not allowed.** Excessive jewelry will not be allowed.

Underwear/undergarments are required and must not be exposed/visible.

The guidelines presented apply to all students for the duration of their shifts as well as when entering and leaving the clinical setting. When attending classes at DCC, students are allowed to wear street clothes or uniform. **If wearing the uniform to class, it must be the complete uniform.**

Gum chewing, eating, and having personal discussions are considered non-clinical activities. Information about appropriate areas in which to conduct these activities may be obtained from your clinical preceptors.

Telephones

Personal telephone calls may be made on public telephones located throughout the institution. Hospital lines must be kept open for regular business and for emergencies. If anyone needs to contact you while at the clinical setting please ask your clinical preceptor for the number. The classroom contact number is (504) 671-6206, (504)671-6209 or campus police (504) 671-6112. The phone numbers referred to above are intended for emergency contact only.

Cell Phones

Cellular telephones are prohibited in the classroom and the clinical site.

Cellular phones must be turned off when in the classroom and not on your person during clinical. Students are not permitted to make or receive text messages while in the classroom or clinical setting. **This policy will be strictly enforced.** Any student in the possession of a cell phone or smart watch during clinical hours outside of lunch will be sent home immediately and will be suspended for the next clinical day. The hours will be made-up at the end of the current semester.

Computers

Students are allowed computer access at DCC and are expected to follow DCC's policy for appropriate usage.

Students are allowed computer access at clinical sites when that access is required to complete the examination and the associated paperwork. Students are also allowed to access **Students "surfing" the internet at the clinical site is prohibited. Any misuse of this access is in direct violation of this policy and will result in disciplinary action.**

Appropriate Use of Social Networking Websites

Social networking websites provide unique opportunities for students to get to know one another, share experiences, and keep in contact. As with any public forum, it is important that users of these sites are aware of the associated risks and act in a manner that does not embarrass the students, faculty, the Radiologic Technology Department, the Division of Allied Health, and Delgado Community College. It is also important to ensure patient information is not publicly available. The Radiologic Technology program has adopted the following guidelines to assist students in safely using these sites.

A. Personal Privacy

1. We recommend setting your profiles on social networking sites so that only those individuals whom you have provided access may see your personal information.
2. We recommend evaluating photos of yourself that are posted to these sites and “untagging” photos that depict you in what may be construed as compromising situations.
3. Be sure you are aware of the security and privacy options available to you at any sites where you post personal information. Keep in mind that privacy settings are not impervious, and information can be shared willingly or unwillingly with others, even with “Friends Only” access.

B. Protection of Patient Information

1. Comments made on social networking sites should be considered the same as if they were made in a public place.
2. HIPAA rules apply online, and students may be held criminally liable for comments that violate HIPAA.
3. Remember that simply removing the name of a patient does not make them anonymous. Family members or friends of that patient or of other patients you are caring for may be able to determine whom you are referring to based on the context.

C. Professionalism

1. Use of these sites can have legal ramifications. Comments made regarding care of patients or that portray you or a colleague in an unprofessional manner can be used in court or other disciplinary proceedings.
2. Statements made under your profile are attributable to you and are treated as if you verbally made the statement in a public place.
3. Keep in mind that photographs and statements made are potentially viewable by future employers.
4. Students may be subject to disciplinary actions within the College for comments that are either unprofessional or violate patient policy.

PROFESSIONAL ETHICS – CONDUCT

Delgado Community College expects all students to obey the law, to adhere to the rules and regulations of the College, to fulfill contractual obligations and to maintain integrity and a high standard of honor in scholastic work. The DCC's Judicial Code (Rights, Responsibilities, and Disciplinary Procedures) for students can be found at www.dcc.edu, click on "Current Student", then click on "student policies" then on "Judicial Code (Rights, Responsibilities, & Disciplinary Procedures)".

The Student Will:

1. Address patients, their relatives, and hospital personnel by their proper title (Ms., Miss, Mrs., Mr., Dr.)
2. Not discuss the patient's ailments or diagnosis with the patient, his relatives, or the public. This information is confidential.
3. Practice proper patient care and radiation safety practices.
4. Not take radiographs without direct orders and prescription from a physician. Students shall not radiograph any human for experimental purposes. Unless under supervision, students will not operate equipment.
5. Verify patient identification prior to performing radiographic procedures.
6. Not interpret radiographic studies.
7. Not engage in conduct which violates the Clinical Education Setting employee code of conduct or ASRT Code of Ethics.
8. Not leave patients unattended while undergoing diagnostic procedures.
9. Not abuse patients physically or verbally.
10. Not accept any type of gratuity or "tip" from a patient or a patient's family.
11. Refrain from discussing the personalities of staff members with the patients.
12. Be responsible to the clinical supervisor and/or designated personnel while in the hospital.
14. Abide by the following regarding excused absences – Any excused absences from a clinical site for any and all students must be approved by the Program Director/ Clinical Coordinator. A written memo from the Program Director/ Clinical Coordinator will be distributed to any clinical site when an excused student will be absent. Students are not authorized to inform clinical sites of any excused absences. Students must coordinate any activities with the Program Director/ Clinical Coordinator.
15. Not congregate or be boisterous in the halls or patient area.
16. Not eat or drink except in the technologists' lounge or designated area, and never within sight of the patient.
17. Abide with department regulations governing smoking. If allowed to smoke in designated areas, please do not return to clinical areas smelling of smoke.
18. Except in emergencies, not receive or make personal telephone calls from the department.

19. Inform the clinical supervisor and/or designated personnel, before leaving the department at any time.
20. All students are required to follow their schedule. **Any modifications of their clinical schedule must be approved by DCC clinical instructor and/or DCC clinical coordinator.**
21. All students must record actual time of arrival and departure from clinical education setting using Trajecsys. Recording of time that does not reflect the actual time of arrival and departure will be considered a violation of this policy.
22. Not chew gum, eat or drink in clinical areas.
23. Not sleep during clinical assignments.
24. Report to clinical assignments punctually and in an alert condition.
25. Not be in possession of drugs or alcohol, nor engaged in their use while on clinical assignment or in didactic course work.
26. Not use profanity while on clinical assignment.
27. Not post any information from the CES on social media, including pictures of self, patients, or others while at the CES.
28. Not log into Trajecsys using another student's information.
29. You must follow schedule for arrival and departure hours. Do not leave early or ask to leave early!
30. Not use a cell phone during clinical or didactic course hours.
31. Not engage in theft of any articles from clinical education setting.
32. Not leave assigned areas unless instructed to do so.
33. Not falsify records.
34. Not study for other courses while on clinical assignments.

DISCIPLINARY ACTION

The policies contained in this handbook are necessary in order to ensure consistency and orderly operation as well as to protect the rights and safety of all concerned. It is the desire of this program to assist all students so that we can achieve our objectives for the best education and finest patient care available. Willful or inexcusable violations of the policies in this handbook will be dealt with under a uniform policy that applies equally to all students. The Clinical Instructor, Clinical Coordinator, Program Faculty, or Program Director from Delgado Community College may provide verbal or written warnings of violations of policies.

Verbal Warning- This is *informal* notification to a student that they have violated a policy of the student handbook. If a repeated violation occurs, then a written warning will result. Documentation of the verbal warning will be placed in the student's clinical folder.

Written Warning- This is *formal* notification to a student that they have violated a policy of the student handbook. Written documentation is prepared and entered into the student's clinical folder with signatures of all parties involved. If the policy violation is egregious in nature, then a written warning may be given as the first step instead of a verbal warning.

Verbal and written warnings are cumulative from one clinical radiography course to another.

When a violation of policy warrants disciplinary action by the Radiologic Technology Program, the following actions will be taken: A meeting will be held by the Radiologic Technology program faculty and based upon the severity of the findings appropriate disciplinary action will be taken, including, but not limited to, the following: loss of clinical leave time, clinical suspension, academic probation, failure of the course, or dismissal from the program and/or the College.

RADT PROGRAM GRIEVANCE PROCEDURE & DCC STUDENT POLICIES

Differences of opinion may arise from time to time. If a student has issue with a faculty member or clinical instructor, the student is expected to follow the chain of command. Resolving these differences fairly and quickly is obtained by the following procedure.

- a. If the situation involves a didactic course, the student shall discuss the matter with the faculty member teaching the course within three working days of occurrence. Faculty member is required to give an answer within three working days.
- b. If the situation is an academic matter and not resolved after the student first discusses with the faculty member, the student may request a meeting with the program director.
 - State your concerns in writing
 - Program director is required to respond within four working days
- c. If the situation is a clinical matter, state your concern to the clinical preceptor within three working days of the occurrence. The clinical preceptor is required to give a response within three working days. If the situation is not resolved, the student may request a meeting with the clinical coordinator.
 - State your concerns in writing
 - The clinical coordinator is required to give a response within three working days after this meeting.
- d. If the clinical matter is not resolved after meeting with the clinical coordinator, the student may request a meeting with the program director.

