Contents

FOREWORD ........................................... 8
WELCOME FROM THE DIRECTOR AND COORDINATOR ........................................... 9

PRE- PROGRAM ACCEPTANCE - Program Admission Requirements (Radiology) ........ 10

APPLICATION AND ADMISSION STANDARDS .................................................................. 11
COLLEGE INFORMATION: ................................................................................................. 14

College Mission Statement ................................................................................................. 14
College Strategic Goals ......................................................................................................... 14
College Address: .................................................................................................................. 15
Organizational Charts ........................................................................................................... 15
College Student Affairs Online Link ..................................................................................... 15
College Due process policy: ................................................................................................ 16
College FERPA- Security of Student Records ................................................................... 16
College Financial Aid Information ......................................................................................... 16
College Contact Information ............................................................................................... 16
College Libraries ................................................................................................................. 17
Library Phone: ..................................................................................................................... 17
Learning Lab Phone: ............................................................................................................ 17
College Counseling: Academic Guidance ......................................................................... 18
Cost- Financial Aid and Scholarships .................................................................................. 18
Financial Assistance .......................................................................................................... 18
College and Program Fees: ................................................................................................. 19

Fees ....................................................................................................................................... 19
Program Radiology Course Fees (Additional) .................................................................... 21

Syllabus Statement ............................................................................................................... 22

PROGRAM: ............................................................................................................................ 22

Program History: Radiologic Technology Education in Hattiesburg- ..................................... 22
Program Faculty ................................................................................................................... 23
Program Director ................................................................................................................ 23
Clinical Coordinator .......................................................................................................... 23
Vice-President for FCO- DR. JANA CAUSEY ..................................................................... 23
Assistant Vice-President for FCO- DR. AMANDA PARKER .................................................. 23

Medical Advisor .................................................................................................................. 23
Clinical Affiliates .................................................................................................................. 24

Program Student Health and Required Documents Policy .................................................. 24
The Ten Commandments of Good Patient / Public Relations ............................................. 25
Program Self Evaluation ...................................................................................................... 25
Teaching/Learning Process .................................................................................................. 25
Growth of Individual-Self Awareness .................................................................................. 26

Purpose and Objective ......................................................................................................... 26
Technical Skills Assessment ................................................................................................. 26

Faculty and Staff: ................................................................................................................. 27
Program Annual Report Data-2017 PRCC Radiology Program
Program Mission Statement (Radiology)
Program Goals (Radiology)
Radiology Program Information/Description
Radiology Program: Student Learning Outcomes
Professional Organizations
American Society of Radiologic Technologists
Mississippi Society of Radiologic Technologists
Code of Ethics: American Registry of Radiologic Technologists:
PRCC Student Association (Radiologic Technology)

PROGRAM DESCRIPTION OF CURRICULUM
Program General Education Core Courses

PROGRAM: CLASS/CLINICAL ASSIGNMENTS COURSE DESCRIPTION OF CLASS MEETINGS
Program Honor Code Statement/Policy: Classroom, Laboratory, and Clinical
   Honor Code: Group Work
   Honor Code: Tips for Success
   Honor Code: Violations
   Possible violations

Program Abide Policy Statement for Students: [JRCERT Standard 4.8]
Program ADA: Disability Act
Americans Disabilities Act (ADA)
If you have a disability that qualifies under the Americans with Disabilities Act and you require special assistance or accommodations, you should contact the designated coordinator for your campus for information on appropriate guidelines and procedures: Poplarville Campus, Tonia Moody Seal at 601-403-1060 or tmoody@prcc.edu; Forrest County Center Abby Goldblatt at 601-554-4686 or agoldblatt@prcc.edu; Hancock Center, Raymunda Barnes at 228-252-7000 or rbarnes@prcc.edu.
eLearning – Online students who require special assistance, accommodations, and/or need for alternate format should contact Tonia Moody Seal at tmoody@prcc.edu.
Program Background check/Drug screening
Program Bachelor of Science Degree in Radiologic Technology
Program: Bereavement/Funeral Policy
Program: Electronic Device Policy: Cell phones, smart watches, tablets...etc
Program: Firearms Policy:
Program Fund-raising
Program Gender
Program Grades
   Progress Records
   Records Policy
   Academic Standards (MINIMUM)
   Academic Testing Rules
   Failures/Termination Program
   Advanced placement students: (transfer students)
   Readmission Requirements:
   Student Guidance/Counseling

Program Graduation Requirements
Program Job Policy- Work/Student Related:
Program Non-Discrimination Policy: [JRCERT Standard 1.1, 1.12]
Program- Personal Hygiene: __________________________________________________________ 46
Deodorant: _______________________________________________________________________ 46
Hair/Makeup: _____________________________________________________________________ 46
Fragrance/Perfume: __________________________________________________________________ 46
Hands/Fingernails: __________________________________________________________________ 46

Program Suggestion Committee Student (Radiology) ______________________________________ 46
Program Weather Notification: ________________________________________________________ 47

CLASSROOM AND LAB MANUAL ____________________________________________________ 47

Classroom And Lab Management Policy ________________________________________________ 47
Energized Lab Procedure for Use and Safe Operation ______________________________________ 48
Lab Infection Control Protocol _________________________________________________________ 48
CLASSROOM Professional Behavior and Campus / Clinical Attire ____________________________ 49

RADIATION HEALTH/SAFETY: [JRCERT STANDARD FOUR] __________________________ 50

Health and Safety College Online Links: [JRCERT 4.7] ________________________________ 51
Security College Online Links: ____________________________________________________________________________________________________________ 51
Radiation Safety Practices/Student: [JRCERT Standard 4.1, 4.3, 4.8] ______________________ 51
Precautions in the Clinical Area (Health): [JRCERT 4.7] ______________________________________ 52
Communicable Disease Policy: [JRCERT 4.7] _____________________________________________ 52
Injury/Illness Policy: [JRCERT 4.7] _____________________________________________________ 53
Insurance (Student) ____________________________________________________________________ 53
  Health Insurance ______________________________________________________________________ 53
  Liability Insurance (Medical) ___________________________________________________________________________________________________________ 53

Hepatitis B Vaccine Policy and Information ____________________________________________ 53
Incident Reports (Patient) _______________________________________________________________________________________________________________ 54
Latex Allergy Policy _____________________________________________________________________ 55
Needle sticks Policy ______________________________________________________________________ 55
Monitoring Plan ________________________________________________________________________ 55
  Dosimeters ____________________________________________________________________________ 56
  Exposure Reports ________________________________________________________________________ 56

MRI Procedure and Student Screening: [JRCERT Standard 4.1, 4.3, 4.8] ____________________ 58
Pregnancy Policy: [JRCERT Standard 4.2] _________________________________________________ 59
  Declared Pregnant Worker ______________________________________________________________________________________________________________ 59

CLINICAL MANUAL ____________________________________________________________ 61

Confidentiality and HIPAA ________________________________________________________________________________________________________________ 62
Patient Confidentiality: ___________________________________________________________________________________________________________________ 62
Student Confidentiality: __________________________________________________________________________________________________________________ 62
Student Professionalism: ________________________________________________________________________________________________________________ 62
CLINICAL EDUCATION: ________________________________________________________________________________________________________________ 63
Clinical Assignments, Rotations, Affiliates, Setting ________________________________________________________________________________________ 63

COMPETENCY RULES ______________________________________________________________ 66
TERMINAL EXAMINATION ____________________________________________________________ 68

Clinical Grade- Daily Attendance Form (Canvas) __________________________________________ 69
Clinical Grade- Daily Practicums (Canvas): ______________________________________________ 69
Clinical Grade: Performance Evaluations (Technologist Evaluation) ........................................... 70
Clinical Performance Evaluations (Technologist Evaluation) .................................................. 70
Clinical Performance Evaluations (Technologist Evaluation) .................................................. 70

CLINICAL GRADE- PROFESSIONALISM (RGT): ................................................................. 71
CLINICAL AFFILIATE CONTACT INFORMATION ............................................................... 75
CLINICAL COMPETENCY RE-EVALUATE CLINICAL ......................................................... 77
REGISTERED RADIOLOGIC TECHNOLOGIST (DEFINITION) ............................................. 83
DIRECT SUPERVISION: .............................................................................................................. 83
PACS/ SENDING OF IMAGES: .................................................................................................. 84
REPEAT POLICY: ......................................................................................................................... 84

Clinical Staff Ratio: .................................................................................................................... 85

CLINICAL EDUCATION SUMMARY ......................................................................................... 91
CLINICAL GRADING SYSTEM: .................................................................................................... 92
CLINICAL I-V OBJECTIVES: ........................................................................................................ 93

Objectives: RGT 1115 Clinical Education I .............................................................................. 95
  Total Comp Grade: RGT 1115 Clinical Education I ................................................................. 96

Objectives: RGT 1125 Clinical Education II .............................................................................. 97
  Total Comp Grade: RGT 1125 Clinical Education II ................................................................. 98
  Semester Competencies/ % Calculated as Clinical ................................................................. 98

Objectives: RGT 1139 Clinical Education III ............................................................................. 99
  Total Comp Grade: RGT 1139 CLINICAL III ........................................................................ 100

Objectives: RGT 2147 Clinical Education IV ........................................................................... 101
  Total Comp Grade: RGT 2147 CLINICAL IV ........................................................................ 102

Objectives: RGT 2157 Clinical Education V .............................................................................. 103

DIAGNOSTIC RELATED OBJECTIVES: .................................................................................... 104
  Evening Shift Objectives 2:00 - 10:00 p.m./Weekend Shifts Objectives .................................. 104
  Fluoroscopy Objectives ............................................................................................................. 104
  Office Procedures ...................................................................................................................... 105
  Office Procedures and Radiographic Records and Files Objectives ......................................... 106
  Mobile and Surgery Objectives ................................................................................................. 108
  Surgical Site Objectives ............................................................................................................ 108
  Orthopedic Radiography Objectives ......................................................................................... 108
  PACS and Computed Radiography Objectives .......................................................................... 110
  Patient Care Objectives: .......................................................................................................... 110

SPECIAL PROCEDURES OBJECTIVES ..................................................................................... 111
  Mammography Imaging Objectives (optional Rotation); (JRCERT Standard 1.2) ..................... 111
  Computed Tomography Objectives .......................................................................................... 112
  Ultrasound Objectives .............................................................................................................. 112
  Nuclear Medicine Objectives .................................................................................................. 112
JRCERT ACCREDITATION STANDARDS IN RADIOGRAPHY _______________ 1

STUDENT RESOURCES

Links to College Policies for Reference ___________________________________ 140
Social Media Guidelines __________________________________________________ 142
Hours of Operation ______________________________________________________ 143
Information Technology _________________________________________________ 144
Online Chat __________________________________________________________________________ 144
Call Directly _______________________________________________________________ 144
Email (Non-critical issues) ________________________________________________ 144
Frequently Asked Questions ______________________________________________ 144
Student Email ___________________________________________________________ 144
Student Success Center ___________________________________________________ 145
FREE Software for Students: ______________________________________________ 145
Helpful Resources: ____________________________________________________________________ 146
Information _____________________________________________________________ 146
Transportation for StudentActivities __________________________________________________________________ 146

STUDENT FORMS:

CLASNAME AND LAB MANAGEMENT POLICY STUDENT VERIFICATION ___________________________ 121
AGREEMENT TO ABIDE BY POLICIES __________________________________________________ 122
DEPARTMENT ORIENTATION CHECKLIST ______________________________________ 123
GRADUATION REQUIREMENT (Hourly)FORM ___________________________________ 124
PROGRAM RELEASE FORM ________________________________________________ 125
RETURN FROM ILLNESS FORM ______________________________________________ 126
TRAVEL WAIVER (PRCC RADIOLOGY) ________________________________________ 127
STUDENT VERIFICATION AND UNDERSTANDING FORM ON: ____________________________ 128
DIRECT SUPERVISION/INDIRECT SUPERVISION, REPEAT AND MOBILE RADIOGRAPHY POLICY 128
Consult Form _______________________________________________________________ 130
INCIDENT REPORT FORM ____________________________________________________ 131
INCIDENT REPORT FOLLOW UP FORM ________________________________________ 135
LATEX SENSITIVITY FORM __________________________________________________ 136
RADIATION MONITORING BADGE READINGS OVER 40 mREM ____________________________ 137
DECLARED PREGNANCY FORM ____________________________________________ 138
MRI SCREENING FORM ____________________________________________________ 139

COLLEGE EQUAL OPPORTUNITY AND STATEMENT OF COMPLIANCE: [JRCERT STANDARD 1.12] ________________ 116
COLLEGE ACCREDITATION-COLLEGE: ____________________________________________ 117
PROGRAM ACCREDITATION-PROGRAM: __________________________________________ 117
ARRT FELONY / MISDEMEANOR CONVICTION POLICY: _____________________________ 117
ARRT SCOPE OF PRACTICE: ___________________________________________________ 118
ASRT SCOPE OF PRACTICE: ____________________________________________________ 118

PROGRAM GENERAL EDUCATION CORE COURSES __________________________________________ 115

Program Industry Job Projection Data _________________________________________ 115
Program Occupational Overview ___________________________________________ 116
Program Occupational Breakdown ____________________________________________ 116
Program Occupational Change _____________________________________________ 116

ARRT SCOPE OF PRACTICE:

Program Occupational Overview ___________________________________________ 116
Program Industry Job Projection Data _________________________________________ 115

COLLEGE ACCREDITATION-COLLEGE:

Program Occupational Overview ___________________________________________ 116
Program Industry Job Projection Data _________________________________________ 115

ARRT SCOPE OF PRACTICE:

Program Occupational Overview ___________________________________________ 116
Program Industry Job Projection Data _________________________________________ 115
RADIOGRAPHER Student Handbook

DISCLAIMER

This student handbook intends to reflect current PRCC policies and guidelines of the Radiology Technology Program, students should be aware that additions and/or changes to such policies and guidelines may have been implemented after the publication of this material.

Instructors reserve the right to modify course content and evaluation procedures, as they deem necessary. Likewise, they reserve the right to alter, amend, or otherwise modify program policies or guidelines. The student will be given a copy of the revised policy/guideline after adequate notification of the change.

Pearl River Community College
Radiology Specific Student Handbook:

Foreword

This handbook and has been modified to be directed towards the PRCC Radiology Students Forrest County Operations and is prepared in order to give each radiology student another source of information about this college and its activities. Any worthy institution will, in the course of years, come to stand for practices, customs and ideals, which give it a spirit and character of its own. This handbook represents an effort on the part of the Office of Student Affairs to relate facts and policies concerning Pearl River Community College. Through the use of this book, each radiology student should develop an understanding and appreciation of their college and the ideals for which it stands. It is not assumed that these policies are complete, nor will they serve indefinitely. They are amended as changes in local conditions and practices may indicate. PRCC reserves the right to change all policies, rules, or procedures stated herein.

PRCC offers equal education opportunities to all persons without regard to sex, race, religion, color, national origin, handicap, age or marital status. [JRCERT Standard 1.12] Program Link: [http://www.prcc.edu/academics/plans/health-nursing/radiologic PRCC Student Handbook](http://www.prcc.edu/academics/plans/health-nursing/radiologic PRCC Student Handbook) (please refer to Student Handbook link for overall College Policy) and College Catalog [http://www.prcc.edu/academics/catalog](http://www.prcc.edu/academics/catalog)
Welcome from the Director and Coordinator

We would like to thank the student for choosing our Profession, College, and Program as a career path. As the program instructors, we are dedicated to being an advocate for the student and we understand that this field of study is absolutely new to the student. We want the student to know that we will work with the student to understand all the concepts necessary to help the student become a knowledgeable and proficient Radiologic Technologist. We as program faculty along with the Clinical Instructor/Preceptors are by the students side to assist in the students growth in this profession but will also hold the student accountable for the students professional qualities. These qualities are attributes that include but are not limited to: integrity, dependability, cooperation, respect for others, and good communication skill. We would like to request that the student abide by The Golden Rule. “Treat others in the way the student would like to be treated” The student must treat classmates, coworkers, instructors, and patients with the utmost respect.

It is essential that all Radiography students have a thorough understanding of the curriculum, policies, and procedures for successful completion of the required competencies. This handbook has been prepared to assist the student become familiar with the policies and procedures of our program. During the next two years, the student is taught many different concepts. It is important for the student to understand information that we feel is necessary to be successful in our profession. The student will learn and apply many radiology concepts in the laboratory and clinical settings. Over the course of the program, the student will find that the student will develop critical thinking skills, compassion, and knowledge relating to the field of Radiologic Technology.

Webster describes profession as a “chosen, paid occupation requiring prolonged training and formal qualification.” Professionals, therefore can be defined as individuals expected to display competent and skillful behaviors in alignment with their profession. Being professional then is the act of behaving in a manner defined and expected by the chosen profession. Our message to the students is that we are one of the most trusted professions in the world, and have so much to give. Show the world how wonderful we are by always putting the students best foot forward not only for the student, but for all of us in this wonderful profession!

The student’s clinical education and hands-on training are more valuable to the student than the student can imagine. Department managers and clinical staff are watching each student’s clinical performance, tardiness, absences, and the student’s ability to work as part of a team while the student is completing the clinical rotations. These members of the clinical education team also contact program faculty regarding the student’s clinical performance/abilities and work ethics. We would like to encourage the student to think of the student’s clinical education as an interview for future employment in this profession.

Again, thank you for this opportunity to train you in this gratifying profession. We are dedicated to the student, our students, and the students learning. If we can be of assistance, please feel free to contact us at any time.

Program Director                                          Clinical Coordinator
**PRE- PROGRAM ACCEPTANCE -Program Admission Requirements (Radiology)**

**Education Requirements:** A high school diploma is required although the passing of the High School Equivalency Test (GED) are accepted. Experience has shown that English, mathematics, science, and biology courses are helpful in preparation for a career in Medical Radiography.

**Special Entrance Examinations:** Individuals making application for acceptance must present satisfactory scores on the American College Test (ACT): 18 composite minimum if taken after October 1, 1989 and 15 composite minimum if taken prior to October 1, 1989.

**Application Forms:** Individuals requesting consideration for entrance must accurately complete and forward their application to the school office. The application deadline is March 1, each year.

**Physical Health:** Candidates must be in good health and are required to present evidence of physical examination and immunization records (MMR shot documentation is mandatory).

**Moral Character:** The applicant must be of good moral character and capable of accepting the responsibilities associated with becoming a professional radiographer.

**Age:** Candidate must be 18 years of age by December 31 of the school year in which he/she is applying.

**Interview:** Candidates requesting consideration must attend an information session provided by the program director.

**Site Visitation:** Following an information session provided by the radiology faculty, each candidate is required to observe, within the Department of Radiology, typical diagnostic procedures. This requirement is of utmost importance in order to allow each candidate the opportunity to observe the roles and performance of certified technologists and current students. This tour must be a minimum 8 hours and accomplished before the beginning of clinical.

**Drug Screening:** All students are required to have a pre-start drug screening and must be in agreement by signature for random drug screenings.

**When to Make Application:**
The course of instruction begins first summer term around June 1st. The completed application packet for entrance should be presented to the Program Director on or prior to March 1st of the year they wish to apply. Upon acceptance to the Radiography program, application should be made to Pearl River Community
Application and Admission Standards

Deadline for completion of entire application procedure is **March 1**

**Completed Application Packet** REQUESTED be delivered complete in person to assure file is complete.

1. PRCC Radiology Application
2. PRCC General Admission Form (print verification to turn in)
3. The Radiology Program evaluates and utilizes High School Transcripts as a part of the interview process. Complete in this packet must be an Official High School transcript sealed in envelope and school stamped. PRCC Registrar office personnel must open this original documentation. If applicant has GED (Diploma Equivalence), then a GED Test Result Form with scores must be included.
4. American College Test (ACT) Scores - **18 Minimum** composite score documentation must be provided in packet on either H. S. transcript or separate document.
5. ALL College transcripts are utilized in the application process and must be ESCRIPTED to PRCC ADMISSIONS. Please provide (including PRCC transcript must be provided in application packet. All transcripts must be sealed in envelope and Department stamped This original documentation must be opened by PRCC Registrar office personnel.
6. Handwritten autobiography (1-3 pages)
7. Letters of Recommendations are required: (3-5 or more if applicant desires). Letters may be sealed in envelope and turned in by applicant or they may be mailed in to the Radiology Department @ PRCC.
8. Applicant must attend a Radiology Information Session & complete a form that are placed in application packet.
   - Information Sessions are scheduled and times are posted around campus. Sessions are held in Class Room 251 of the Allied Health Building on the Forrest County Campus.
   - (No appointment is needed for information session.) Dates are posted in application packet each year
9. In order to be considered for admission to the PRCC Radiology Program, the applicant must have the provided Criminal History Form signed and notarized. The Confidentiality form for clinical tour and drug screening form must be signed. These documents must be returned in packet by March 1 deadline.
10. Completed Application Packet must be personally delivered to the Radiology Faculty and applicant are issued a form for verification of completion.

After faculty have viewed the students file for completion and have verified that the student have successfully fulfilled all of the program requirements, then an observation of clinical areas are scheduled at two (2) different clinical sites. These observation hours are scheduled after applicant has been contacted for interviews. Correspondence with the applicant are through e-mail. Please verify that the students email address is correct on application. The completion of the above items will allow the prospective student to be considered for an interview with the selection committee. Turning in complete packet does not guarantee the applicant an interview. The selection Committee’s objective is to select the applicants who they feel have the potential to succeed in the program. The class are no larger than 17 students

“Pearl River Community College offers equal education and employment opportunities. We do not discriminate on the basis of race, religion, color, sex, age, national origin, veteran status, or disability.” (JRCERT Standard 1.12)
Any person needing to request accommodations, special assistance, or alternate format publication for this event, please contacts the ADA Coordinator’s office at 601-403-1060. If the prospect feels his/her disability will not affect his/her progress or jeopardize patient care, he/she may continue the application procedure with the normal process of interviewing with the Selection Committee. Final decision concerning admittance is at the discretion of the Selection Committee.

Selection of Students
The Program Director and Clinical Coordinator will review prospective student files who have completed the application procedure. Appointments made for interview selection are made upon discretion of the PRCC Faculty. The purpose of the Selection Committee is to review prospective students’ academic history and personal aptitude, and choose the applicants they feel have the best potential for completion of the Radiography Program. During the selection process prospects are grades according to their academic standing as well as their presentation at the interview. 50% will academic related and the other 50% are interview related.

Acceptance
There is a limit of student enrollment based upon the recommendations of the Joint Review Committee on Education in Radiologic Technology. Each applicant must present themselves to a Board of Selection which is comprised of physicians in Radiology, school officials, certified radiographers, Pearl River Community College representatives, and representatives from each affiliate hospital. Preference is given to applicants with superior educational background. In-state residency is required.

In State Preference
Students who are legal residents of Mississippi are given preference in the selection process. Board policy requires 100% of applicants (if qualified) are in state students and that at least 60% of each class being chosen from in-territory students. Further information on these points can be gained from the Cat Country Guide.

Proof of Residency
The student who has attended an out-of-state high school, GED program or college is considered an out-of-state resident until they show proof of being an in-state resident. The student who attended an in-state high school and an out-of-state college is considered an out-of-state resident until they show proof of being an in-state resident.

Unmarried students who are under the age of 21, are considered in-state or out-of-state according to their parents residence status. Military students are subject to additional rules and should check with the student services office for additional information.

According to the Admission’s office in Poplarville, to prove in-state residence, the student must submit the following items:

- Student 21 years or older or Married
  1. A valid Mississippi Driver License

- Students under 21 years old
  1. Parent’s valid Mississippi Driver License

NOTE: Every student must submit a MS Driver’s License AND one of the following items to the Admissions Office in Hattiesburg as part of the application process.
1. Mississippi Automobile Registration or if under 18: Parent’s Mississippi Automobile Registration
2. Mortgage paperwork or lease agreement or if under 18: Parent’s Mortgage paperwork or lease agreement
3. Utility bill (electric, telephone, water or if under 18: Parent’s Utility bill (electric, telephone, water)
4. MS Income Tax Return or if under 18: Parent’s MS Income Tax Return
5. Homestead exemption (if home owner) Parent’s Homestead exemption (if home owner)
6. MS County voter registration card Parent’s MS County voter registration
7. Marriage License, if under age 21
COLLEGE INFORMATION:

College Mission Statement

Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.

College Strategic Goals

1. To prepare students to complete a degree or certificate program and to be competent in careers for which they have been prepared.

2. To provide quality student services.

3. To provide access to college courses and programs using various instructional methods, including distance education and dual enrollment/credit courses.

4. To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development.

5. To provide facilities, technology, and support staff in order to improve student learning, enhance faculty and staff performance, and augment community services.

6. To provide adequate communication among campus personnel and community members regarding the College goals, outcomes, and activities.

7. To recruit and retain students from a diverse population.

8. To provide workforce training programs that meet requirements of business, industry, educational, and public service agencies for basic skills, specific job skills, and technical skills training.
Organizational Charts

College Student Affairs  Online Link
The below links will connect the student with the appropriate board and college policies regarding student affairs.
http://prcc.edu/faculty/policy-procedure-manual/student-affairs

- Academic Guidelines for College Housing
- Active Military Status for Students
- Athletic Drug Testing
- Campus Curfew
- Crisis Intervention
- Dress Code
- Electronic Devices
- Financial Aid
- Firearms and Deadly Weapons
- Grievance
- Guest Speakers
- Guests of Students
- Guidance Services
- Honor Rolls
- Personal Distress
- Residence Halls
College Due process policy:
http://prcc.edu/faculty/policy-procedure-manual/students-due-process

Pearl River Community College affords due process to all students in accordance with the law. Students will have their rights and actions affections their rights protected. Any actions affecting their rights and responsibilities are subject to due process in accordance with the law. Procedure for student disciplinary hearings are published in institutional documents including the student handbook.

College FERPA - Security of Student Records

Family Educational Rights and Privacy Act – (FERPA)

Student Records:
The Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment, applies only to “education records” of students enrolled or formerly enrolled in PEARL RIVER COMMUNITY COLLEGE. Education records include any record (in whatever format or medium) directly related to the student and maintained by the College. In accordance with FERPA provisions and PRCC policy, no employee of the college shall release any information about the student without the prior written consent of the student, except that employees may release records when required to do so under federal, state, and/or local law or as otherwise authorized under these policies and procedures. The complete PRCC policy regarding FERPA is available in the Pearl River Community College Catalog and Student by the following link: http://prcc.edu/faculty/policy-procedure-manual/students-records-family-educational-rights-and-privacy-act-1974

College Financial Aid Information

College Contact Information
http://www.prcc.edu/consumer-information

Key Resources at the Poplarville Campus:
Admissions
Business Office

<table>
<thead>
<tr>
<th>Key Resources</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions</td>
<td>601-403-1214</td>
</tr>
<tr>
<td>Business Office</td>
<td>601-403-1206</td>
</tr>
</tbody>
</table>
Key Resources at the Forrest County Center:
Admissions 601-554-5519
Business Office 601-403-1206
Center for Counseling, Placement 601-554-5500
Disability Support 601-403-1060
Financial Aid 601-403-1029
Textbook Store 601-554-5501
Vice President for Forrest County Operations 601-554-5506
Vice President for Community and Economic Development 601-403-1260

College Libraries
FORREST COUNTY CENTER LIBRARY

Fall and Spring Hours

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Thursday</td>
<td>7:00 am – 9:00 pm</td>
</tr>
<tr>
<td>Friday</td>
<td>7:00 am – 3:00 pm</td>
</tr>
<tr>
<td>Monday-Wednesday</td>
<td>7:30 am – 6:30 pm</td>
</tr>
<tr>
<td>Thursday</td>
<td>7:30 am – 5:00 pm</td>
</tr>
</tbody>
</table>

Library Phone: 601-554-5522
Learning Lab Phone: 601-554-5475

Pearl River Community College maintains a library with numerous resources for Radiology Technology students. The library is intended to encourage students to do additional research and other independent studies. Resources found in the library include:

1. Books
2. NCRP Reports
3. Periodicals
4. Audio-visuals

Some resources of information are maintained in the Program Director's office. Resources found in Program Director's office include:

1. Text books
2. Program essentials  
3. Professional scopes of practice  
4. Professional tasks lists  
5. State standards  

Other resources that may be found are other professional/program information. The items of information are available to student upon request to Program Director.

**College Counseling: Academic Guidance**

Academic guidance is provided any time that it is needed. Pearl River Community College staff and faculty do counseling and guidance. Students are encouraged to use the resources available from the PRCC faculty and staff. PRCC faculty does counseling concerning grades. Students are encouraged to ask for guidance and counseling whenever necessary. Further information regarding Guidance and Counseling can be found in the printed *PRCC Catalog and Handbook.*

**Cost- Financial Aid and Scholarships**

I. All Financial Funds may be applied for through the Financial Aid Office at Pearl River Community College.

II. VETERANS ADMINISTRATION PROGRAMS: Pearl River Community College, Medical Radiologic Technology Program participates in programs of the Veterans Administration. Application for this program must be made with the students nearest Veterans Administration office.  
   NOTE: No person in the United States shall be excluded from participating in any of the above programs on the grounds of race, color, sex, or national origin. [JRCERT Standard 1.12]

III. THE HATTIESBURG MEDICAL RADIOLOGIC TECHNOLOGY PROGRAM: Funds to be placed in an account with the interest per year designated to assist radiography students. The recipient of these funds are determined based upon academic grades only. This scholarship should be applied for through the PRCC EDUCATIONAL FOUNDATION.

IV. MISSISSIPPI SOCIETY OF RADIOLOGICAL TECHNOLOGIST: This fund was begun to assist through scholarship funds in the education of Radiologic Technology students and is totally funded from the MSRT. (When available)

V. THE MISSISSIPPI RADIOLOGICAL SOCIETY SCHOLARSHIP: A scholarship given to a second year student based on his/her financial need and academic rank, in the amount of approximately $200.00-300.00. (When available)

**Financial Assistance**

Pearl River Community College offers a wide variety of financial assistance programs, from federal, state, college, and private sources. These programs are designed to assist students in meeting the costs associated with attending college.

The *Financial Aid* booklet includes information, application deadlines, and regulation about the different types of assistance available at PRCC. It is important the student understands the policies regarding the assistance that is awarded to them, and to be aware of the academic requirements for maintaining eligibility. Also, the student must realize that all financial aid must be submitted before the deadline or assistance may not be available to them at the time of registration, therefore, an added expense may be added to the student before registration can be confirmed. The financial aid staff is available to assist students who have any questions or who need additional information. The office is open between the hours of 8:00 a.m. to 4:00 p.m., Monday thru Friday. (601) 403-1211.

For information concerning **WOIA (Workforce Investment Act) scholarships,**

Students may also go online and complete the students free application for **Federal Student Aid (FAFSA).** Sometimes this may be a quick and sure alternative to ensuring that all proper paperwork is complete. The address for FAFSA is: [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov). Important **FAFSA/PIN** reminders: Before the student begin,
the student will need a pin number to sign the students FAFSA electronically. The students PIN is the key to Online Financial Aid. The student may apply for a pin number by visiting: www.pin.ed.gov. The student can use this PIN number to sign in to FASFA, review the students FA award, correct the students information, and reapply for financial aid, among other various activities. The student may want to set up the students PIN number then go on-line to complete the students Financial Aid application process. The students PIN number are e-mailed to the student within 1 – 5 days. Please note: the student may want to print important documents for the students verification.

For more information about the FAFSA program, the student may call 1-800-433-3243. The student may view the Student Guide by visiting www.studentaid.ed.gov/guide. For online resources that cover the full range of financial aid visit, www.studentaid.ed.gov.

College and Program Fees:

I. The Pearl River Community College, Medical Radiologic Technology Program student is eligible for Veterans Administration. If they qualify, students may obtain educational funds through the Guaranteed Student Loan Program. These financial aids must be applied for through the Pearl River Community College Office of Financial Aid.

II. On registration day, the student is responsible for paying the book fees and the first part of tuition to the Pearl River Community College, Medical Radiologic Technology Program. The remainder of the tuition payments must be paid in full by the end of the semester.

III. Uniforms may be purchased from any uniform shop. We do carry scrubs in the PRCC Bookstore. The student is notified as to the style and code of dress.

NOTE: Pearl River Community College can change tuition and/or lab fees at any time. These changes are reflected by the Accounts and Billing of Pearl River Community College.

2This payment is made directly to the uniform shop. Total cost may fluctuate dependent upon the number of uniforms purchased.

3Subject to change without notice by Pearl River Community College.

Fees may be paid in one of the following methods:

1. Payment in full on registration day
2. Payment may be broken down according to payment plan by PRCC.
3. All payments must be received by the end of the semester to receive grades.

Tuition and Fees: http://www.prcc.edu/admissions/tuition-fees
<table>
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<tr>
<th>TUITION: (per semester)</th>
<th>Science Lab Fee</th>
<th>$ 40.00</th>
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<tbody>
<tr>
<td>In-State 15 hours or more</td>
<td>Wellness Center CPR Course FEE</td>
<td>$ 25.00</td>
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<tr>
<td>In-State less than 15 hours</td>
<td>Plus $125 - 15 hrs or more</td>
<td>$1,196.00</td>
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<tr>
<td>Associate Degree Nursing (see inclusions below #)</td>
<td>Plus $125 per hr - less than 15 hrs</td>
<td>$100.00 per hr</td>
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<tr>
<td>Associate Degree Nursing (less than 15 hrs)</td>
<td>#A.D.N. F/T Tuition includes insurance, fingerprinting, background check, drug screen</td>
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<table>
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<tr>
<th>PROGRAM FEES: Program fees are charged each semester based on the program of study taken by the student.</th>
<th>Technical: (Course Fees)</th>
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<tr>
<td>Career &amp; Technical:</td>
<td>Wellness Center Fee</td>
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<tr>
<td>Medical Billing &amp; Coding</td>
<td>Student Activity Fee</td>
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<tr>
<td>Barbering</td>
<td>Financial Aid Waiver</td>
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<tr>
<td>Brick, Block and Stonemasonry</td>
<td>Late Registration</td>
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<tr>
<td>Cosmetology</td>
<td>Parking Permit</td>
</tr>
<tr>
<td>Drafting &amp; Design Technology</td>
<td>Registration Fee*</td>
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<tr>
<td>Heating &amp; Air Conditioning</td>
<td>Replacement Diploma</td>
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<tr>
<td>Welding</td>
<td>Replacement ID</td>
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<tr>
<td>Truck Driving</td>
<td>Schedule Change</td>
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<tr>
<td>Utility Lineman</td>
<td>Technology Fee*</td>
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<td>Computer Networking</td>
<td>Year Disk (full time students)*</td>
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<td>Allied Health (Dental Assistant, Surgical Tech)</td>
<td>Transcripts</td>
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<tr>
<td>Respiratory Care, Medical Lab Tech, Dental Hygiene, Practical Nursing</td>
<td>VCC OnLine Fee (per course)</td>
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<td>Automotive Mechanics</td>
<td>** Roanoke F/F Students Only</td>
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<tr>
<td>Child Development Technology</td>
<td>*Fee will be assessed to all students</td>
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<tr>
<td>Construction Equipment Operation</td>
<td>E-Book Course Material Access:</td>
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<td>Electricity</td>
<td>Math &amp; Science</td>
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<td>Electronics</td>
<td>Social Sciences</td>
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<td>Machine Tool Operation/Machine Shop</td>
<td>Humanities</td>
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<thead>
<tr>
<th>COURSE FEES: A course/lab fee is charged for each course taken in a particular subject.</th>
<th>Room &amp; Board (per semester)</th>
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<td>Academic Computer Fee</td>
<td>Regular Double Rooms</td>
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<tr>
<td>Music Fee</td>
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## Program Radiology Course Fees (Additional)

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<th>Semester</th>
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<th>Sub</th>
<th>Course</th>
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<th>Description</th>
<th>Fee</th>
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<td>SUMMER</td>
<td>32591</td>
<td>RGT</td>
<td>1213</td>
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<td>Fundamentals of Radiography</td>
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<td>Criminal Background</td>
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<td>PMKR</td>
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<td></td>
<td>30219</td>
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<td>1139</td>
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<td>1312</td>
<td>F01</td>
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<td>RBAD</td>
<td>PRCC Lab Film Badge</td>
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<td>15657</td>
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<td>RAD</td>
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<td>12060</td>
<td>RGT</td>
<td>2532</td>
<td>F01</td>
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<td>201802</td>
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<td>Kettering Seminar</td>
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<td>Certification Fundamentals</td>
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<td>Bookstore Supplies</td>
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Syllabus Statement
If you have a disability that qualifies under the Americans with Disabilities Act and you require special assistance or accommodations, you should contact the designated coordinator for your campus for information on appropriate guidelines and procedures: Poplarville Campus, Tonia Moody Seal at 601-403-1060 or tmoody@prcc.edu; Forrest County Center, Abby Goldblatt at 601-554-4686 or aboldblatt@prcc.edu; Hancock Center, Raymunda Barnes at 228-252-7000 or rbarnes@prcc.edu. eLearning – Online students who require special assistance, accommodations, and/or need for alternate format should contact Tonia Moody Seal at tmoody@prcc.edu.

PROGRAM:

Program History: Radiologic Technology Education in Hattiesburg-
The Hattiesburg Medical Radiologic Technology Program was established in 1964 through Hattiesburg Radiology Group. Pearl River Community College acquired the program in 1999 and has demonstrated, through philosophy and progressive attitude, a desire to educate and promote ideals of excellence, which are essential to the diagnostic and healing arts.

In the early 1950’s Dan Reikes M.D. came to Hattiesburg, Mississippi and brought with him the Medical Practice of Radiology. In the early years, while establishing his practice, Dr. Reikes subsidized his income as a photographer. The practice was begun at Methodist Hospital on Bay Street and was introduced to FGH when it opened in 1952.

In the earlier years Dr. Reikes established a circuit over which he rode carrying Radiology to several smaller rural Hospitals within our surrounding areas. The business began to grow and a need was seen for another Radiologist. Dr. Carl Hale became a partner in Hattiesburg Radiology Group in the 1950’s. As the practice grew it became evident the need for technologist to assist the doctors in their practice. In the 60’ Dr. D.G. Kobs became a partner. Local people with an interest in Radiologic Technology were brought into the practice to learn Radiologic Technology. To begin with this was a haphazard approach to the educational process. The doctors taught, as time would allow.

In 1965 the school achieved its initial accreditation from the then accreditation agencies. The first instructors were therefore the radiologists. Later Lewis Lott serves in the capacity of program director along with many other duties. Ben Davis who was followed by Don Wood in the early 70’s followed Lewis. Don served in this capacity until his father passed away in the early part of 1980. Don resigned to return to California and David Armstrong was promoted to the position of Program director. David served in this capacity until the program was closed in the summer of 2000. During the Don Wood years the school was affiliated with Jones County Junior College. The Hattiesburg School was always a certificate-based program. In the late 70 our affiliation with JCJC was terminated and an affiliation was achieved with William Carey College. This affiliation was maintained until the final class was graduated in the summer of 2000. The benefit associated with the affiliation with William Carey College led to 31% of the R.T.’s graduating from William Carey College in the years from May 1980 to August 1999, being graduates of the Hattiesburg School of Radiologic Technology.

For 35 years or more Radiology Education in Hattiesburg was through the Hattiesburg School of Radiologic Technology the sole property of Hattiesburg Radiology Group. In the spring of 1998 with many changes in Medicine the Radiology personnel at FGH were transferred to FGH. This began the process of transition. It was suggested and agreed that the school should be transitioned to PRCC here in Hattiesburg. This would take several Phases to get accomplished. The first Phase was to transfer sponsorship to FGH, which took place in October of 1998. The second Phase was to begin the PRCC program, which began on August 1st 1999. The third Phase will occur on the evening of July 7th 2000 with the graduation of the final class of the Hattiesburg School of Radiologic Technology.
For approximately one year there were two Radiologic Technology programs in Hattiesburg. First being at FGH the second established at Pearl River Community College. The graduating class of HSRT class of 2000 has ended an era of radiology in Hattiesburg and the 2001 graduating class of PRCC has begun a new era at the associate degree level. Currently, a two-year course is offered leading to an Associate Degree in Radiologic Technology, and qualifying the graduate to make application for examination by the American Registry of Radiologic Technology. The American Registry of Radiologic Technology is an agency recognized by the U. S. Department of Education to certify competency of a graduate to dispense ionizing radiation under the supervision of a licensed physician for diagnostic purposes.

Program Faculty

Program Director
Hope Husband, MEd.R.T. (R) ARRT
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Cell: (601) 270-6977
Email: hhusband@prcc.edu

Clinical Coordinator
Kristie Windham, BSRT (R) ARRT
Office 249 – Allied Health Building
Office: (601)554-5484
Email: krwindham@prcc.edu

Vice-President for FCO- DR. JANA CAUSEY

Assistant Vice-President for FCO- DR. AMANDA PARKER

Medical Advisor Dr. Mark Molpus, M.D. Comprehensive Radiology Group
Clinical Affiliates

- Forrest General Hospital
  6051 Highway 49
  Hattiesburg, MS 39402

- Marion General Hospital
  1560 Sumrall Road
  Columbia, MS 39429-2654

- Hattiesburg Clinic
  415 South 28th Avenue
  Hattiesburg, MS 39401

- Memorial Hospital at Gulfport
  4500 13th Street
  Gulfport, MS 39502-1810

- Highland Community Hospital
  801 Goodyear Blvd
  Picayune, MS 39466

- Wesley Medical Center
  5000 West Hardy Street
  Hattiesburg, MS 39402

Program Student Health and Required Documents Policy

All Radiologic Technology students are required completed health form immunizations following program admission. The purpose of this health policy is to protect students and the patients they contact.

1. **TB SKIN TEST:** Please have facility provide a printed results page with the student's patient identification from the facility.

2. **FORM 121 (IMMUNIZATION):** This can be obtained at most health departments. It must be marked complete for college.

3. **DRUG SCREEN Complete:** ALL students to have drug screen at: Hattiesburg Clinic Cloverleaf Immediate Care Health Works (601) 296-2899

   4. 5909 U S Highway 49, Hattiesburg, MS 39402. Please print and take authorization form with the student to have drug screening done. PANEL 202 and the cost is $69.00 per student. The student may have the screening Mon-Fri 8-3:45 pm.

5. **Hepatitis Vaccination** (Series of 3 required): These may be obtained at health department. Please list dates in column to the right. Each shot needs a proof of vaccination to be turned in. If student chooses not to have vaccination, they must sign a waiver to release PRCC from.

6. **Tetanus Vaccination** within 10 years health department. Verification required

7. **Criminal Background** Approved: COMPLETED BY PRCC CAMPUS POLICE

8. Go to www.msrt.biz and Select the JOIN US tab. **Mississippi Society of Radiologic Technologist as the student technologist.** Cost are approximately $10.00. Once created go to account information and Print this info with the students student member number listed.

9. **Health Insurance:** Each student is required to be covered under a health insurance policy. Each student is required to have liability policy through PRCC. Please make a copy of the students personal insurance card for our files.

10. **PRCC Orientation Exam**

Any condition that is deemed by the faculty to jeopardize the quality of patient care or the safety of patients are discussed with the student and appropriate action are taken.

Student WILL NOT be allowed to attend clinical without completed health requirements.
The Ten Commandments of Good Patient / Public Relations

I. THE PATIENT: is the most important person in any Medical Practice.
II. THE PATIENT: is not dependent on us...we are dependent on him.
III. THE PATIENT: is not an interruption of our work...he is the purpose of it.
IV. THE PATIENT: does us a favor when he calls...we are not doing him a favor by serving him.
V. THE PATIENT: is a part of our practice...not an outsider.
VI. THE PATIENT: is not a cold statistic...he is a flesh-and-blood human being with feelings and emotions like our own.
VII. THE PATIENT: is not someone to argue or match wits with.
VIII. THE PATIENT: is a person who brings us his wants...it is our job to fill those wants.
IX. THE PATIENT: is deserving of the most courteous and attentive treatment we can give him.
X. THE PATIENT: is the life-blood of every Medical Practice.

Program Self Evaluation
The Pearl River Community College, Medical Radiologic Technology Program commits itself to excellence in radiography technology education. The program personnel realize that self-evaluation is an integral part of the growth of the profession. The program personnel will meet once a year prior to the beginning of the new class to evaluate the program and make needed changes. These changes will take into account feedback from the previous year’s graduates and data from employers of that class. Terminal course questionnaires will also be considered during this evaluation.

Teaching/Learning Process
Teaching is imparting knowledge to facilitate the achievement of academic goals of the learner. Teaching methods address the individualized need of a diverse student population.

Learning, a process that is continuous throughout life, requires readiness of the learner to set and achieve goals. The intent of this process is to acquire knowledge, skills and behavioral changes through study, experience, instruction and interactions with a teacher.

Major goals of this assessment plan require the development of a teaching/learning process which includes but is not limited to:
* Self-awareness
* Self-direction
* Critical thinking
* Accountability.

These goals are achieved through pedagogical methodologies that facilitate exchange of ideas, address individual learning styles, and encourage mutual trust and respect.

Radiography Education is a cooperative process involving teachers and learners actively pursuing and sharing knowledge. The faculty believes that radiography education is best achieved in an organized setting that encourages self-directed acquisition of knowledge progressing from simple to complex. Instruction is accomplished by methods of perception, example, and recounting experience. State-of-the-art instructional strategies and technologies incorporated into the program enhance a quality radiography education. By structuring a collegiate curriculum, the faculty confirms their beliefs that excellence in radiography is best developed in an atmosphere of higher education. The faculty also believes that concurrent education in the arts and humanities, as well as in the basic sciences, represents an essential element in providing the radiography student with an integrated body of knowledge, for the purpose of professional development and growth.
Critical thinking skills are used on a daily basis to develop and mature the skills required of a professional radiographer. Critical thinking skills are challenged by didactic problem solving of radiographic procedures and technical manipulation in the laboratory setting. Our objective is to produce competent radiographers who through critical thinking and clinical competency can meet their personal objectives of professional development and growth to meet their professional goals.

**Growth of Individual-Self Awareness**

The faculty believes that each individual is a unique being possessing worth and dignity, which is constantly interacting with the internal and external environment to meet human needs. These needs must be fulfilled to maintain individual homeostasis.

Adaptation, as associated with homeostasis, is the mechanism used by the individual to compensate for unmet or partially met needs. The fulfillment of safety, energy and sensory needs is required to help meet the individual’s needs. Security and esteem are important to the well-being of each person.

**Purpose and Objective**

It is the ultimate objective of the program to graduate competent radiographers who possess the technical and patient care skills, which exemplify and fulfill the goals and responsibilities of their profession. The Pearl River Community College, Medical Radiologic Technology Program is recognized as an educational institution which embraces the essentials and guidelines established by the American Medical Association, the American Society of Radiologic Technologists, the American College of Radiology, and the Joint Review Committee of Education in Radiologic Technology.

**Technical Skills Assessment**

- Students are assessed using the *American Registry of Radiologic Technologists (ARRT) Examination*. The cost to each program for accreditation are as reasonable as possible to encourage program participation.
- Colleges should report the following for students who complete the program with an Associate of Applied Science Degrees for technical skills attainment:
  - The *American Registry of Radiologic Technologists (ARRT) Examination* are used to assess students upon completion of this program. The cost for the ARRT exam is $200.00. (price subject to change)
### Faculty and Staff:

<table>
<thead>
<tr>
<th>Name</th>
<th>Degree</th>
<th>Position</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hope Husband C.</td>
<td>M. Ed. R.T. (R)</td>
<td>Program Director, Radiology Department Chair</td>
<td><a href="mailto:hhhusband@prcc.edu">hhhusband@prcc.edu</a></td>
<td>601-554-5510</td>
</tr>
<tr>
<td>Kristie Windham</td>
<td>BS. R.T. (R)</td>
<td>Clinical Coordinator, PRCC Instructor</td>
<td><a href="mailto:krwindham@prcc.edu">krwindham@prcc.edu</a></td>
<td>601-554-5484</td>
</tr>
<tr>
<td>James Cowart</td>
<td>R.T. (R)</td>
<td>Clinical Instructor/Preceptor, Hattiesburg Clinic</td>
<td></td>
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<tr>
<td>Courtney Powell,</td>
<td>B.S.R.T. (R)</td>
<td>Clinical Instructor/Preceptor, Forrest General Hospital</td>
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<tr>
<td>Danny Lumpkin</td>
<td>B.S., R.T. (R)</td>
<td>Clinical Instructor/Preceptor, Merrit Health (Wesley)</td>
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<tr>
<td>Victoria Cox</td>
<td>R.T. (R)</td>
<td>Clinical Instructor/Preceptor, Marion General Hospital</td>
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<tr>
<td>Jessica Ladner</td>
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<tr>
<td>Mindy Sanders</td>
<td>R.T. (R)</td>
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<tr>
<td>Candice Simon</td>
<td>R.T. (R)</td>
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<td>Sophia B</td>
<td>R.T. (R)</td>
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<tr>
<td>Sinetta Bolton</td>
<td>601-554-5487</td>
<td>Program Secretary/ Assistant</td>
<td><a href="mailto:sbolton@prcc.edu">sbolton@prcc.edu</a></td>
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<tr>
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<tr>
<td>Dr. Mark Molpus</td>
<td>M.D. Radiologist</td>
<td>Program Medical Advisor</td>
<td>Comprehensive Radiology Services</td>
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<td>Hope Husband</td>
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<td>PRCC Faculty</td>
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<td>C. Kristie Windham</td>
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<td>Nita Johnson</td>
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<tr>
<td>Bruce Robbins</td>
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<tr>
<td>Candice Simon</td>
<td>R.T. (R)</td>
<td>Clinical Instructor/Preceptor(Assistant)</td>
<td>Memorial Hospital, Gulfport</td>
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<tr>
<td>Michelle Wilson</td>
<td>B.S., R.T. (R)</td>
<td><strong>Clinical Instructor/Preceptor</strong></td>
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<td></td>
<td>Advisor and Counselor</td>
<td>PRCC Guidance Counselor</td>
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### General Information:
Calculating the five-year averaging of program effectiveness data (credentialing examination pass rate and job placement rate) is based upon the most recent five consecutive years. The current five-year reporting period is 2013-2017.

### PASS RATE: 2013-2017 ARRT PASS RATE ON FIRST ATTEMPT

<table>
<thead>
<tr>
<th>Year</th>
<th># Taking ARRT</th>
<th># Passing on 1st Attempt</th>
<th>Percent Passing</th>
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<tbody>
<tr>
<td>2013</td>
<td>16</td>
<td>16</td>
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</tr>
<tr>
<td>2014</td>
<td>17</td>
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<td>2015</td>
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<td>11</td>
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<td>2016</td>
<td>16</td>
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<tr>
<td>2017</td>
<td>12</td>
<td>12</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>74</strong></td>
<td><strong>69</strong></td>
<td><strong>93%</strong></td>
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### EMPLOYMENT RATE: 2013-2017 # OF GRADUATES THAT FOUND EMPLOYMENT WITHIN TWELVE MONTHS

<table>
<thead>
<tr>
<th>Year Graduated</th>
<th># of Graduates That Actively Sought Employment</th>
<th># of Graduates That Found Employment Within Twelve Months of Graduation</th>
</tr>
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<tbody>
<tr>
<td>2013</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>75</strong></td>
<td><strong>73</strong></td>
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</tbody>
</table>
### PROGRAM COMPLETION RATE: 2013-2017 (5 YEAR)

# OF GRADUATES THAT COMPLETED THE PROGRAM WITHIN 150% OF THE PROGRAM LENGTH (WITHIN 10.5 MONTHS OF GRADUATION)

<table>
<thead>
<tr>
<th>YEAR</th>
<th>STUDENTS AT ENTRY POINT</th>
<th>GRADUATION YEAR</th>
<th>APRIL 13-15, YEAR FOR 150% COMPLETION</th>
<th># OF STUDENTS COMPLETING WITHIN 150% OF TIME ALLOWED</th>
<th>TOTAL # OF STUDENTS COMPLETING</th>
<th>CURRENT REPORTING YEAR</th>
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<tbody>
<tr>
<td>2011</td>
<td>20</td>
<td>2013</td>
<td>2014</td>
<td>13</td>
<td>65%</td>
<td>72</td>
</tr>
<tr>
<td>2012</td>
<td>20</td>
<td>2014</td>
<td>2015</td>
<td>17</td>
<td>85%</td>
<td>72</td>
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<tr>
<td>2013</td>
<td>17</td>
<td>2015</td>
<td>2016</td>
<td>14</td>
<td>82%</td>
<td>72</td>
</tr>
<tr>
<td>2014</td>
<td>17</td>
<td>2016</td>
<td>2017</td>
<td>16</td>
<td>94%</td>
<td>72</td>
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<tr>
<td>2015</td>
<td>17</td>
<td>2017</td>
<td>2018</td>
<td>12</td>
<td>71%</td>
<td>72</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>YEAR</th>
<th>STUDENTS AT ENTRY POINT</th>
<th>GRADUATION YEAR</th>
<th>APRIL 13-15, YEAR FOR 150% COMPLETION</th>
<th># OF STUDENTS COMPLETING WITHIN 150% OF TIME ALLOWED</th>
<th>TOTAL # OF STUDENTS COMPLETING</th>
<th>CURRENT REPORTING YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
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</tr>
<tr>
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<td>17</td>
<td>2017</td>
<td>2018</td>
<td>12</td>
<td>71%</td>
<td>72</td>
</tr>
</tbody>
</table>

**EXAMPLE:** Group A starts the program Aug. 15, 2011; the benchmark for reporting that classes completion rate in the entirety is April 15, 2014. This allows 10.5 months to meet all the requirements with his or her class.
Program Mission Statement (Radiology)
The Mission of the Radiologic Technology program at Pearl River Community College is to provide a quality educational experience in the radiological science profession and to help the student succeed both academically and clinically as an entry level radiographer.

Program Goals (Radiology)

**GOAL 1:** Students are clinically competent.
**GOAL 2:** Students will demonstrate critical thinking skills.
**GOAL 3:** Students will communicate effectively.
**GOAL 4:** Students will model professionalism.
**GOAL 5:** Students will meet needs of communities of interest

Our mission includes preparation in the affective, cognitive, and psychomotor domains and our goal is to produce clinically competent technologist that model professionalism constantly and consistently. We strive to assist our students to develop problem solving skills that will allow them to communicate effectively and successfully with the patient and that will allow them to meet the needs and demands of our profession in our surrounding community.

Radiology Program Information/Description

The Radiologic Technology program is a sequence of courses that prepares students for positions in Radiology departments, related business, and industries. Learning opportunities develop academic, technical, and professional knowledge, and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of didactic and clinical instruction necessary for successful employment. Program graduates receive a Radiologic Technology diploma, have qualifications of Radiologic Technologists, and are eligible to sit for a national certifying examination for Radiologic Technologists. The Radiologic Technology program is six semesters in length, available only to full time day students, and is a two-year Associate of Applied Science degree program begins in summer semester of each year.

The first semester of the program consists of classroom studies. Upon completion of this session, the clinical phase begin with rotation through each assigned area. Due to the diversity in patient condition and workload, there are clinical assignments on weekend and evening shifts as deemed necessary by program officials. Shifts may include 7 a.m.-3 p.m., 8 a.m.-4 p.m., 9 a.m.-5 p.m., 10 a.m.-6 p.m., 2 p.m.-10 p.m., 3 p.m.-11 p.m., and a minimum weekend assignment from 7 a.m.-3 p.m. to take advantage of patient availability at these times. During the second year of training, students have the opportunity to rotate through the specialty areas to allow insight into their options after graduation.

The Pearl River Community College Department of Radiologic Technology is affiliated with Forrest General Hospital, Wesley Medical Center, Hattiesburg Clinic, and Memorial Hospital in Gulfport, Marion General in Columbia, and Highland Community Hospital in Picayune. Each center serves as clinical practice center where students are provided the opportunity to gain experience and develop skills necessary to qualify for the American Registry of Radiologic Technologist Examination.

These diversities in the clinical education settings allow the student to perform most types of radiologic procedures under the direct/indirect supervision of the Clinical Instructor/Preceptors and other qualified Radiologic Technologists. Students are assigned equally to the sites listed above. The cost and means of travel for the student to and from the clinical site is the responsibility of the student. Students may not choose where they would like to go to clinic. All clinical site assignments are completed by the clinical coordinator and approved by the program director.

Radiographers perform imaging examinations and accompanying responsibilities at the request of physicians and/or qualified practitioners qualified to prescribe and/or perform radiologic procedures.
They utilize equipment emitting ionizing radiation to produce radiographic images of the internal structures of human anatomy. These radiographic images are utilized by the physician for diagnostic and therapeutic purposes. The radiographer is responsible for all functions in the Radiology Department to insure consistent radiographic images and provide for personal and patient safety from ionizing radiation. In addition to producing diagnostic images and primary patient care, other responsibilities may include administrative and educational functions.

Graduates of this 2-year program are awarded an Associate of Applied Science Degree in Radiologic Technology and are eligible to make application to the American Registry of Radiologic Technology in order to become a Registered Technologist Radiographer. Industry standards are based on the ARRT Content Specifications for the Examination in Radiography. More information for ARRT can be found at https://www.arrt.org/content-specifications

**Radiology Program: Student Learning Outcomes**

**Goal 1:** Radiology students are clinically competent.  
*Program Student Learning Outcomes for GOAL 1:*

- A. Students will position properly and be successful on final terminal competency examination for the clinical component.
- B. Students will select proper technical values (Rex values) for procedure of interest.
- C. Students will use appropriate radiation protection methods while in the clinical setting.

**Goal 2:** Students will demonstrate critical thinking skills.  
*Program Student Learning Outcomes for GOAL 2:*

- A. Students will successfully analyze and solve clinical setting problems and scenarios.
- B. Students will successfully perform and complete mobile/portable examinations.
- C. Students will successfully perform and complete competencies on trauma cases.

**Goal 3:** Students will communicate effectively.  
*Program Student Learning Outcomes for GOAL 3:*

- A. Students will effectively communicate verbally by patient interaction.
- B. Students will effectively communicate in written form.
- C. Students will effectively communicate in presentation form.

**Goal 4:** Students will model professionalism.  
*Program Student Learning Outcomes for GOAL 4:*

- A. Students will regularly attend class.
- B. Students will interact well with technologist and supervisory staff.
- C. Students will understand ethics in a comprehensive manner.

**Goal 5:** Students will meet needs of communities of interest.  
*Program Student Learning Outcomes for GOAL 5:*
A. Students will pass ARRT exam on the first attempt.
B. Students are employed in the radiology profession within 12 months of graduation.
C. Students will complete program within 150% of the required time.
D. Students/Graduates will provide positive educational satisfaction rate.
E. Students will receive a positive employer satisfaction rating from their employers.
Professional Organizations

Several professional organizations have been established for individuals practicing in the field of Radiologic Technology. Membership in these organizations is voluntary; however, students are encouraged to join and become actively involved.

**American Society of Radiologic Technologists (ASRT)**
15000 Central Avenue SE
Albuquerque, NM 87123-3917
Phone: 1.800.444.2778  Fax: 1.505.298.5063

**ASRT Student Membership $30 per year or $50 for 2 years** [www.asrt.org]

The ASRT is the profession's national organization and membership is open to any interested student Radiologic Technologist. Members receive its bimonthly journal, Radiologic Technology, and a quarterly newsletter, the “ASRT Scanner”. An ASRT national meeting is held annually at a location within the United States.

**Mississippi Society of Radiologic Technologists,**
Student Membership $12 per year
[www.msrt.biz]

More information regarding professional documents governing the radiologic technology profession can be found on the above websites including the American Registry of Radiologic Technologists (ARRT) website: [www.arrt.org]

- Radiography Practice Standards
- The Patient Care Partnership (formerly; Patient's Bill of Rights)
- ASRT Code of Ethics
- ARRT Standards of Ethics

**Code of Ethics: American Registry of Radiologic Technologists:**

1. The radiologic technologist conducts him/herself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.

2. The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.

3. The radiologic technologist delivers patient care and service 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 socio-economic status. [JRCERT Standard 1.12]

4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purpose for which they were designed, and employs procedure and techniques appropriately.

5. The radiologic technologist assesses situations; exercises care, discretion and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.

6. The radiologic technologist 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.

7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, and 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.
8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient’s right to quality radiologic technology care.

9. The radiologic technologist 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.

10. The radiologic technologist 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.

PRCC Student Association (Radiologic Technology)

The purpose of the Radiologic Technology Student Association is to represent students in school matters. Officers of the association are the student government representatives. Other functions of the association are attending professional meetings and community service activities.
Program Description of Curriculum
The Radiologic Technology curriculum follows recommendations and standards established by the Pearl River Radiology Program, American Registry of Radiologic Technologists and the Joint Review Committee on the Education for Radiologic Technologists. The curriculum provides the student with the opportunity to gain the knowledge and skills, which are needed by Radiologic Technologists.

The course of study is six (6) semesters (24 months) in length and provides both classroom and supervised clinical experience. Upon successful completion of the curriculum, Pearl River Community College awards the student a diploma. Upon graduation, the graduate Radiologic Technologist are eligible to take the national certifying examination given by the American Registry of Radiologic Technologists. A course syllabus with descriptions and specific objectives for each study course is given to each Radiography student at the beginning of each quarter.

The information and guidelines contained in this manual are written specifically for students in the Radiologic Technology Program. They are based on recommendations of the Mississippi Framework Curricula, American Society of Radiologic Technologists, American Registry of Radiologic Technologists, and the Joint Review Committee on Education in Radiologic Technology. Our profession is ever changing toward the enhancement of education and will adjust our policies accordingly. This ensures fulfillment of the program’s objectives and assures the student of quality and modern educational experience.

Program General Education Core Courses
To receive the Associate of Applied Science Degree, the student must complete all of the required coursework found in the Career Certificate option, Technical Certificate option and a minimum of 15 semester hours of General Education Core. The courses in the General Education Core may be spaced out over the entire length of the program so that students complete some academic and Career Technical courses each semester or provided primarily within the last semester. Each community college will specify the actual courses that are required to meet the General Education Core Requirements for the Associate of Applied Science Degree at their college. The Southern Association of Colleges and Schools (SACS) Commission on Colleges Standard 2.7.3 from the Principles of Accreditation: Foundations for Quality Enhancement describes the general education core.

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<th>FRESHMAN YEAR</th>
<th>Course Code</th>
<th>Course Name</th>
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<td>*BIO 1514</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
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<td></td>
<td></td>
<td>Anatomy and Physiology Lab I</td>
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<td></td>
<td>RGT 1213</td>
<td>Fundamentals of Radiography</td>
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<td>SUMMER II: JULY</td>
<td>*BIO 1524</td>
<td>Anatomy and Physiology II</td>
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<td>RGT 1223</td>
<td>Patient Care in Radiography</td>
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<td>FALL:</td>
<td>RGT 1312</td>
<td>Principles of Radiation Protection</td>
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<td>Imaging Principles</td>
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<td>RGT 1125</td>
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<td>RGT 2132</td>
<td>Social and Legal Responsibilities</td>
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<td>*ART/MUS</td>
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<td></td>
<td>PROGRAM TOTAL</td>
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Program: Class/Clinical Assignments COURSE DESCRIPTION OF CLASS MEETINGS:

When classes are out at Pearl River Community College for certain breaks, the students may be required to continue clinical in-order to accumulate the appropriate number of clinical hours for semester credit. This time are used for clinical practice. The clinical will meet at the scheduled time unless a vacation period is scheduled or extenuating circumstances arise.

1. Freshman students will meet Clinical Assignments between the hours of 7:00-3:00 or 2:00-10:00 p.m. Tuesday and Thursday. Weekend shifts are implemented at the beginning of Clinical I-II. Didactic studies will occur on Monday and Wednesday.

2. Sophomore students will meet Clinical Assignments between the hours of 7:00-3:00 or 2:00-10:00 p.m. Monday, Wednesday, and Friday. Weekend shifts are implemented at the beginning of Clinical I-II. Didactic classes will occur on Tuesdays and Thursdays.

The time for freshman and sophomore classes may fluctuate due to the time frame in which their classes are offered at Pearl River Community College. Classroom instruction and clinical experience are scheduled for a 40-hour week and students will not be scheduled over 40 hours per week/10 hours per any scheduled day. Students are required to attend full-time with no provisions for part-time students. Students attending this program are fully supervised by ARRT Registered Technologists for 24 months.

Classes are scheduled daily, Monday through Friday, for the entire 24-month program. During the 24 months, students will attend classes at Pearl River Community College. The normal school day begins at 7:00 a.m. when each student reports to his assigned hospital on an equal rotational basis to receive clinical instruction and experience. Cumulatively, classroom and clinical experience time will amount to eight hours a day. In order to broaden the student's experience and awareness of a variety of diagnostic procedures and clinical experience, clinical time is scheduled in the evenings, nights, and weekends on an equal rotational basis.

Program Honor Code Statement/Policy: Classroom, Laboratory, and Clinical

Pearl River Radiology students achieve all academic coursework with integrity. They conduct themselves in a professional, respectful and honorable manner, and are sincere in all areas of their professional education in order to encourage and create an atmosphere of pride and faith. The foundation of the honor code is self-control and gratification, which requires collaboration and provision from each person in working as a professional team.

Honor Code: Group Work

1. Students are responsible for any work submitted in their names for the fulfillment of a course, program, or assignment.
2. Students should ask their instructors before collaborating on any assignment with a classmate.
3. Students should ask their instructors if a tutor or other individual may help the student with any assignment.
4. All group members are responsible for the data and the content of labs, reports, assignments and projects.
5. The guidelines for appropriate collaboration and task division pertaining to group work vary among classes and instructors. It is therefore the student’s responsibility to obtain a clear understanding of appropriate collaboration from the instructor.

Honor Code: Tips for Success

1. Students should read the course syllabus, and follow all policies, guidelines, or instructions outlined therein.
2. Students should make sure that they are aware of any guidelines or restrictions on specific class assignments or examinations. Students should get any instructions from the instructor if they miss a class.
3. Students should ask their instructors before collaborating on any assignment with a classmate.
4. Students should ask their instructors if a tutor or other individual may help with any assignment.
5. When unsure whether or not to cite a phrase or fact, students should cite.
6. Students should ask their instructors or consult a citation manual to learn how to cite online sources.
7. If an instructor tells students not to use outside sources, students should not (nor should they take the instruction as an excuse not to cite sources if they are used).
8. Students should ask their instructors before sharing lab reports, results, or other data with classmates or a lab partner.
9. Students should ask their instructors before reviewing tests administered for the same course in a previous semester.
10. Students should not turn in an assignment from a previous course without the permission of both instructors involved.
11. Students should not assume that whatever they are doing is okay. If they cannot say with complete certainty that any particular conduct is permissible, they need to consult the course instructor.
12. If permitted by the instructor, students should check over group members’ work before it is submitted; this includes labs, data, and other reports.
13. Students should keep copies of original data used for group projects and assignments.
14. When in doubt, ask the instructor.