- State your concerns in writing
 - Program director required to respond within four working days
- e. If the situation is not resolved at the meeting with the program director, the student may take the grievance to the Dean of Allied Health. The Dean shall screen the evidence presented by the student and determine whether the grievance warrants further investigation.
- f. Students have available information regarding the college's student grievance policy. This information is found on the college's web site, www.dcc.edu. Click on "Current Students" then on "Student Policies" then on "Student Grievance Procedures". This policy number is SA-2530.2A.

Students can also find other important student policies on the college's website, www.dcc.edu, click on "Current Student" then on "Student Policies" then on:
"Academic Appeals" policy number LCTCS #1.020
"Student Judicial Code (Rights, Responsibilities, & Disciplinary Procedures)" policy number SA-1448.1D
"Title IX" policy number 2.015
"Student Records" policy number SA-1442.2B

RADIATION SAFETY

Radiation safety is an integral part of the medical imaging profession. Therefore, it is imperative that students be aware of radiation protection rules that must be followed by personnel.

The ALARA (As Low As Reasonably Achievable) concept will be followed regarding DCC Radiologic Technology program radiation safety policies. This concept was developed by the National Council on Radiation Protection and is accepted by all regulatory agencies. This concept is for Medical Radiographers, students and Radiologists to share the responsibility to keep occupational and non-occupational absorbed doses below their allowable maximum levels. This can be achieved through the employment of proper radiation control procedures.

The ALARA concept will be adhered to. A student is expected to exercise sound radiation protection practices at all times. At no time should a student participate in a procedure that exhibits unsafe protection practices.

Delgado Community College Radiologic Technology program will follow these dose limits, which are below the NCRP current dose limits:

Whole body	<50mSv/year
Lens of Eye	<150mSv/year
Skin/shallow dose	<500mSv/year
Extremities	<500mSv/year

1. A monitoring device (dosimeter) is worn by each student. Radiation dosimetry reports will be made available to the student within 30 school days of returning the dosimeter.
2. Radiation protection and safety measures must be strictly adhered to. Students are required to practice proper radiation safety procedures at all times when present in clinical education settings and in energized classroom sessions.
3. Student utilization of the energized laboratories must be under the direct supervision of a qualified radiographer who is readily available.
4. Students must always wear their radiation dosimeter at the clinical affiliate hospital and energized classroom sessions at Delgado Community College, Bldg. 1, Rooms 312E1 and 312E7. No student will be allowed to participate in activities at the clinical affiliate hospital or DCC's energized classrooms if he or she is not wearing a current dosimeter. If the student arrives without the dosimeter, the student will be sent home to retrieve the dosimeter.
5. The student is responsible for the dosimeter and its controlled storage.
6. Students must prevent dosimeter from receiving excessive exposure from radiation when not worn.

7. If the radiation dosimeter is lost or damaged, report it immediately to the Clinical Supervisor and Radiation Safety Officer (RSO) so that a replacement dosimeter can be obtained.
8. Should a student dosimeter be exposed or a radiation monitoring incident occurs, please report to your Clinical Supervisor who will notify the RSO.
9. All clinical education settings are in compliance with applicable state and federal radiation safety laws. Radiation safety including student dosimetry monitoring is overseen by a Medical Physicist and/or RSO at each location. If the dosimetry reading is high (a reading higher than the monthly limit), the student and program director are informed by the Medical Physicist and/or RSO. The Medical Physicist and/or RSO will discuss the excessive reading with the student.
10. Declared pregnant students will have collar and fetal dosimeters assigned for more thorough monitoring.

RADIATION PROTECTION RULES GOVERNED BY ALARA

1. Do not hold image receptors during radiographic procedures.
2. Should not hold patients during any radiographic procedures when an immobilization device is the appropriate standard of care.
3. Always wear dosimeter when attending clinical or the energized laboratory.
4. Wear dosimeter at the neck.
5. Wear dosimeter outside lead apron.
6. Never leave your dosimeter in a radiographic room.
7. Never wear your dosimeter if you are having medical or dental radiographs taken of yourself.
8. Wear lead apron when doing portables.
9. Stand at least six feet away from x-ray tube when doing a portable radiograph.
10. Always use collimation.
11. Never make an exposure while the door to the radiographic room is open.
12. Never enter a radiography room without knocking to be sure an exposure is not in progress.
13. Follow the appropriate rules for radiation safety set by each clinical affiliation.

MRI SAFETY

The students begin MRI rotations in their fourth semester in RADT 251. The MRI system has a very strong magnetic field that may be hazardous to individuals entering the MRI environment if they have certain metallic, electronic, magnetic, or mechanical implants, devices, or objects. To assure the Radiologic Technology students potentially entering the MRI environment are safe, they are educated in MRI safety practices. This assures that all students are appropriately educated and screened for magnetic wave or radiofrequency hazards. Each student will answer an MRI Screening Questionnaire and they will notify the program should their status change. In addition, the students will be directly supervised by the MRI technologist during their rotation in the MRI suites.

Magnetic Resonance Safety Screening Protocol and Policy

All students enrolled in Delgado Community College's Radiologic Technology Program are informed at the Clinical Orientation of MRI safety practices and properly screened prior to their entrance into the Magnetic Resonance (MR) environment.

Procedure: The MR system produces a very strong magnetic field that may be hazardous to individuals entering the MR scanner room where the magnet is located if they have certain metallic, electronic, magnetic or mechanical implants, devices or objects. Therefore, prior to the assigned observational practicum rotations in the Magnetic Resonance (MR) environment, all students will be required to complete the Delgado Community College Magnetic Resonance History/Screening Form for Students. The student will sign the form acknowledging the screening process had occurred. The form will be reviewed by a MRI technologist who will sign the form as well verifying that they discussed MRI safety practices with the student and reviewed the information provided by the student. The signed form will be retained in the student's permanent file. A student answering "yes" to any of the questions on the form will result in a conversation between program faculty and MRI technologist to determine whether the student's entrance into the MRI scanner room (Zone 4) could be potentially harmful to the student. If it is determined that there are not any potentially harmful effects, the student will be allowed to enter. If it is determined that the issue could potentially be harmful to the student, he/she will not be allowed to enter the MRI scanner room (Zone 4) but will have to remain in the control room (Zone 3) and observe through the control room window. The student will still be allowed to actively participate in the examination as deemed appropriate by the MRI technologist. Any student that is allowed to enter Zone 4 will be required to remove ALL metallic objects including hearing aids, dentures, partial plates, keys, cell phones, eyeglasses, hair pins, barrettes, jewelry, body piercing jewelry, watch, safety pins, paperclips, money clips, credit cards, bank cards, magnetic strip cards, coins, pens, clothing with metal fasteners and clothing with metal threads prior to entering the room. No student will be permitted to hold a patient during the completion of an exam.

PREGNANCY POLICY

If a student suspects she is pregnant while enrolled in the program, she can notify the Clinical Coordinator and /or the Program Director. Pregnancy notification is strictly voluntary. This program strongly advises pregnancy notification so that all efforts to protect the unborn child from ionizing radiation can be presented to the pregnant student. If pregnancy is declared, the student must then sign a Pregnancy Notification form. This form states that the appendix to Regulatory Guide 8.13 of the United States Regulatory Commission was read and discussed.

The student will be provided with an extra dosimeter to wear for fetal measurement, if the student has declared the pregnancy. If the student does not declare the pregnancy, a fetal dosimeter will not be issued.

If a student chooses to disclose her pregnancy, she has the option of continuing in program without modifications and interruptions or taking a leave of absence from the program.

Once all of the options have been discussed and if the student previously declared pregnancy, the student may withdraw the declaration of pregnancy at any time. If the student decides to withdraw the notification of pregnancy, it must be submitted in writing to the Clinical Coordinator and/or Program Director.

The student will also be required to follow the National Council on Radiation Protection and measurement (NCRP) dose limits for the embryo and fetus in occupationally exposed women. This dose is currently set at a maximum dose of 0.5 mSv/month with a maximum of 5 mSv/gestational period, both with respect to the fetus. It is the policy of this program to instruct all students about the importance of proper radiation safety. Neither the College nor the Clinical Education Setting will be responsible for radiation injury to the student or the embryo/fetus if the student chooses to continue in the program during pregnancy.