**Honor Code: Violations**

Violations of the Honor Code such as cheating, falsifying, plagiarism will not be tolerated and the student will receive a zero grade and may be dismissed from the program at the instructor discretion. Any student acting individually or in concert with others, who violates any part of code of ethics, shall be subject to disciplinary procedures with possible termination from the program.

**Possible violations include but are not limited to the following:**

1. Giving and/or receiving unauthorized aid on an assignment, report, paper, exercise, problem, test or examination, tape, Radiographic Image, or computer program submitted by the student to meet course requirements. Such aid includes the use of unauthorized aids which may include crib sheets, answer keys, discarded computer programs, the aid of another person on a take-home exam, etc.; copying from another student’s work; unauthorized use of books, notes, or other outside materials during “closed book” exams; soliciting, giving, and/or receiving unauthorized aid orally or in writing; or any other similar action that is contrary to the principles of academic honesty.
2. Plagiarism on an assigned paper, theme, report, or other material submitted to meet course requirements. Plagiarism is defined as incorporating into one’s own work the work or ideas of another without properly indicating that source. A full discussion of plagiarism and proper citation is provided in the section below.
3. Failure to report a known or suspected violation of the Code.
4. Any action designed to deceive a member of the faculty, a staff member, or a fellow student regarding principles contained in the Honor Code, such as securing an answer to a problem for one course from a faculty member in another course when such assistance has not been authorized.
5. Any falsification of class records or other materials submitted to demonstrate compliance with course requirements or to obtain class credit, including falsifying records of class attendance, attendance at required events or events for which credit is given, or attendance or hours spent at internships or other work service.
6. Submission of work prepared for another course without specific prior authorization of the instructors in both courses.
7. Use of texts, papers, computer programs, or other class work prepared by commercial or noncommercial agents and submitted as the student’s own work.
8. Falsification of results of study and research.
9. Altering a previously graded examination or test for a regrade.

Note: Examinations and the questions therein, as well as lectures, teaching notes, scholarly writings, course handouts, assignments, and other course materials are the property of the individual faculty member. Copying or distributing any such materials without the permission of the copyright owner may constitute an infringement violation, and may result in a referral to the office of Student Accountability, Community Standards, and Academic Integrity for corrective action.
Program Abide Policy Statement for Students: [JRCERT Standard 4.8]

Students must follow all guidelines set forth in the PRCC Medical Radiologic Technology Program Policy and Procedure Manual. After review and discussing the program’s policy and procedure, each student signs a statement of understanding and it is placed in their student file.

Program ADA: Disability Act

Americans Disabilities Act (ADA)

If you have a disability that qualifies under the Americans with Disabilities Act and you require special assistance or accommodations, you should contact the designated coordinator for your campus for information on appropriate guidelines and procedures: Poplarville Campus, Tonia Moody Seal at 601-403-1060 or tmoody@prcc.edu; Forrest County Center Abby Goldblatt at 601-554-4686 or agoldblatt@prcc.edu; Hancock Center, Raymunda Barnes at 228-252-7000 or rbarnes@prcc.edu. eLearning – Online students who require special assistance, accommodations, and/or need for alternate format should contact Tonia Moody Seal at tmoody@prcc.edu.

Program Background check/Drug screening

Students entering the Radiologic Technology program are required to obtain a background check and drug screening prior to being assigned to any clinical educational setting. All associated fees are the responsibility of the student. Drug screen may/are requested at unannounced time for students to immediately obtain. Pearl River Community College has a no tolerance policy concerning drug screening results. If the students drug screening results demonstrate that the student registered positive for drug use, the student will not be placed in a clinical setting. This will prevent the student from further progress in the program. Inability to participate in a clinical assignment based on the background check or drug screening will result in a failing clinical grade if the student is in the middle of a semester session. The consequence of this failing grade are the inability of the student to continue in the Radiologic Technology program. Certain criminal activity, as evident by a background check or drug screening, will prevent the student from clinical participation. The student may reapply to the program according to the program’s re-admission policies. Re-admission is not guaranteed.

Program Bachelor of Science Degree in Radiologic Technology

William Carey University, in affiliation with the Pearl River Community College, Medical Radiologic Technology Program, offers a Bachelor of Science degree with a major in Health related professions. Following graduation from the Pearl River Community College, Medical Radiologic Technology Program, a degree candidate may complete the Bachelor of Science degree requirements by attending William Carey College for approximately four semesters and two summer sessions.

Program: Bereavement/Funeral Policy

In the event of a death in the family, the student must notify program faculty as soon as possible. Time off are granted as follows:

- Mother
- Father
- Foster Parent or Legal Guardian
- Sister
- Brother

The student maybe granted one day off to attend the funeral of the following:

- Parents-in-law
- Son-in-law
- Daughter-in-law
- Aunt
- Husband
- Wife
- Children
- Grandparent
- Uncle
- Niece
- Nephew
Program: Electronic Device Policy: Cell phones, smart watches, tablets...etc
Students are not allowed to use any personal electronic device while at the clinical site. These devices must be turned off, not set to silence or vibrate, while on school time. This includes, but is not limited to: cellular phones, PDAs, Smart Phones, Blackberry devices, pagers, text or message devices, personal laptop computers, electronic notepads, digital music devices, etc. Cellular phones must be powered off while in the clinical setting. If the student is found to have such a device (i.e. ringing cell phone, sounds of music playing) the student is asked to leave the clinical site for the day. This missed time are made up according to the missed clinical time policy. A written warning are issued and the work ethics grade of the student is lowered for each incident. Students are removed from the program after the third offense.
PRCC policy strictly prohibits the use of any electronic device in the classroom, lab, or clinical environment. This includes, but is not limited to, the use of cell phones and smart watches. **Cell phones may be used during break times but only in the cafeteria of the facility.** FGH has a policy of smart watches (Updated policy and procedures are in Canvas, located in files

Program: Firearms Policy:
****NO FIREARMS ARE ALLOWED ON SCHOOL CAMPUS OR SCHOOL FUNCTIONS.

Program Fund-raising
Fund raisers are conducted to assist the students in raising money to attend out-of-town professional development meetings/events. (MSRT, Student Seminar) In the event of out-of-town meetings, the money are divided among participating students prior to the event to help pay for registration, lodging and some meals. Students must commit to the event to collect money from the fund raisers. Attendance are taken at the time of their fund raisers to assure the students’ commitment. Each student will have the right to opt out of fund raising efforts. **Students who do not participate in fund raising will assume full financial obligation for attendance at education seminars and other class funded activities.**
Fund raising activities, with tentative dates and organizers, must be submitted to the program faculty for approval no less than one month prior to the event.
Fund Raisers may include:
1. Drawings
2. Garage Sales
3. Donations
4. Other; raffle money are awarded to the students on an individual basis (i.e. the student who sells $75 worth of tickets receives $75 for the event/meeting).
Money are collected by Pearl River Community College program faculty to be placed in the student fund account in the director’s office or clinical coordinator’s office.

Program Gender
The program supports and complies with “Fair Practices in Education.” Therefore, all students are allowed to participate in the same clinical education experience regardless of gender.

Program Grades
Grading is in accordance with the Pearl River Community College policy.
The grading scale is:

<table>
<thead>
<tr>
<th>Letter</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 - 100</td>
</tr>
<tr>
<td>B</td>
<td>80 - 89</td>
</tr>
<tr>
<td>C</td>
<td>70 - 79</td>
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<tr>
<td>D</td>
<td>60 - 69</td>
</tr>
<tr>
<td>F</td>
<td>0 - 59</td>
</tr>
</tbody>
</table>
Due to the unique nature of Radiologic Technology and the close contact and responsibilities of the Radiologic Technologist, a high level of academic and technical competency is required of all students in the program. All students must receive no less than a final grade of "C" in any academic or clinical course to be able to progress to the next sequence of radiography courses.

**Progress Records**
The instructor will post mid-term grades in order to identify potential problem areas and to encourage improvements that may be beneficial for the student (s). The student is counseled on deficiencies and commended as the situation arises. Reports of counseling and commendation are maintained within the school office and are available at the request of the student.

**Records Policy**
Student records are available for each student to see upon request. The students' records are kept confidential and will conform to the Federal Family Educational Rights and Privacy Act.

**Academic Standards (MINIMUM)**
Students are required to achieve a grade of "C" in all courses assigned to the Radiologic Technology curriculum. If a final grade lower than a “C” is earned in any required course, the student is dismissed from the program. The student may re-apply to the program and enter when the sequence of courses needed is offered (This wait is usually one calendar year). Re-admission is based on space availability in the program clinical education settings. Re-entry into the program is limited to one-time. Students who drop or are dismissed from the curriculum are assisted through referral for counseling and guidance to redirect their program of study.

A grade of “incomplete” are recorded in the event that the student has not completed didactic course objectives by the last day of the quarter. The incomplete course work must be completed by mid-term of the following quarter. If the work is not completed by this date, a grade of "F" are assigned and the student is dropped from the program.

Because of the progressive nature of the curriculum, the student must proceed through the courses listed. Core and elective courses must be taken prior to entering as a full-time Radiography student.

**Academic Testing Rules**
All students are expected to observe the following rules. Each student is required to sign a copy of the exam regulations to confirm that they are aware of these regulations and agree to abide by them.

All students are expected take the exam at the time Scheduled by the instructor. Exceptions may be granted due to time constraints or with written approval from the instructor.

1. Students must be on time. If the student arrive more than 15 minutes late, the student may not have adequate time to complete exam. Note: Instructor does not allow makeup examinations.
2. Students are recommended to complete exams 15 minutes prior to closing. Exams will not be reopened.
3. Predetermined time accommodations are strictly enforced. Students are informed of their end time when they begin the exam.
4. All personal items (book bags, purses, jackets, etc.) are secured away from the test taker.
5. Cell phone use is strictly prohibited. Cell phones must be placed with the student’s personal items. NO EXCEPTIONS.
6. All exams are closed book, closed note, unless otherwise specified. Any special exam instructions (including open book/note allowance, computer/internet needs, etc.) must be provided in writing by the instructor issuing the exam.
7. Food is not permitted during exams. Disability-related exceptions should be approved in advance.
8. Students are expected to use the restroom before the exam begins. Restroom breaks are limited unless there is a documented health condition.
9. Exam proctors may inspect the exam environment to ensure academic integrity.
10. If the student is observed cheating on an exam by the proctor, the student's exam are ended by submission and returned to the instructor with a detailed description of the event. Further action are determined by the instructor and will result in disciplinary actions and/or dismissal. This penalty is at the discretion of the instructor of the course.

All other rules apply as listed in the Code of Student Conduct and principles of academic honesty.

**Failures/Termination Program**

Due to minimum proficiency guidelines provided by the American Registry of Radiologic Technologist, the MRT program of Pearl River Community College requires a minimum of "C" average in each course of the program to be advanced to the next semester. Graduates of the radiography program are required by the American Registry of Radiologic Technologist to achieve a 75% minimum competency score on the national board examination to become a Registered Radiographer in a hospital setting. The following is a list (may not be all-inclusive) of things that may cause dismissal.

1. Failure to obtain at least a "C" in a Radiologic Technology course.
2. Excessive absences as stated in the Radiologic Technology Program Manual or PRCC catalog.
4. Participation in academic dishonesty as outlined in "Academic Information" in the current Pearl River catalog or violations of the "Standards of Conduct" and "Academic Integrity" in the Pearl River Student Handbook.
5. Falsifying records, time sheets, etc.
7. Engaging in illegal possession, sale, or distribution of drugs. ANY positive drug test.
8. Illegal possession of weapons.
9. Misrepresentation or falsification of the student or another student, as well as patient and/or agency records.
10. Unauthorized possession of examinations.
11. Plagiarism: Using others ideas or words without giving them credit.
12. Academic cheating or misconduct or using unauthorized notes or technical equipment.
13. Intoxication or drug usage in class or at the clinical site.
14. Any activity incompatible with professional behavior. This includes discrimination and any form of sexual harassment.
15. Placing patients in danger at the clinical site.
16. Expelled from a clinical site by the Clinical Instructor/Preceptor or radiology department administrator.
17. Activities determined to be dishonest, inconsistent with professional responsibility and accountability and/or may be detrimental to the protection, safety and welfare of patients and the public or in any situation when representing the Radiologic Technology Program of Pearl River Community College.
18. Failure to maintain performance levels stated in a probationary agreement.
Students who have been dismissed on the grounds of academic inadequacy (less than “C” final course average) may apply for re-admission the following year by following the standard application procedure. It is suggested that the student who leaves the program for academic insufficiency should take some college courses in the respective area before reapplying. Reapplying does not guarantee acceptance.

**Advanced placement students: (transfer students)**

The Pearl River Community College, Medical Radiologic Technology will consider applicants for advanced placement based on the following criteria:

1. The student desiring to transfer into the radiologic technology program must complete all college and program admission procedures and documents.
2. The student must have previously been enrolled in a JRCERT approved Radiologic Technology program.
3. The student must have left the previous radiologic technology program with a “student in good academic standing” status and a minimum of 2.0/4.0 G.P.A. in order to apply to Pearl River Community College’s radiologic technology program and must have favorable written reference of the prior Program Director or School Official.
4. The possible transfer students will have to meet set criteria for admission. These criteria may include, but is not limited to, written and performance testing of previously enrolled radiologic courses, and/or re-enrolling in radiologic courses.
5. The program faculty will assess the transfer credits for compatibility with Pearl River Community College’s radiologic technology program courses.
6. The program director will devise a “Plan of Transfer” for the student based on the assessment of transfer credits and the individual needs of the student. The plan of transfer will outline the criteria for possible acceptance into the program.
7. Due to limited enrollment, student admissions for reinstatement or transfer purposes, follow these priorities:
   a. First Priority: Qualified new applicants, students returning from sick or maternity leave who withdrew passing and have met set criteria.
   b. Second Priority: Transfer students who have met set criteria and re-entering students who withdrew passing and have met set criteria.
   c. Third Priority: Re-entering students who have met set criteria.

8. The candidate must attend a Selection Committee meeting and be accepted as an Advanced Placement Student into the program on a space-available and priority basis.

**Readmission Requirements:**

The student who is dropped from the Radiologic Technology program due to academic reasons, attendance, honor code violations, positive drug testing results or having received a grade less than “C” in any Radiologic Technology course are limited to a ONE-TIME re-entry into the program. The student wishing to re-enter the program must understand that readmission is granted on a competitive and space available basis. Readmission is based on the program’s admission criteria, the accreditation agency, and clinical capacity. Readmission are considered only if there are positions available. The student desiring to re-enroll in the Radiologic Technology program after a leave of absence must follow the following policies and procedures:

1. Take a written examination covering materials taught in previously taken coursework. The student MUST make a grade of 75% or better.
2. Take a skills test covering competencies in the procedures learned in previously taken coursework. The student MUST make an 85% or better on the skills test.

3. The returning student must repeat the last successfully completed clinical rotation. Days/hours of rotation will vary depending on re-entry level. This allows for the student to review before taking on the next level of responsibility.

**Student Guidance/Counseling**

The Program Director and Clinical Coordinator maintain an open door policy for students who wish to talk about problems or are seeking information or guidance. Regularly scheduled sessions are placed on the clinical schedule and are met by all students. There are scheduled counseling sessions on at least a quarterly basis for each student and more if they desire or if deemed necessary by the Program Director.

**Program Graduation Requirements**

Graduation from the Radiologic Technology program is dependent upon meeting the requirements established by Pearl River Community College, American Society of Radiologic Technologists, the Joint Review Committee on Education for Radiologic Technologists, and the American Registry of Radiologic Technologists. The course of study is six semesters (24 months) in length. The institution grants each Radiologic Technology graduate a diploma certifying satisfactory completion of program requirements.

In the Radiologic Technology Program, the student must complete the Radiologic Technology Curriculum with a grade of "C" or better. Several agencies have had input into the development of terminal competencies for the Radiologic Technology program. These agencies include the:

- Mississippi Curriculum Framework
- American Registry of Radiologic Technologists
- American Society of Radiologic Technologists
- Joint Review Committee on Education in Radiologic Technology

**Program Job Policy- Work/Student Related:**

The Pearl River Community College Radiologic Technology program officials allow each student to determine the amount of extra curriculum or work related employment in the area hospitals or other facilities. In as much as this is outside the regularly scheduled program hours, employment is strictly between the employer and the student. However, the student must be aware that they are no longer under the auspices of PRCC. This means the student cannot fulfill any school-related requirements while being a paid staff member of that facility. In addition, they may not fulfill any clinical obligations either as an evaluator or in the instructional mode until certification by the ARRT. The students’ continuation in the program may be risked if found performing clinical related activities during employment. The student must have the employing facility furnish the appropriate radiation-monitoring device. This is to eliminate any possible error in educationally related exposures.

Students must make all efforts to attend class and clinical assignments so to complete their academic obligation. The students’ academic education should be the students’ top priority and therefore arrange the students work schedules with the students employers accordingly. Clinical schedules WILL NOT be adjusted to fit the students work schedule. In addition, students that are unable to attend clinic must not report to work that evening. If the student is too sick to attend clinic, then the student is too sick to work. This is not to prevent the student from seeking employment, but to inform the student that during the hours of employment they are not considered the student of the Radiography program at PEARL RIVER COMMUNITY COLLEGE.
Program Non-Discrimination Policy: ([RCERT Standard 1.1, 1.12])

Pearl River Community College offers equal education and employment opportunities. The College does not discriminate on the basis of race, religion, color, sex, sexual orientation, gender identity, age, national origin, veteran status, or disability. For inquiries regarding the non-discrimination policies or to request accommodations, special assistance, or alternate format publication please contact Tonia Moody Seal, Director of Admissions and Records, and ADA/Civil Rights Coordinator, at P.O. Box 5537, Poplarville, MS 39470 or 601-403-1060. For inquiries regarding Title IX, contact Maghan James, Assistant Vice President of Student Services and Title IX Coordinator, P.O. Box 5537, Poplarville, MS 39470 or 601-403-1253.

Program- Personal Hygiene:
The student should maintain excellent personal hygiene at all times. Perfumes, colognes, or aftershaves should be limited to a minimum while in the hospital setting due to the patient allergies. Deodorant—must be worn daily, preferably unscented

Deodorant:
Good deodorant/antiperspirant must be worn daily, preferably unscented.

Hair/Makeup:
Hair should be neat and pulled back during patient contact, if hair is longer than shoulder length. Thus, so as not to drag across patient during care. NO UNUSUAL HAIR COLORS OR STYLES ARE ALLOWED. (blue, green, orange, etc...hair color) (Mohawks and shaved designs are not permitted) Males: mustaches are permitted if neatly trimmed. Males: beards may be worn, if neatly trimmed. Females: all makeup should be worn in moderation

Fragrance/Perfume:
A light aftershave or cologne may be worn. Please refrain from using scented body creams or lotions while in the clinical setting. The aroma can be offensive to patients or healthcare workers

Hands/Fingernails:
Fingernails should be clean, of moderate length (1/4 inch) and neatly manicured. If polish is worn, it is to be natural in color or clear. NO ARTIFICIAL NAILS ARE ALLOWED ON CLINICAL SITES. FGH and their outlying areas have a policy (Updated policy and procedures are in Canvas, located in files)

Program Suggestion Committee Student (Radiology)
There are a separate utilization and suggestion committee for the First-Year students and for the Second-Year students.
1. The students will elect two representatives that will serve. These elected students will represent the committee and all students are considered to be on the actual committee.
2. The student utilization and suggestion committee will report to the Program Director and Clinical Coordinator.
3. This may be done in person or in writing at any time the students choose. It is permissible for the First-Year and Second-Year representatives to act jointly.
4. If a suggestion is not followed through with to the satisfaction of the committee, it is permissible to forward said suggestion to the Dean for consideration. His/her decision is final.
Program Weather Notification:
ALL Students should register for approved Pearl River Community College emergency communications and other important information via text message and email.
https://www.getrave.com/login/prcc
The student may also register for Guardian and transform the students mobile phone into a personal alarm beacon. In the event of an emergency, critical information the student elect to share are provided to Pearl River Community College to help them more quickly respond and help the student. This service is provided to the student free of charge by Pearl River Community College. Rave does not charge subscribers to send or receive SMS messages. Standard or other messaging charges apply depending upon the students wireless carrier plan and subscription details. Once registered, the student can opt out of SMS messages at any time by texting STOP to 67283 or 226787

CLASSROOM AND LAB MANUAL

Classroom And Lab Management Policy
The PRCC Radiologic Technology program has lecture, computer and laboratory classrooms. The lab contains equipment that produces ionizing radiation; the darkroom contains chemicals for development of radiographic images. The computer lab houses fourteen computers as well as a PACS server. Students must be given proper instructions prior to operation of any equipment.

- ALL INSTRUCTORS and CLINICAL INSTRUCTOR/PRECEPTORS are addressed by their formal name at all times. Examples: Mrs. Husband, Mrs. Windham, All lab experience are done under direct supervision
- All radiation exposures are conducted only on phantoms or inanimate objects
- Lab doors must be closed during exposures
- Keep floors and walking areas clear
- Turn off machines after use
- Report all damaged equipment to Program Faculty
- Students are asked to act as patients for simulations of radiographic examinations; at no time will any ionizing radiation be dispensed.
- No horseplay during lab experiments/exercises
- Exert caution when using glass, needles, and other breakable or sharp items
- Do not use electrical equipment during thunderstorms
- Return all equipment to its proper storage place
- Students must wear Radiographic Image badges while conducting experiments in the energized lab
- It is everyone’s responsibility to learn locations of all fire extinguishers, pull boxes, evacuation routes, and expected behavior
- No eating or drinking in labs may be allowed by instructor discretion but may be terminated upon abuse
- The student should be sure his/her work area is clean before leaving. If the student use a pencil, please clean up the students eraser waste. Eraser waste can damage the keyboard and other components of the computer system. Do not write on the mouse pads, desks, or computers.
- **Accessing inappropriate Internet sites is not allowed.** Any site, which contains adult oriented materials is considered inappropriate. Violation of this policy will subject the
student to immediate dismissal from the class and the possibility of disciplinary action being taken by the Assistant-Vice President, Forrest County Operations.

- The computers and supplies in the labs are to be used for class related purposes only and students are not allowed to be on Facebook, Pinterest or other non-educational websites. Printing personal materials is a misuse of state property and a violation of school policy.
- Close all programs, bring the computer back to the desktop, and remove all disks before leaving the lab.
- Resources are often limited so please use all materials and supplies conservatively. Due to the obsolesely of film processing, the radiography program no longer stores chemicals for processing on the facility. Material Safety Data Sheets (MSDS) were previously maintained on all chemicals.

*******STUDENT FORM OF UNDERSTANDING IS IN THE FORMS SECTION OF THIS MANUAL.

Energized Lab Procedure for Use and Safe Operation

1) Turn the main power switch on located on the wall.
2) Turn on the unit's main power switch located on the control unit right side. Follow the warm up procedure as posted on the wall.
3) No one is allowed in the radiographic room during any exposures.
4) Only Radiographic phantoms and devices are to be exposed to radiation. Under no circumstances are students to radiate each other.
5) All students and faculty are to stand behind the control panel wall during exposures. The X-ray door must be closed before any exposures are made.
6) All lab books and Lab Sheets are to be brought into the lab.

For All Laboratory Equipment:

Report any suspicious wires, smells, electrical malfunctions immediately. Do not attempt to fix any of the above listed equipment. Inform the faculty of any concerns.

Lab Hours:
Scheduled Hours during Procedure courses.

Non Scheduled Hours: Anytime lab is available BUT Radiology Faculty must be immediately available. The unit can be powered on but cannot be energized for exposures and are disabled if the proper faculty is not present.

Lab Infection Control Protocol

- Remember to use gloves when disinfecting equipment.
- After each patient simulation, clean radiographic equipment with either Transeptic Cleaner or Isopropyl Alcohol.
- Spray table and wipe with cleaning solution.
- WASH THE STUDENTS HANDS WITH SOAP AND WATER!!!
CLASSROOM Professional Behavior and Campus / Clinical Attire

Pearl River Community College Radiologic Technology students are expected to exhibit professional behavior at all times. Professional behavior includes attending and being prompt for classes, being respectful of classmates and their right to gain knowledge, respecting instructors and their right to teach, and avoiding distracting or disturbing behavior during class and lab sessions. The program maintains a work ethics evaluation for each course.

Profession: Webster describes profession as a “chosen, paid occupation requiring prolonged training and formal qualification.” Professionals, therefore can be defined as individuals expected to display competent and skillful behaviors in alignment with their profession. Being professional then is the act of behaving in a manner defined and expected by the chosen profession. My message to the student all is that we are one of the most trusted professions in the world, and have so much to give. Show the world how wonderful we are by always putting the students best foot forward not only for the student, but for all of us in this wonderful profession!

Professionalism Score for semester are 5% of the students grade and are counted as follows:

- The student will start off with 100%.
- Tardies will cost the student 2 points each.
- Absences will cost the student 3 points.
- Unexcused absences from exam (>15 minutes late) for an exam will cost the student 10 points.
- Cell Phones will cost the student 5 points.
- Leaving early from class or lab will cost the student 2 points.
- Professional behavior points are deducted as seen fit by instructor.
  - Disrespect towards the instructor
  - Insubordination
  - Arguing
  - Profanity

Attendance in class is mandatory as outlined in each syllabus. Should the student become ill, experience a death in the immediate family, etc that will prevent attendance, the student MUST:

- Phone the instructor or notify via canvas email to report the students absence
- Make arrangements to obtain missed information. The student is solely responsible for any missed information, assignment or exam
- Any clinical work that is incomplete at the end of the week will result in the student being given a grade of “0” for any missed exam
- Clinical absences will result in the student performing make-up time at the clinical site’s and faculty’s discretion. Make-up time are completed at the end of the semester. weekend or during the break.
- Please refer to the students course syllabus for further information regarding absences and make-up work

Appropriate dress is required for all Radiologic Technology program students while on campus for class and in clinical. Students are required to wear Burgundy scrubs for all on clinical assignments. As a Pearl River Community College Radiologic Technology Program student, the student represent the profession and the College and should act and dress accordingly during class and clinical hours.
RADIATION HEALTH/SAFETY: [JRCERT Standard Four]
Health and Safety College Online Links: [JRCERT 4.7]

- Drug and Alcohol Abuse Prevention Program (control/click to follow previous link)
- Vaccinations Policies (control/click to follow previous link)
- Information for Crime Victims about Disciplinary Hearing Applies to Disciplinary Proceeding Conducted on or after August 14, 2009 (control/click to follow previous link)

Security College Online Links:

- Crime Log (control/click to follow previous link)
- Security Report (control/click to follow previous link)
- Fire Safety Report and Fire Log (control/click to follow previous link)
- Fire Safety Information (control/click to follow previous link)

Radiation Safety Practices/Student: [JRCERT Standard 4.1, 4.3, 4.8]

HTTP://MSDH_MS.GOV/MSDHSITE/_STATIC/RESOURCES/4620.PDF

Introduction in Radiation safety is an integral part of the instructional content of the program. The guidelines for Health and Safety for each clinical affiliate, as well as specific PRCC Radiologic Technology guidelines, must/are followed. Radiation safety and protection involves the practicing of many methods. This methodology is taught to the students, and reinforced in practice in the energized lab, from the onset of the student’s education and instruction. These learned principles are carried over into the various clinical education settings through which the student rotates, instilling the necessity of using the ALARA concept throughout their career in Radiologic Technology.

- The student as a radiation worker will apply proper radiation practices and policies consistent with clinical policies and the scope of practice in Radiography.
- Landauer dosimeters are worn at all times when performing exams in the lab.
- While performing simulated exams in the PRCC energized lab, no human (or other living thing) exposures are made.
- No one under the age of 18 are permitted to make any exposures within the lab.
- Students are behind the lead lined control area when making an exposure.
- Exposures are made on the positioning phantoms, cadavers, or other instructional equipment.
- Faculty and students will adhere to the cardinal principles of radiation protection as well as ALARA while utilizing the lab.
- Program faculty will supervise students during radiation exposures in the lab.

**Students WILL NOT hold image receptors during any radiographic procedure** [JRCERT Standard 4.3]

**Students WILL NOT hold patients during exposures when an immobilization method is the appropriate standard of care.** [JRCERT Standard 4.3]

- All doors must be closed in each radiographic room for all examinations.
- When assisting with fluoroscopic procedures, the student must wear a lead apron and should remain at least two feet away from the table during fluoroscopy. Other radiation protection devices, such as thyroid shields, leaded gloves and glasses, and portable lead shields that are available to be utilized whenever applicable.
- When performing portable radiography, the student must stand at least six feet from the x-ray source and wear a lead apron when the exposure is being made. If the student is not making the exposure, he/she must leave the room.
- No student will perform a radiographic exposure on any patient that has not been ordered by a physician.
- Prior to the patient being radiographed, the student, under supervision of a Clinical Instructor/Preceptor or Registered Radiologic Technologist, should follow the steps for informed consent:
(a) Verify the identity of the patient using at least two identifiers (Name, Date of Birth, Social Security Number, etc.)
(b) Explain the procedure requested to the patient
(c) Obtain and document patient history
(d) Check for patient pregnancy (if applicable)

Precautions in the Clinical Area (Health): [JRCERT 4.7]

Due to patients who unknowingly may carry highly infectious/contagious pathogens (e.g. Hepatitis A or B, AIDS, TB, etc.), all students must adhere to the Infection Control Standards. These standards are for the protection of students, faculty and patients from the spread of infectious diseases.

1. Wear gloves at all times when working with patients.
2. Wear gloves when wiping blood/body fluids from equipment; use appropriate cleaning solutions.
3. Wash hands after each patient as well as after cleaning equipment.
4. Dispose of linens soiled with body fluids/blood in appropriate receptacles.
5. All sharps/needles should be placed in appropriate puncture-proof containers. DO NOT recap needles.
6. Any injuries in the clinical setting must be reported to the Clinical Instructor/Preceptor and program faculty. Incident reports are available and must be completed as soon as possible.

Communicable Disease Policy: [JRCERT 4.7]

It is the right of all students to have access to clinical as well as didactic education, in order to fulfill the terminal competencies as required for graduation. However, there may be times when the student is exposed to, or is carrying a communicable disease, which may be hazardous to self, peers, patients, or others. Upon contracting an illness or communicable disease, the student must notify PRCC faculty before practicing in the clinical area or reporting to the classroom. Students will not be allowed to attend clinical or didactic assignments when experiencing temperatures of 99°F or above. Attendance in the classroom and/or clinical area will not be permitted until the student has returned to normal health. Students may be administratively withdrawn from clinical courses based on their health status.

Depending on the severity of the illness, the student may be required to see a physician and provide a written consent from the physician before returning to the classroom or clinical area. Any student withholding information concerning their health status as it applies to communicable diseases, or either for the clinical physical (see student Health Policy) or while enrolled in the program, may be dismissed for unethical behavior.

When the student is identified as being infected with any of the following communicable disease, the following steps are taken to ensure the health of the PRCC community and of the patients with whom the student would be in contact. This policy is also designated to protect the student who is infected. The list below is not necessarily all inclusive.

Hepatitis B, leprosy, measles, mumps, rubella, meningitis, tuberculosis, typhoid, chicken pox, shingles, poliomyelitis, venereal disease.

1. 

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2. The student must notify the Program Director in writing of the disease contracted and his/her physician's name and phone number. The student will not attend classes or clinical.

3. The Program Director or Clinical Coordinator will contact the Dean for Academic Affairs.

4. The Dean will confer with appropriate public health officials and report to the Program Director.

5. The Clinical Coordinator will contact the student as to when the student may return to campus or clinical. The program will adhere to public health guidelines directed by the Dean for Academic Affairs.

6. The student will supply the Clinical Coordinator documentation from a physician stating that he or she may return to campus and/or clinical.

7. Every effort are made to work with the student to keep that student current with his/her classes.

Injury/Illness Policy: [JRCERT 4.7]

If the student becomes ill or suffers an injury while in a clinical rotation, he/she must notify the Clinical Instructor/Preceptor immediately. The Clinical Instructor/Preceptor is to notify program faculty in as timely a manner as possible. Students suffering an illness/injury while on a clinical rotation will follow the facility protocol for treatment in such instances. An incident/occurrence report MUST be completed. Students will assume the financial responsibility for all treatment rendered.

Insurance (Student)

Health Insurance

General health care and emergency medical treatment is the responsibility of the student. Emergency Room facilities are available twenty-four hours daily for emergencies.

Liability Insurance (Medical)

All students enrolled in the Radiologic Technology program are required to have medical liability coverage. The insurance must be purchased through PEARL RIVER COMMUNITY COLLEGE. (This liability insurance does not cover the student for outside employment.) Payment are made prior to clinical rotation during the fiscal year July 1 through June 30. Students will not be allowed to register for classes nor are allowed in the clinical area until payment has been made and documented.

This insurance covers ONLY clinical incidents occurring during clinical practicum. Neither the college, nor the Clinical Education Setting covers the student under Workman's Compensation for classroom, laboratory, or clinical activities. Professional liability insurance is the responsibility of the student. The college will obtain such coverage and bill the student account for the coverage.

Hepatitis B Vaccine Policy and Information

All students enrolled in the Radiology Technology program are strongly encouraged to receive the Hepatitis B vaccination. The vaccine are at the student's expense. Students who cannot or do not
want to be vaccinated must sign a declination statement. This documentation are kept in the student’s file.

The Hepatitis B vaccination consists of three (3) separate doses of the vaccine, given at time zero, one month and six months. Optimal protection is not conferred until after the third dose. This is not confirmed until a Titer is drawn and recorded.

The following information is of vital importance to the student. Please read the information carefully. If the student have any questions, please contact the students instructor. Health care workers who come in contact with blood and body fluids are at risk for acquiring Hepatitis B. This includes physicians, nurses, lab technicians, emergency medical technicians, and other (medical students) involved in health care occupations.