HEALTH AND MEDICAL CARE

ACCIDENTS and/or INCIDENTS INVOLVING THE STUDENT

1. Immediately report all incidents and/or injuries and accidents to the clinical preceptor so that proper care can be given.
2. An injury is defined as a body fluid exposure from a patient, sharp sticks with a needle and/or other objects that may or may not be contaminated, or any other injury sustained by the student that is not due to the affiliate agency and that requires immediate attention. Illness of any nature not related to an injury received in the clinical setting will be the sole responsibility of the student, and health care costs incurred will not be paid by the College.
3. The College is responsible for only the initial medical fee incurred by the student as it relates to the injury. Any subsequent medical care and fees from the injury are the sole

responsibility of the student. In addition, each Nursing and Allied Health student is required to sign a statement that acknowledges that the student is responsible for any health care expenses incurred while enrolled in the program. Please refer to Delgado Community Colleges **Policy No. AA-2610.1, Emergency Care for Injured Allied Health & Nursing Clinical/Practicum Students**. This policy is found on the College's website: www.dcc.edu

4. The clinical instructor and clinical coordinator must be informed of any such accidents by the beginning of the next work day.
5. An accident/incident report must be filled out for every occurrence.
6. **Each student must have their own Health Insurance.** Students are not employees of the clinical education setting and are not covered by worker's compensation.

ACCIDENTS or INCIDENTS INVOLVING THE PATIENTS

1. The hospital policy for the accidents and incidents must be followed.
2. The program director and college clinical faculty must be notified of ALL such accidents or incidents.
3. An accident/incident report must be filled out for every occurrence.

MALPRACTICE INSURANCE

Students are covered under a blanket policy for students enrolled in Louisiana State Educational Programs. The State of Louisiana's Public Health and Safety Act 40:1299.39, Part XXI-A assumes student liability coverage by the state.

UNSCHEDULED CLASS CANCELLATION OR COLLEGE CLOSINGS

In the event of Delgado Community College closing due to unforeseen circumstances, i.e. weather, civil disaster, etc., **the students will be excused from their clinical rotation until the college reopens**. When the college reopens for classes, the students will resume their normal schedule. If there is a closing of the college due to a facility related circumstance (i.e., electrical outage at the college), students **SHOULD FOLLOW THEIR NORMAL CLINICAL SCHEDULE**.

Communicable Diseases & Disease Exposure Policy

A communicable disease is a disease that can be transmitted from one person to another. There are four main types of transmission including direct physical contact, air (through a cough, sneeze, or other particle inhaled), a vehicle (ingested or injected), and a vector (via animals or insects). The state of Louisiana has listed those diseases, which are reportable as communicable diseases. The current list of reportable diseases is as follows (2020):

Anthrax	Babesiosis	Botulism	Brucellosis
Chlamydia	Cholera	Coccidioidomycosis	Cryptosporidium
Cryptococcus	Cyclospora	Diphtheria	E. coli
Giardiasis	Gonorrhea	Guillain-Barre'	Hemophilus
Hepatitis A, B, C, D, & E	HIV/AIDS	Influenza	
Legionella	Listeriosis	Lyme disease	Malaria
Measles	Meningoccal Infections	Mumps	Norovirus
Pertussis	Plague	Poliomyelitis	Psittacosis
Q fever	Rabies	Rubella	Salmonellosis
Severe acute respiratory syndrome-associated Coronavirus disease (SARS)(Covid19)	Shigellosis	Smallpox	Spotted fever rickettsiosis
Staphylococcal Invasive Disease (MRSA)	Streptococcal Group A & B	Syphilis	Tetanus
Toxic-shock syndrome	Trichinellosis	Tuberculosis	Tularemia
Typhoid fever	Vancomycin resistant Enterococcus (VRE)	Varicella	Vibriosis
Viral Hemorrhagic Fever	West Nile virus	Yellow Fever	Coronavirus

Delgado Community College provides students enrolled in the Radiologic Science program information regarding the possibility of occupational exposure to communicable diseases, including Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV) and Covid 19. Delgado

Community College seeks to minimize the risk of occupational exposure to communicable diseases for all students, faculty, and patients/clients. Therefore, all students will be taught and will practice Universal/Standard Precautions in accordance with the current Centers for Disease Control and Prevention (CDC) guidelines. In addition, students are expected to adhere to the policies of the clinical partners.

Prior to each semester's initial clinical experience, members of the faculty will provide instruction on the use of Universal/Standard Precautions, and possible exposure to blood and other body fluids. The faculty will ensure that each student understands and is capable of adhering to the Universal Precautions. Thereafter, each student is responsible for reviewing and practicing Universal/Standard Precautions in the clinical setting.

Students understand that the use of universal precautions is essential to protect themselves, significant others, family members, patients/clients, and other health care workers from communicable diseases. Students understand that radiologic sciences involve the study and care of people throughout the life span and that these people may be at any point along the wellness/illness continuum. By participating in caregiving activities, students understand that they may be exposed to communicable diseases, including Hepatitis B ("HBV"), Tuberculosis ("TB"), Human Immunodeficiency Virus ("HIV") and Coronavirus.

I understand that radiologic science involves cognitive learning, affective values, and clinical performance standards. I recognize the need to care for persons with communicable diseases. I understand and agree that I cannot, as a Delgado Radiologic Science student, ethically and morally refuse to care for patient/clients with HIV, HBV, TB, Coronavirus, or any other communicable disease. If I am uncomfortable with caring for patients with communicable diseases, I will discuss my concerns with the program director. If, after discussion, I am unwilling to care for patients with communicable diseases, I understand that my clinical grade will reflect my lack of participation.

Communicable diseases vary in their virulence, duration, mode of infection, and affects. In order to fully protect students, patients, and clinical staff, the student should do the following:

- Clinical students should wear a surgical mask when interacting with patients or follow the guidance of the clinical preceptor. Clinic-provided masks should be worn for 7 days, unless torn or visibly soiled. Cloth masks should be laundered at home when soiled.
- Each day, prior to your clinical assignment, check your temperature, must be less than 100.4 to attend clinicals. If you have fever, cough, shortness of breath and any **two** of the following: Headache, chills, repeated shaking with chills, muscle pain, sore throat, new loss of taste or smell, **do NOT go to clinic**. You should follow the normal call-in procedure.
- Students suspecting exposure or contraction of any of the diseases (conditions) listed as a reportable disease by the State of Louisiana and the CDC must see a physician immediately.
- Students diagnosed with any diseases (conditions) stated above and as determined by their physician to be of short duration which may be transferred by air or contact, may **not** attend Radiologic Science courses and/or clinical, depending on physician's recommendations.

- Students diagnosed with communicable diseases that are of relatively long duration may **not** attend Radiologic Science courses and/or clinical, depending on physician's recommendations, and must present a written diagnosis to program officials. The student may be able to continue Radiologic Science clinical courses with proper counsel from the infection control nurse and /or the department of the Clinical Education Setting. Depending on the severity of the disease, the type of the disease and the student's physician, the student may be required to withdraw from the Radiologic Science course(s).
- Students may return to clinical assignments once three (3) days (72 hours) have passed since recovery defined as a. Resolution of fever without the use of fever-reducing medications AND b. Improvement in respiratory symptoms (cough, shortness of breath), AND at least ten (10) days have passed since symptoms first appeared.
- After returning to clinicals, the student should:
 - Wear a surgical facemask at all times while in the healthcare facility until all symptoms are completely resolved or until 14 days after illness onset, whichever is longer
 - Be restricted from contact with severely immunocompromised patients (e.g., transplant, hematology, oncology) until 14 days after illness onset
 - Adhere to hand hygiene, respiratory hygiene, and cough etiquette (e.g., cover nose and mouth when coughing or sneezing, dispose of tissues in waste receptacles)
 - Self-monitor for symptoms and seek re-evaluation from occupational health if respiratory symptoms recur or worsen.

PPE- Video on how to don and doff

PPE <https://utmb.ensemblevideo.com/hapi/v1/contents/permalinks/Nk9n7Q6H/view>

The student's confidentiality will be protected.

Failure to comply with this notification policy will result in disciplinary action as determined by the radiologic sciences program faculty.

1. Students are responsible for adhering to "Standard Precautions" when handling patients in the clinical setting.

"STANDARD PRECAUTIONS" are as follows:

Gloves:

- a) For touching blood or other body fluids, mucous membranes, and non-intact skin.
- b) For handling items or surface soiled with blood or body fluids.
- c) For performing venipuncture and other vascular access procedures.

Masks and protective eyewear or face shields should be worn during procedures that are likely to generate droplets of blood or other body fluids to prevent exposure of mucous membranes of the mouth, nose, or eyes.

Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or other body fluids.

Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or body fluids. Hands should be washed immediately after gloves are removed.