1. What is Hepatitis B?
   It is an inflammation of the liver caused by the Hepatitis B virus. A case of Hepatitis B can be asymptomatic, similar to a mild case of the flu, or may be more severe, requiring extended bed rest or hospitalization. The long-term consequences can include chronic active hepatitis, cirrhosis, and liver cancer.

2. What is the relative risk of health care workers contracting Hepatitis B?
   Health care workers are at 20 times greater risk of contracting the virus than is the general public. Every year, in fact, approximately 18,000 health care professionals contract Hepatitis B. It is 100 times more contagious than AIDS.

3. Who, specifically, is at risk for contracting the Hepatitis B?
   Everyone who has contact with potentially-infected blood or body fluids is at risk; physicians, nurse, technicians as well as maintenance personnel who handles needles and infectious waste. The Hepatitis B surface antigen is found in blood, saliva, urine, semen, vaginal secretions, and possibly other body fluids. Moreover, the virus can survive for days on environmental surfaces, and every contact with the virus is capable of causing infection.

4. What are the consequences of Hepatitis B?
   Short-term consequences of Hepatitis B include an average of seven weeks lost from work, and the risk of permanent liver damage. Long-term consequences include chronic active hepatitis, and cirrhosis of the liver. Every year approximately 5,000 Americans, including 300 health care workers, die of Hepatitis or its complications.

   While this disease is harmful and can be deadly, it can also be prevented. For most individuals, the Hepatitis B vaccine has proven to be highly effective. However, there are some individuals who are hypersensitive to yeast or any other component of the vaccine. Nevertheless, if the student cannot or do not wish to be vaccinated, the student may sign a waiver to release Pearl River Community College from any liability arising from failure to receive the vaccine.

Incident Reports (Patient)

Should any patient care incident occur involving the student, the Clinical Instructor/Preceptor, assigned Radiologic Technologist, or program faculty must be notified immediately. The standard risk management (incident) report must be made and submitted to the Clinical Instructor/Preceptor or assigned Radiologic Technologist immediately. An incident report must be made and submitted to the program faculty for review. Reports must be made in accordance with the policies of the affiliating clinical site.
If the incident would normally lead to employee termination, it is possible that the clinical site would request that the student involved not return to that facility IF possible and ONLY IF deemed appropriate. Being barred from a clinical site for patient safety issues or poor work ethics or being barred from a second clinical site for ANY reason could result in dismissal from the program.

**Latex Allergy Policy**

Most clinical sites as well as the College Radiography lab are not latex-free. Program Students who have a known latex sensitivity/allergy must notify the Program Director and/or Clinical Coordinator to develop a plan of action. Students sign a latex allergy form on date of program orientation.

**Needle sticks Policy**

Any student who is stuck by a dirty needle at the clinical site must:
- Report incident to Clinical Instructor/Preceptors.
- Follow the hospital’s procedures regarding needle sticks, including filing an incident report.
- A copy of the incident report should be forwarded to PRCC to be placed in the student’s permanent record.
- For further guidelines, please refer to the PRCC BBP Procedure Plan

**Monitoring Plan**

It is the policy of our program to have our students’ monitored while on clinical rotations through our clinical education centers. Radiation reports for our students are monitored through each center as all other reports of personnel for those institutions. If excessive dosage occurs the institution must follow their regulations as with any other similar case. Documentation of any discussion related to the student report being excessive must be forwarded to the program director immediately after the incident is settled.

Clinical affiliates will submit to the medical radiography program copies of monthly reports which include the students. These reports are maintained in the program directors office. All excessive dosages must be addressed by the program director with the student involved. Radiographic Image badges are posted in the department work areas in the same location of those of their employees with all social security numbers being removed. If the student cannot maintain exposures within acceptable limits the students place in the program may be in jeopardy.

Acceptable monthly exposure should not exceed 40 mRem. Readings above this level will require a meeting with the program director with documentation of that meeting. Excessive doses received from clinical sites will also require a meeting with the program director and clinical coordinator to reiterate radiation safety requirements. Students are also required to have Radiographic Image badges available while making lab exposures in our energized labs here at the college.

Direct and indirect supervision policies must be adhered to at all times while on clinical. The repeat of radiographic exposures policy are enforced in all circumstances. These policies enforced by the Clinical Instructor/Preceptors. All discrepancies to these policies are met with a letter grade drop for the offending student. Personal monitoring dosimeters are required in any incident where the student is involved or participating in any radiographic or fluoroscopic procedure. These monitoring devices are worn on the collar outside of the lead apron. All x-ray exposures are supervised by a registered technologist, either in the direct or indirect mode according to competence of the student.
Dosimeters

All students are required to pay for their radiation monitoring devices. An annual course charge are billed to each students account. Students are responsible for returning dosimeter badges and are charged for each lost or non-returned dosimeter badge. **Dosimeters must be worn at all times while the student is in the clinical area and when in the school laboratory. Student without dosimeters will not be allowed in the Clinical Education Setting.** Collar badges are to be worn on the collar outside the apron. Waist badges (female students only) are to be worn on the pocket under the apron.

Each student is responsible for exchanging his or her radiation Radiographic Image badges each month. Should the student lose his/her dosimeter, the Clinical Coordinator must be notified immediately. Tampering with another person’s dosimeter will result in disciplinary action and possible dismissal from the program. The dosimeter procured through PRCC will NOT be worn during outside employment hours. Employers, by law, are to furnish a radiation-monitoring device to all employees working in ionizing radiation areas.

Exposure Reports

The Program Director receives monthly radiation reports on Radiographic Image badges. The Program Director reviews these reports monthly and advises students whose monthly value exceeds 40 mrem. If a reading higher than normally anticipated is noted, the student is counseled by the Program Director/Radiation Safety Officer to determine the reason. Recommendations for behavioral changes are made as appropriate. Reports are available online and any printed copies are filed in the Program Director’s office.


The radiation exposure report will not exceed the following Maximum Permissible Dose levels:

- 100 mrem or (1mSv) whole body exposure annually
- 5 rem (50 mSv) skin or extremities annually
- 1500 mrem or 15 mSv les of eyes

**Carelessness with regard to radiation safety IS NOT tolerated.**

Reports are kept on file in the Program Director’s office.


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- 100 mrem or (1mSv) whole body exposure annually
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- Student Radiation Safety Practices can be located at: [HTTP://MSDH.MS.GOV/MSDHSITE/STATIC/RESOURCES/4620.PDF](HTTP://MSDH.MS.GOV/MSDHSITE/STATIC/RESOURCES/4620.PDF)
- Radiation safety and protection involves the practicing of many methods. This methodology is taught to the students, and reinforced in practice in the energized lab, from the onset of the student’s education and instruction. These learned principles are carried over into the various clinical education settings through which the student rotates, instilling the necessity of using the ALARA concept throughout their career in Radiologic Technology.

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4. No one under the age of 18 are permitted to make any exposures within the lab.
5. Students are behind the lead lined control area when making an exposure.
6. Exposures are made on the positioning phantoms, cadavers, or other instructional equipment.
7. Faculty and students will adhere to the cardinal principles of radiation protection as well as ALARA while utilizing the lab.
8. Program faculty will supervise students during radiation exposures in the lab.
9. **Students WILL ONLY hold patients for examinations AS A LAST RESORT.**
10. All doors must be closed in each radiographic room for all examinations.
11. When assisting with fluoroscopic procedures, the student must wear a lead apron and should remain at least two feet away from the table during fluoroscopy. Other radiation protection devices, such as thyroid shields, leaded gloves and glasses, and portable lead shields are available and should be utilized whenever applicable.
12. **When performing portable radiography, the student must stand at least six feet from the x-ray source and wear a lead apron when the exposure is being made. If the student is not making the exposure, he/she must leave the room.**
13. No student will perform a radiographic exposure on any patient that has not been ordered by a physician.
MRI Procedure and Student Screening: [JRCERT Standard 4.1, 4.3, 4.8]

During the programs orientation, all students are asked questions (i.e., using a screening form) regarding the presence of implants and are instructed of obstacles and dangers involving the MRI magnetic field. This screening form is necessary to ensure student awareness of the contraindications and to determine if the student can safely benefit clinical from our local MR Facilities. It is important that the student complete this student screening form accurately. [JRCERT Standard 4.1, 4.3, 4.8]

Individuals who have any kind of metal devices in their body (pacemaker, artificial heart valve, surgical clips, metal fragments, etc.) are potentially in a particularly high-risk group because such individuals are at risk for injury when working in a high magnetic field environment. Each will need to fill out a screening form to ensure that he or she fully understand these dangers prior to safely enter the MR system room for any type of clinical observation. If students have questions or concerns, please discuss them with the Program Director, Clinical Coordinator, Clinical Instructor/Preceptor, MRI technologist or radiologist prior to entering the MRI area.

**Warning:** Certain implants, devices, or objects may be hazardous to the student or others in the MR environment. Do NOT enter the scan room if the student have questions or concerns regarding an implant, device, or object.

- Before entering the MRI department, the students must inform the appropriate authorities about anything that might create a health risk or interfere with imaging. Items that may create a health hazard or other problem during an MRI exam include: Cardiac pacemaker or implantable defibrillator
- Catheter that has metallic components that may pose a risk of a burn injury
- A ferromagnetic metallic vascular clip placed to prevent bleeding from an intracranial aneurysm
- An implanted or external medication pump (such as that used to deliver insulin or a pain-relieving drug)
- A cochlear (inner ear) implant
- A neurostimulation system
- A catheter that has metallic components that may pose a risk of a burn injury
Important note: Some items, including certain cardiac pacemakers, neurostimulation systems and medication pumps are acceptable for MRI. However, the MRI technologist and radiologist must know the exact type that students have in order to follow special procedures to ensure students safety.

Items that need to be removed by students, patients and individuals before entering the MR system room include:

- Purse, wallet, money clip, credit cards, cards with magnetic strips
- Electronic devices such as beepers or cell phones
- Hearing aids
- Metal jewelry, watches
- Pens, paper clips, keys, coins
- Hair barrettes, hairpins
- Any article of clothing that has a metal zipper, buttons, snaps, hooks, underwire, or metallic threads
- Shoes, belt buckles, safety pins

Objects that may interfere with image quality if close to the area being scanned include:

- Metallic spinal rod
- Plates, pins, screws, or metal mesh used to repair a bone or joint
- Joint replacement or prosthesis
- Metallic jewelry including those used for body piercing
- Some tattoos or tattooed eyeliner (these alter MR images, and there is a chance of skin irritation or swelling; black and blue pigments are the most troublesome)
- Makeup, nail polish or other cosmetic that contains metal
- Bullet, shrapnel, or other type of metallic fragment
- Metallic foreign body within or near the eye (such an object generally can be seen on an x-ray; metal workers are most likely to have this problem)
- Dental fillings (while usually unaffected by the magnetic field, these may distort images of the facial area or brain; the same is true for orthodontic braces and retainers

IMPORTANT INSTRUCTIONS

FOR CLINICAL OBSERVATION IN THE MR ENVIRONMENT:

Remove all metallic objects before entering the MR environment, including hearing aids, beepers, cell phones, keys, hairpins, barrettes, watches, safety pins, paper clips, money clips, credit cards (or any card with a magnetic strip), coins, pens, pocket knives, nail clippers, steel-toed shoes/boots, tools, etc.. Loose metallic objects are prohibited, as are any other metal devices not specifically labeled and approved for use in the MR Facility.
Pregnancy Policy: [JRCERT Standard 4.2]

Possible Health Risks to Women Who Are Exposed To Radiation during Pregnancy
As the student in Imaging Sciences, it is probable that the student will receive some exposure to ionizing radiation. Pearl River Community College is committed in the protection of the unborn child, and will take every reasonable step to ensure the safety of the mother and unborn child throughout the pregnancy. Current radiation protection standards and scientific evaluations have demonstrated that, with proper protection, the student may work safely throughout the term of the pregnancy. The purpose of this policy is to provide the pregnant student with necessary protection in accordance with all standards and regulations while at the same time assuring the performance of assigned tasks throughout the pregnancy.

Declared Pregnant Worker
State and federal regulations were modified in 1994 to introduce the term “declared pregnant worker”. Under these regulations, each employee may voluntarily declare her pregnancy in writing to her supervisor. However, it is the employee’s option whether or not to declare the pregnancy. The pregnancy may be declared as soon as conception is confirmed, or at any time during the pregnancy. This regulation has been applied to student Radiologic Technologist as well. It is recommended that the unborn child does not receive more than 500 millirem during the term of the pregnancy, as determined by the Radiographic Image badge, which is worn at waist level under the apron. In the event that the student has received 450 or greater millirem from the date of conception to the date that the pregnancy is declared the regulations permit the unborn child to receive a maximum of 50 millirem during the remaining term of the pregnancy. It is up to each student to make her own decision regarding the declaration of pregnancy. In all cases, the college requires that radiation doses to the student as well as the unborn child shall be maintained, “As Low As Reasonably Achievable (ALARA)”.

NUCLEAR REGULATORY COMMISSION POSITION:
NRC regulations and guidance are based on the conservative assumption that any amount of radiation, no matter how small, can have a harmful effect on an adult, child, or unborn child. This assumption is said to be conservative because there are no data showing ill effects from small doses; the National Academy of Sciences recently expressed “uncertainty as to whether a dose of 1 Rad would have any effect at all.” Although, it is known that the unborn child is more sensitive to radiation than adults, particularly during certain cstage of development, the NRC has not established a special dose limit was specified for the unborn child. Such a limit could result in job discrimination for women of childbearing age and perhaps in the invasion of privacy (if pregnancy tests were required) if a separate regulatory dose limit were specified for the unborn child. Therefore, the NRC has taken the position that special protection of the unborn child should be voluntary and should be based on decisions made by workers and employers who are well informed about the risks involved. (Taken from Appendix B, Pregnant Worker's Guide, Nuclear Regulatory Commission)

Any suspected or known pregnancy should be immediately reported to the Program Director; however, the program honors the student’s right of self-disclosure and is totally voluntary. When the student declares her pregnancy, the student will meet with her advisor and/or program director to discuss radiation protection practices during the pregnancy. The student will have the following options during her enrollment in the program:

Option #1

a) The student has the option to withdraw from the presently enrolled radiologic technology course.
b) Withdrawal from the radiography course are done in accordance with College policy.
c) The student may re-enter the program in the next cyclic offering of the radiologic technology courses.
d) The student should be aware that the availability of re-entry into the program is determined by class capacity.

**Option #2**

a) The student has the option to complete the presently enrolled radiologic technology course.
b) The student may withdraw from the program at the completion of the radiologic technology course.
c) The student may re-enter the radiography program in the next cyclic offering of the radiologic technology courses.
d) Availability of re-entry into the program are determined by class capacity.

**Option #3**

a) The student may continue in the program and are required to wear a fetal specific Radiographic Image badge at waist level in addition to the standard waist and collar badges.
b) The student is responsible for informing staff Radiologic Technologists of her pregnant condition during clinical assignment for appropriate and safe assignment of tasks.
c) After delivery, the student is readmitted to classes based on a physician's recommendation.
d) It is advisable that the student contact the program director, clinical coordinator and/or other course instructors to make arrangements in making up instructional hours missed due to delivery and convalescence. This should be done to ensure completion of the clinical competencies and radiologic technology course requirements.

All female students must sign a form indicating that they received a copy of the Pregnancy Policy and Possible Health Risks to Women Who Are Exposed to Radiation during Pregnancy. The student's decision must be submitted in writing to the Program Director using the Declared Pregnancy Form and at any time the student may withdraw her pregnancy declaration by submitting a written withdrawal of declaration to the program officials. All female students must sign a form indicating that they received a copy of the Pregnancy Policy and Possible Health Risks to Women Who Are Exposed to Radiation during Pregnancy.

Whenever a declared pregnant student is acquiring clinical education, she are required to wear a second radiation monitoring device (image badge) at the abdominal level, which enables program/hospital authorities to monitor exposure to the embryo and/or fetus. If a protective lead apron is worn, the secondary badge must be worn under the protective apron in order to determine the absorbed dose. The NCRP recommends that the MPD equivalent to the embryo-fetus from occupational exposure to the expectant mother should be limited to 0.5 Rem for the entire gestation period. It is possible to limit all occupational exposure to under 0.5 REM per year through proper instruction of all safety precautions. A declared pregnant student continuing in the program are required to complete all program requirements (didactic courses and clinical education missed) as a result of any absence. Student disability and duration of excused absence must be determined by a physician and require written verification. Students who choose to acknowledge pregnancy must make up any missed clinical time due to maternity prior to graduation from the program. Additional information regarding federal guidelines for prenatal radiation exposure may be found at [www.nrc.gov/NRC/08/08-013.html](http://www.nrc.gov/NRC/08/08-013.html).
Confidentiality and HIPAA
Confidentiality is the protection of the privacy of others in both written and oral forms.

Patient Confidentiality:
Patient Confidentiality is the protection of the patient’s privacy in written and oral communication. The radiologic technology program requires that the student respect the patient’s right to privacy by using professional judgement in revealing confidential information to other persons.

Students are expected to maintain patient confidentiality in all clinical settings by adhering to Healthcare Insurance Portability and Accountability Act (HIPAA). In the interest of privacy and confidentiality, discussion of patients should not be conducted in areas when others may overhear or with any lay person outside of the medical field. The patient’s problems and conditions should be discussed only with those who need such information in order to improve the patient’s care.

Students are not to research or get information on any patient’s exam history, except for a medical reason, research paper, or doctor’s order. Electronic records are not to be accessed on any patient, unless it is for a “need to know” basis. Disciplinary measures are taken if the student violates this policy.

Student Confidentiality:
Student Confidentiality is the protection of the student and or program applicant’s privacy in written and oral communication. Students are not to talk to others about any confidential and/or personal information concerning another student and/or an applicant in the admissions process for the program. Students are to follow the golden rule and treat others with the respect that each person deserves. Students found violating patient, student, or applicant confidentiality are disciplined according to the Program Disciplinary Policy.

Student Professionalism:
The student is expected to conduct themselves in a professional manner at all times while in the clinical setting. The student is interacting with patients, families, physicians, and other health care professionals and must make every effort to represent the college, future profession, and a self in a positive light to those the student encounter. Remember, the patient is in need of radiology services and may be apprehensive or anxious about a procedure the student is performing. Always be sure to treat the patient in a courteous, kind and understanding manner without any hostility or impatience.
CLINICAL EDUCATION:

Clinical Education is divided into five (5) separate courses. Progression from one course to the next is based on completion of each course’s requirements. A course syllabus is given at the beginning of each semester. This syllabus contains the course objectives. Students are responsible for obtaining necessary clinical grading forms at the beginning of each clinical education course. The syllabi contain requirements for course completion and all necessary documentation forms. Clinical Education courses are related to previous clinical and to previous didactic instruction. Competency Based Clinical Education is a progressive approach to the clinical development of the Radiography student. Students begin this process in DEMONSTRATION of positioning skills in RGT1513 and RGT 1523 laboratories.

Clinical Assignments, Rotations, Affiliates, Setting

Radiography students will rotate through the clinical education setting on a semester basis. Clinical assignments are made during the first and second shift hours, Monday through Sunday. Clinical assignment schedules are given out at the beginning of each semester. This, in some cases, involves travel and the student must be prepared to meet these travel obligations and expenses.

Students may **not** choose which clinical education setting they wish to attend. The student is required to adhere to his/her assigned schedule at all times. **Students are required to make themselves aware of the assigned hours and adjust personal and work schedules to coincide with their clinical schedule.** No personal adjustments are made to clinical schedule, unless it is an extreme emergency. Changes in clinical schedules must be requested in writing to the Clinical Coordinator. Only program faculty can approve changes in the clinical schedule.

Student Uniform should be complete at all times and includes the following:

1. PRCC student photo ID badge
2. Facility issued ID badge
3. Scrubs of approved color with badge sewn on the left sleeve
4. Lab Coat approved with badge appropriately affixed to left sleeve
5. Pocket technique book
6. Dosimeter

The affiliate for clinical education for student training is an approved facility by its accrediting agencies operating under the direction of a Registered Technologist.

The affiliate is approved by the JRCERT, meeting the essentials for student training by providing:

1. A variety and volume of radiological procedures providing learning experiences
2. Qualified personnel in the department responsible for departmental activities

The clinical personnel agree to directives set forth by the sponsoring institution of the student program which include:

1. professional atmosphere
2. methodology for the evaluation process of students
3. periodic meetings for program orientation and updating
4. abide by student scheduling and assignments made by academic faculty
5. encourage in-service programs to keep in tune with recent procedures and trends in the field of radiology

Students shall abide by clinical policy during assignment to the facility providing that this is not in conflict with training program policies.
Clinical personnel involved in supervising students in the facility are made aware of what the student is capable of performing in his/her level of readiness in performance skills.

Recognizing the fact and making allowances for slower periods in the Radiology Department/Center, staff must be aware that the student’s function in that facility is to acquire approved performance skills through repetitive acts of performing radiological procedures.

****Students at no time are allowed to be utilized as a substitute for paid staff. Staff technologist are responsible for the department activities and responsibilities and students are on clinical assignment to learn the profession and career.

Clinical time is vital to the students training in preparation for becoming a Radiologic Technologist. It is the most important area for applying what the student have learned in class and lab assignments. **This is done under direct and indirect supervision of a Clinical Instructor/Preceptor who is a Registered Radiologic Technologist as well as Registered staff Radiologic Technologists at each clinical education setting.** The facility Clinical Instructor/Preceptor/Radiology Manager is essential in visually and physically assuring that the programs policies are being complied to and followed by facility assigned students and the registered radiologic technologist. This includes mandating the following policies but is not inclusive to direct/indirect policies, repeat image policy, mobile radiography policy, radiation safety and student holding policies. [Ref: JRCERT 4.3]

Competency based education begins with didactic (classroom) instruction and ends with clinical competency based evaluations. The student’s role in the clinical setting is one of a learner and not of a staff Radiologic Technologist and total class and clinical time is limited to NO MORE than 40 hours per week and 10 hours per day. [Ref: JRCERT 1.4] The progression from didactic instruction to competency includes the following steps.

1. Didactic Classroom instruction
2. Satisfactory completion of classroom work
3. Lab demonstration
4. Lab practice and simulation
5. Produce the radiographic image in lab using phantom
6. Successful laboratory positioning final
7. Observation in clinical area
8. Successful completion of Sign-Off requirements (only 1 student may obtain sign-off on a single procedure and considered the student in charge.)
9. Successful completion of competency examination (only 1 student may obtain competency on a single procedure and considered the student in charge.)

Students are furnished with documentation of Clinical Instructor/Preceptors that are supervising them in the Clinical Education Setting. This document verifies Clinical Instructor/Preceptors overseeing the Registered Radiologic Technologist that are allowed to evaluate radiographic procedures performed by the students. Any additions or deletions to this document will come from program faculty. Competency exams that are evaluated by staff technologist are verified and checked by the Clinical Instructor/Preceptor.

**NOTE:** Students should refer to each course syllabus for specific course requirements. Total scheduled class and scheduled clinical time is limited to NO MORE than 40 hours per week and 10 hours per day. [Ref: JRCERT 1.4]

*Clinical Attendance/Absence Clinical:*
A good attendance record for the clinical portion of the program is important for several reasons. Due to the highly important nature of the in-hospital experience, students must attend the equivalent of all scheduled clinical days.

Clinical rotations provide the experience and practice necessary in developing clinical skills and problem-solving ability. Potential employers are most concerned about the attendance records of applicants. The clinical facilities view clinical rotations as an opportunity to “audition” future employees. Students are expected to be present and on time for all clinical assignments. Any absences from clinical sites will affect the student’s clinical education and may affect their grade.

Pearl River’s Radiology students are meticulously being trained to work in a healthcare facility. When students become an employee of an Imaging Department, they are expected at work and on time each day. A well-staffed department desires and is required to hire technologist who provide the best healthcare to the patients. Inappropriate use of clinical time (i.e., extended breaks, extended lunch hours and not being in assigned areas, etc.) may count as an absence.

Under NO circumstances will the student be allowed to sign/clock in another student. This activity constitutes fraud and BOTH students are disciplined, with possible suspension or termination from the program.

In the case of illness or other emergency which will result in absence from a clinical shift, the student must personally notify both the Clinical Instructor/Preceptor (site) by phone and the Clinical Coordinator by phone, text, or Canvas prior to the scheduled clinical shift. The penalty for not notifying both Clinical Instructor/Preceptor (site) by phone and the Clinical Coordinator by phone, text, or Canvas prior to the scheduled clinical shift are an 11 point deduction from the final clinical grade. Kristie Windham (601-554-5484 office) prior to the scheduled clinical period (on weekends, when appropriate, the students must notify weekend technologist and Clinical Coordinator).

If both the Clinical Instructor/Preceptor (site) and the Clinical coordinator are not notified at all (i.e. only one is contacted), the student is suspended from clinical the next clinical day. This second clinical absence will result in an additional 11 point deduction from the final clinical grade. (Total: 22 point deduction from the final clinical grade.)

**** IMPORTANT**** More than 2 clinical absences within the semester can result in the student being dismissed from the course and the program. The Clinical Coordinator has the authority to allow the student to continue in the program after the second absence due to extenuating circumstances. However, the Clinical Coordinator will require proper documentation to determine if the absence is due to extenuating circumstances. In the event of extenuating circumstances, the student may be provided the opportunity to “make-up” absences only during that semester.

**** NOTE**** It is the student’s responsibility to submit the appropriate form for an absences make-up time. Make-up absences will only be approved by the Clinical Instructor/Preceptor and Clinical Coordinator. If it is not approved, it will not count. The student who misses less than 4 hours of clinical, the clinical hours may be made-up after the clinical shift. This must be approved by Clinical Instructor/Preceptor and Clinical Coordinator, before the student can make it up. The student who misses more than 4 hours of clinical, the clinical hours must be made-up at the missed site.

Time from all of the clinical sites is calculated weekly by Kristie Windham PRCC. Clinical Instructor/Preceptors do not have cumulative list of time from other facilities.

Clinical Competency Definitions:
**PHASE: OBSERVATION Phase:**

The first step in obtaining clinical competency is by clinical **OBSERVATION** of procedures being performed by a technologist employed at one of the programs clinical affiliates. The student Radiologic Technologist observes and will gain skills from the staff Radiologic Technologist in performing the procedure. Once the student has successfully assisted a technologist then he or she will continue to the **PARTICIPATION/ SIGN-OFF** Phase of competency based education.

**PHASE: PARTICIPATION/ SIGN-OFF Phase:**

In the **PARTICIPATION/ SIGN-OFF** Phase, the student may assume an active role. Student Radiologic Technologists are allowed to perform the procedure with minimum assistance from the staff Radiologic Technologist. The student must use his/her markers for the examination and only one student is allowed to obtain a sign-off on the radiographic procedure in question. Following two successful participation sign-off evaluations, the student may be ready for a **COMPETENCY CHALLENGE** evaluation.

**PHASE: COMPETENCY CHALLENGE Phase:**

A successful competency evaluation indicates the demonstration of mastery of the procedure. Challenging competency must be accomplished under the direct supervision of a Clinical Instructor/Preceptor or an approved Technologist. Limit of one student is allowed to obtain competency on the examination at a time. The evaluator will use the form listed under the specific exam module for the examination to determine if the student attains competency on procedure. The evaluator will use the form “Instructor Evaluation on Clinical Performance” to determine if the student attains competency on the particular anatomy. The technologist must sign competency book for the student’s records.

A grade of 75% must be obtained for successful completion of any Radiologic examination. Evaluations required for all clinical education courses include psychomotor, cognitive and affective domain evaluations. Psychomotor evaluation is done during competency evaluation when the student performs the procedure with no assistance. Cognitive evaluation is done after the student has successfully passed the psychomotor evaluation. The evaluation tool utilized is the Radiographic Image critique evaluation. During the Radiographic Image critique evaluation, the student and a faculty member will evaluate the radiographic image and the student’s knowledge of technical factors, positioning, anatomy, pathology and other related information. A grade less than 75% requires the grading process for that exam to begin again.

**Competency Rules:**

Rules of competency: students are required to be directly supervised until competency is obtained and at all times remain under indirect supervision.

1. Student must ask the technologist or instructor prior to beginning the procedure to earn competency. Informing the technologist after the fact is not allowed!!!
2. The evaluating technologist must fill out this electronic form at the time the procedure is being performed and it must be submitted regardless of if the student passes the competency or not!!!
3. The technologist must sign student’s competency book and Clinical Instructor/Preceptor will validate.
4. Zero repeats are allowed on chest, abdomens, extremities, neck soft tissue, and portable examinations to become competent.
5. One repeat is allowed with deductions on spine work, barium studies, contrasted studies, and head examinations to become competent. (points are still deducted for repeat)

7. The student must score a minimum of 75 or higher to become competent. If the student has a repeat in any of the above areas, he or she will not pass competency due to repeat not grade.

Clinical Grade- Final Examination Procedure

- RGT 1115 Clinical Education I
- RGT 1125 Clinical Education II (no Chest or KUB)
- RGT 1139 Clinical Education III (no Chest or KUB)
- RGT 2147 Clinical Education IV (no Chest or KUB)
- RGT 2157 Clinical Education V (see Terminal Examination)

- The Clinical Instructor/Preceptor or an assigned Registered Radiologic Technologist will perform the final clinical exam.

The Radiologic Technology program has specific progression requirements. Cognitive (classroom or acquired knowledge) and psychomotor aspects (clinical or motor skills) of the curriculum are integrated. Students must master specific cognitive prerequisites prior to the initiation of each phase of clinical education (psychomotor aspect). Professional conduct (affective aspects) is another element of the curriculum that is evaluated for course progression. Progression requirements include:

1. Student completes didactic requirements
2. Student participates in laboratory practice
3. Student demonstrates mastery of lab requirements
4. Student observes procedures at clinical education setting
5. Student performs procedures with assistance from Registered Radiologic Technologist
6. Student masters competency requirements
7. Student demonstrates continued competency
8. Student maintains a passing grade of “C” in all courses

(Note: unsuccessful completion of steps 2-7 requires remediation.)

Evaluation methods of the cognitive, psychomotor, and affective aspects of the Radiology Technology curriculum include written and oral tests, demonstrations, and observations of student performance during clinical education.

1. Provide basic patient care and comfort and anticipate patient needs.
2. Provide appropriate patient education.
3. Practice radiation protection.
4. Understand basic x-ray production and interaction.
5. Operate medical imaging equipment and accessory devices.
6. Position the patient and medical imaging system to perform examinations and procedures.
7. Exercise independent judgment and discretion in the technical performance of medical imaging procedures.
8. Demonstrate knowledge of human structure, function and pathology.
9. Demonstrate knowledge and skills relating to quality assurance activities.
10. Evaluate the performance of medical imaging systems.
11. Evaluate medical images for technical quality.
12. Demonstrates knowledge and skills relating to medical image processing.
13. Understand the safe limits of equipment operation.
14. Recognize equipment malfunctions and report them to the proper authority.
15. Demonstrates knowledge and skills relating to verbal, nonverbal, and written medical communication in patient care intervention and professional relationships.
16. Support the profession's code of ethics and comply with the profession's scope of practice.
17. Competently perform a full range of radiologic procedures on children and adults in the following categories:
   a. Head/neck
   b. Abdominal gastrointestinal/genitourinary
   c. Musculoskeletal
   d. Chest and breast
   e. Trauma
   f. Bedside
   g. Surgical
   h. Extremities

**TERMINAL EXAMINATION:**
Each graduating student will perform the final Clinical Examination. The Competency can are obtained at the clinical site student is assigned on schedule. Students are NOT allowed to pick and choose the exam. At this point in the program, student should be prepared for any case scenario.

The Clinical Instructor/Preceptor or an assigned Registered Radiologic Technologist Will:

1. Evaluate the scheduled examinations for the clinical site the day of scheduled exam.
2. Select random exams for the student.
3. NOT tell the student the exact examination they are completing prior to.

The examinations that are evaluated on are as follows:

1. Headwork
2. Spine Work
3. Ribs
4. Gastro-Intestinal studies (all fluoro must include overheads).
   - UGI
   - BE
5. Myelogram

******No CHEST Examinations
******NO ABD
******NO EXTREMITIES

*Clinical Canvas*
*Clinical Canvas Grade Calculation*
**Grading:**

**MINOR GRADES**  
Daily Attendance  
Professionalism  

**Major Grades**  
Weekly Sheets  
Technologist Evaluations  
Competency Average (Comps & daily on clinical)  
Practicums  

**FINAL**  
Final Exam Competency  
Total number of Radiology Competencies  

**Grading Scale:**  
90-100% = A  
80-90% = B  
70-79% = C  
60-69% = D

---

**Clinical Grade: Final Evaluations, Random Competency, Recheck Evaluations (Technologist Evaluation)**

**Final evaluations, random competency, recheck evaluations**, and continued competency is done after mastery of a procedure has been demonstrated. At any time during the semester if a student has mastered all of set competencies, the Clinical Instructor/Preceptor uses the Daily/Recheck Form created in Clinical I Canvas Course as a recheck of students’ knowledge of procedures performed and the grade will be utilized as part of the competency grade for the semester. The student is responsible for obtaining a minimum of 2 daily/recheck competencies each semester after all routine competencies are achieved or if student has not gained any new competencies for the semester due to examinations not available. The rechecks must be procedures the student demonstrated competency in during any preceding semester. Continued competencies consist of performing the examination again without assistance and having the completed procedure (Radiograph) evaluated by the Clinical Instructor/Preceptor or program faculty. Random recheck competencies may be used to recheck students’ knowledge. These are performed with the Clinical Instructor/Preceptors at the clinical education site.