Handle and dispose of needles and sharps safely. Never bend, break, or recap needles. Use puncture resistant containers for needle and sharp disposal.

Minimize the need for emergency mouth to mouth resuscitation, have available mouth pieces, Ambu bags, or other ventilation devices for use in areas in which the need for resuscitation is predictable.

Health care workers who have exudative lesions or weeping dermatitis should refrain from all direct patient care and from handling patient-care equipment until the condition resolves.

2. For any significant exposure to a communicable disease, the student should report the exposure according to the policy at their clinical education setting. The procedure for reporting a significant exposure is included in RADT 151.
3. A significant exposure is one in which a person is subjected to an infectious agent in a way considered likely to lead to acquisition of disease. Whether an exposure to an infectious agent is important depends on various factors, including:
 - a) Mechanism of transmission of the agent involved and the person's infective potential; for example, a non-coughing patient with pulmonary infection poses little threat.
 - b) Type and duration of contact.
 - c) Host susceptibility.
 - d) Whether or not suggested precautions were used. The Office of Hospital Infection Control, in consultation with others who may be involved, will have to determine whether an important exposure has occurred and if intervention is needed after the exposure.
4. It is the responsibility of the student to report to the faculty or clinical preceptor any illness, communicable disease, or any other physical or emotional problem that may adversely affect other students, faculty, or patients.

A student must immediately report any signs or symptoms of a communicable disease to his clinical faculty and/or clinical preceptor.

The student must report to their private physician for proper diagnosis of the problem. Depending on the severity of the health problem, the student may be asked not to attend the classroom or clinical educational assignment during the period of resolution, and to complete makeup work at a later time as scheduled by the instructor. Depending on the severity of the disease, the type of disease and the student's physician, the student may be required to withdraw from the course(s). The student's confidentiality will be protected.

If the student fails to report such health problems, he/she is responsible for any injury or other health problem caused by his/her negligence.

WORKPLACE HAZARDS

Occupational Safety and Health Administration (OSHA) is an agency of the United States Department of Labor. It was created by Congress to prevent work-related injuries, illnesses, and deaths by issuing and enforcing rules (called standards) for workplace safety and health. OSHA aims to ensure employee safety and health in the United States by working with employers and employees to create better working environments. Students are educated at the clinical education setting regarding the following: Universal precautions, tuberculosis awareness, fire safety, hazardous materials (chemical, electrical, bomb threats, etc.) and blood-borne pathogens. Delgado Community College is committed to providing a safe environment for students, employees, visitors, and persons using College facilities. A comprehensive safety program has been established to address the various threats to the safety of the College's constituents.

DCC's Comprehensive Safety Program (SF-1370.2) is found via the college's web site, www.dcc.edu

EMERGENCY PREPAREDNESS

To ensure the safety of Delgado's students, faculty, and staff, the College has developed an extensive *Emergency Preparedness Plan*, as well as a *Delgado Hurricane Emergency Plan* in the event of a weather emergency. The college's primary concern is the safety, health, and well-being of its community members.

Evacuation outside the storm area is always recommended during a hurricane as the best possible way to ensure personal safety. Upon college closing, all students, faculty, and staff are encouraged to seek safety through evacuation outside of the storm area. Authority for class cancellations and College closures comes from Delgado Community College's Chancellor.

Should any student in good conscience decide to leave prior to the official cancellation of classes, the student is responsible for making provisions for missed classes and assignments with his or her instructors directly. In the event of a college closing due to weather emergency, students should monitor Delgado's website (<http://www.dcc.edu>) or call the Delgado information line (504) 671-5000 for further instructions, as well as monitor local television and radio stations for updated news and information regarding college reopening.

Students are also required to sign up for Delgado's Emergency Alert System. Delgado Alert is an emergency alert system for students, faculty, and staff. Subscribers to Delgado Alert will receive timely notifications on cellular phones, tablets, and email accounts in the event of an emergency. Emergency messages and updates will also continue to be posted to www.dcc.edu. Please go to the Emergency Alert icon on the Delgado's website <http://www.dcc.edu> to sign up!

SUBSTANCE ABUSE POLICY AND PROCEDURE

Purpose

The intent of the Substance Abuse Policy is to ensure a safe environment for students, faculty, and the people who come in contact with students and faculty during scheduled learning experiences. It is also a requirement of many affiliating clinical agencies.

When to Test

The Radiologic Technology Program requires the student to submit to drug testing under any or all of the following circumstances:

- Enrollment in a radiologic technology course
- Random
- For cause

Enrollment

Drug screening is required on all students in the radiologic technology program. Screening will be done after admission and is at the student's expense through Castlebranch. In order for a student to meet the criteria relating to drug screening, the program must receive the results of the drug screen on Castlebranch indicating that the student was tested following the program policy. If a student is not continuously enrolled, a drug screening will be required before entering clinical, according to the school policy. The drug screening must be ordered through Castlebranch using code DK48dt at a cost of \$29.

Random Testing

Random drug screening may occur for students enrolled in clinical courses at any time during the semester. The drug screening must be ordered through Castlebranch, at the student's expense, using code DK48dt at a cost of \$29.

For Cause

Any radiologic technology student may be subject to testing who is suspected of being under the influence of alcohol and/or drugs where the suspicion is based on:

1. Observable behavior and/or physical symptoms (detectable odor of alcohol, frequent absences from class, clinical and/or disappearance from such, patient care errors, increasingly poor decision and judgment about patient care, unusual accidents/incidents, deteriorating personal appearance, changes in motor function/behavior patterns including personality changes, mood swings, illogical thought patterns, gait disturbances, impaired dexterity, slurred speech, drowsiness/sleepiness and pupillary changes, etc.)
2. A pattern of abnormal or erratic behavior
3. A report of drug use provided by reliable and credible sources

4. Evidence of drug tampering or misappropriation while on a clinical site premise
5. Arrest or conviction of a drug-related offense
6. Being identified as the subject of a criminal investigation regarding drugs
7. Post-accident when accompanied by individualized suspicion that the observed individual may be under the influence of alcohol and/or drugs

Testing for cause will be conducted using the following procedure:

For Causes 1, 2, 3, & 4 list above:

1. The faculty member will make an observation and have another faculty member or clinical site personnel confirm the suspicious behavior / physical symptom.
2. The student will be asked to leave the area and go with the faculty member and a witness to discuss the situation in a location ensuring privacy and confidentiality. The discussion will be documented, and the decision to drug test will be made after conferring with the Program Director.
3. If warranted, a designated drug screening agency will come to the site, and the student will be asked to submit a specimen.
4. The student will be suspended from all CES activities until the case has been reviewed by the Program Director.
5. If the lab test is negative for substances, the student will be allowed to return to class and CES activities without penalty. Arrangements to make up missed work must be initiated by the student on the first day back to class or clinical (whichever comes first).
6. If the lab test is positive for substances, the student is in violation of the Delgado Community College Radiologic Technology Program's Substance Abuse Policy. As provided in this policy in the section entitled, "Positive Results", violations will result in the imposition of disciplinary sanctions up to and including permanent dismissal of the student.
7. Confidentiality will be maintained.

For Causes 4, 5, 6, & 7 list above:

1. Because of behavior or incidents listed in 4, 5, 6, & 7, DCC personnel may discuss their suspicion of the student's substance use with the Program Director.
2. If warranted, a drug screening will immediately be ordered on Castlebranch and the student will be asked to submit a specimen within 24 hours.
3. The student will be suspended from all CES activities until the case has been reviewed by the Program Director.
4. If the lab test is negative for substances, the student will be allowed to return to class and CES activities without penalty. Arrangements to make up missed work must be initiated by the student on the first day back to class or clinical (whichever comes first).
5. If the lab test is positive for substances, the student is in violation of the Delgado Community College Radiologic Technology Program's Substance Abuse Policy. As provided in this policy in the section entitled, "Positive Results", violations will result in the imposition of disciplinary sanctions up to and including permanent dismissal of the student.
6. Confidentiality will be maintained.

Facility

The Radiologic Technology program utilizes Castlebranch to schedule drug screenings including the collection and testing of all specimens.

Sample Collection

The collection techniques will adhere to the guidelines in accordance with U.S. Department of Transportation 49 CFR Part 40 following chain of custody protocol.

Substances

The lab does a 9 panel profile. This includes: amphetamines, cocaine, marijuana, opiates, PCP, barbiturates, benzodiazepine, methadone, and propoxyphene. Delgado Community College shall have the authority to change the panel of tests without notice to include other illegal substances as suggested by local and national reports or circumstances. Testing for alcohol by a breathalyzer will be done if it is deemed necessary.

Incomplete Drug Screen / Results

Any student who does not complete the drug screening procedure during the prescribed time will be dropped from the course roll. All program policies affecting progression in the radiologic technology program will apply.

If drug screening results are not received by Radiologic Technology Program via Castlebranch, a student must produce a receipt indicating that the drug screen was done according to the school policy. The Program Director will contact the testing company for the results and the school policy will be followed when results are received.

If a student cannot produce a receipt indicating that the drug screen was done during the prescribed time, the student will be dropped from the course roll. All program policies affecting progression in the radiologic technology program will apply to this situation.

It is the student's responsibility to communicate difficulties to the Program Director or her representative.

Refusal of Drug Screening

Refusal to submit to a drug screening in any category (enrollment, random, for cause) is grounds for permanent dismissal.

Positive Results

Positive drug screens are confirmed by Gas Chromatography/Mass Spectrometry (GCMS). All test results shall be verified by a Medical Review Officer.

Procedure

- The drug screening company will contact any student with a positive result for further evaluation.
- If after this evaluation, the results of the screening are deemed to be positive, the company will contact the Program Director.
- The Program Director will meet with the student.
- The student must withdraw from the radiologic technology program.

Readmission

The student may apply for readmission after rehabilitation has been documented. Admission will be based on current admission requirements and space availability. Enrollment in a clinical course will also be contingent on a negative drug screening for each of the three months immediately prior to the first day of class. These drug screenings will be done at the student's expense via Castlebranch. The student is also subject to random drug screenings. Any subsequent positive result will constitute grounds for permanent dismissal from the program.

Opportunity to Request a Re-Test

If a test result is positive, the student may request a re-test of the original urine sample. A student who desires to have the original sample re-tested must report to the designated drug screening agency within 72 hours following notification of a positive drug test result. The student will be responsible for all costs of the re-test. If the re-test is negative the student will be reinstated.

Confidentiality

All testing information, interviews, reports, statements, and test results specifically related to the individual are confidential. All drug test results will be sent from the lab to the Program Director via Castlebranch. The issues of testing are confidential within the college community; records will be maintained in a safe, locked cabinet.

Be advised:

Our affiliate hospitals REQUIRE drug screening and criminal background checks to meet TJC guidelines for Standard HR.1.20. You will be required to submit to the drug screening and criminal background checks. Refusal to comply with these requirements or failure of a drug test or criminal background check will result in withdrawal from any level of the mandatory Radiographic Practicum component of the program.

Please note that your acceptance is conditional predicated on a clean drug screen test result and a clear criminal background check. Drug testing and criminal background check are requirements in Castlebranch. These tests will be at the student's own expense and are included in the Castlebranch package price of \$102.

STUDENT CLINICAL EDUCATION

The following is to acquaint the student with the different phases of their clinical responsibilities and the grading systems involved with their clinical education. The student is expected to uphold the responsibilities associated with the health care profession they are pursuing to the best of their abilities and perform the duties as mature intelligent adults.

The ethical standards that have been set and given to you must be practiced by each and every student. The profession of Radiologic Technology has advanced to such a degree in recent years that a greater academic level is required to be a competent Radiologic Technologist. It is important that Delgado Community College and each clinical education setting work together as a team to provide the best educational opportunities in both the didactic and clinical aspects of the Radiologic Technology Program.

The Clinical component is a very important aspect of the Radiologic Technology program. Throughout the clinical education, the students apply, in the clinical setting, what they have learned throughout the didactic portion of the RADT curriculum. The courses required in the RADT curriculum meet the Joint Review Committee on Education in Radiologic Technology (JRCERT) published standards.

COMPETENCY BASED CLINICAL EDUCATION PLAN

INTRODUCTION:

A Clinical Competency based program has been established for the students enrolled in the DCC Radiologic Technology program. It is designed to evaluate the knowledge, skills, and abilities required of students within the clinical education component of the program.

Students will participate in clinical education settings where procedures will be demonstrated, practiced, and evaluated. The student will be required to perform clinical competency evaluations on specific examinations as determined by the clinical faculty. Students will be permitted more than one chance to perform each competency evaluation if the competency is not completed successfully.

There will be circumstances where the professional expertise of the faculty will prevail. Under these circumstances, a student will be interrupted or removed from a procedure to ensure safety of the patient and the student.

Rationale

The main purpose of the clinical education component in the RADT program is to affect a transfer of knowledge from theory to the actual acquisition of skills in clinical diagnostic radiography.

This transfer is accomplished by a continuation of clinical assignments in all aspects of diagnostic radiographic procedures, with their correlation as close as possible to classroom and laboratory experience.

Students must realize that a finished radiograph, and the observation of the student during the performance portion of that particular diagnostic procedure are, by no means, the only aspects of clinical education that must be evaluated. In addition, the following play an important role in the overall performance of a student in clinical education courses.

- 1, Attitude
2. Enthusiasm
3. Attendance is required for all clinical assignments
4. Punctuality
5. Personal appearance
6. Interpersonal relationships with:
 - a. Patients
 - b. Other health care professionals
 - c. Fellow students

The above will be evaluated twice during the semester.

EVALUATION OBJECTIVES/COMPETENCIES

In addition to developing technical knowledge and skills, the foundation of radiologic technology encompasses standards of conduct and ideals essential to meeting both the emotional and physical needs of the patient.

The student radiographer will:

- I. Observe and practice proper ethical behavior at all times.
 - A. Be confidential with medical information.
 - B. Be punctual.
 - C. Always wear appropriate attire and maintain personal hygiene, neat and conservative in dress and manner.
 - D. Display empathy towards the patient.
- II. Display a professional attitude.
 - A. Display interest, enthusiasm, confidence, and maturity.
 - B. Be pleasant and get along well with patients, radiographers, students, faculty, and supervisors.
 - C. Act professionally and responsibly at all times.
- III. Be skillful and adaptable in the performance of radiographic procedures.
 - A. Provide for the patient's safety, both physical and psychological.
 - B. Protect the patient's modesty.
 - C. Assess the patient's condition and react accordingly.
 - D. Interpret requisitions properly.
 - E. Retain repetitive skills.
 - F. Communicate clearly, correctly, calmly, and reassuringly to the patient.
- IV. Attend clinical education and actively participate in the learning process.
 - A. Display initiative and enthusiasm.
 - B. Willingly participate and assume responsibilities.

C. Become organized and attempt new skills.

These objectives will be evaluated on the DCC Radiologic Technology Evaluation Report located on Trajecsys.

DCC RADIOLOGIC TECHNOLOGY EVALUATION REPORT

NAME: _____ SEMESTER: _____

HOSPITAL: _____ DATE: _____

The following objectives will be evaluated for each student assigned to your hospital. Each evaluation is to be prepared at midterm and final of each semester and submitted to the Delgado Clinical Instructor.

The following are definitions of the rating parameters to be used for the evaluation process.

EXCELLENT: Usually strong, consistent performance and clearly of distinguished/outstanding quality.

GOOD: Strong performance that almost always exceeds standards for the clinical objective criteria established.

AVERAGE: Fully measures satisfactorily and competently to all standards set.

BELOW AVERAGE: Does not consistently meet standards and the need for further development is recognized in one or more objective areas.

POOR: Below the level of acceptability, indicating a serious deficiency in required clinical expectations.

Evaluate the student's performance for each applicable objective listed on the following page by recording a performance level. Assessment of *ACTUAL* performance should be done utilizing the performance criteria described in the table above. Any **EXCELLENT** or **POOR** responses have to be substantiated with the appropriate explanations. Comments should be constructive and aimed at improving the quality of the student's performance.