**Clinical Grade- Daily Attendance Form (Canvas):**

Daily Attendance forms must be submitted daily in Canvas to verify clinical attendance and exact time of clinical duration for shift. This must be completed as soon as student begins the clinical shift and submitted immediately before leaving. Forms are only allowed to be submitted for individual student and can not be submitted by anyone other than individual student.

**Clinical Grade- Daily Practicums (Canvas):**

Daily Practicums are to be documented by each student daily for every procedure and exposure completed under direct and indirect supervision and signed by assuring technologist. Students are required to document each repeat image and have form signed by the technologist directly supervising. This signature is to serve as assurance that the repeat was completed under the direct supervision to provide appropriate radiation safety standards for the patient. The students are to acknowledge on each form that they understand and have followed the repeat policy under direct supervision, sign and date document. This form is uploaded to canvas, graded, and validated by the clinical coordinator. Daily Practicum forms must be submitted daily in Canvas to verify clinical attendance and are used to:

1. to help the student learn what views are in each procedure
2. to help the student learn the mAs and kVp for each individual image
3. to help the student learn the correct photocells
4. to help the student learn what is an acceptable/not acceptable image
5. to help the student with uploading sign offs and competencies in Canvas

**Clinical Grade: Performance Evaluations (Technologist Evaluation):**

Clinical Performance Evaluations (Technologist Evaluation) from the technologist are used to assess the student's values and attitudes toward work and patient care. Performance evaluations are based upon specific levels and professional competency and provide an opportunity for guidance and assistance when student improvement is deemed necessary. Clinical Performance Evaluations are completed by the Clinical Instructor/Preceptors and Staff Radiologic Technologist working with the students. The Clinical Coordinator reviews all evaluations. Clinical personnel and students are encouraged to complete the online testing form together to clarify any areas of concern. A grade that is questioned by the student should be discussed with the instructor. Any questions not resolved should be directed to the Clinical Coordinator and/or Program Director. This is used to help students identify weak and strong areas and improve their function as a Radiologic Technologist.

**Clinical Performance Evaluations (Technologist Evaluation): Unfavorable Evaluation**

If the student is unhappy with a clinical evaluation of any kind, the following steps are to be taken for a timely resolution:

1. The student must discuss the evaluation directly with the technologist or Clinical Instructor/Preceptor that completed the form.
2. If the student is still not satisfied with the evaluation, the student will discuss the matter with the program faculty.
3. If a satisfactory agreement has not been accomplished, a meeting with the student, Clinical Instructor/Preceptor, and program faculty are arranged. Discussion will focus on the non-compliant areas of the evaluation.
4. If a change is to be made, another evaluation are performed and recorded. If the student is still not satisfied with the evaluation, the procedure for due process are followed as stated below.

**Clinical Grade: Weekly Student Self-Evaluation: (Student Evaluation)**

Students are required to complete a weekly self-evaluation in canvas on a weekly basis to evaluate self-improvement and to recognize potential weakness. The Clinical Instructor/Preceptor/coordinator will/may deduct points for any unacceptable student behavior, such as tardiness, lack of professionalism at his or her discretion. A deduction of 20 points per week will be taken off each student’s grade per week for the student not obtaining a competencies in Clinical I-IV. Point deduction may be dependent on area assigned for the week.
**Clinical Grade- Professionalism (RGT):**

This is 5% of the students clinical grade for the course, each student is assigned with 100 points, and deductions are determined by the following items:

<table>
<thead>
<tr>
<th>Professionalism Grade: Each student starts off with 100%</th>
<th>Points deducted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absent excused &amp; unexcused—per incident</td>
<td>3</td>
</tr>
<tr>
<td>Tardy—per incident</td>
<td>2</td>
</tr>
<tr>
<td>Tardy more than 15 mins (are asked to leave clinical)</td>
<td>10</td>
</tr>
<tr>
<td>Improper use of Cell phone/apple watch—per incident</td>
<td>5</td>
</tr>
<tr>
<td>Leaving early from clinical—per incident</td>
<td>5</td>
</tr>
<tr>
<td>Not calling the Clinical Instructor/Preceptor and Mrs. Windham</td>
<td>10</td>
</tr>
<tr>
<td>Dress Code Violations (Minor 5pts/Major 20pts): Examples include but are not limited to--Neat scrubs/lab coat, Proper shoes, Jewelry, Hygiene; Fingernails, Hair, Name tag, Chewing gum, Proper equipment/materials Radiographic markers, technique book, pen, etc)</td>
<td>5-20</td>
</tr>
<tr>
<td>Improper clock in/out-- per punch</td>
<td>2</td>
</tr>
<tr>
<td>Excessive breaks or time over allotted break--per incident</td>
<td>2</td>
</tr>
<tr>
<td>Not parking in student parking (parking in patient areas)-- per incident</td>
<td>10</td>
</tr>
<tr>
<td>Excessive studying &amp; not providing patients' with their procedures --per incident</td>
<td>5</td>
</tr>
<tr>
<td>Changing scheduled clinical times (weekend must be made up weekend/ night must be made up night)--per incident</td>
<td>3</td>
</tr>
<tr>
<td>For unprofessional behavior, points are deducted as seen fit by instructor. Examples include but are not limited to the following: Disrespect towards the instructor; Insubordination, Arguing, Profanity, sleeping talking about inappropriate things in front of a patient, and non-verbal body language</td>
<td>Teacher/Instructors discretion</td>
</tr>
<tr>
<td>Texting instructor for questions that could be found on the website and/or syllabus and are not needing an immediate response after 7PM -- per incident</td>
<td>2</td>
</tr>
</tbody>
</table>
Clinical Grade- Radiographic Image Critique Evaluation

The clinical semester evaluation requires that the student evaluate the Resultant Radiographic Image of a minimum of 5 film critiques a semester. The specific areas to be addressed are listed below.

Completion of a Radiographic Image critique evaluation, the evaluator has the option to require the student to present that information in either of the following formats:

1. Orally, in one-on-one scenarios with the evaluator.
2. Orally, as a presentation to the evaluator and other student Radiologic Technologists at the clinical site.

Rationale for Radiographic Image critique

Radiographic Image critique evaluations are to provide the opportunity for review and reinforcement of theoretical concepts with evaluation of the same.

Objectives of the Radiographic Image critique:

1. To provide the opportunity for the student/instructor to correlate didactic and clinical education.
2. To review radiographic procedures with specific emphasis on:
   a) principles of radiographic exposure with central ray placement
   b) radiographic procedures/routines that were completed for examination
   c) methods of patient care in the respective rotation
   d) equipment manipulation that was utilized during examination
   e) human structure and function relevant to the examination
   f) pathology that may be present requiring the examination
3. To provide information for use on educational decisions, revisions of curriculum or class content and student remediation.
4. To conform to the quality assurance guidelines of the JRCERT on education in Radiologic Technology.

Image critique Requirements:

1. Five Radiographic Image critique evaluation are required each semester in Clinical I-V for competencies passed during the semester. In final semesters where a student may have limited competencies, a daily routine examination may be used for Radiographic Image critique. The evaluation must be completed within the dates set forth by the program and is solely the responsibility of the student to complete and submit within the time allotted.
2. Radiographic Image critique evaluation requires the scheduling of Radiographic Image critique with the supervising technologist or Clinical Instructor/Preceptors at the clinical facility to allow the viewing of proper documented image information.
3. Radiographic Image Critique form must be completed in Canvas by the proper student as documentation of evaluation. Radiographic images must be used during Radiographic Image evaluation. The student must have the graded competency previously submitted in Canvas.
4. Students’ own initialed markers must be on the radiographic image being used for Competency and Radiographic Image critique evaluation.

Image critique Grading:
1. Grades on Radiographic Image critique evaluation must be completed to be considered successful. (5 per semester are required and will be counted as one competency grade)
2. If the student fails the Radiographic Image critique evaluation, the corresponding competency will also be failed. The student must return to the lab for remediation positioning, exposures, and Radiographic Image critique. This will require the student to start over with process on sign-offs and competency for procedure.

Radiographic Image Critique Evaluation Guidelines
1. Name of exam
2. Clinical site/room
3. Patient current and previous history-previous conditions that might affect the final radiographic image.
5. Describe anatomy-bony structures, topographic anatomy (landmarks), normal variances, physiological functions of part examined, and any pathology demonstrated.
6. Technical factors
7. Density, Contrast, Visibility of detail
8. Pathology observed

NOTE: It is recommended that the above information be prepared before the critique session and may be used during the evaluation process.

Clinical Canvas: Student Availability
Students will use the Canvas Electronic System for documentation of their clinical experience. Please note that the final grade column in Canvas is a working grade and may not depict accurate score until the end of the semester. The final grade percentage may change throughout the semester as grades are added and columns muted. Final grades are posted in River Guide the Monday following Finals week. Students with questions or concerns are recommended to contact Mrs. Windham with issues, clarification needs, or grade discussion. Students are required to maintain certain clinical education records. This requirement is considered an integral part of the students learning process. The records include, but are not limited to:
- Course syllabus
- Course competency requirements
- Completed participation and competencies (PRACTICUM)
- Time and attendance records
- Radiation records
- Repeat analysis taken from (PRACTICUM)

Students must begin CANVAS daily documentation log immediately and check in with the designated hospital contact (department director, shift supervisor or technologist) upon arrival to the facility and should remain in their assigned areas at all times. It is important to notify Clinical Instructor/Preceptor/preceptor before leaving assigned area and upon return. Breaks should be limited to no more than 15 minutes in the am and pm (one each). These are at the discretion of the Clinical Instructor/Preceptor and are not guaranteed.
The student will receive a 45 minute lunch break also at the discretion of the Clinical Instructor/Preceptor. Students must take breaks and lunches in the Hospital Cafeteria.
and not in the department break rooms due to limited space. Students should remain in the building at all times.

**Students are not permitted to leave the hospital for breaks or lunch.**

Students must provide verbal or written report, as appropriate, for radiographic procedures they completed during the shift to the oncoming technologist or instructor/preceptor. The student must ensure their written or computer documentation is complete before leaving the facility for the day.

**Clinical Canvas: Student Forms to Complete Online in Clinical Course**

The student will complete in canvas in the allotted time (times are set in canvas with the allotted point deduction)

1. Attendance—a daily time log
2. Absent form—to be filled out the day of absence
3. Absent time make up—to be filled out the day of make-up
4. Sign offs—the day of
5. Competencies—the day of—**Clinical Instructor/Preceptors/Registered Radiologic Technologist** will enter competencies for clinical procedures performed by the student. These are recorded for each qualifying procedure the student successfully/unsuccesfully performs. This may include regular competencies, daily competencies, recheck competencies.
6. Technologist Evaluations—the week of—**entered by the Registered Radiologic Technologist**
7. Weekly's—the week of—the Clinical Instructor/Preceptor and/or Clinical Instructor/Preceptor will deduct points for any unacceptable student behavior, such as tardiness, lack of professionalism or customer service orientation.
8. Practicums—the week of
9. Uploaded time sheets from appropriate clinical sites—the week of
10. Radiographic Image Evaluation/ Critique Form—(5 per semester)
### Clinical Affiliate Contact Information

#### Pearl River Radiology Program

<table>
<thead>
<tr>
<th>Hospital</th>
<th>Address</th>
<th>Phone</th>
<th>Approved</th>
<th>Name(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forrest General Hospital</td>
<td>6051 Highway 49, Hattiesburg, MS 39402</td>
<td>4512</td>
<td>10</td>
<td>Courtney Powell, B.S.R.S., R.T. (R)</td>
</tr>
<tr>
<td>Hattiesburg Clinic</td>
<td>415 South 28th Avenue, Hattiesburg, MS 39401</td>
<td>6662</td>
<td>4</td>
<td>James Cowart, R.T.(R)</td>
</tr>
<tr>
<td>Highland Community Hospital</td>
<td>801 Goodyear Blvd, Picayune, MS 39466</td>
<td>7082</td>
<td>2</td>
<td>James L. Turnage, R.T.(R), Jessica R. Ladner, R.T.(R)</td>
</tr>
<tr>
<td>Marion General Hospital</td>
<td>1560 Sumrall Road, Columbia, MS 39429-2654</td>
<td>8990</td>
<td>2</td>
<td>Victoria A. Cox, R.T.(R)</td>
</tr>
<tr>
<td>Memorial Hospital at Gulfport</td>
<td>4500 13th Street, Gulfport, MS 39502-1810</td>
<td>5022</td>
<td>3</td>
<td>Candice N. Simon, R.T.(R)</td>
</tr>
<tr>
<td>Wesley Medical Center</td>
<td>5000 West Hardy Street, Hattiesburg, MS 39402</td>
<td>3581</td>
<td>5</td>
<td>Daniel Lumpkin, B.S., R.T.(R)</td>
</tr>
</tbody>
</table>
Clinical Competency Overview
Lab Exam, Clinical Sign-Off (2), Competency, Recheck, Final Competency

The Pearl River Community College, Medical Radiologic Technology Program requires its students to be competent Radiologic Technologists upon completion of the program. Competency is attained as follows:

1. Beginning in the fall semester the first year, the freshman student is presented with the Anatomy and Positioning Media in the correspond Radiographic Procedures Course.
2. The student is secondly presented with the proper positioning of this particular unit of anatomy and lab tested the same week.
3. The written/classroom examination on this Anatomy and Positioning unit are administered on class date following the completion of the material.
4. 1-3 above are all attempted to be accomplished in a one-week interval for most units. Extremely long or units with very tedious anatomy are spread over a two-week interval.
5. The following week, the students are allowed to radiograph patients for that particular anatomy under the direct supervision of a Registered Technologist.
6. The student must obtain two Sign-Off Verification Exams from Validating Technologist within their Clinical Competency Modules of the Canvas Clinical I Course (RGT 1115) by a Registered Technologist before they may challenge competency. Limit of one student is allowed to obtain sign-off on the examination at a time. Challenging competency must be accomplished by graduation of the sophomore year.
7. Challenging competency must be accomplished under the supervision of a Clinical Instructor/Preceptor or an approved Technologist. Limit of one student is allowed to obtain competency on the examination at a time.
8. The evaluator will use the form listed under the specific exam module for the examination to determine if the student attains competency on procedure. The evaluator will use the form “Instructor Evaluation on Clinical Performance” to determine if the student attains competency on the particular anatomy. The technologist must sign competency book for the student’s records.

- If a competency failure results, the student must complete 2 forms in the repeat competency module in Canvas.
  1. Counseling Form- #1 Comp Failed
  2. Repeat Procedure Review #1

****Following the completion of the above listed forms, the student must repeat the entire procedure, Steps 6, 7, & 8 above. Note: Clinical Coordinator should be contacted immediately to request the reopening of the sign-off and competency attempts. Once student completes the competency attempt for the second time and is successful with a 75% score, the combined average grade will be taken from the first attempt and second attempt for a final competency grade in canvas.
9. Each radiographic procedure is taught following these steps with completion of the Radiographic Procedures course in April or May of the first year of the program.

10. A final Competency procedure on each student is completed to challenge the student at the end of each semester of Clinical each semester. The Terminal Competency will count as 25-35% of Clinical Average for the final semester. Failure of terminal competency may jeopardize the student’s Graduation opportunity.

11. Student must be competent on all required procedures prior to Graduation. Any and all grading procedures can/are graded by the Clinical Instructor/Preceptors at the appropriate clinical site to assure grading rubric is used appropriately. Upon completion of the Competency form, it is submitted to the Clinical Instructor/Preceptor at that facility and the Clinical Instructor/Preceptor will verify that student successfully passed the competency with no less than a 75% the exam is validated for competency in the Course.

The student is required to complete the procedure unassisted while the Radiologic Technologist observes the student’s skills. Successful completion of these evaluations indicates that the student has mastered the procedure. The student must achieve a 75% or better in order to obtain the competency exam.

The student is responsible for maintaining a record of specific procedure evaluations and competency tests that have been mastered and to ensure that Canvas information is correct and up to date. The student is responsible for completing all designated competency exams prior to graduation. Special arrangements may be made for procedures not frequently observed by the final few weeks of the entire program. Non-satisfaction of competency evaluations may result in student suspension and/or dismissal from the program.

Clinical Competency Re-evaluate Clinical:

At any point after competency, the instructors can re-evaluate the student on proven examinations. If student proves to be NOT COMPETENT, the GREEN/COMPETENCY are removed from their record and they must begin over with the first sign-off. (Refer to Policy and Procedure Manual)

Students are held accountable for being able to perform an exam for which that student has already demonstrated competency. Rechecks, Continued Competencies, Random Competencies, must be performed independently in a reasonably, accurate manner or the exam may be overturned.

- In the event that the student does not successfully complete recheck the competency will be considered “Overturned” and will result in the student completing the Counseling Form- #1 for Comp Failed and Repeat Procedure Review #1on Canvas. Then student must perform and achieve two sign-off’s and attempt the competency again. Program faculty should grade the examination.

These procedures are strictly adhered to and program faculty will evaluate competency progress. Also, competencies previously granted in preceding academic terms are rechecked and, if maintenance of skill level is not adequate, the competency are withdrawn.
Failure of any competency or recheck (continues competency) evaluation will result in the student returning to the classroom for remediation in that specific examination, then to the lab for practice, then to the clinical education setting for participation. The student may then be evaluated for competency on that exam. The student will receive a successful or unsuccessful grade. Failure to demonstrate competency after three (3) attempts of the same competency procedure will result in the student being referred to counseling for continuation in the Radiography program.

**Clinical Competency Unsuccessful Attempts**

If a competency failure results, the student must complete 2 forms in the repeat competency module in Canvas.

1. Counseling Form- #1 Comp Failed
2. Repeat Procedure Review #1

****Following the completion of the above listed forms, the student must repeat the entire procedure, Steps 6, 7, & 8 above. Note: Clinical Coordinator should be contacted immediately to request the reopening of the sign-off and competency attempts.

Once student completes the competency attempt for the second time and is successful by the required competency guidelines, the combined average grade will be taken from the first attempt and second attempt for a final competency grade in canvas.

Examination presented for competency evaluation will not be considered as a passed attempt if:

1. **The student does not inform the Clinical Instructor/Preceptor of the competency attempt and provide the proper competency form prior to the radiographic exam.**
2. **The Radiologic Technologist s assist the student during the exam**
3. **The student fails to follow radiation safety and other safety policies**
4. **The student fails to use his or her markers**
5. **Any projection requiring repeats (poor positioning or technical factor skills) on listed exams**
6. **The procedure was evaluated by unauthorized or non-registered Radiologic Technologist**

Procrastination may cause the student to not have all the required competencies. Failure to complete these competencies may require probation, suspension, or dismissal from the program. The student is encouraged to plan quarterly activities. The criteria used by Pearl River Community College have been approved by the ARRT, ASRT and JRCERT.

The student is expected to perform the required observations, participation, and competencies on a variety of patients. This includes adult, pediatric, and geriatric. Students are expected to meet all requirements for each semester prior to the end of the final semester.

Clinical Instructor/Preceptors are preferred to evaluate the student during competency attempt. If a Clinical Instructor/Preceptor is unavailable, the registered staff Radiologic Technologist may be requested to evaluate prior to the student beginning the competency attempt for the psychomotor portion of the competency. Program faculty
has the option to re-grade the student's image evaluation, continued competency or Radiographic Image critique to assure equality in student grading.

Students must complete all clinical work by the last clinical day. Students are required to turn in all clinical work at that time. A grade of zero are assessed to any exam missing from the required paper work or computer submission. Additional time allotted must be pre-approved by the Clinical Coordinator and the Clinical Instructor/Preceptor at the facility scheduled. If the student's markers appear on the radiograph, the student is responsible for the examination. Do not remove or hide unacceptable the radiographic image. This constitutes a dishonest act. If the student is discovered asking for a grade following the procedure, that student is subject to a comprehensive evaluation for all graded exams.

Clinical Disagreements
Disagreements between other sections of the hospital and the Imaging Department are not to be handled by radiology personnel. Students are NOT allowed to argue with employees, students, etc. about technical or administrative matters or departmental policy. Politely inform him of such matters as appropriate and ask for cooperation as needed. Further discrepancies should be taken to the Radiology Manager and make a note of the incident in the Clinical Education Daily Time attendance form.

Clinical HR/WK Clinical Education Courses include:

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Hours per week*</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR/WK RGT 1115</td>
<td>Clinical Radiography I</td>
<td>16 hours</td>
</tr>
<tr>
<td>HR/WK RGT 1125</td>
<td>Clinical Radiography II</td>
<td>16 hours</td>
</tr>
<tr>
<td>HR/WK RGT 1139</td>
<td>Clinical Radiography III</td>
<td>40 hours</td>
</tr>
<tr>
<td>HR/WK RGT 2147</td>
<td>Clinical Radiography IV</td>
<td>24 hours</td>
</tr>
<tr>
<td>HR/WK RGT 2157</td>
<td>Clinical Radiography V</td>
<td>24 hours</td>
</tr>
</tbody>
</table>

Clinical Patient Interaction:
Prior to treating a patient, the student will introduce themselves by name and identify themselves as a PRCC Radiology Student. They will continue to do so prior to each examination session throughout the day. It is acceptable for student request permission of the patient to have their technologist performed by the student. Prior to the patient being radiographed, the student, under supervision of a Clinical Instructor/Preceptor or Registered Radiologic Technologist, should follow the steps for informed consent:

1. Verify the identity of the patient using at least two identifiers (Name, Date of Birth)
2. Explain the procedure requested to the patient
3. Obtain and document patient history
4. Check for patient pregnancy (if applicable)
5. The student is **not to sign his/her name** as a witness to a patient's signing of a will, power of attorney, advanced directive, or consent for medical treatment.

Clinical Responsibilities-Student:

1. Adheres to and maintains high ethical standards in relation to students, faculty, and staff. Helping provides equitable learning opportunities for everyone. This is inclusive of following the Radiology Honor Code policy in every aspect to uphold integrity of the program and students.
2. Provides timely, appropriate, and educationally valid clinical experiences.
3. Limits and monitors required clinical assignments for students to not more than 10 hours per day and the total didactic and clinical involvement to not
more than 40 hours per week. Assures that any additional clinical time is solely on a voluntarily basis.

4. Assures the security and confidentiality of patient records, college instructional materials, and other appropriate program materials.

5. Seek appropriate treatment if you have signs and symptoms of a communicable disease, or become ill on duty of class or clinical assignments.

6. Submit medical clearance to instructor prior to returning to class/clinical and meets the Guidelines for Communicable Diseases.

7. Submit to instructor material concerning recovery and results of any tests, etc., and notify of the follow-up and notify PRCC faculty, immediately if student has injury or exposure.

8. Submit and upload Notes or documentation from physicians to assure they are forwarded to the Department @ PRCC.

9. Notify the Clinical Instructor/Preceptor/faculty at PRCC of any Work Releases or restrictions

10. Abide by and ensure PRCC direct and indirectly policy is being strictly enforced at the clinical facility by the technologist, other students and instructors.

11. Abide by and ensure PRCC direct supervision policy is being strictly enforced at the clinical facility by the technologist, instructors, and students in regards to mobile radiography, surgery procedures, and repeat radiograph policy.

12. Abide by and ensure that you as student are indirectly supervised while performing clinically in the radiographic department.

13. Abide by and ensure PRCC direct and indirectly policy is being strictly enforced at the clinical facility by the technologist, instructors, and students.

14. Abide by and ensure students are NOT holding cassettes for exposures and are NOT holding patients unless it is a last resort.

15. It is the Responsibility of each student to report any violations of policies to faculty at PRCC so faculty can quickly resolve any issues or violations.

16. Study and utilize curriculum to participate in individual, small groups, or remedial instruction to meet the needs of each student while in the clinical setting.

17. Ask technologist and instructors about pathology that may be presents for learning and instructional materials resulting in the promotion of a learning atmosphere for students involved.

18. Actively engage in the radiology student learning process.

19. Evaluates each self-progress on a daily and weekly basis and submit appropriate material in canvas for grading.

20. Establishes and maintains high standards of students behavior needed to provide an orderly, productive learning environment.

21. Actively complete Competencies and examinations and completes critique evaluation process that are requested on a daily/weekly basis.

22. Maintains records and progress reports on a regular basis including completing competency grades and daily evaluations, weekly evaluations, technologist evaluations, and radiographic image critique and evaluation for a minimum of 2 years.

23. Communicates with school officials on personal progress and report any areas that may need attention or additional help.

24. Participate in committees and the sponsoring of student activities according to guidelines in the Pearl River Community College Radiography and professional societies and organizations.

25. Performs any other duties assigned by the Radiology Department Director of the facility and the College.

26. Students have the responsibility to follow simple but necessary procedures to prevent and limit the spread of microorganisms from one person to another.
Students should not report to class or clinical if ill. Students that have a fever or infectious process must stay away from special care areas such as nursery, surgery, ICU, and CCU. Students must practice good daily habits that promote good health.

27. Abide by and assure correct Infection Control Procedures are being followed.
28. Abide by and assure correct hand washing procedures.
29. Abide by and assure correct isolation technique and the transporting of isolation patients.
30. Aggressively supporting the policies and procedures established for the good of patient care and the educational process
31. Addressing concerns directly, constructively and in a timely fashion
32. Seeking, accommodating and acting upon constructive criticism in order to improve personal skills
33. Attentiveness and participation during academic and clinical courses
34. Respectful interactions with the public and all members of the healthcare team
35. Persistent and punctual attendance at scheduled classes and clinical assignments
36. Tailoring content and volume of conversations based on those within hearing range
37. Demonstrating and practicing knowledge of safety procedures
38. Maintaining a professional appearance as outlined in the uniform and classroom dress code
39. Seeking to provide community service during and after the Radiologic Technology Program
40. Promoting the profession through memberships in national and state societies

Clinical Responsibilities-Student Mentor/Instructor/Preceptor:
1. Adheres to and maintains high ethical standards in relation to students, faculty, and staff. Provides equitable learning opportunities for all students.
2. Provides timely, appropriate, and educationally valid clinical experiences for each admitted student.
3. Limits and monitors required clinical assignments for students to not more than 10 hours per day and the total didactic and clinical involvement to not more than 40 hours per week. Assures that any additional clinical time is solely on the student voluntarily basis.
4. Assures the security and confidentiality of student records, instructional materials, and other appropriate program materials.
5. Directs students who have signs and symptoms of a communicable disease, or become ill on duty for appropriate treatment.
6. Request medical clearance from student prior to student returning to clinical and meets the Guidelines for Communicable Diseases.
7. Check with the student concerning recovery and results of any tests, etc., and notify of the follow-up and notify PRCC faculty, immediately if student has injury or exposure.
8. Notes or documentation from physicians should be forwarded to the Department @ PRCC.
9. Notify the faculty at PRCC of any Work Releases or restrictions
10. Monitor and assure PRCC direct and indirectly policy is being strictly enforced at the clinical facility by the technologist and students.
11. Monitor and assure PRCC direct supervision policy is being strictly enforced at the clinical facility by the technologist and students in regards to mobile radiography, surgery procedures, and repeat radiograph policy.
12. Assurance that students are indirectly supervised while performing clinically in the radiographic department.
13. Monitor and assure PRCC direct and indirectly policy is being strictly enforced at the clinical facility by the technologist and students.
14. Monitor and assure students are NOT holding cassettes for exposures and are NOT holding patients unless it is a last resort.
15. Performs the duties and functions of any Clinical Instructor/Preceptor as they pertain to teaching at Pearl River Community College.
16. Adapts curriculum to provide individual, small groups, or remedial instruction to meet the needs of each student.
17. Presents instructional materials resulting in the promotion of a learning atmosphere for students involved.
18. Supervises student learning process.
19. Evaluates each student’s progress.
20. Establishes and maintains standards of students behavior needed to provide an orderly, productive learning environment.
21. Administers Competencies and examinations and completes critique evaluation process.
22. Maintains records and progress reports on each student including validating competency grades and evaluations for a minimum of 2 years.
23. Communicates with school officials and student on progress.
24. Updates instructional materials and visual aids.
25. Participate in faculty committees and the sponsoring of student activities according to guidelines in the Pearl River Community College Radiography Student Handbook.
26. Maintains professional competence through in-service education activities to promote professional growth activities.
27. Performs any other duties assigned by the Radiology Department Director of the facility and the College.

Clinical Student Learning Outcomes:

1. The student will correctly perform basic to advanced modalities of Medical Radiologic Technology in the patient setting. Clinical I-IV 80% (Clinical V 90%) of all students will obtain 80% of the required clinical (in-hospital) competency check offs as described by the course clinical competency checklist.
2. The student will demonstrate acceptable “professional” behavior in the clinical setting. 80% of all students will demonstrate clinical professional behavior based upon compliance with the requirements described in the course syllabus indicated by the graded professionalism module.
3. The student will utilize proper shielding for radiographic examinations in the patient setting. 80% of all students will utilize proper shielding on the final exam competency indicated by the shielding question on the clinical final competency procedure in the patient setting.
4. The student will utilize proper collimation for radiographic projections on exams in the patient setting. 80% of all students will utilize collimation on the final competency indicated by the collimation question on the clinical final competency procedure in the patient setting.
5. The student will adequately communicate and successfully to the patient about the performed radiographic exam in the patient setting. 80% of all students will communicate adequately and successfully to the patient by explaining the procedure to the patient on the final competency indicated by the explain procedure to the patient question on the clinical final competency procedure in the patient setting.

Clinical Supervision of Students:
Students may not perform examinations on patients unless supervised. Students who have not mastered a particular examination, as demonstrated by a successful competency evaluation, must have direct supervision by Registered Radiologic Technologists. After student achieving the clinical competency, the student MUST and WILL remain under INDIRECT supervision at all times. In accordance with the Joint Review Commission on Education in Radiologic Technology Standards for an Accredited Program in Radiologic
Sciences, the policies for direct and indirect supervision and their relation to Radiographic Image repeats is as follows:

**Registered Radiologic Technologist (Definition):**

A Radiologic Technologist possessing American Registry of Radiologic Technologists certification and active registration in the pertinent discipline with practice responsibilities in areas such as patient care, quality assurance or administration. Such practice responsibilities take place primarily in clinical education settings.

**Direct Supervision:** [JRCERT 4.4]

Direct Supervision exists when a Radiologic Technologist is working with the student in the radiographic room or is observing the student as they perform a radiographic exam from the control panel area. A qualified Radiologic Technologist reviews the procedure, evaluates the condition of the patient, it present during the performance of the procedure, and reviews and approves the procedure in relation to the student’s knowledge and achievement. Direct supervision is utilized whenever (a) the student has not yet successfully passed competency testing on that particular exam; (b) the student is repeating the radiograph.

In the clinical setting, a 1:1 ratio must exist between a (registered) technologist and the student until competency has been achieved for a specified exam or procedure (direct supervision). To assure that Pearl River’s Radiology Program maintains compliance with JRCERT Radiation Health and Safety Standard Four, all Clinical Instructor/Preceptors and practicing Registered Radiographic Technologist involved in student contact must read and sign the Technologist-Understanding and verification form annually stating that they understand the policies and will abide by them without question. [JRCERT 4.4] Once competency has been achieved, the direct supervision of the student performing that specific competency changes to indirect supervision status. [JRCERT 4.5]

1. The supervising technologist reviews each procedures in relation to the student’s level of program achievement;
2. The supervising technologist evaluates the condition of the patient in relation to the student’s knowledge and skills;
3. The supervising technologist is present during the performance of the procedure;
4. The supervising technologist reviews and approves the procedure and all student generated Radiographic Image/image products prior to Radiologist interpretation;
5. If the student is required to perform a REPEAT projection: [JRCERT 4.6]
   a. The supervising technologist MUST BE PRESENT during the students performance of any repeat of any unsatisfactory radiograph;
   b. The supervising technologist must check patient positioning and technique selection prior to the student repeating the radiograph
   c. The repeat procedure is initialed (documented) by the technologist in the students Clinical Logbook and uploaded to Canvas on a semester or possible daily submission.
6. The technologist has the ultimate decision as to whether the competency can be attempted by analyzing the student’s skill level in the program and the patient’s condition.
7. All student generated the radiographic image must be approved by a supervising technologist prior to submission to PACS for Radiologist
Chart Access/Verbal Orders:
The student may only access those medical records (written or computer) for those patients for whom they are providing services. **Never** remove any official hospital records or copies of records from the facility. **Never** share the medical record or its contents with the patient, their family or any other third party without a need to know. Students are **not** permitted to take verbal or telephone orders from physicians.

PACS/ Sending of Images:
Students are not allowed to confirm or send images to the **Picture Archiving and Communication System (PACS)**.