_____ CLINICAL PRECEPTOR
CLINICAL FACULTY
STUDENT

I. PROFESSIONAL/TECHNICAL ACCOUNTABILITY

	EXCELLENT	GOOD	AVERAGE	BELOW AVERAGE	POOR
1. Application of positioning knowledge					
2. Quality of work performed					
3. Quantity of work performed					
4. Critical thinking routine/non-routine exams					
5. Attitude towards clinical task					
6. Attitude towards criticism/addressing problems					
7. Observes rules and regulations					
8. Shows proper respect for patient privacy					
9. Provides patient care and comfort					
10. Equipment supply and use					
11. Provides radiation protection for patient, self and others					

II. PERSONAL ACCOUNTABILITY

	EXCELLENT	GOOD	AVERAGE	BELOW AVERAGE	POOR
1. Cooperation and effectiveness with supervisor/technologist					
2. Professional manner					
3. Ability to follow instructions and learn the necessary materials or processes					
4. Assumption of responsibility					
5. Punctuality and attendance					
6. Shows proper respect for physicians & administrative staff					
7. Work under pressure					

III. COMMUNICATION

	EXCELLENT	GOOD	AVERAGE	BELOW AVERAGE	POOR
1. Seeks assistance when necessary					
2. Oral communication skills – patient/staff					

COMMENTS: _____

DELGADO COMMUNITY COLLEGE
 RADIOLOGIC TECHNOLOGY STUDENT PERFORMANCE EVALUATION
 RADT 151

STUDENT: _____ SEMESTER: _____

HOSPITAL: _____ DATE: _____

PLEASE CHECK THE FOLLOWING:

	EXCELLENT	GOOD	AVERAGE	BELOW AVERAGE	POOR
1. Knowledge of assigned areas					
2. Attitude					
3. Promptness and attendance					
4. Willingness to learn					
5. Cooperativeness & tactfulness					
6. Student/patient relationship					

APPEARANCE: ___ NEAT

DRESS CODE FOLLOWED: ___ YES

___ AVERAGE

___ NO

___ SLOPPY

COMMENTS:

_____ CLINICAL PRECEPTOR

_____ CLINICAL FACULTY

_____ STUDENT

GRADING SYSTEM FOR PERFORMANCE EVALUATION

Each student will be evaluated on Trajecsys by the hospital clinical preceptor and by their clinical faculty. The final grade on these evaluations will be completed by the faculty. Each mark that the student receives has a predetermined value assigned to it. The total of these values results in the students' evaluation grade. Evaluations determine 50% of the students' final semester grade. The clinical education setting evaluation is worth 20% and the clinical faculty's evaluation is worth 30% of the final grade. The clinical faculty may use his/her professional judgment in certain cases with the approval of the program director.

**DELGADO COMMUNITY COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
CLINICAL COMPETENCY EXAM**

STUDENT: _____

DATE: _____

EXAM: _____

EVALUATOR: _____

SIMULATION: _____ YES _____ NO

TOTAL SCORE: _____

1. Prepare room with appropriate supplies & equipment (2)						
2. Evaluate requisition for clinical information/ Patient identification verification (5)						
3. Interact with patient professionally/ Explain procedure clearly & accurately/ check pertinent medical history(2)						
4. Maintain appropriate conversation with and in the presence of patient/ Communicate effectively with clinical staff and peers (2)						
5. Assist onto table or initial position and provide comfort/ Monitor all tubes, catheters, or patient devices (2)						
6. Organization (5)						
7. CR Centered to bucky / image receptor (5)						
8. SID (5)						
9. Angulation (5)						
10. Collimation/ Proper image receptor size and type (8)						
11. Proper manipulation of equipment (5)						
12. Correct anatomical position (8)						

13. Transverse centering (8)						
14. Longitudinal centering (8)						
15. Anatomical structures demonstrated (6)						
16. Marker placement (5)						
17. Shielding (5)						
18. Radiographic Exposure / AEC (6)						
19. Re-exposure/ Image Quality (8)						

Items 1 – 5 are only used one time per patient.

$$\frac{\text{Total Earned Points}}{\text{Total Possible Points}} = \text{Grade}$$

A GRADE OF BELOW 85 % IS CONSIDERED A FAILED EXAMINATION.

COMMENTS: _____

STUDENT'S SIGNATURE: _____ DATE

INSTRUCTOR'S SIGNATURE: _____ DATE

CLINICAL FACULTY

A clinical faculty is designated at each clinical education setting and is responsible for handling problems, taking care of student attendance, observing students in the clinical situation, objectives, competency testing, and in general working with the students in the student-patient relationships. The faculty is also responsible for maintaining compliance with the program's policies and policies regarding direct supervision until the student achieves competency, indirect supervision after the student achieves competency and direct supervision of students when repeating unsatisfactory images. The faculty is the person who will ultimately be grading each student on their clinical practicum situations. The clinical faculty will also be available to the student for individual tutoring. The clinical faculty and the other Radiologic Technology instructors work closely together for the benefit of each individual student.

CLINICAL PRECEPTOR & CLINICAL STAFF

Each affiliate hospital assigns a qualified radiographer to serve as clinical preceptor with the overall responsibility for the students while they are in the clinical education setting. This person monitors student attendance, provides supplemental instruction in departmental requirements for radiographic procedures, supervises and assists students while in the clinical education setting, evaluates student's overall performance, and makes minor modifications in clinical assignments to assure each student a full range of clinical experiences. Additionally, staff technologists assigned to each clinical area supervise students on a one-to-one basis, instruct students on departmental requirements for radiographic procedures, and evaluate students' overall clinical performance. Staff technologists or preceptors evaluate the students' radiographs and assist with any repeat projections and participate in the decision concerning the students' readiness for competency evaluation. Students are directly supervised until they are deemed competent in certain procedures via the competency based clinical evaluation process. They are indirectly supervised from that point on those procedures only. The student is also directly supervised by a qualified radiographer when repeating any/all unsatisfactory images.

OBJECTIVES/COMPETENCY

The student will be required to perform certain approved clinical objectives each semester. These objectives will be listed in your clinical course syllabus. Each semester the student will be responsible for certain types of radiographic examinations. Each objective will consist of a complete radiographic examination to be observed by the clinical faculty. The student will then be required to demonstrate his proficiency in doing the examination to the satisfaction of the clinical faculty.

This demonstration will consist of method of patient care, image evaluation criteria, positioning of the patient and body part, radiation protection procedure, and answering any question deemed necessary by the clinical faculty.

COMPETENCY EXAMINATION & GRADES

Clinical competency can be developed by following a systematic step by step approach. The following sequence of steps will generally produce clinical proficiency:

- Academic Preparation in didactic course work
- Observation initially of procedures performed by registered Radiologic Technologists
- Assisting registered Radiologic Technologists in performing radiographic procedures
- Performance Evaluation by registered technologists directly supervising the student performing the radiographic procedure. The technologists will observe and assist you and step in whenever the need arises.
- Competency is achieved in two ways. When the student can do a particular examination by themselves, they ask the technologist or clinical preceptor to do a competency evaluation when the next patient for the examination arrives. The competency will be verified by technologist signature using the clinical requirements booklet. Each semester the student's clinical competency is evaluated by the clinical faculty using the clinical competency exam form. The competency exam is the procedure by which a student demonstrates skill and competency in any category of radiographic examinations from that semester's clinical practicum syllabus or previous clinical practicum syllabi. A category would be a series of related examinations that would exemplify an area of the human body. The student will be required to perform at least ten radiographic views within that category with a minimum mastery level of 85%. If the student does not score an 85% or higher, a repeat competency evaluation will be performed at a later time. The student must score 85% or higher on the second exam in order to pass the final competency evaluation. If the student passes the repeated competency evaluation, the instructor will average both scores to determine the student's final score. If the student scores below 85% on the first and repeated final competency evaluation, then a score of "0" will be awarded.

- Performance Proficiency

Once the student becomes competent in a particular radiographic procedure, they need additional practice to maintain and perfect their skill. The student may then perform this examination with indirect supervision. A registered technologist must be in an adjacent room or area, but not necessarily in the exposure room. However, if a repeat examination should become necessary, for any reason, a registered technologist or clinical preceptor must be present to provide direct supervision for the repeat exposure.

POLICY FOR SUPERVISION OF CLINICAL STUDENTS

Student radiographers must be supervised at all times. There shall be no more than one student for each Radiographer.

All images taken by students **MUST BE CHECKED** and evaluated by a radiographer or QC technologist prior to submitting radiographs to a radiologist for interpretation.

Students must not take the place of staff radiographers.

REPEAT POLICY OF RADIOGRAPHIC EXAMS

Any radiograph to be repeated is first reviewed by the registered radiographer, and any needed corrections in positioning or exposure are discussed with the student. The repeated exposure is made under the DIRECT SUPERVISION of the radiographer.

DIRECT SUPERVISION: (as defined by JRCERT)

Student supervision under the following parameters:

A qualified radiographer reviews the procedure in relation to the student's achievement to determine the student's ability to perform the procedure and to determine if assistance is needed;

A qualified radiographer evaluates the condition of the patient in relation to the student's knowledge;

A qualified radiographer is present during the conduct of the procedure;

A qualified radiographer reviews and approves the completed radiographs;

A qualified radiographer is present during student performance of any repeat exposure of an unsatisfactory radiograph.

Students should not perform examinations on pregnant patients unless a qualified radiographer is present.

Direct supervision of the student is required until the student is deemed competent to perform the procedure indicated by the signature of a qualified radiographer in the student's Clinical Radiologic Procedure Competency Exam Sign-Off Booklet.

INDIRECT SUPERVISION: (as defined by JRCERT)

Once the student is deemed competent to perform the procedure, they are indirectly supervised. Indirect supervision is defined as that supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement. "Immediately available" is interpreted as the presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. Having the student use an electronic device to call for help is not acceptable. This availability applies to all areas where ionizing radiation equipment is in use.

C-ARM AND MOBILE RADIOGRAPHY:

Students must work directly with technologists during all mobile and c-arm examinations. No student will be allowed to perform mobile or c-arm examinations alone, regardless if they are deemed competent in performing that particular exam.

STUDENT EXPLOITATION

1. Affiliated radiology departments are required to have the inherent capacity for operating without relying on student manpower. The student work week including didactic and clinical time- must not exceed 40 hours.
2. The primary objective of clinical education is strictly for educational purposes.
3. During the course of clinical education, students will be required to perform the duties of radiographers, after he/she meets proper competency requirements. These activities are considered essential for the education of competent radiographers. Students are not to consider such activities as student exploitation.
4. If the student can demonstrate that he/she has been exploited during clinical education, the student is advised to bring all relevant information and documentation to the attention of the DCC clinical faculty, clinical coordinator and/or program director.
5. Students are required to attend regularly scheduled clinical education rotations.

VENIPUNCTURE

Venipuncture is a procedure commonly performed at the Clinical Education Setting. Students enrolled in Clinical Radiography courses are permitted, under supervision*, to perform venipuncture and/or injections on patients. This practice is required as a clinical patient care competency. Students are given instruction in venipuncture in lecture and the opportunity to practice venipuncture. Students are not allowed to perform the competency until after the instruction has been completed. If the student is not performing the venipuncture, they should assist by setting up for the procedure and handing supplies to the qualified individual performing the injection.

*Supervision of students must be by an ARRT registered radiographer, a licensed RN, or licensed MD approved to perform venipuncture by the CES. The supervisor must be present in the room during the procedure.

RADT 253 FINAL COMPETENCY REQUIREMENTS

TERMINAL COMPETENCY EVALUATION

Upon completion of this final clinical practicum the student should be able to:

1. Demonstrate proficiency during a final competency evaluation encompassing selected radiographic examinations from any category listed below. This evaluation should include the following:
 - A. Evaluation of the requisition.
 - B. Demonstration of proper physical facilities readiness.
 - C. Demonstration of proper patient-technologist relationship.
 - D. Positioning the patient and imaging system correctly to perform the radiographic examination/procedure.
 - E. Determine exposure factors to obtain diagnostic quality radiographs with minimum radiation exposure.
 - F. Demonstrate utilization of radiation protection for the patient, self and others.
2. Demonstrate ability to answer questions correctly pertaining to the following:
 - A. Use of oral and written medical communications.
 - B. Knowledge of human structure, function, and pathology.
 - C. Perform basic mathematical function.
 - D. Adjustment of standard procedures to accommodate for patient condition and other variables.
 - E. Adapting exposure factors for various patient condition, equipment, accessories, and contrast media to maintain appropriate radiographic quality.
 - F. Evaluate performance of radiograph systems, know safe limits of equipment operations and to report any malfunctions.
 - G. Knowledge and skills relating to quality assurance.
 - H. Exercising independent judgement and discretion in technical performance of medical imaging procedures.

3. Answer verbal cognitive reinforcement questions concerning any aspect of radiology.
4. Complete this final competency evaluation with a minimum of 85%.
5. PRODUCE THE SIGNED RADIOGRAPHY PROCEDURE COMPETENCY EXAM BOOKLET, COMPLETE AS REQUIRED. THIS IS ALSO A GRADUATION REQUIREMENT- MUST COMPLETE TO EARN YOUR DEGREE.
6. All must apply for and graduate before taking the certification examination in Radiography given by the American Registry of Radiologic Technologists (ARRT).

COMPETENCY EVALUATION CATEGORIES

Chest and Thorax
Upper Extremity
Lower Extremity
Head
Abdomen Fluoroscopy Studies
Surgical Studies
Mobile Studies
Pediatric Studies

I have been given a copy of and I have read the Policies and Procedures Manual and Student Clinical Handbook of the Delgado Program in Radiologic Technology.

I understand the policies and procedures and agree to observe all rules and regulations as stated therein.

Furthermore, I understand that I may be dismissed from the program and/or clinical affiliate if:

- a. I do not maintain a 2.0 grade point average in each and every RADT course.
- b. I do not comply with the Policies and Procedures Manual and Rules and Regulations of the Affiliate Hospitals.

Student's Signature

Date

HEPATITIS B VACCINE, POSITIVE TITERS & INFLUENZA VACCINE

In order to be in compliance with contractual agreements with clinical education settings that provide student clinical experience and OSHA standards addressing occupational exposure to blood-borne pathogens, Delgado Community College Allied Health Division will require all students to have the **HEPATITIS-B VACCINE** or show proof of immunity.

Students must contact their own physician and arrange for the immunization series.

The first of three (3) immunizations is required by **September 1st**. The second dose is given thirty (30) days after the initial dose followed by a third dose six (6) months later. In cases of pregnancy or other conditions of concern, the student must consult his/her physician for advice concerning the use of hepatitis B vaccine.

Proof of each vaccination must be uploaded and approved by Castlebranch.

Students must show immunity by **positive titer** for the following: **Rubella, Rubeola, Varicella and Mumps**. Proof of immunity must be uploaded and approved by Castlebranch.

Students must have **annual influenza vaccine (September-March)** and upload proof to Castlebranch

TB SKIN TEST

A TB test must be done every year. The result of the TB test must be uploaded to Castlebranch.

One of the following is required:

A negative 2-step TB skin test (two 1-Step TB skin tests administered 1-3 weeks apart)

OR

A negative quantiFeron Gold Blood Test (lab report required)

OR

A negative T-Spot blood test (lab report required)

Please submit test results of TB test on CastleBranch. In the event of a positive result, the following will be required:

- Date of positive result
- Clearance from physician stating they reviewed the chest x-ray and confirm the absence of TB

CPR

Students must be certified in American Heart Association Health Care Provider BLS the entire length of the program. Proof of certification must be uploaded to Castlebranch before the student begins their clinical education.

Students will not be allowed to participate in the clinical education component of the program without proper documentation of physician's physical, Hepatitis B Vaccine, positive titers for Rubella, Rubeola, Varicella and Mumps, current TB test, influenza vaccine and current CPR certification.

CLINICAL ROTATIONS

While assigned to the clinical education setting (CES), the student will rotate through various areas of the radiology department. Clinical assignments take place during daytime hours, Monday through Friday. Clinical semester rotations are posted at each CES. Students are not permitted to attend clinic in an area they are not assigned. Also, students are not allowed to attend clinic beyond their scheduled time. Required clinical rotations for students include: Diagnostic Radiography, Fluoroscopy, Surgery, Trauma, Special Procedures, Computed Tomography (CT), Magnetic Resonance Imaging (MR), Nuclear Medicine, and Sonography. Rotations in Special Procedures, CT, MR, Nuclear Medicine and Sonography start at the beginning of the student's 4th semester (FALL – RADT 251). A minimum of two weeks is required in CT. A minimum of one week in each of the following areas: Special Procedures, MR, Nuclear Medicine and Sonography. These are required rotations for all students in the Radiologic Technology program.

PATIENT CONFIDENTIAL INFORMATION

All hospital and patient records are confidential in nature. Requests for information concerning a patient should be referred to the Clinical Supervisor or the Clinical Instructor. Students are expected to maintain confidentiality in a professional manner.

In accordance with Health Insurance Portability and Accountability Act (HIPAA) of 1996, all patient information will be confidential. Students will maintain the privacy of protected health information by: limiting discussions of protected health information to private areas and conference rooms; not

discussing health information outside the health care facility unless such discussion is with an appropriate faculty member and in private; not discussing protected health information with other students; refraining from copying any part of the protected health information for use outside of the health care facility; refraining from putting any personal identifier on any paperwork associated with the Radiologic Technology Program; patient identification numbers may be used as an identifier, however, no patient name, no room number or health care facility name. Students will be expected to adhere to the HIPAA policies at each clinical education setting. Any violation of these policies will result in disciplinary action.

**DELGADO COMMUNITY COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM
CLINICAL COMPETENCY REQUIREMENTS**

General Patient Care Procedures (ARRT Approved 2021/Effective 2022)

Candidates must be CPR/BLS certified and have demonstrated competence in the remaining nine patient care procedures listed below. The procedures should be performed on patients whenever possible, but simulation is acceptable if state regulations or institutional practice prohibits candidates from performing the procedures on patients.

General Patient Care Procedures	Date Completed	Competence Verified By
CPR/BLS 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)		

*Venipuncture can be simulated by demonstrating aseptic technique on another person, but then inserting the needle into an artificial forearm or suitable device.