Repeat Policy: [JRCERT 4.6]
In support of professional responsibility for provision of quality patient care and radiation protection, **unsatisfactory the radiographic image shall be repeated ONLY in the presence of a Registered Radiologic Technologist, regardless of students level of competency.**

Any radiographic procedure attempted by the student Radiologic Technologist that requires an additional exposure to correct a deficiency must be recorded (see repeat radiograph documentation form). All the radiographic image performed are checked and evaluated by a Registered Radiologic Technologist. The Registered Radiologic Technologist will evaluate the student's finished the radiographic image as satisfactory or unsatisfactory. The Registered Radiologic Technologist will discuss the reason causing the unsatisfactory radiograph and the corrective measures – which are taken to obtain good Radiographic Image quality. **The repeat radiograph must be done under direct supervision of a Registered Radiologic Technologist to assure the corrective measures are performed accurately.**

All repeated exams MUST be dutifully logged and acknowledged on the students **Daily Practice Ledger Form (Practicum)**. This practicum is loaded weekly into the Canvas course and hard-copy is submitted at the end of each semester. The Clinical Coordinator may periodically review this form with the student during the semester. During the review, the student and Clinical Coordinator will discuss methods of improvement to prevent the same type(s) of occurrence in the future. Students failing to complete and upload this form are counseled accordingly. A deduction in the students’ grade and work ethics may be assessed each time this violation occur. To assure that Pearl River's Radiology Program maintains compliance with JRCERT Radiation Health and Safety Standard Four, all Clinical Instructor/Preceptors and practicing Registered Radiographic Technologist involved in student contact must read and sign the Technologist- Understanding and verification form annually stating that they understand the policies and will abide by them without question. [JRCERT 4.6]

Technologist Approval:
All the radiographic image performed by the student (regardless of student program level and/or direct or indirect Competency exams) are required to be checked for accuracy by a Clinical Instructor/Preceptor or a registered technologist prior to sending the radiograph to a radiologist/Radiologist for interpretation. Failure to follow program policies will lead to disciplinary action.
Indirect Supervision:

A supervising technologist is immediately available to assist students regardless of the level of student achievement. Immediately available means the presence of the technologist in an adjacent room or location to where the radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use, including portable and surgical equipment and procedures. All student generated the radiographic image must be approved by a technologist prior to submission for Radiologist interpretation. To assure that Pearl River’s Radiology Program maintains compliance with JRCERT Radiation Health and Safety Standard Four, all Clinical Instructor/Preceptors and practicing Registered Radiographic Technologist involved in student contact must read and sign the Technologist- Understanding and verification form annually stating that they understand the policies and will abide by them without question. [JRCERT 4.5] The same guidelines occur for student generated repeats in both the indirect and direct supervision categories.

***If the student is required to perform a repeat projection:

A. The supervising technologist is present during the student performance of any repeat of any unsatisfactory radiograph; and

B. The supervising technologist must check patient positioning and technique selection prior to the student repeating the radiograph; and the repeat procedure is initialed (documented) by the technologist in the student Clinical Logbook.

INDIRECT SUPERVISION: MANDATORY AT ALL TIMES. NO EXCEPTIONS.

Students, while under indirect supervision, should adhere to the following procedure when conducting a radiographic procedure:

1. Understand peculiar requirements of the radiographic exam and patient
2. Properly prepare the diagnostic room.
3. Properly prepare and explain the procedure to the patient. Utilize any available equipment and expertise to insure safety to the patient.
4. Measure and select acceptable radiographic technical factors to render a diagnostic radiographic view or views.
5. Assist patient from the diagnostic room to the patient waiting area.
6. Consult with supervising technologist to determine if radiographic image qualify as being acceptable for interpretation by the Radiologist.
7. Release patient to return to hospital room, Emergency Room, or outpatient department.
8. Accomplish appropriate computer functions for tracking patients.

Identifying the Patient:
The student is required to correctly identify the patient by checking the patient’s ID bracelet. A verbal identification (only) is not acceptable.

Clinical Staff Ratio:
For radiography programs, the ratio of students to staff prior to student competency achievement in a given examination or procedure shall not exceed 1:1.

Clinical Suspension/Removal of the student from a Clinical Site:
The clinical affiliate facilities reserve the right to have students removed from their facilities if the student is deemed undesirable or unacceptable, according to the facility’s protocols and professional standards. If removed from a clinical site, the student may be removed from the program due to limited clinical site placement availability.

Clinical Syllabus
- RGT 1115 Clinical Education I
- RGT 1125 Clinical Education II
- RGT 1139 Clinical Education III
- RGT 2147 Clinical Education IV
- RGT 2157 Clinical Education V

Clinical Coordinator: Kristie Windham BS R.T. (R) (ARRT)
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E-mail: krwindham@prcc.edu

Program Director: Hope Husband M.Ed. R.T. (R) (ARRT)
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CLINICAL INSTRUCTOR/PRECEPTORS:

Jessica Ladner—HCH—Office: 601-358-9515; Dept: 601-358-9506
Victoria Cox—Marion—Office: 601-740-2162
Candice Simon—Memorial—Office: 228-865-3549; Dept: 228-865-3479
Danny Lumpkin—Merit Health Wesley—Work-area: 601-268-8175

RGT 1115/1125-Clinical experience in area Hospitals are held for two (2) eight (8) hour periods each week on Tuesday and Thursday an occasional pm or weekend shift are incorporated to achieve separate objectives. Schedule are assigned prior to term.

RGT 1139-Clinical experience in area Hospitals are held for Five (5) eight (8) hour periods each week. An occasional pm or weekend shift are incorporated to achieve separate objectives. Schedule are assigned prior to term.

RGT 2147/2157-Clinical experience in area Hospitals are held for two (3) eight (8) hour periods each week on Monday, Wednesday, and Friday and occasional pm or weekend shift are incorporated to achieve separate objectives. Schedule are assigned prior to term.
Clinical Tardiness:
The clinical day begins promptly as scheduled (start time is listed on the clinical schedule). It is advisable to arrive 15 minutes prior to scheduled shift. Tardies are documented in Canvas. Extenuating circumstance are evaluated by the Clinical Instructor/Preceptor and Clinical Coordinator on an individual basis.

- Student is deducted 25 points from attendance that day.
- Student is deducted 15 points from weekly.
- Student is deducted 2 points per occurrence from professionalism grade.

Tardies more than 15 minutes late, the student is sent home with this counting as an unexcused absence.

- Extenuating circumstances are evaluated by the Clinical Coordinator and Clinical Instructor/Preceptor on an individual basis.

Tardy beyond one hour are made up at the discretion of the Clinical Instructor/Preceptor and Clinical Coordinator. Three tardies equal one 8 hour absence. (This is not the same as being absent. This 8 hour day are added to any clinical days missed. For example; if student has missed two clinical days and has accumulated 3 tardies. The student will have a total of 3 days to make up). Habitual tardies could put the student in jeopardy of being terminated from the program.

Clinical Transportation to Class/Clinical Facility:
Adequate transportation to class and clinical education settings is the responsibility of the student. There are assignments in which the student must travel in excess of one-hour or more. This is non-negotiable and all students are subject to this. While program officials are sensitive to the cost and time associated with such travel, clinical placement will require students to drive to distant sites. We encourage students to arrange car pools.

Clinical Witness for Documentation (Acting as a Witness)
The student is not to sign his/her name as a witness to a patient’s signing of a will, power of attorney, advanced directive, or consent for medical treatment. If the student violate or fail to abide and conform in any way to the promises, representations and covenants set forth in this document, the student may be dropped from all courses in the Radiologic Technology Program in which the student is enrolled, or that the student may be given a failing grade in such courses, subject only to the rules of due process and to the procedures set forth in the Pearl River Community College Catalog and student handbook.

Clinical- Lead Initialed Marker Policy:
Students should have purchased their lead initial markers prior to clinical education. Lead markers should contain the students’ first, middle, and last initials and should be colored as follows: Right markers should be red, Left markers should be blue. No accommodations are made if the colors do not match the description above. Students are responsible for having these markers in order to properly identify the radiographic procedures they perform. PRCC program faculty strongly recommends that students always keep a second set of markers in case one or both are lost. The student without markers in clinical rotations is considered out of dress code and are sent home. Students
SHALL NOT use someone else's initial markers, NOR shall they allow another person to use their markers!

**Clinical- Lunch/Break Policy:**
The student is permitted one (1) fifteen-minute break during mid-morning or afternoon during clinical hours. Students will receive one (1) 45-minute lunch break if clinical hours exceed five (5) hours. The Clinical Instructor/Preceptor must assign breaks/lunch time. Exclusion of breaks is not to be used to shorten clinical day. Students are NOT ALLOWED to leave the clinical facility for lunch nor allowed to leave to bring back lunch. A great deal of effort as well as considerable nurturing has taken place in maintaining good relationships between PRCC faculty and clinical affiliates. Students and program faculty are invited guests of the clinical institutions. Clinical affiliates that approach program faculty regarding the students disregard for clinical policies are penalized and may be dismissed from the program.

**Clinical Orientation Clinical Facility:** ([JRCERT Standard 4.8](#))
Orientations are performed at various clinical education settings. Students are notified of dates and times by program faculty. Failure to attend these orientations will result in the student not being allowed to attend clinical rotations until deemed appropriate by the clinical education setting. To assure uniformity in the variances of individual facility orientations, each student is required to complete a Clinical Orientation Form which will cover the same crucial components at each clinical site.

**Clinical- Pocket Guide:**
Students are required to have their Radiologic Technology Technique Pocket Guide while in the clinical setting. Appropriate paperwork for grading purposes should be available at all times. Failure to have the Pocket Guide may result in the student being sent home. The pocket guide is part of the student uniform.

**Clinical- Professional Appearance Policies:**
Radiography students are always to demonstrate behavior that should be considered professional or conducive to proper patient care while assigned to clinical assignments.

The personal appearance and demeanor of Pearl River Community College Radiography students reflect both the school and program standards and are indicative of the student’s interest and pride in their profession.

Appearance is a vital element of being a professional. Patients often use the appearance of health care workers as a means to measure the quality of care they receive. It is important that the student’s appearance be flawless. To enhance and achieve our goals as professionals, we must gain the total confidence of our patients.

Students are required to present a professional appearance at all times. It is required that each student practice good hygiene. All students are required to follow the dress code. Any student with inappropriate dress are dismissed from the clinical site and marked absent for the entire day.

If at any time the student's appearance is not deemed appropriate, the student is counseled to correct this inadequacy. Continued breach of dress code in the same SEMESTER may result in the student being placed on probation. A grade of zero are assessed the students weekly performance grade.
In addition to achieving the expected academic and clinical skills necessary to proficiently and safely practice radiography, the PRCC Radiologic Technology Program requires that students routinely exhibit behaviors indicative of a professional.

Behaviors which denote professionalism include but are not limited to:
- Aggressively supporting the policies and procedures established for the good of patient care and the educational process
- Addressing concerns directly, constructively and in a timely fashion
- Seeking, accommodating and acting upon constructive criticism in order to improve personal skills
- Attentiveness and participation during academic and clinical courses
- Respectful interactions with the public and all members of the healthcare team
- Steadfast and punctual attendance at scheduled classes and clinical assignments
- Tailoring content and volume of conversations based on those within earshot
- Demonstrating and practicing knowledge of safety procedures
- Maintaining a professional appearance as outlined in the uniform and classroom dress code
- Seeking to provide community service during and after the Radiologic Technology Program
- Promoting the profession through memberships in national and state societies

Students’ work ethics grade will reflect the achievement of professionalism at the end of each quarter.

**Clinical Dress Code:**
- PRCC Student ID badge and appropriate clinical site ID badge
- Freshman burgundy scrubs and Sophomore dark gray scrubs that are clean and pressed.
- Patches applied appropriately to the left sleeve on the side
- Scrubs should fit properly—neither tight enough to define the body, nor loose enough to seem sloppy.
- Pants cannot be worn inside socks
- No cargo, flare-leg, hip hugger, or stretch jogging pants
- T-shirt may be worn under the uniform top. The sleeves of the t-shirt should not be visible beneath the uniform top. Colors are solid white, grey, or black
- White lab coat with appropriate school patches, clean and pressed.
- Dosimeter clipped to the collar and/or pocket.
- Initialed lead markers
- Pocket Guide with appropriate writing tools (Some sites require blue and/or black writing pens)
- Plain white crew socks. No tennis socks or anklets. Skin should not be visible beneath pants leg.
- All white, grey, or black, all leather shoes may be worn...either tennis shoes or hospital shoes (Clean and polished)
- No open-toe or open-back shoes
- Shoes worn at Hattiesburg Clinic must be all leather or non-porous.

**Professional Appearance Violation**
Radiography students demonstrating behavior not considered professional or conducive to proper patient care will not be allowed to carry out clinical assignments. Possible dismissal from the program may occur for violating these policies. **Failure to adhere to the Professional Appearance Policy may result in the student being sent home for the remainder of the shift. (If the student is sent home this would result in an**
unexcused absence which is a 11 point deduction from final clinical grade.) In addition, a deduction of 10 points per offense are assessed on the student’s weekly evaluation. In addition, the student’s work ethics grade will also be lowered.

Violations include but are not limited to the following:

- Students leaving assigned areas without permission.
- Habitual failure to comply with the dress code.
- Students leaving for break or lunch in the middle of an exam.
- Immoral or unprofessional conduct.
- Any breach of patient confidentiality or falsification or alteration of hospital/clinical records.
- Not reporting to the clinical education site in an alert condition.
- Conduct detrimental to patient care.
- Use of or possession of drugs, unauthorized narcotics or alcohol while on clinical property; this includes diet pills, steroids, etc.
- Sleeping during clinical hours.
- Unauthorized possession of weapons on hospital property.
- Altering clinical documentation.
- Students may bring program textbooks/notebooks ONLY to the clinical area.
- Students’ chewing gum in the clinical area.
- Eating and drinking in restricted areas at each clinical affiliate.
- Students using the telephone at the clinical affiliate for personal business.
- Students using the internet during the clinical rotation.
- Students parking in unauthorized parking lots or spaces at each clinical affiliate.
- Smoking during clinical hours. The smoke odor is offensive to patients and co-workers.
- Students are required to know and adhere to all policy and procedures of clinical facilities.
- Until a competency has been achieved, all clinical assignments must be done under direct supervision.
- Students assigned to surgery or portables as well as those procedures involving serious trauma must have direct supervision.
- Regardless of student’s level of competency, all the radiographic image requiring repeats must be done only with direct supervision.
- Students supervising other students.
- If at any time the student’s conduct becomes unprofessional, the Radiology department manager, supervisor, or Clinical Instructor/Preceptor may send the student home. The student may only return after approval of the Program Director and Clinical site officials.
- Students discussing any of their personal lives in front of patients.
- Students discussing fellow students while in the clinical area.
- Students SHOULD NOT leave a patient unattended in a room.
- Students loitering or visiting fellow students during clinical practice.
- If a patient is assigned to the student or the students’ room, the student is responsible for that patient until that patient has left the department or until the student is given another patient for whom the student is responsible.
- No cell phones, smart phones, or personal pagers are allowed during the clinical rotation.
Clinical Jewelry Policy:
Watches, wedding and engagement rings are permitted. NO “dangling” earrings, necklaces, bracelets, etc. should be worn. All medic alert and religious jewelry should be worn so that it is not revealed to the patient. NO BODY PIERCINGS, other than earrings are permitted. NO FACIAL PIERCINGS ALLOWED. NO earrings in auricle or tragus of the ear shall be worn while on clinical. NO TONGUE RINGS OR PIERCINGS. No more than 2 ear rings per ear are permitted while on clinical.

Clinical Tattoo Policy:
Tattoos are NOT allowed to be exposed to the patients. Students baring tattoo’s on the forearm or arm region must wear a lab coat at all times or long sleeve undershirt. (see colors above).

Clinical Tobacco Policy:
No use of tobacco products during clinical hours. The odor from smoking is EXTREMELY offensive to patients. Students that smell of smoke may be sent home from clinical and points are deducted from professionalism and/or final clinical grade (due to being sent home would result in an unexcused absence)

Clinical Gum Policy:
The chewing of gum within the departments of Radiology of any clinical affiliate by students will not be acceptable. This does appear as unprofessional and has a tendency of distorting the student’s speech and sincerity as is seen by the patient.

Clinical Education Summary
The Clinical Coordinator will provide a schedule identifying clinical education assignments on a semester based rotation. Schedules are built to accommodate student positions at Forrest General, Hattiesburg Clinic, Highland Community Hospital, Memorial Hospital Gulfport, Marion County General Hospital and Wesley Medical Center. The plan of clinical education are determined at several different intervals throughout the two-year program in cooperation with the clinical education centers. Students must follow this plan of clinical education so as to insure viable educational experience in all areas of Radiologic technology.

During the first year of training, the student will perform clinical objectives under the direct supervision of registered technologists. Direct supervision – Student supervision by a qualified practitioner, who reviews the procedure in relation to the student’s achievement, evaluates the condition of the patient in relation to the student’s knowledge, is present during the procedure, and reviews and approves the procedure. A qualified radiographer is present during student performance of a repeat of any unsatisfactory radiograph. Indirect supervision – for radiography, that supervision provided by a qualified practitioner immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the physical presence of a qualified practitioner adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use.

The students are evaluated on each clinical objective and satisfactory competency levels of 75/C are achieved and documented. Upon completion and documentation of these satisfactory levels, the student may be deemed competent to the extent of providing certain exams under indirect supervision as defined by the Essentials and Guidelines for accredited radiography programs.

In the process of obtaining clinical competency, the student is presented with information
concerning anatomical structures in the Radiologic Positioning component of the program. Upon completion of the audio-visual material presented and demonstrated in laboratory classes by the clinical coordinator, the student is tested by written examination, laboratory test, and visual comprehension examinations. The examinations serve to document that the student has obtained knowledge of the material from an academic standpoint and positioning from the clinical standpoint.

Once the academic knowledge of student has been mastered and documented by testing at a minimum of 75%, the student is allowed to challenge for competency on the procedure while in the clinical setting. Student(s) that fail to demonstrate knowledge at 75% or higher on the didactic component must document knowledge gained by completing research and writing a report about the subject tested.

Forms are made available to the student to document two examinations under the direct supervision of the technical staff (Registered Technologist) verified by their signatures that the student is familiar with the proper method of providing patient care and obtaining adequate image on said procedure. The student may obtain the first and second sign-off verification at any point prior to testing on the procedure in class. After completion of the radiographic examination in lecture and verification of two documented procedures by the Clinical Instructor/Preceptor or technical staffs’ signatures, the student is then able to request to pursue competency on specific procedure. At student’s request, the Clinical Instructor/Preceptor or Technologist will enter the room and observe the student carrying out the entire procedure and grade the student on the technical evaluation form for this purpose.

If competency is achieved, it are noted within the student’s competency booklet as well as in the ledger in the Clinical Instructor/Preceptor’s office and diagnostic areas notifying the technical staff of competency for said procedure for that particular student. If the student does not achieve competency on this exam is completed in Canvas by the technologist and the student must start over with initial sign-offs and another attempt is required. Most students do a multitude of exams on each competency. If the student fails a competency attempt at any clinical site, the clinical coordinator is notified by phone or by e-mail immediately for further action. The student is counseled and the student must complete a counseling form and a failed remediation quiz on canvas prior to being able to start the process over by obtaining SO1 and SO2. Once the student completes these additional sign-offs, they are eligible to challenge for competency again.

Clinical Instructor/Preceptors physically observing students involved with patients and providing patient care also achieve the daily technical evaluation form. Clinical Instructor/Preceptors physically observing students involved with patients and providing patient care also achieve the daily technical evaluation form.

**Clinical Grading System:**

Students are required to maintain satisfactory performance throughout the Two-year program. Satisfactory performance is considered to be a minimum of 75/"C" average. Averages are given in academic and clinical which has a built in component for attitude performance. Student falling below the 75 minimum are below the acceptable competency requirement of the American Registry of Radiologic Technologist.

<table>
<thead>
<tr>
<th>ACADEMIC</th>
<th>CLINICAL</th>
<th>GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% - 90%</td>
<td>100% - 90%</td>
<td>A</td>
</tr>
<tr>
<td>80% - 89%</td>
<td>80% - 89%</td>
<td>B</td>
</tr>
<tr>
<td>70% - 79%</td>
<td>70% - 79%</td>
<td>C</td>
</tr>
<tr>
<td>60% - 69%</td>
<td>60% - 69%</td>
<td>D</td>
</tr>
<tr>
<td>59% - Below</td>
<td>59% - Below</td>
<td>Failing</td>
</tr>
</tbody>
</table>

Excellent
Above Average
Satisfactory
Below Average/ Unsatisfactory
Failing
Clinical I-V Objectives:

*It is the student’s responsibility to monitor competencies and other reports in Canvas for Accuracy & completeness.

1. Apply radiographic principles in the clinical setting with respect to program levels.
   a. Demonstrate skills in assessment and evaluation of psychological and physical changes in the patient’s condition, and carry out appropriate actions.
   b. Manage interaction with the patient and family in a manner that provides the desired psychosocial support.
   c. Provide patient and family education appropriate to comprehension level of the patient and family.
   d. Apply radiation protection principles.
   e. Discuss basic X-ray production and interactions.
   f. Operate medical imaging equipment and accessory devices.
   g. Position the patient and medical imaging system to perform examinations and procedures.
   h. Apply knowledge of human structure, function, and pathology.
   i. Evaluate the performance of medical imaging systems.
   j. Evaluate medical images for technical quality.
   k. Apply knowledge and skills relating to recording medical image processing.
   l. Operate equipment within safety limits.
   m. Recognize equipment malfunctions, and report them to the proper authority.
   n. Apply knowledge and skills relating to verbal, nonverbal, and written medical communication in patient care intervention and professional relationships.
   o. Demonstrate safe, ethical, and legal practices.
   p. Abide by the profession’s code of ethics, and comply with the recognized scope of practice for the profession.
   q. Practice standard precautions at all times.

2. Demonstrate tasks associated with radiographic procedures.
   a. Abide by physician's orders and radiography requests.
   b. Verify patient identification.
   c. Prepare radiographic room.
   d. Manipulate radiographic equipment.
   e. Demonstrate patient transport techniques.
   f. Identify accessory equipment.
   g. Process the radiographic image.
   h. Follow line structure organization within departments and institutions.
   i. Apply basic radiation protection.
   j. Demonstrate effective communication skills.
3. Upon completion of clinical observation and under direct supervision, the student is expected to obtain 3 Technologist Verification of the following fundamental and basic patient care skills.

a. Checking and Verifying Patient Identify with wristband
b. Oxygen in Pt. situation
c. Driving Stretcher on Steer (1 man) with pt.
d. Driving Mobile/Portable unit un assisted
e. Pushing Wheel Chair with pt.
f. Pushing Wheel Chair with pt. and IV pole
g. Assist pt. move from wheelchair to table.
h. Assist pt. move from stretcher to table.
i. Unhook and hook up suction tubing
j. Transfer images using CR system
k. Transfer images using DR system
l. Setting up sterile tray
m. Dunning sterile gloves
n. Making Thin Barium
o. Making Thick Barium
p. Preparing room for UGI
q. Line up tube to the wall Bucky for exam
r. Line up tube to the table Bucky for exam
s. Obtain Blood Pressure
**Objectives: RGT 1115 Clinical Education I**
Competencies and Objectives: MANDATORY

1. Apply radiographic principles in the clinical setting with respect to program levels. 1A - 1Q listed previously
2. Demonstrate tasks associated with radiographic procedures.
   i. 2A-2J listed previously
3. Demonstrate fundamental skills 3A-3S
4. Perform clinical application skills for radiographic procedures.
   a. Practice and gain competency on routine radiographic procedures including the following:

<table>
<thead>
<tr>
<th>Chest Routine</th>
<th>Arthrogram</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chest Portable</td>
<td>Esophagram</td>
</tr>
<tr>
<td>Chest Pediatric</td>
<td>UGI</td>
</tr>
<tr>
<td>Chest Stretcher W/Lateral</td>
<td>BE (AC or Single)</td>
</tr>
<tr>
<td>Abdomen Routine</td>
<td>IVP</td>
</tr>
<tr>
<td>Abdomen Portable</td>
<td>Cysto (Dept.)/VCUG</td>
</tr>
<tr>
<td>Abdomen Flat and Upright</td>
<td>IV Certification</td>
</tr>
<tr>
<td>Abdomen Flat and Decubitus</td>
<td>Ortho Portable</td>
</tr>
<tr>
<td>Finger</td>
<td>Blood Pressure</td>
</tr>
<tr>
<td>Hand</td>
<td>Endo</td>
</tr>
<tr>
<td>Wrist</td>
<td>--Sign Off: Bronch (2)</td>
</tr>
<tr>
<td>Forearm</td>
<td>--Sign off: ERCP</td>
</tr>
<tr>
<td>Elbow</td>
<td>--Sign off: Colonoscopy (Video)</td>
</tr>
<tr>
<td>Humerus</td>
<td></td>
</tr>
<tr>
<td>Shoulder</td>
<td></td>
</tr>
<tr>
<td>Clavicle/Scapula</td>
<td>Elective: Feeding Tube Placement</td>
</tr>
<tr>
<td>Scapula Y</td>
<td>Elective: HSG</td>
</tr>
</tbody>
</table>
Total Comp Grade: RGT 1115 Clinical Education I
Semester Competencies/ % Calculated as Clinical Grade

<table>
<thead>
<tr>
<th>Possible</th>
<th>End-Term</th>
<th>Mid-term</th>
<th>Grade</th>
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</thead>
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<td>24</td>
<td>6 and under</td>
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<td>0</td>
</tr>
</tbody>
</table>
Objectives: RGT 1125 Clinical Education II

Competencies and Objectives: MANDATORY

1. Apply radiographic principles in the clinical setting with respect to program levels. 1A -1Q listed previously
2. Demonstrate tasks associated with radiographic procedures.
   i. 2A-2J listed previously
3. Demonstrate fundamental skills 3A-3S
4. Perform clinical application skills for radiographic procedures.
   a. Practice and gain competency on routine radiographic procedures including the following:

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Procedure</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chest Routine</td>
<td>Arthrogram</td>
<td>Lorenz</td>
</tr>
<tr>
<td>Chest Portable</td>
<td>Esophagram</td>
<td>(Danelius)</td>
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<tr>
<td>Chest Pediatric</td>
<td>UGI</td>
<td>C-Spine</td>
</tr>
<tr>
<td>Chest Stretcher W/Lateral</td>
<td>BE (AC or Single)</td>
<td>X-table C-Spine</td>
</tr>
<tr>
<td>Abdomen Routine</td>
<td>IVP</td>
<td>T-Spine Routine</td>
</tr>
<tr>
<td>Abdomen Portable</td>
<td>Cysto (Dept.)/VCUG</td>
<td>L-Spine Routine</td>
</tr>
<tr>
<td>Abdomen Flat and Upright</td>
<td>IV Certification</td>
<td>L-Spine w/obliques</td>
</tr>
<tr>
<td>Abdomen Flat and Decubitus</td>
<td>Ortho Portable</td>
<td>X-table L-Spine</td>
</tr>
<tr>
<td>Finger</td>
<td>Blood Pressure</td>
<td>Myelogram</td>
</tr>
<tr>
<td>Hand</td>
<td>Toe</td>
<td>Lumbar Puncture</td>
</tr>
<tr>
<td>Wrist</td>
<td>Foot</td>
<td>Skulls (limited)</td>
</tr>
<tr>
<td>Forearm</td>
<td>Ankle</td>
<td>Facials/Sinuses</td>
</tr>
<tr>
<td>Elbow</td>
<td>Tib/fib</td>
<td>Endoscopy</td>
</tr>
<tr>
<td>Humerus</td>
<td>Knee</td>
<td>Elective: Feeding Tube Placement</td>
</tr>
<tr>
<td>Shoulder</td>
<td>Femur</td>
<td>Elective: HSG</td>
</tr>
<tr>
<td>Clavicle/Scapula</td>
<td>Pelvis-2 View</td>
<td>Elective: Soft Tissue Neck</td>
</tr>
<tr>
<td>Scapula Y</td>
<td>Hip</td>
<td>Sign Offs: Surgery (13)</td>
</tr>
</tbody>
</table>
Total Comp Grade: RGT 1125 Clinical Education II
Semester Competencies/ % Calculated as Clinical Grade

<table>
<thead>
<tr>
<th>Possible</th>
<th>End-Term</th>
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<tbody>
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</tr>
<tr>
<td>39</td>
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<td>7 and less</td>
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</tr>
</tbody>
</table>
Objectives: RGT 1139 Clinical Education III
Competencies and Objectives: MANDATORY

1. Apply radiographic principles in the clinical setting with respect to program levels. 1A-1Q listed previously
2. Demonstrate tasks associated with radiographic procedures.
   i. 2A-2] listed previously
3. Demonstrate fundamental skills 3A-3S
4. Perform clinical application skills for radiographic procedures.
   a. Practice and gain competency on routine radiographic procedures including the following:

<table>
<thead>
<tr>
<th>Chest Routine</th>
<th>Arthrogram</th>
<th>Lorenz (Danelius)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chest Portable</td>
<td>Esophagram</td>
<td>Ribs/Sternum</td>
</tr>
<tr>
<td>Chest Pediatric</td>
<td>UGI</td>
<td>C-Spine</td>
</tr>
<tr>
<td>Chest Stretcher W/Lateral</td>
<td>BE (AC or Single)</td>
<td>X-table C-Spine</td>
</tr>
<tr>
<td>Abdomen Routine</td>
<td>IVP</td>
<td>T-Spine Routine</td>
</tr>
<tr>
<td>Abdomen Portable</td>
<td>Cysto (Dept.)/VCUG</td>
<td>L-Spine Routine</td>
</tr>
<tr>
<td>Abdomen Flat and Upright</td>
<td>IV Certification</td>
<td>L-Spine</td>
</tr>
<tr>
<td>Abdomen Flat and Decubitus</td>
<td>Ortho Portable</td>
<td>X-table L-Spine</td>
</tr>
<tr>
<td>Finger</td>
<td>Blood Pressure</td>
<td>Myelogram</td>
</tr>
<tr>
<td>Hand</td>
<td>Toe</td>
<td>Lumbar Puncture</td>
</tr>
<tr>
<td>Wrist</td>
<td>Foot</td>
<td>Skulls (limited)</td>
</tr>
<tr>
<td>Forearm</td>
<td>Ankle</td>
<td>Facial/Sinuses</td>
</tr>
<tr>
<td>Elbow</td>
<td>Tib/fib</td>
<td>Endoscopy</td>
</tr>
<tr>
<td>Humerus</td>
<td>Knee</td>
<td>Surgery</td>
</tr>
<tr>
<td>Shoulder</td>
<td>Femur</td>
<td>CT</td>
</tr>
<tr>
<td>Clavicle/Scapula</td>
<td>Pelvis-2 View</td>
<td>Elective: Feeding Tube Placement</td>
</tr>
<tr>
<td>Scapula Y</td>
<td>Hip</td>
<td>Elective: HSG</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Elective: Soft Tissue Neck</td>
</tr>
</tbody>
</table>
**Total Comp Grade: RGT 1139 CINICAL III**

**Semester Competencies/ % Calculated as Clinical Grade**

<table>
<thead>
<tr>
<th>Possible</th>
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<th>Mid-term</th>
<th>Grade</th>
</tr>
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<tr>
<td>52</td>
<td>26 and less</td>
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</tbody>
</table>
Objectives: RGT 2147 Clinical Education IV
Competencies and Objectives: MANDATORY

1. Apply radiographic principles in the clinical setting with respect to program
levels. 1A-1Q listed previously
2. Demonstrate tasks associated with radiographic procedures.
   i. 2A-2J listed previously
3. Demonstrate fundamental skills 3A-3S
4. Perform clinical application skills for radiographic procedures.
   a. Practice and gain competency on routine radiographic procedures
      including the following:

<table>
<thead>
<tr>
<th>Chest Routine</th>
<th>Arthrogram</th>
<th>Lorenz (Danelius)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chest Portable</td>
<td>Esophagram</td>
<td>Rib/Sternum</td>
</tr>
<tr>
<td>Chest Pediatric</td>
<td>UGI</td>
<td>C-Spine W/obliques</td>
</tr>
<tr>
<td>Chest Stretcher W/Lateral</td>
<td>BE (AC or Single)</td>
<td>X-table C-Spine</td>
</tr>
<tr>
<td>Abdomen Routine</td>
<td>IVP</td>
<td>T-Spine Routine</td>
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<tr>
<td>Abdomen Portable</td>
<td>Cysto (Dept)/VCUG</td>
<td>L-Spine Routine</td>
</tr>
<tr>
<td>Abdomen Flat and Upright</td>
<td>IV Certification</td>
<td>L-Spine w/obliques</td>
</tr>
<tr>
<td>Abdomen Flat and Decubitus</td>
<td>Ortho Portable</td>
<td>X-table L-Spine</td>
</tr>
<tr>
<td>Finger</td>
<td>Blood Pressure</td>
<td>Myelogram</td>
</tr>
<tr>
<td>Hand</td>
<td>Toe</td>
<td>Lumbar Puncture</td>
</tr>
<tr>
<td>Wrist</td>
<td>Foot</td>
<td>Skulls (limited)</td>
</tr>
<tr>
<td>Forearm</td>
<td>Ankle</td>
<td>Facials/Sinuses</td>
</tr>
<tr>
<td>Elbow</td>
<td>Tib/fib</td>
<td>Endoscopy</td>
</tr>
<tr>
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<td>Knee</td>
<td>Surgery</td>
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<tr>
<td>Shoulder</td>
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<td>CT</td>
</tr>
<tr>
<td>Clavicle/Scapula</td>
<td>Pelvis-2 View</td>
<td>Elective: Feeding Tube Placement</td>
</tr>
<tr>
<td>Scapula Y</td>
<td>Hip</td>
<td>Elective: HSG</td>
</tr>
<tr>
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<td>Elective: Soft Tissue Neck</td>
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Total Comp Grade: RGT 2147 CINICAL IV
Semester Competencies/ % Calculated as Clinical Grade

<table>
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<th>Possible</th>
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<th>Mid-term</th>
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</table>
Objectives: RGT 2157 Clinical Education V

Competencies and Objectives: MANDATORY

1. Apply radiographic principles in the clinical setting with respect to program levels. 1A -1Q listed previously
2. Demonstrate tasks associated with radiographic procedures.
   i. 2A-2J listed previously
3. Demonstrate fundamental skills 3A-3S
4. Perform clinical application skills for radiographic procedures.

   a. Practice and gain competency on routine radiographic procedures including the following:

<table>
<thead>
<tr>
<th>Chest Routine</th>
<th>Arthrogram</th>
<th>Lorenz (Danelius)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chest Portable</td>
<td>Esophagram</td>
<td>Ribs/Sternum</td>
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<tr>
<td>Chest Pediatric</td>
<td>UGI</td>
<td>C-Spine W/obliques</td>
</tr>
<tr>
<td>Chest Stretcher W/Lateral</td>
<td>BE (AC or Single)</td>
<td>X-table C-Spine</td>
</tr>
<tr>
<td>Abdomen Routine</td>
<td>IVP</td>
<td>T-Spine Routine</td>
</tr>
<tr>
<td>Abdomen Portable</td>
<td>Cysto (Dept.)/VCUG</td>
<td>L-Spine Routine</td>
</tr>
<tr>
<td>Abdomen Flat and Upright</td>
<td>IV Certification</td>
<td>L-Spine w/obliques</td>
</tr>
<tr>
<td>Abdomen Flat and Decubitus</td>
<td>Ortho Portable</td>
<td>X-table L-Spine</td>
</tr>
<tr>
<td>Finger</td>
<td>Blood Pressure</td>
<td>Myelogram</td>
</tr>
<tr>
<td>Hand</td>
<td>Toe</td>
<td>Lumbar Puncture</td>
</tr>
<tr>
<td>Wrist</td>
<td>Foot</td>
<td>Skulls (limited)</td>
</tr>
<tr>
<td>Forearm</td>
<td>Ankle</td>
<td>Facials/Sinuses</td>
</tr>
<tr>
<td>Elbow</td>
<td>Tib/fib</td>
<td>Endoscopy</td>
</tr>
<tr>
<td>Humerus</td>
<td>Knee</td>
<td>Surgery</td>
</tr>
<tr>
<td>Shoulder</td>
<td>Femur</td>
<td>CT</td>
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<tr>
<td>Clavicle/Scapula</td>
<td>Pelvis-2 View</td>
<td>Elective: Feeding Tube Placement</td>
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<tr>
<td></td>
<td></td>
<td>Elective: Soft Tissue Neck</td>
</tr>
</tbody>
</table>
Diagnostic Related Objectives:

Evening Shift Objectives 2:00 - 10:00 p.m./Weekend Shifts Objectives

Approximately 30% of our patient load is accomplished during the evening radiographic shift and weekend timeframe. Therefore, our advisory board deemed it necessary to have students available, however; minimally assigned during these shifts. Minimal student involvement is required for these shifts and students are always indirectly supervised with a 1:1 technologist to student ratio. The technologist at each facility have signed and documented that they assure and attest to the adherence of direct and indirect supervision policies of our program. A good portion of the off-hour involvement is dealing with trauma cases and achieving the crucial surgical and trauma radiography.

P.M. and Weekend shift are very important in the Surgery area. Trauma Surgery cases are posted after regular hours and on weekends. In order to take full advantage of this opportunity, we schedule these pm and weekend rotations to achieve these competency assignments within the programs 2 year time frame.

Fluoroscopy Objectives

At the completion of the student's rotation in fluoroscopy, he/she are able to demonstrate knowledge, understanding, and skills in five broad areas: (A) equipment and accessories, (B) radiographic and fluoroscopic procedures, (C) contrast media, (D) radiographic and fluoroscope technique, and (E) radiation protection and other safety practices. An acceptable level of competence has been achieved when the student is able to:

A. Equipment and accessories
   i. Describe the type of radiographic tube used including:
      1. Focal spot size
      2. Diameter and rpm. and anode
      3. Heating capacity or tube rating
   ii. Describe the type of fluoroscopic tube used including:
      1. Focal spot size
      2. Diameter of anode and rpm. if rotating anode
      3. Safe operating conditions for fluoroscopic and for radiographic
      4. Distance of tube from patient, from Radiographic Image and for radiographic exposure
   iii. Describe the general construction and type of x-ray machine in terms of:
      1. Generator size
      2. Current phase, i.e., single or multi phase
      3. Type of rectification
      4. Type of timers
      5. Special equipment specific to fluoroscopy
         a. Image intensification
         b. Spot Radiographic Imaging
         c. T.V. systems
         d. Video tape recording unit
   iv. 4. Select and use accessory items appropriately to include:
      1. Restraining and supporting devices
      2. Cones, grids, and filters
3. Examination trays and supplies

B. Radiographic and fluoroscopic procedures
   i. Perform tasks specific to fluoroscopy to include:
      1. Assist in the operation and adjustment of:
         a. closed circuit T.V.
         b. spot Radiographic Imageing
         c. image intensifier
      2. Assist the physician with the non-exposure aspects of fluoroscope procedures:
         a. Upper and lower gastrointestinal studies
         b. Spine and spinal cord studies
         c. Gynecological urological studies requiring fluoroscopy
   ii. Perform with only remote supervision technical tasks requiring radiography in combination with fluoroscopy
      1. Contrast Media
         a. Prepare barium mixtures using formulas appropriate to the examination
         b. Select the contrast dispenser appropriate for the specific media and/or examination
         c. Use sanitation techniques to prepare contrast media dispensers and other contrast utensils and containers
      2. Technique
         a. Select the proper technical factors for routine fluoroscopic studies and make appropriate adjustments for the unusual patient by manipulating the radiographic image arrangements of factors:
            i. Kilovolts, milliamperes, distance, and time
            ii. Screens, grids, filters, and Radiographic Image
      3. Make the proper adjustments for optimum visualization with electronic, optic, or cine imaging systems
   C. Radiation protection and safety to include:
      i. Perform patient handling tasks safely to include:
         1. Transporting and transferring patients
         2. Checking for patient identification
         3. Handling patients with infectious diseases
         4. Providing radiation protection for patient, personnel, and guests by utilizing shields, screens, collimators, filters, patient restrainers, and by employing correct technical factors to obviate the necessity for retakes.
         5. Providing safety from electrical hazards by routinely inspecting equipment wiring
         6. Insure safety in dimly lighted areas by keeping the room furnishings and accessories properly placed and safely positioned
         7. Providing safe storage for patient’s belongings, e.g., eyeglasses, dentures, jewelry, etc. which may be temporarily removed during the procedure

Office Procedures
Properly utilize communication systems by demonstrating the following:

- Apply proper communication etiquette
- Relay messages
- Transfer in-coming calls
- Operate communication equipment
- Identify department personnel as

- Familiarize oneself with rotational schedule
- Utilize correctly the file systems
- Verify "out-patient" order if needed
- Perform basic typing skills

Become familiar with schedule procedures in the following areas:

- Routine in patient studies
- CT scanning
- Nuclear medicine
- Ultrasound
- Special procedures studies
- Tomography studies
- Fluoroscopic studies
- Out-patient routine
- Emergency patient routine

Office Procedures and Radiographic Records and Files Objectives

Upon completion of the student’s rotation in office and radiographic file area, he/she are able to demonstrate knowledge and understanding in basic (A) filing and retrieval systems, (B) schedules and traffic flow patterns, (C) computer assisted record keeping, and (D) other office functions. An acceptable level of competence has been attained when the student is able to:

A. Filing and retrieval system-task include:
   1. Filing by a variety of methods, e.g., numerical, alphabetical, location, color

B. Filing by variety of arrangements, e.g., numerical sequence, terminal digit, and combinations using alphabetical, numerical, and color coding in various arrangements.
   1. Assemble x-ray records.
   2. Dispatch x-ray reports to physicians and wards.
   3. Prepare file envelopes for filing or dispatching.

C. Schedules and traffic flow patterns:
   1. Perform tasks relating to schedules and traffic flow by:
      i. Receiving patients and logging patients and logging patient’s visits.
      ii. Recording patient data, e.g., type of examination requested, referring physician, hospital or home address, etc.
   2. Assist in scheduling patients for return visits by:
i. Ascertaining an appropriate time to coincide with physician schedules.
ii. Giving patients instructions for test preparations.
iii. Giving patients brief description of the type of examination.

D. Other office functions.
   1. Checking on the type of x-ray examination.
   2. Checking on the procedure employed and the condition under which the examination is performed.
   3. Determining materials and supplies utilized in performing the examination.
Mobile and Surgery Objectives

Upon completion of the student’s rotation in mobile and surgery radiography, the student is able to demonstrate knowledge and understanding as well as agility in the examination and care of the confined patient and patients undergoing surgical procedures. An acceptable level of competence has been attained when the student is able to:

1. Utilize rules of body mechanics for the safety of both patient and technologist
2. Provide the necessary radiation protection while performing bedside or surgical radiographic examinations
3. Make adjustments in exposure factors and specific to mobile and surgical procedures.
4. Make the necessary positioning changes and make compensations for these changes
5. Utilize proper safety techniques and take proper precautions against electrical hazards
6. Prevent spread of infection and disease by practicing medical asepsis in patient’s room by following the established nursing procedures
7. Perform all routine bedside and surgical radiographic procedures directly supervised

Surgical Site Objectives

CLINICAL I-II

Upon completion of clinical observation, under direct supervision, the student is expected to:

1. Locate the surgical suite.
2. Apply radiation protection principles to the patient, fellow classmates, and himself.
3. Dress correctly in surgical dress.
4. Demonstrate sterile technique while in surgery.
5. Observe radiologic surgical procedures.
6. Perform basic radiographic transferring procedures.

CLINICAL III-V

1. Demonstrate proper radiation protection measurements.
2. Operate all surgical mobile units.
3. Demonstrate proper reporting of any maintenance problems.
4. Clean any unit before entering surgical suite.
5. Select proper accessories for each surgical procedure.
6. Perform necessary computer and paperwork.
7. Demonstrate proper labeling of images.
8. Demonstrate a working knowledge of the technique chart.
9. Set-up “C-arm” procedures.
10. Demonstrate variation of technique and positioning from norm as needed.

Orthopedic Radiography Objectives

Upon completion of his/her orthopedic radiography training, the student is able to demonstrate knowledge, understanding, and skills in four broad areas: (A) equipment and accessories, (B) radiographic procedures, (C) radiographic
techniques, and (D) radiation protection and other safety practices. An acceptable level of competence has been attained when the student is able to:

A. Equipment and accessories
   i. Describe the type of x-ray used to include:
      1. Focal spot size
      2. Diameter and rpm. and anode
      3. Heating capacity or tube rating
      4. Describe the general construction and type of x-ray machines used with specific reference to:
         a. Generator size
         b. Type of rectification
         c. Current phase, i.e., single or multiphase
         d. Type of timers
         e. Special equipment features, i.e., tomographic, scanographic, etc
   ii. Select and utilize accessory items appropriately to include:
      1. Restraining and supporting
      2. Cones, grids, and filters

B. Radiographic Procedures:
   i. Performing general orthopedic examination to include:
      1. All routine radiographic bone studies
      2. Routine joint examination
      3. Techniques appropriate for the various devices

C. Radiographic Technique:
   i. Select the proper technical factors for routine examinations and make appropriate for the unusual manipulating the imaging arrangement for varying factors to include:
      1. Kilovolts, milliamperes, distance, and time
      2. Screen, grids, filters, and Radiographic Image
      3. Developing and processing procedures

D. Radiation protection and safety practices
   ii. Perform patient handling tasks safely to include:
      1. Transporting patient from one area to another and transferring patients from one position to another, e.g., stretches and chairs to bed or table
      2. Checking for patient identification
      3. Handling patients with suspected spinal fracture or cord injuries
      4. Handling patients with infectious diseases
      5. Insure radiation protection for patients, personnel, and guests by utilizing radiation protection shields, screens, collimators, filters, patient restrainers, and by avoiding the necessity for retakes because of technical errors
      6. Insure safety from electrical hazards by routinely inspecting equipment wiring, etc.
      7. Provided security for patient's belongings, e.g., eyeglasses, false teeth, jewelry, etc., which may be removed during the radiographic procedures
PACS and Computed Radiography Objectives

Upon completion of the student’s rotation in the PACS and quality control area, the student will demonstrate knowledge, understanding, and skills in performing tasks related to picture archiving and quality control. An acceptable level of competence has been attained when the student is able to:

A. Properly enters/schedules patients into PAC system
B. Properly identifies patient/exam and enters in correct parameters
C. Properly inserts IR into scanner
D. Assigns unassigned images
E. Ability to send images through PAC system
F. Identifies and explains scanner functions
G. Demonstrates accurately the ability to retrieve patient records in PACS
H. Identifies and explains functions at reading station

Patient Care Objectives:

Throughout all segments of clinical practice the student will develop the necessary skills in patient care and will have an understanding of Radiologic patient services as provided in the clinical setting, which will enable them to perform in an efficient and courteous manner. An acceptable level of competence has been attained when the student is able to:

- Drape or gown patients for examination
- Transfer patients safely to and from stretchers and chairs
- Restrain and control patients physically, e.g., arm hold
- Check patient’s chart for contraindications in reference to procedures, e.g., pregnancy
- Ascertain if the patient is prepared for the procedure
- Use immobilizing devices to restrain patients during exposure
- Explain or answer questions about the doctor’s instructions
- Explain the x-ray procedure to the patient
- Reassure apprehensive parents of pediatric patients
- Reassure and calm children
- Review printed instructions on procedures with patient or patient’s family
- Review patient’s clinical history
- Check for clarification of conflicting doctor’s orders
- Receive patients on arrival, i.e., introduce self, obtain patient’s name, record in daily log book
- Give precise and adequate direction to patient concerning procedure
- Use proper procedure for identifying patients
- Observe care to maintain the I.V. flow and integrity of the unit
- Make notations of significant patient physical or emotional response to procedures
- Provide radiation protection for personnel and patient
- Inspect for electrical and mechanical hazards and observe rules of safety
- Respect rights and expectations of the patients
- Comply with HIPAA policies and procedures regarding confidentiality of patient health information
- Comply with legal requirements pertaining to safe handling of patients
NOTE: If the student violates or fails to abide and conform in any way to the promises, representations and covenants set forth in this document, the student may be dropped from all courses in the Radiologic Technology Program in which the student is enrolled, or that the student may be given a failing grade in such courses, subject only to the rules of due process and to the procedures set forth in the Pearl River Community College Catalog and student handbook.

Special Procedures Objectives

Upon completion of this special procedure assignment, the student is able to demonstrate knowledge and understanding of angiographic studies utilizing special equipment and techniques that dynamically demonstrate functioning organs or systems. The student is able to assist in special procedure examinations. An acceptable level of competence has been attained when the student is able to:

1. Set the x-ray machine controls and position the tubes for angiographic studies
2. Assist in the preparation of contrast media for pressure injection
3. Assist in setting up trays for special procedures
4. Select appropriate catheters, guide wires, syringes, and needles for angiographic studies
5. Position the patient for the radiographic image
6. Perform patient handling tasks specific to special procedures
7. Practice radiation safety during specials
8. Practice aseptic techniques in handling materials and supplies necessary to the procedure
9. Clean pressure injector equipment
10. Prepare used trays for return to appropriate station
11. Label specimens for laboratory analysis or tests and forward to the appropriate laboratory
12. Load the Radiographic Image changers
13. Calculate heat units for multiple exposures
14. Sort and package the radiographic image for interpretations
15. List accessory equipment and state the rationale for the use in special; angiographic examinations

Mammography Imaging Objectives (optional Rotation); (JRCERT Standard 1.2)

Upon completion of the mammography imaging assignment, the student will demonstrate dexterity in and an understanding of basic mammography imaging. An acceptable level of competence has been obtained when the student is able to:

1. Describe the type of x-ray equipment used in mammography
2. Describe the imaging arrangements and techniques used in conventional mammography
3. Describe the imaging principle underlying xerography
4. Perform mammography studies utilizing conventional radiography
5. Identify artifacts and other technical flaws if present on the image
6. Critique the radiograph in terms of diagnostic quality
7. Perform patient handling tasks specific to mammography studies
8. Provide radiation protection for patient and personnel

All students, male and female, are offered the opportunity to participate in mammography clinical rotations. The program will make every effort to place a male and female student in a
mammography clinical rotation if requested; however, the program is not in a position to override clinical setting policies that restrict clinical experiences in mammography to female students. Male and female students are advised that placement in a mammography rotation is not guaranteed and is subject to the availability of a clinical setting that allows students to participate in mammographic imaging procedures. This policy regarding student clinical rotations in mammography is based on the sound rationale presented in a position statement on student mammography clinical rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at its April 2016 meeting. The JRCERT position statement is included as Addendum A to the program’s policy and is also available on the JRCERT Web site, www.jrcert.org, Programs & Faculty, Program Resources.

**Computed Tomography Objectives**

Upon completion of CT, the student is able to demonstrate knowledge and understanding. An acceptable level of competence has been attained when the student is able to:

1. Describe the machine that is operated at the students clinical site, age, type, generation, etc.
2. Describe the warm ups made prior to the first exam of the day
3. Enter the patient data into logbook and computer
4. Assist in positioning the patient for their exam
5. Define dynamic scanning and the purpose of using it
6. Critique a brain cat scan-including the ventricles and Circle of Willis
7. Describe the preparation for having a brain and abdominal scan
8. Define the pixel number, and give some examples
9. Identify anatomy on an abdominal scan

**Ultrasound Objectives**

Upon completion of Ultrasound, the student is able to demonstrate knowledge and understanding. An acceptable level of competence has been attained when the student is able to:

1. List exams possible with Ultrasound
2. List prep for each exam
3. Describe the application of difference size transducers
4. Describe the purpose of full bladder exams
5. Discuss what is necessary for accurate BPD measurements
6. Utilize charts and gestational age calculator
7. Describe how Ultrasound works
8. Describe function of M-mode
9. Describe positions used for GB exams
10. Discuss structure visualized on GB exams
11. Know how to input patient data
12. Know how to load cassettes
13. Discuss the purpose behind Gain Curve

**Nuclear Medicine Objectives**

Upon completion of the nuclear medicine practice orientation assignment, the student is able to demonstrate knowledge and understanding of the rationale for using radionuclides in diagnosis and therapy. An acceptable level of competence has been attained when the student is able to:
1. Describe flat field and multiple collimators
2. Describe detector units for scintillation imaging to include the photo-multiplier tube
3. State the function and rationale for the linear amplifier and pulse height analyzer
4. Perform, using the thyroid phantom, a thyroid scan
5. Set up, with supervision, a brain scan
6. Set up, with supervision, a lung scan
7. Calculate patient dose for nuclear medicine tests
8. Calculate thyroid uptakes
9. List contrast media, other pharmaceutical or foods which affect nuclear medicine
10. Describe procedure for disposing of radioactive waste, storing radioactive materials and decontamination
11. Aid the technologist in obtaining patient data unique to nuclear medicine
ARRT AND ASRT SACS INFO
ARRT- Eligibility for American Registry Of Radiologic Technologist

- The purpose of the Registry is to examine and certify eligible candidates.

An applicant for Certification by the A.R.R.T. must:
1) Be a graduate of an approved educational program or demonstrate professional preparation equivalent to that of a graduate of an approved educational program.
2) Be a person of good moral character and must not have engaged in conduct that is inconsistent with the A.R.R.T. Rules of Ethics.
3) Agree to comply with the A.R.R.T. Rules and Regulations and the A.R.R.T. Standards of Ethics; and
4) Score a MINIMUM of 75% on the A.R.R.T. exam in the category for which its certification is being sought.

NOTE: The A.R.R.T. Board of Trustees shall have the right to reject the application of any person for certification if the Board determines, in its sole and absolute discretion, that the person does not meet the qualifications for certification. Candidates for the American Registry of Radiologic Technology (ARRT) must be of good moral character. Generally, the conviction of either 1) a felony, or 2) any offense, misdemeanor or felony, under federal law, state law, county or municipal law, regulation or ordinance, indicates a lack of good moral character for Registry purposes. Those who have been convicted of a crime may be eligible for Registry if they have served their entire sentence, including parole, and have had their civil rights restored.

- In applying to American Registry of Radiologic Technology for examination, the student must answer "yes" or "no" regarding the above. ** * American Registry of Radiologic Technologist (ARRT) Bulletin. ** Registry Application Form A-1-a.

Program General Education Core Courses

To receive the Associate of Applied Science Degree, the student must complete all of the required coursework found in the Career Certificate option, Technical Certificate option and a minimum of 15 semester hours of General Education Core. The courses in the General Education Core may be spaced out over the entire length of the program so that students complete some academic and Career Technical courses each semester or provided primarily within the last semester. Each community college will specify the actual courses that are required to meet the General Education Core Requirements for the Associate of Applied Science Degree at their college. The Southern Association of Colleges and Schools (SACS) Commission on Colleges Standard 2.7.3 from the Principles of Accreditation: Foundations for Quality Enhancement describes the general education core

Program Industry Job Projection Data

The field of radiologic technology is growing steadily. This field provides not only opportunities in direct radiologic technology and technical work but also room for multiple modality skill certifications. There is an 18.23% increase in occupational demand at the regional level and a 19.67% increase at the state level. Median annual income for radiologic technologists and technicians is $43,992.00 at the state and regional level. A summary of occupational data from the State Workforce Investment Board Data Center is displayed below:

---

Program Occupational Overview

<table>
<thead>
<tr>
<th>Program Occupations</th>
<th>Region</th>
<th>State</th>
<th>United States</th>
</tr>
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<tr>
<td>Associate Degree</td>
<td>1,437</td>
<td>2,272</td>
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<tr>
<td>2010 Occupational Jobs</td>
<td>1,699</td>
<td>2,721</td>
<td>254,164</td>
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<tr>
<td>Total Change</td>
<td>262</td>
<td>449</td>
<td>37,564</td>
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<tr>
<td>Total % Change</td>
<td>18.23%</td>
<td>19.76%</td>
<td>17.34%</td>
</tr>
<tr>
<td>2010 Median Hourly Earnings</td>
<td>$21.15</td>
<td>$21.15</td>
<td></td>
</tr>
<tr>
<td>2010 Median Annual Earnings</td>
<td>$43,992.00</td>
<td>$43,992.00</td>
<td>$0.00</td>
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<tr>
<td>Annual Openings</td>
<td>26</td>
<td>44</td>
<td>3,756</td>
</tr>
</tbody>
</table>

Program Occupational Breakdown

| Radiologic Technologists | 1437 | 1,699 | 26 | $21.15 | $43,992.00 |

Program Occupational Change

<table>
<thead>
<tr>
<th>Description</th>
<th>Regional Change</th>
<th>Regional % Change</th>
<th>State % Change</th>
<th>National % Change</th>
</tr>
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<tbody>
<tr>
<td>Radiologic Technologists and Technicians</td>
<td>262</td>
<td>18.23%</td>
<td>19.76%</td>
<td>17.34%</td>
</tr>
</tbody>
</table>

College Equal Opportunity and Statement of Compliance: [JRCERT Standard 1.12](#)

Pearl River Community College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special
circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities, including admissions policies, scholarship and loan programs, athletic and other programs. It also encompasses the employment of personnel and contracting for goods and services.

**College Accreditation-College:**

Pearl River Community College is a member of the American Association of Community and Junior Colleges and the Mississippi Association of Colleges and Universities.

*Southern Association of Colleges and Schools Commission on Colleges*

Pearl River Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, telephone 404-679-4500, or at [http://www.sacscoc.org](http://www.sacscoc.org) for questions about the accreditation of Pearl River Community College. The Commission is only to be contacted to learn about the accreditation status of the College, to file a third-party comment at the time of the College’s decennial review, or to file a complaint against the College with evidence that appears to support non-compliance with a standard or requirement. All normal inquiries about the institution, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Pearl River Community College and not to the Commission’s office.

**Program Accreditation-Program:**

Our program currently holds accreditation by the Joint Review Committee on Education in Radiologic Technology. The College is accredited by the Southern Association of Colleges and Schools.

**Joint Review Committee on Education in Radiologic Technology**

**Accreditation Date is: 5/4/2001 Valid Thru Date is: 6/1/2020**

20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
(312) 704-5300 [www.jrcert.org](http://www.jrcert.org) Email: mail@jrcert.org

**ARRT Felony / Misdemeanor Conviction Policy:**

The American Registry of Radiologic Technologists (ARRT) has a policy of not allowing persons who are convicted of a misdemeanor, gross misdemeanor, or felony to take the National Certifying examination.

The American Registry of Radiologic Technologist’s *Rules of Ethics* states:

- Convictions, criminal proceedings or military court-martials as described below:
(i) 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.

(ii) Criminal proceeding where a finding or verdict of guilt is made or returned but the adjudication of guilt either withheld or not entered, or a criminal proceeding where the individual enters a plea of guilty or nolo contendere. Convictions that have been expunged must be reported.

(iii) Military court-martials that involve substance abuse, any sexual related infractions, or patient-related infractions.

The ARRT Ethics Committee may, without prior notice to the Registered Technologist and without a prior hearing, summarily suspend the registration of the Registered Technologist pending a final determination under these Administrative Procedures with respect to the alleged violation of the Rules of Ethics in fact occurred.

"In a case where ARRT proposes to take action in respect to the denial of an application for examination or the denial of renewal or reinstatement of a registration, the Ethics Committee shall assess the evidence presented at the hearing and make its decision accordingly, and shall prepare written findings of fact and its determination as to whether grounds exist for the denial of an application for examination or renewal or reinstatement of a registration, and shall promptly transmit the same to the Board of Trustees and to the Registered Technologist or Applicant in question. Students concerned that a conviction record could compromise their career can find out in advance. Students are encouraged to request a pre-application review of the violation before program admission."

The pre-application form is downloadable from the “Ethics Pre-application” section of the ARRT website www.arrt.org or may be requested by phoning the ARRT office.

**ARRT Scope of Practice:**

Applicants for registration shall agree to perform the duties of a radiologic technologist only as directed by a duly qualified physician and under NO circumstances are to give the students oral or written diagnoses, or work independently, whether in a private office or institutional department. Duly qualified physician refers to a physician who has demonstrated education and training in the use and effects of radiation.

**ASRT SCOPE OF PRACTICE:**

**The Scope of Practice of the Medical Imaging and Radiation Therapy Professional Includes:**

- Providing optimal patient care.
- Receiving, relaying and documenting verbal, written and electronic orders in the patient’s medical record.
- Corroborating a patient’s clinical history with procedure and ensuring information is documented and available for use by a licensed independent practitioner.
- Verifying informed consent for applicable procedures.
- Assuming responsibility for patient needs during procedures.
- Preparing patients for procedures.
- Applying principles of ALARA to minimize exposure to patient, self and others.
- Performing venipuncture as prescribed by a licensed independent practitioner.
- Starting, maintaining and/or removing intravenous access as prescribed by a licensed independent practitioner.
• **IDENTIFYING, PREPARING AND/OR ADMINISTERING MEDICATIONS AS PRESCRIBED BY A LICENSED INDEPENDENT PRACTITIONER.**
• **EVALUATING IMAGES FOR TECHNICAL QUALITY, ENSURING PROPER IDENTIFICATION IS RECORDED.**
• **IDENTIFYING AND RESPONDING TO EMERGENCY SITUATIONS.**
• **PROVIDING EDUCATION.**
• **EDUCATING AND MONITORING STUDENTS AND OTHER HEALTH CARE PROVIDERS.**
• **PERFORMING ONGOING QUALITY ASSURANCE ACTIVITIES.**
• **APPLYING THE PRINCIPLES OF PATIENT SAFETY DURING ALL ASPECTS OF PATIENT CARE.**

**The scope of practice of the radiographer also includes:**

1. **PERFORMING DIAGNOSTIC RADIOGRAPHIC AND NONINTERPRETIVE FLUOROSCOPIC PROCEDURES AS PRESCRIBED BY A LICENSED INDEPENDENT PRACTITIONER.**

2. **DETERMINING TECHNICAL EXPOSURE FACTORS.**

   **Effective June 28, 2015**

3. **ASSISTING LICENSED INDEPENDENT PRACTITIONER WITH FLUOROSCOPIC AND SPECIALIZED RADIOLOGIC PROCEDURES.**

***Joint Review Committee on Education in Radiologic Technology Complaints***

**Regarding Accredited Programs.** JRCERT follows due process upon receipt of a written, signed allegation which indicates that an accredited program, or program seeking accreditation, may not be in substantial compliance with the STANDARDS or may not follow JRCERT accreditation policies; acts only when practices or conditions indicate the program may not be in substantial compliance with the STANDARDS or may not follow JRCERT accreditation policies; and reports substantiated complaints regarding accredited programs to the United States Department of Education and to the appropriate state agency. PEARL RIVER COMMUNITY COLLEGE’s Radiologic Technology Program Policy Regarding Timely and Appropriate Resolution of Complaints Regarding Allegations of Non-Compliance with JRCERT Standards. Radiologic Technology Program Officials will respond within 30 days of notification of any non-compliance of JRCERT STANDARDS.
STUDENT FORMS:
The PRCC Radiologic Technology program has lecture, computer and laboratory classrooms. The lab contains equipment that produces ionizing radiation; the darkroom contains chemicals for development of radiographic images. The computer lab houses fourteen computers as well as a PACS server. Students must be given proper instructions prior to operation of any equipment.

- ALL INSTRUCTORS and CLINICAL INSTRUCTOR/PRECEPTORS are addressed by their formal name at all times. Examples: Mrs. Husband, Mrs. Windham, All lab experience are done under direct supervision
- All radiation exposures are conducted only on phantoms or inanimate objects
- Lab doors must be closed during exposures
- Keep floors and walking areas clear
- Turn off machines after use
- Report all damaged equipment to Program Faculty
- Students are asked to act as patients for simulations of radiographic examinations; at no time will any ionizing radiation be dispensed.
- No horseplay during lab experiments/exercises
- Exert caution when using glass, needles, and other breakable or sharp items
- Do not use electrical equipment during thunderstorms
- Return all equipment to its proper storage place
- Students must wear Radiographic Image badges while conducting experiments in the energized lab
- It is everyone’s responsibility to learn locations of all fire extinguishers, pull boxes, evacuation routes, and expected behavior
- No eating or drinking in labs may be allowed by instructor discretion but may be terminated upon abuse
- The student should be sure his/her work area is clean before leaving. If the student use a pencil, please clean up the student’s eraser waste. Eraser waste can damage the keyboard and other components of the computer system. Do not write on the mouse pads, desks, or computers.

- **Accessing inappropriate Internet sites is not allowed.** Any site, which contains adult oriented materials is considered inappropriate. Violation of this policy will subject the student to immediate dismissal from the class and the possibility of disciplinary action being taken by the Assistant-Vice President, Forrest County Operations.
- The computers and supplies in the labs are to be used for class related purposes only and students are not allowed to be on Facebook, Pinterest or other non-educational websites
- Printing personal materials is a misuse of state property and a violation of school policy.
- Close all programs, bring the computer back to the desktop, and remove all disks before leaving the lab
- Resources are often limited so please use all materials and supplies conservatively

I __________________________ (PRINT STUDENT NAME)  AGREE TO OBIDE BY THE CLASSROOM AND LAB MANAGEMENT POLICY STATED IN THIS BOOK, POSTED IN THE LABORATORY ROOMS, OR VERBALLY GIVEN BY THE INSTRUCTORS.

_________________________________________  STUDENT SIGNATURE AND DATE

_________________________________________  INSTRUCTOR SIGNATURE
AGREEMENT TO ABIDE BY POLICIES

This is to certify that I, the undersigned, have read and completely understand all policies described in the Student Policy and Procedures Manual. In signing this document, I agree to abide by the patient’s right to confidentiality as well as all the policies listed and described in the manual. I understand that failure to adhere to the policies can result in disciplinary actions and/or expulsion from the Radiography Program.

I understand that the program undergoes continuous review and self-evaluation. In an effort to improve student outcomes or comply with JRCERT Standards, it may be necessary to periodically modify the curriculum. In addition, policies and/or procedures may be revised or added during the training period. I agree to adhere to these changes as implemented and communicated by the Program Director.

__________________________________________________________________________________________

STUDENT NAME (PRINT)

__________________________________________________________________________________________

STUDENT SIGNATURE DATE

__________________________________________________________________________________________

WITNESS DATE
DEPARTMENT ORIENTATION CHECKLIST

It is the purpose of this orientation to familiarize the new Radiology student with the different functions contained within the Radiology Department. As the student go through the different areas, the student is shown the basic functions of each unit. When the student complete the students orientation of each unit, the student will then put the students initials on the line indicating that the student have completed the students training. The instructor who has trained the student will place his/her initials on the line opposite the students. When all areas have been completed, return this form to School Office. It are kept in the students student personnel file.

<table>
<thead>
<tr>
<th>ORIENTATION LOGISTICS/ENVIRONMENT</th>
<th>Student</th>
<th>CLINICAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Diagnostic Radiology Procedure Rooms/ER/Surgery/SSS/Portables</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Tour of Department</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Fire Extinguishers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Fire Alarms and Fire Plan Procedures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Emergency Call Buttons and Codes</td>
<td></td>
<td></td>
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<tr>
<td>6. Exits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Fire Extinguishers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Restrooms/Lounge/Lockers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Crash Carts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. EKG, Pulse Oximeter Monitoring Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Oxygen Tanks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Supply Storage and House Keeping Duties</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Attendance Record Keeping</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Phone Number in Case of Absence or Late</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Patient Bill of Rights</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. Tour of the Hospital or Facility</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DEPARTMENT MANUALS--REVIEW AND KNOW LOCATION

1. Familiarize with departmental Policy and Procedure Manuals
2. Familiarize with Safety and Infection Control Manuals

PRCC POLICY AND PROCEDURES--REVIEW AND UNDERSTAND

1. Incident Report
2. Review Department Dress Code
3. Cell Phone Policy
4. Review Hospital Plans for Codes: RED, BLUE, PINK, GRAY etc.