Imaging Procedures

As part of the education program, candidates must demonstrate competence in the clinical procedures identified below. These clinical procedures are listed in more detail in the following sections:

- Ten mandatory general patient care procedures;
- 36 mandatory imaging procedures;
- 15 elective imaging procedures selected from a list of 34 procedures;
- One of the 15 elective imaging procedures must be selected from the head section; and
- Two of the 15 elective imaging procedures must be selected from the fluoroscopy studies section.

One patient may be used to document more than one competency. However, each individual procedure may be used for only one competency (e.g., a portable femur can only be used for a portable extremity or a femur but not both).

Competency Requirement/Criteria:

Demonstration of competence must include:

- patient identity verification;
- examination order verification;
- patient assessment;
- room preparation;
- patient management;
- equipment operation;
- technique selection;
- patient positioning;
- radiation safety;
- image processing; and
- image evaluation.

Imaging Procedures	Mandatory or Elective		Eligible for Simulation	Date Completed	Competence Verified By
	Mandatory	Elective			
Chest and Thorax					
Chest Routine	✓				
Chest AP (Wheelchair or Stretcher)	✓				
Ribs	✓		✓		
Chest Lateral Decubitus		✓	✓		
Sternum		✓	✓		
Upper Airway (Soft-Tissue Neck)		✓	✓		
Sternoclavicular Joints		✓	✓		
Upper Extremity					
Thumb or Finger	✓		✓		
Hand	✓				
Wrist	✓				
Forearm	✓				
Elbow	✓				
Humerus	✓		✓		
Shoulder	✓				
Clavicle	✓		✓		
Scapula		✓	✓		
AC Joints		✓	✓		
Trauma: Shoulder or Humerus (Scapular Y, Transthoracic or Axial)*	✓				
Trauma: Upper Extremity (Non-Shoulder)*	✓				
Lower Extremity					
Toes		✓	✓		
Foot	✓				
Ankle	✓				
Knee	✓				
Tibia-Fibula	✓		✓		
Femur	✓		✓		
Patella		✓	✓		
Calcaneus		✓	✓		
Trauma: Lower Extremity*	✓				

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

Imaging Procedures	Mandatory or Elective		Eligible for Simulation	Date Completed	Competence Verified By
	Mandatory	Elective			
Head – Candidates must select at least one elective procedure from this section.					
Skull		✓	✓		
Facial Bones		✓	✓		
Mandible		✓	✓		
Temporomandibular Joints		✓	✓		
Nasal Bones		✓	✓		
Orbits		✓	✓		
Paranasal Sinuses		✓	✓		
Spine and Pelvis					
Cervical Spine	✓				
Thoracic Spine	✓		✓		
Lumbar Spine	✓				
Cross-Table (Horizontal Beam) Lateral Spine (Patient Recumbent)	✓		✓		
Pelvis	✓				
Hip	✓				
Cross-Table (Horizontal Beam) Lateral Hip (Patient Recumbent)	✓		✓		
Sacrum and/or Coccyx		✓	✓		
Scoliosis Series		✓	✓		
Sacroiliac Joints		✓	✓		
Abdomen					
Abdomen Supine	✓				
Abdomen Upright	✓		✓		
Abdomen Decubitus		✓	✓		
Intravenous Urography		✓			

Imaging Procedures	Mandatory or Elective		Eligible for Simulation	Date Completed	Competence Verified By
	Mandatory	Elective			
Fluoroscopy Studies – Candidates must select two procedures from this section and perform per site protocol.					
Upper GI Series, Single or Double Contrast		✓			
Contrast Enema, Single or Double Contrast		✓			
Small Bowel Series		✓			
Esophagus (<i>NOT</i> Swallowing Dysfunction Study)		✓			
Cystography/Cystourethrography		✓			
ERCP		✓			
Myelography		✓			
Arthrography		✓			
Hysterosalpingography		✓			
Mobile C-Arm Studies					
C-Arm Procedure (Requiring Manipulation to Obtain More Than One Projection)	✓		✓		
Surgical C-Arm Procedure (Requiring Manipulation Around a Sterile Field)	✓		✓		
Mobile Radiographic Studies					
Chest	✓				
Abdomen	✓				
Upper or Lower Extremity	✓				
Pediatric Patient (Age 6 or Younger)					
Chest Routine	✓		✓		
Upper or Lower Extremity		✓	✓		
Abdomen		✓	✓		
Mobile Study		✓	✓		
Geriatric Patient (At Least 65 Years Old and Physically or Cognitively Impaired as a Result of Aging)					
Chest Routine	✓				
Upper or Lower Extremity	✓				
Hip or Spine		✓			
Subtotal					
Total Mandatory exams required	36				
Total Elective exams required		15			
Total number of simulations allowed			10		

RADIATION SAFETY

Radiation safety is an integral part of the medical imaging profession. Therefore, it is imperative that students be aware of radiation protection rules that must be followed by personnel.

The ALARA (As Low As Reasonably Achievable) concept will be followed regarding DCC Radiologic Technology program radiation safety policies. This concept was developed by the National Council on Radiation Protection and is accepted by all regulatory agencies. This concept is for Medical Radiographers, students and Radiologists to share the responsibility to keep occupational and non-occupational absorbed doses below their allowable maximum levels. This can be achieved through the employment of proper radiation control procedures.

The ALARA concept will be adhered to. A student is expected to exercise sound radiation protection practices at all times. At no time should a student participate in a procedure that exhibits unsafe protection practices.

Delgado Community College Radiologic Technology program will follow these dose limits, which are below the NCRP current dose limits:

<50 mSv	Whole body
<150 mSv	Lens of Eye
<500 mSv	Skin/shallow dose
<500 mSv	Extremities

1. A monitoring device (dosimeter) is worn by each student. Radiation dosimetry reports will be made available to the student within 30 school days of returning the dosimeter.
2. Radiation protection and safety measures must be strictly adhered to. Students are required to practice proper radiation safety procedures at all times when present in clinical education settings and in energized classroom sessions.
3. Student utilization of the energized laboratories must be under the direct supervision of a qualified radiographer who is readily available.
4. Students must always wear their radiation dosimeter at the clinical affiliate hospital and energized classroom sessions at Delgado Community College, Bldg. 1, Rooms 312E1 and 312E7. No student will be allowed to participate in activities at the clinical affiliate hospital or DCC's energized classrooms if he or she is not wearing a current dosimeter. If the student arrives without the dosimeter, the student will be sent home to retrieve the dosimeter.
5. The student is responsible for the dosimeter and its controlled storage.
6. Students must prevent dosimeter from receiving excessive exposure from radiation when not worn.

7. If the radiation dosimeter is lost or damaged, report it immediately to the Clinical Supervisor and Radiation Safety Officer (RSO) so that a replacement dosimeter can be obtained.
8. Should a student dosimeter be exposed or a radiation monitoring incident occurs, please report to your Clinical **Preceptor** who will notify the RSO.
9. All clinical education settings are in compliance with applicable state and federal radiation safety laws. Radiation safety including student dosimetry monitoring is overseen by a Medical Physicist and/or RSO at each location. If the dosimetry reading is high (a reading higher than the monthly limit), the student and program director are informed by the Medical Physicist and/or RSO. The Medical Physicist and/or RSO will discuss the excessive reading with the student.
10. Declared pregnant students will have collar and fetal dosimeters assigned for more thorough monitoring.

RADIATION PROTECTION RULES GOVERNED BY ALARA

1. Do not hold image receptors during radiographic procedures.
2. Should not hold patients during any radiographic procedures when an immobilization device is the appropriate standard of care.
3. Always wear dosimeter when attending clinical or the energized laboratory.
4. Wear dosimeter at the neck.
5. Wear dosimeter outside lead apron.
6. Never leave your dosimeter in a radiographic room.
7. Never wear your dosimeter if you are having medical or dental radiographs taken of yourself.
8. Wear lead apron when doing portables.
9. Stand at least six feet away from x-ray tube when doing a portable radiograph.
10. Always use collimation.
11. Never make an exposure while the door to the radiographic room is open.
12. Never enter a radiography room without knocking to be sure an exposure is not in progress.

13. Follow the appropriate rules for radiation safety set by each clinical affiliation.

I have been informed and I am aware of my Dosimeter readings:

October Date: _____

November Date: _____

December Date: _____

January Date: _____

February Date: _____

March Date: _____

April Date: _____

May Date: _____

June Date: _____

July Date: _____

August Date: _____

September Date: _____

October Date: _____

November Date: _____

December Date: _____

January Date: _____

February Date: _____

March Date: _____

April Date: _____

May Date: _____

June Date: _____