PRINT STUDENT NAME and DATE

STUDENT SIGNATURE

CLINICAL INSTRUCTOR/Preceptor/Coordinator

Facility Employed
GRADUATION REQUIREMENT (Hourly) FORM

All students enrolled in the Radiography Program are considered eligible for graduation once the following criteria is met:

1. Students must maintain a GPA of 2.0 "C" in all Radiography courses and academic courses.
2. Students must complete 1575 clinical hours, 180 Skills Laboratory Hours, and 430 lecture hours for a total of 2185 hours for the Radiology Component of the Degree.
3. Students must meet the requirements for the Associate of Science Degree:
   - 8 hours- Anatomy and Physiology I and II w/labs
   - 3 hours- Written Communications (English Comp I or II 1113 or 1123)
   - 6 hours- Social Behavior Science: (Select 2 courses from History, Economics, Political Science, Psychology, Sociology, and Geography).
   - 3 hours-Humanities or Fine Arts Elective (Music, Art, Theatre Appreciation, Foreign Language, History, Philosophy, or Literature)
   - 3 hours-Oral Communication (SPT 1113)
   - 3 hours-College Algebra (Math 1313) or higher
4. Completion of all Clinical Competency documentation.
5. Student must demonstrate Passing of 4 Prep Registry Exams at 90% or greater the final semester.
6. Payment of all financial obligations at the college

Students are required to fulfill all graduation requirements before they are released to take their American Registry of Radiologic Technologist board certification exam.

I, the undersigned, have read and completely understand the described policy.

__________________________________________________________
STUDENT NAME (PRINT)

__________________________________________________________
STUDENT SIGNATURE                                          DATE

__________________________________________________________
PROGRAM DIRECTOR                                              DATE
PROGRAM RELEASE FORM

I, ____________________________, hereby accept a position in the Diagnostic Radiography Program at PEARL RIVER COMMUNITY COLLEGE. In consideration for my position in said program, I am executing the hereinafter stated release.

I understand that successful completion of the course of study requires the ability to perform all of the normally assigned tasks, but not limited to, lifting, moving, and caring for the physical needs of hospitalized patients.

I further understand that my contact with hospitalized patients may expose me to infection from diseases, some of which are undiagnosed. I realize that such contact may increase the risk of complications in pregnancy.

I further understand that my participation in the clinical component of the program gives rise to a potential exposure to radiation from energized radiographic units and other equipment.

I further understand that if I am injured while at the hospital, the hospital emergency room will only provide initial emergency care and I am responsible for all services rendered beyond this emergency care. The services beyond emergency care are covered by my own health insurance.

I further understand that I am required to spend two to three days per week in the clinical practice area for the duration of the twenty-four month program. During this time in clinical practice, I realize that I may spend long periods of time on my feet.

I have read the foregoing and after consultation with my physician I wish to participate in the Diagnostic Radiography Program.

I hereby release the PEARL RIVER COMMUNITY COLLEGE and its employees or affiliates from any and all claims arising out of my participation in said program.

Date ___________________________________________ Signature ________________________________

______________________________
RETURN FROM ILLNESS FORM

Date: ____________________________

This is to certify that I have examined ________________________________ and find ________________________________ to be sufficiently recovered from ________________________________ and is able to resume all duties and responsibilities required by the PEARL RIVER COMMUNITY COLLEGE Radiography Program, including care for hospitalized patients, and all other activities associated with the Radiography Program.

Physicians Name and Signature.

Comments:
TRAVEL WAIVER (PRCC RADIOLOGY)

I am signing this waiver understanding that I am commuting back and forth regularly to the clinical site that I am assigned to during each semester of the program. This is strictly voluntary. I acknowledge that I am aware of fuel cost and I must provide my own transportation. I want to benefit fully from the clinical experiences I will gain from various clinical sites. By signing this waiver, I release the program of all liability from the extended travel and agree to get to the clinical sites as scheduled and will not utilize extra mileage as an excuse for tardiness or absence on clinical.

______________________________  _______________________
Student Signature                  Date

______________________________  _______________________
Faculty Signature                  Date
STUDENT VERIFICATION AND UNDERSTANDING FORM ON: DIRECT SUPERVISION/INDIRECT SUPERVISION, REPEAT AND MOBILE RADIOGRAPHY POLICY

ALL students will perform satisfactorily in the laboratory setting before completing competency verifications. This form is to assure each technologist understands and adheres to the college regulations for student’s competency and supervision. In accordance with the Joint Review Commission on Education in Radiologic Technology Standards for an Accredited Program in Radiologic Sciences, the policies for direct and indirect supervision and their relation to Radiographic Image repeats is as follows:

1. **SIGN-OFF**: When observing the Sign-Off exams, the technologist should evaluate and comment on the student’s proficiency in the following areas: radiation protection, positioning, technique, and equipment utilization. Professional patient rapport and confidence should also be demonstrated on the Sign-Off exams. When performing the examination for Sign-Off’s the Registered Radiologic Technologist must be in the room at all times (Direct Supervision). The Radiologic Technologist may make minor corrections to eliminate repeat the radiographic image. If the Radiologic Technologist does not feel the student performed the attempt Sign-Off exam with adequate knowledge, technologist may decline to verify Sign-Off and require student to make another attempt for Sign-Off.

2. **COMPETENCY CHALLENGE**: After the student is successful on 2 Sign-Off verifications, the student must ask to challenge for competency on that exam when comfortable with performance. The student is required to request to challenge for competency prior to the exam start. Once the student request to challenge competency, the student can NOT take back the request and the exam MUST be completed at this point. The directly supervising Radiologic Technologist or Clinical Instructor/Preceptor needs to complete the grade form and indicate that the student was successful or either not successful. If the student is NOT successful, the Radiologic Technologist should notify the Clinical Instructor/Preceptor for the facility so further assistance may be given to the student. Please provide typed documentation concerning any adjustments made by the Radiologic Technologist or for repeat the radiographic image.

3. **DIRECT SUPERVISION**: Direct Supervision: exists when a technologist is working with the student in the radiographic room or is observing the student as they perform a radiographic exam from the control panel area. A qualified Radiologic Technologist reviews the procedure, evaluates the condition of the patient, is present during the performance of the procedure, and reviews and approves the procedure in relation to the student’s knowledge and achievement. Direct supervision is utilized whenever (a) the student has not yet successfully passed competency testing on that particular exam; (b) the student is repeating the radiograph.

4. **INDIRECT SUPERVISION**: Indirect Supervision: is that supervision provided by a qualified Radiologic Technologist immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the presence of a qualified Radiologic Technologist adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is used.

5. **REPEAT POLICY**: Any radiographic procedure attempted by the student Radiologic Technologist that requires an additional exposure to correct a deficiency must be recorded (see repeat radiograph documentation form). All images performed are checked and evaluated by a Registered Radiologic Technologist. The Registered Radiologic Technologist will evaluate the student’s finished images as satisfactory or unsatisfactory. The Registered Radiologic Technologist will discuss the reason causing the unsatisfactory radiograph and the corrective measures – which are taken to obtain good Radiographic Image quality. The repeat radiograph must be done under direct supervision of a Registered Radiologic Technologist to assure the corrective measures are performed accurately. All repeated exams MUST be dutifully logged and acknowledged on the students Repeat Analysis Form. The Clinical Coordinator will periodically review this form with the student during the semester. During the review, the student and Clinical Coordinator will discuss methods of improvement to prevent the same type(s) of occurrence in the future. Students failing to complete this form are counseled accordingly. A deduction in the students’ final grade and work ethics are assessed each time this occurs.

6. **MOBILE/PORTABLE and SURGERY RADIOGRAPHY**: When performing mobile or portable radiography in any location including surgery or portables as well as those procedures involving serious trauma must have direct supervision. No exception. This is strictly enforced and monitored by the Clinical Instructor/Preceptor for the facility. During mobile radiography, the student must stand at least six feet from the x-ray source and wear a lead apron when the exposure is being made. If the student is not making the exposure, he/she must leave the room.

7. **Students Radiation Safety**: Students must not hold image receptors during any radiographic procedure. Students should not hold patents during any radiographic procedure when an immobilization method is the appropriate standard of care.

8. **FLUOROSCOPY**: When assisting with fluoroscopic procedures, the student must wear a lead apron and should remain at least two feet away from the table during fluoroscopy. Other radiation protection devices, such as thyroid shields, leaded gloves and glasses, and portable lead shields are available and should be utilized whenever applicable.
INTRODUCTORY INSTRUCTIONS:
Prior to the patient being radiographed, the student, under supervision of a Clinical Instructor/Preceptor or Registered Radiologic Technologist, should follow the steps for informed consent:
1. Verify the identity of the patient using at least two identifiers (Name, Date of Birth, Social Security Number, etc.)
2. Explain the procedure to the patient in terms they can understand.

I ___________________________ (Student print name) understand and will follow the following:

<table>
<thead>
<tr>
<th>Initial Below</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Responsibilities and obligation to uphold during the program.</td>
<td></td>
</tr>
<tr>
<td>1. I must remain directly supervised before achieving and during sign-off 1 and sign-off 2 while on clinical rotations.</td>
<td></td>
</tr>
<tr>
<td>2. I must remain under direct supervision until they have completed a competency procedure a particular exam.</td>
<td></td>
</tr>
<tr>
<td>3. After I demonstrate the competency under direct-supervision, I am allowed to perform that exam in an actual clinical setting under indirect supervision of a Radiologic Technologist.</td>
<td></td>
</tr>
<tr>
<td>4. I understand that I (the student) must remain indirectly supervised at all times by a technologist being immediately available. Immediately available is interpreted as the presence of a qualified Radiologic Technologist adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is used.</td>
<td></td>
</tr>
<tr>
<td>5. I am not allowed to hold an image receptor during exposure at any time.</td>
<td></td>
</tr>
<tr>
<td>6. I am not allowed to hold a patient during a radiographic examination when an immobilization device is available.</td>
<td></td>
</tr>
<tr>
<td>7. I am only allowed to make repeat the radiographic image with a technologist present to verify proper corrections have been made under direct supervision.</td>
<td></td>
</tr>
<tr>
<td>8. I am not allowed to perform mobile/portable or surgery exams without direct supervision</td>
<td></td>
</tr>
<tr>
<td>9. I (as the student) will not hold image receptors during any radiographic procedure.</td>
<td></td>
</tr>
<tr>
<td>10. I will not hold patents during any radiographic procedure when an immobilization method is the appropriate standard of care.</td>
<td></td>
</tr>
<tr>
<td>11. I must and will wear a lead apron and will remain at least two feet away from the table</td>
<td></td>
</tr>
</tbody>
</table>
PRCC Radiologic Technology        Student: ________________

Consult Form

<table>
<thead>
<tr>
<th>Case/Specialty /</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Reason For Consult:</td>
<td></td>
</tr>
<tr>
<td>Staff comments/inp</td>
<td></td>
</tr>
<tr>
<td>Advisement</td>
<td></td>
</tr>
</tbody>
</table>

Student’s comments: ________________________________

____________________________________________________________________________________

Student’s Signature: ___________________________ Date: __________

Instructor’s Signature: ___________________________ Date: __________

Follow up:

____________________________________________________________________________________
INCIDENT REPORT FORM

PEarl river community college
Radiologic technology incident report form

1. Students are to complete incident reports for accidents, complaints, lost or damaged property, and other incidents involving students with patients, visitors, employees, or other students.
2. An incident is defined as a circumstance/happening not consistent with the desired operation of the health care facility or the care of the patient.
3. Only one incident can be reported on each form.
4. Copies of the completed incident report are placed in student files.

A. IDENTIFICATION: (individual, other than primary student, involved in incident)
   Patient:

B. DATE & TIME of INCIDENT:
   Month_________Day _______Year _______ Time_______ AM___ PM___

C. INCIDENT LOCATIONS: (identify clinical affiliate and area/room)

D. NATURE OF INCIDENT and RELATED CAUSE:

E. BRIEF DESCRIPTION of INCIDENT SEQUENCE:
F. OTHER PEOPLE INVOLVED: (identify people by position and name)

G. PATIENT FACTORS THAT CONTRIBUTED TO INCIDENT:

H. STUDENT FACTORS THAT CONTRIBUTED TO INCIDENT:

I. IF INCIDENT RESULTS IN INJURY, NATURE and SEVERITY of INJURY:

J. IMMEDIATE CORRECTIVE ACTION TAKEN AFTER INCIDENT:

K. DESCRIBE ANY SUBSEQUENT ACTION:

L. WITNESS (ES) to INCIDENT: (name and position)

Printed Name and Signature of Reporting Student         Date of Report

Signature of Clinical Instructor/Preceptor        Date of Review

Signature of Program Director         Date of Review
G. PATIENT FACTORS THAT CONTRIBUTED TO INCIDENT:


H. STUDENT FACTORS THAT CONTRIBUTED TO INCIDENT:


I. IF INCIDENT RESULTS IN INJURY, NATURE and SEVERITY of INJURY:


J. IMMEDIATE CORRECTIVE ACTION TAKEN AFTER INCIDENT:


K. DESCRIBE ANY SUBSEQUENT ACTION:


L. WITNESS (ES) to INCIDENT: (name and position)


Printed Name and Signature of Reporting Student Report Date of
<table>
<thead>
<tr>
<th>Signature of Clinical Instructor/Preceptor</th>
<th>Date of Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature of Program Director Review</td>
<td>Date of Review</td>
</tr>
</tbody>
</table>
A. INCIDENT REVIEWED WITH STUDENT?

Y N Date ______________
e o ______________

B. INCIDENT REVIEWED WITH PATIENT?

Y N Date ______________
e o ______________

C. INCIDENT REVIEWED WITH AFFILIATE PERSONNEL?

Y N Date ______________
e o ______________

D. SPOKE WITH PHYSICIAN REGARDING INCIDENT?

Yes ________ No ________ Date ______________

E. CONCLUDING REMARKS: (assessment of injury)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
LATEX SENSITIVITY FORM

As the use of latex gloves and other latex items became more frequent in the 1980’s, so did the number of repeated health problems related to latex. Hundreds of items in the health care field contain latex, and latex sensitivity often becomes worse with more frequent exposure to latex.

Plan 1: If the student think the student may have a latex allergy, see a physician called an allergist, and request a blood test to determine sensitivity.

Plan 2: If it is determined the student is sensitive to latex, minimize or avoid contact with latex. Check package labels, avoid powdered gloves, select nitrite or vinyl gloves if appropriate/available and wash hands immediately after wearing gloves.

Plan 3: Notify a Clinical Instructor/Preceptor if the student develop a skin rash or the student have difficulty breathing after using/wearing latex products.

Plan 4: Follow any physician recommended treatment of precautions.

I have read the above information and had an opportunity to ask questions. I agree to abide by the four step plan to reduce my risk of latex exposure.

Student Signature ___________________________ Date _________________________

Instructor Signature _________________________ Date _________________________
RADIATION MONITORING BADGE READINGS OVER 40 mREM

This form is used to document the student’s monthly radiation badge reading if it is over 40 mREM. The program director will document a consultation with the student on the student contact form and the Clinical Instructor/Preceptor will complete this form after consultation with the student. The student will then return the completed form to the program office. The Clinical Instructor/Preceptors will receive copies for their files.

NAME: ___________________________ DATE: ________________
Clinical Site __________ Radiation Badge Reading __________mREM for the month of __________

If the student’s radiation badge reading is over 40 mREM for any month, the following procedure are followed and documented:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Discussion between student and program director concerning reasons for overexposure.</td>
</tr>
<tr>
<td>2</td>
<td>The student contact form signed by the student and program director</td>
</tr>
<tr>
<td>3</td>
<td>Discussion with the Clinical Instructor/Preceptor concerning possible reasons for overexposure.</td>
</tr>
<tr>
<td>4</td>
<td>Recommendations made by the Clinical Instructor/Preceptor to prevent future overexposure.</td>
</tr>
</tbody>
</table>

POSSIBLE REASONS AND RECOMMENDATIONS

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Signature of Student ______________________________________________________  Date ________________

Signature of Program Director _______________________________________________ Date ________________

Signature of Clinical Instructor/Preceptor  _________________________________
DECLARED PREGNANCY FORM

To Whom It May Concern:
I wish to declare that I ________________________ am pregnant. My estimated date of conception is __________. I wish to choose Option __________.

Option #1
a. The student has the option to withdraw from the presently enrolled radiologic technology course.
b. Withdrawal from the radiography course are done in accordance with College policy.
c. The student may re-enter the program in the next cyclic offering of the radiologic technology courses.
d. The student should be aware that the availability of re-entry into the program is determined by class capacity.

Option #2
a. The student has the option to complete the presently enrolled radiologic technology course.
b. The student may withdraw from the program at the completion of the radiographic technology course.
c. The student may re-enter the radiography program in the next cyclic offering of the radiologic technology courses.
d. Availability of re-entry into the program are determined by class capacity.

Option #3
a. The student may continue in the program and are required to wear a fetal specific Radiographic Image badge at waist level in addition to the standard waist and collar badges.
b. The student is responsible for informing staff Radiologic Technologist s of her pregnant condition during clinical assignment for appropriate and safe assignment of tasks.
c. After delivery, the student is readmitted to classes based on a physician's recommendation.
d. It is advisable that the student contact the program director, clinical coordinator and/or other course instructors to make arrangements in making up instructional hours missed due to delivery and convalescence. This should be done to ensure completion of the clinical competencies and radiologic technology course requirements.

I ______________________________ understand that I may at any time withdraw my pregnancy declaration by submitting a written withdrawal of declaration. Option ________ states: (Please write in the conditions of the option the student chose in the space provided.)

________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________

Date of Declaration ____________ Student’s Signature _____________

Program Director’s Signature* A copy of the form can be obtained from program faculty if needed.
MRI SCREENING FORM

Pearl River Community College
Medical Radiologic Technology
MRI Student Protocol SCREENING FORM

Name: ____________________________  Age: ______ years
(Print) Last Name  First Name  Middle Initial

Student ID #: ____________________________  cell: ______

This screening form is necessary to ensure student awareness of the contraindications and to determine if the student can safely benefit clinically from our local MR Facilities. It is important that you complete this form accurately. Individuals who have any kind of metal devices in their body (pacemaker, artificial heart valve, surgical clips, metal fragments, etc.) are potentially in a particularly high-risk group because such individuals are at risk for injury when working in a high magnetic field environment.

1. Have you had a prior surgery or operation (e.g., arthroscopy, endoscopy, etc.) of any kind? □ Yes  □ No
   If yes, please indicate date and type of surgery: Date: ___/___/____  Type of surgery: ____________________________

2. Have you had an injury to the eye involving a metal object (e.g., metallic slivers, foreign body)? □ Yes  □ No
   If yes, please describe: ________________________________________________________________

3. Have you ever been injured by any metallic object or foreign body (e.g., bullet, shrapnel, etc.)? □ Yes  □ No
   If yes, please describe: ________________________________________________________________

   Warning: Certain implants, devices, or objects may be hazardous to you or others in the MR environment.
   Do NOT enter the scan room if you have questions or concerns regarding an implant, device, or object.

IMPORTANT INSTRUCTIONS FOR CLINICAL OBSERVATION IN THE MR ENVIRONMENT:
Remove all metallic objects before entering the MR environment, including hearing aids, beepers, cell phones, keys, hairpins, barrettes, watches, safety pins, paper clips, money clips, credit cards (or any card with a magnetic strip), coins, pens, pocket knives, nail clippers, steel-toed shoes/boots, tools, etc. Loose metallic objects are prohibited, as are any other metal devices not specifically labeled and approved for use in the MR Facility.

Please indicate if you have any of the following:

- Heart pacemaker or defibrillator: □ Yes  □ No  Hearing aids: □ Yes  □ No
- Neuro- or bio-stimulator: □ Yes  □ No  Internal electrodes / wires: □ Yes  □ No
- Cochlear implants: □ Yes  □ No  Implants held by magnets: □ Yes  □ No
- Cerebral aneurysm clips: □ Yes  □ No  Bullet fragments/shrapnel: □ Yes  □ No
- Intravascular coils/filters/stents: □ Yes  □ No  Existing catheters / ports: □ Yes  □ No
- Any metal in your eyes: □ Yes  □ No  Eyelid spring: □ Yes  □ No
- Any type of ocular implant: □ Yes  □ No  Tissue expander: □ Yes  □ No
- Heart valve: □ Yes  □ No  Penile implant: □ Yes  □ No
- Surgical clips or staples: □ Yes  □ No  Intrauterine contraceptive device: □ Yes  □ No
- Implanted pump: □ Yes  □ No  Rods/screws/plates: □ Yes  □ No
- Joint replacements: □ Yes  □ No  Any other implanted device: □ Yes  □ No
- Limb prosthesis: □ Yes  □ No  (if yes, please describe): ________________________________
- Body piercing: □ Yes  □ No

I verify that the above information is correct to the best of my knowledge. I have read and understand the entire content of this form and I have had an opportunity to ask questions regarding the information on this form.

As a clinical student in this profession, I understand that I must report to the Program Director any trauma, procedure, or surgery in which a ferromagnetic metallic object or device may have been placed into my body before I re-enter any clinical MR facility for any type of observation or training.

Signature of Person Completing Form: ____________________________  Date: ___/___/____

Form Reviewed By: ____________________________  Date: ___/___/____

Print Name/ Signature  Month / Day / Year

Print Name/ Signature  Month / Day / Year

Page 139 of 229
Student Resources

Free online resources the student may find helpful:

1. **SIGI3** - Includes a personality analysis, career and educational planning, as well as research on various majors and occupations. To access, the student must create a user name and password.
2. **GPA Calculator** - Key in the students current grades to calculate the students GPA.
3. **Learning Styles Inventory** - Take this survey to see what learning style works best for the student! Then, use the help sheets to examine how the student can improve the students study habits based on the students learning style.
4. **Myers Briggs Personality Test** - Take this quiz to discover the students personality type! Based on the students results, the test will produce a series of letters that correspond to the categories the student is most likely to fit into – extravert/introvert, intuitive/sensing, feeling/thinking, or judging/perceiving.
5. **ACT** - Information on the ACT test, practice tests, college planning, career planning, and more.
6. **Grades 3** - Grades 3 shows can be used to see what score is needed on an upcoming assignments, tests, or finals in order to get the grade the student want. It includes due dates and a GPA calculator.

Links to College Policies for Reference

**ATTENDANCE –**
http://www.prcc.edu/faculty/policy-procedure-manual/attendance

**CONSENSUAL RELATIONSHIPS –**
http://www.prcc.edu/faculty/policy-procedure-manual/consensual-relationships

**CREDIT BY EXAMINATION –**
http://www.prcc.edu/faculty/policy-procedure-manual/credit-examination

**ELECTRONIC DEVICES –**

**EVALUATION PROCESS –**
http://www.prcc.edu/faculty/policy-procedure-manual/evaluation-process

**GRADING –**
http://www.prcc.edu/faculty/policy-procedure-manual/grading
SEXUAL MISCONDUCT –
http://www.prcc.edu/faculty/policy-procedure-manual/sexual-misconduct

STUDENT ACCESS TO FACULTY –
http://www.prcc.edu/faculty/policy-procedure-manual/student-access-faculty

STUDENT COURSE LOADS –
http://www.prcc.edu/faculty/policy-procedure-manual/student-course-loads

WITHDRAWAL FROM A CLASS OR FROM THE COLLEGE –
http://www.prcc.edu/faculty/policy-procedure-manual/withdrawal-class-or-college

SOCIAL MEDIA - http://prcc.edu/faculty/policy-procedure-manual/social-media
Social Media Guidelines

Individual departments wishing to develop a social media presence should contact the Public Relations Department before developing any pages and/or accounts. A request form must be completed and submitted. If an employee wishes to submit a site for consideration, a request form must be submitted to the Director of Public Relations or designee and the appropriate department chair or to the Assistant Dean of Student Life for official student clubs and organizations. Refer to the Policy and Procedure Manual for the Social Media Policy.

1. PRCC Social Media content is professional and secure. Do not post confidential or proprietary information about the College or PRCC students, employees, or alumni. Employees must follow all applicable federal privacy requirements, including FERPA and HIPAA, and adhere to all College privacy and confidentiality policies.
2. In accordance with the Acceptable Use Policy, PRCC computers and time on the job are reserved for College-related business.
3. Read, understand, and abide by the Privacy Policy and Terms of Service of any social media platform employed before its use. Acceptance of terms in conflict with College policies can result in personal liability.
4. The Director of Public Relations or designee reserves the right to remove photos and video images that misrepresent PRCC or are not of acceptable quality or have been posted without permission or in violation of federal or state law. Whenever possible, a watermark should be added to protect the College’s intellectual property.
5. Social media sites for PRCC will include official College logos and other appropriate branding as identified in the College style guidelines.
6. Do not use a site to include links to spam. Do not promote services, products, or organizations unrelated to Pearl River Community College. Behavior exhibited online that officially represents the College is covered in the codes of conduct established in the Faculty Handbook.
7. PRCC encourages faculty and staff to use social media but reminds users that at any time they can be perceived as a spokesperson of the College.
   - Assume at all times that the student is representing PRCC.
   - Identify yourself as a PRCC faculty/staff member.
   - Use common sense before the student post or comment and respect the values and etiquette of communities the student join.
   - Posting personal information on PRCC channels is not allowed.
   - Refrain from reporting, speculating, discussing, or giving any opinions on community college topics or personalities that could be considered offensive, sensitive, confidential, or disparaging including discussing internal policies or operations.
   - Follow the “golden rule” of “treating others as the student would like to be treated”.

Disclaimer: While PRCC welcomes all responses, comments are monitored and may be deleted if the comments contain profanity, hate speech, spam, advertisements or political speech/endorsements. Employees are cautioned that they should have no expectation of privacy while using college equipment or facilities for any purpose, including blogging, commenting or posting on social media. Because the technology that drives Web communication changes rapidly, the Social Media policy may be adjusted to reflect issues that may arise in the management and implementation of the page or for any other reason that supports the College’s priorities for the page.
Hours of Operation

Monday-Friday 8:00 am - 4:00 pm*
*Hours of operation are subject to change based on facility availability. Please check the Calendar of Events for more details.

1. Academic Coaching
2. Academic Support
3. Peer Leaders
4. Supplemental Instruction
5. Computer Lab
6. Quiet Place to Study
7. E-Portfolios
8. Online Study Tools
9. Career Development
10. Transfer Assistance
11. Degree Evaluation
Click on the pictures below to go online to our campus Student Success page!

**FCC**

**Information Technology**

In an effort to support the technology needs of the Pearl River Community faculty and students, the Information Technology Department now offers technical support 24 hours a day, every day. There are three methods to contact us.

**Online Chat**

Use our Online Chat service to chat live with a technical support person. This service can also allow the use of remote access where the support person, with the student's permission, can access the student's desktop to assist the student.

**Call Directly**

On campus: 601-403-1800
Toll Free: 844-292-3214

**Email (Non-critical issues)**

helpdesk@prcc.edu

**Frequently Asked Questions**

We also have a Frequently Asked Questions section that covers questions regarding the college's phone system, email and wireless connectivity.

**Student Email**

- How do I access my PRCC student email?
- Can faculty/staff access their email off campus?
- How can I set up my student email on my mobile phone?
- How can I set up my Faculty/Staff email on my mobile phone?
Student Success Center

PRCC's Student Success Center (SSC) is here to help the student achieve the students educational goals through targeted support programs and online tools. We assist all students from those who are thinking about coming to PRCC to those who have been here a couple of years and are ready to transfer. The following services are some of the offerings of the SSC:

The Forrest County Center campus has the student Success Center where the student can:
1. study in the Quiet Zone
2. receive tutoring in a variety of subjects
3. meet with a peer leader to help the student adjust to college or simply to figure out how to study better
4. use the Computer Lab for any of the students coursework
5. get assistance mapping out the students academic plan
6. run a Degree Evaluation to stay on track to graduate
7. explore career and transfer resources and other on-line advising tools

***To schedule an event or reserve a room, call Latessa Allen in the Student Success Center at (601) 554-5554.***

FREE Software for Students:

- [Microsoft Office 365 Education](#) - Free for PRCC students. Sign up with the students school e-mail address for download instructions.
- [Open Office](#) - Need Microsoft Word? Check out this free online resource.

Helpful Resources:
- [Communicating with the students Instructors](#)
- [Cornell Note Taking Technique](#)
- [Sample Outline Using Cornell Method](#)
- [Creating a Course Schedule - Blank Schedule Sheet FCC](#)
- [Creating a Course Schedule - Blank Schedule Sheet Poplarville](#)
- [Creating The students 2-3 Year Educational Plan](#)
- [High School to College Adjustment](#)
- [How to Create a Concept Map](#)
- [Overview Good Time Management](#)
Stay Current - College Survival Skills
Tips for Using a Planner
The student's Brain on Breaks - How to Optimize Study Time

Information

- The Basic SI Model; by Hurley, Jacobs, & Gilbert
- Dr. Maggie Culp's Presentation: Keeping the Dream Alive in the 21st Century

e-Portfolio and Tutorial Links

- PRCC's Student e-Portfolios can be easily created with tutorials about both the content and technical aspects of the students e-Portfolios. The student can view high-quality student e-Portfolios in our college's e-Portfolio gallery. The Student Success Center is always available for help.
- Click link for more information: e-Portfolio Home Page  e-Portfolio Gallery

Technical Training, Media, Content, and the Quick Start Guide, as well as a button that will take the student back to the Student Success Center e-Portfolio main site. Note: If the student wish to download a printable .pdf of the Student e-Portfolio Manual, click here.

The Quick-Start Guide is a short, printable reference for the Edit Page buttons and Dashboard commands. Click here for a printable pdf version or click the icon to the left or the menu across the top of the page for more information.

Getting Started demonstrates how to set up the students account and create the students own password.

- The Technical Training Section demonstrates how to create an account, change the students password, change privacy settings, create and edit pages, and upload and insert media, both singly and in galleries.
- The Media Section provides an in-depth look at all available forms of media, including audio, video, and images.
- The Content Section gives examples and explanation of best practices in creating bio pages, resumes, coursework reflections, and educational goal statements.

The Faculty Guide provides resources for faculty who wish to integrate e-portfolios into their courses. Click here to download a printable .pdf version, or click the icon to the left or the menu across the top of the page to view the online version.

Transportation for Student Activities

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE Adopted: Tuesday, May 11, 1976
Policy:

Pearl River Community College provides transportation for approved student activities. Procedure: Sponsors for clubs and organizations engaged in college activities requiring college transportation will turn in a request to the appropriate administrator. This approved request must be submitted to the President’s Office at least one week prior to the date needed. This request will contain the number of students desiring transportation, the date, departing and returning time, and destination. This request must have approval of the appropriate administrator prior to submitting the form to the President’s Office. The requestor are notified as to the availability of transportation.

Students are governed by the rules and regulations as stated in the Student Handbook of the College when traveling on any college vehicle. Students who violate transportation regulations or College rules and regulations will forfeit their right to the use of college supported transportation and will also be subject to disciplinary action.
The Joint Review Committee on Education in Radiologic Technology (JRCERT) is dedicated to excellence in education and to the quality and safety of patient care through the accreditation of educational programs in the radiologic sciences.

The JRCERT is the only agency recognized by the United States Department of Education (USDE) and the Council on Higher Education Accreditation (CHEA) for the accreditation of traditional and distance delivery educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry. The JRCERT awards accreditation to programs demonstrating substantial compliance with these STANDARDS.

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Introductory Statement

The Joint Review Committee on Education in Radiologic Technology (JRCERT) Standards for an Accredited Educational Program in Radiography are designed to promote academic excellence, patient safety, and quality healthcare. The STANDARDS require a program to articulate its purposes; to demonstrate that it has adequate human, physical, and financial resources effectively organized for the accomplishment of its purposes; to document its effectiveness in accomplishing these purposes; and to provide assurance that it can continue to meet accreditation standards.

The JRCERT accreditation process offers a means of providing assurance to the public that a program meets specific quality standards. The process helps to maintain program quality and stimulates program improvement through program assessment.

There are six (6) standards. Each standard is titled and includes a narrative statement supported by specific objectives. Each objective, in turn, includes the following clarifying elements:

- **Explanation** - provides clarification on the intent and key details of the objective.

- **Required Program Response** - requires the program to provide a brief narrative and/or documentation that demonstrates compliance with the objective.

- **Possible Site Visitor Evaluation Methods** - identifies additional materials that may be examined and personnel who may be interviewed by the site visitors at the time of the on-site evaluation to help determine if the program has met the particular objective. Review of additional materials and/or interviews with listed personnel is at the discretion of the site visit team.

Following each standard, the program must provide a **Summary** that includes the following:

- Major strengths related to the standard
- Major concerns related to the standard
- The program's plan for addressing each concern identified
- Describe any progress already achieved in addressing each concern
- Describe any constraints in implementing improvements

The submitted narrative response and/or documentation, together with the results of the on-site evaluation conducted by the site visit team, are used by the JRCERT Board of Directors in determining the program’s compliance with the STANDARDS.
Standards for an Accredited Educational Program in Radiography

Table of Contents

Standard One: Integrity ........................................................................................................................................ 4
The program demonstrates integrity in the following: representations to communities of interest and the public, pursuit of fair and equitable academic practices, and treatment of, and respect for, students, faculty, and staff.

Standard Two: Resources ................................................................................................................................ 23
The program has sufficient resources to support the quality and effectiveness of the educational process.

Standard Three: Curriculum and Academic Practices .......................................................................................... 35
The program’s curriculum and academic practices prepare students for professional practice.

Standard Four: Health and Safety .......................................................................................................................... 47
The program’s policies and procedures promote the health, safety, and optimal use of radiation for students, patients, and the general public.

Standard Five: Assessment .................................................................................................................................... 57
The program develops and implements a system of planning and evaluation of student learning and program effectiveness outcomes in support of its mission.

Standard Six: Institutional/Programmatic Data ........................................................................................................ 64
The program complies with JRCERT policies, procedures, and STANDARDS to achieve and maintain specialized accreditation.

Awarding, Maintaining, and Administering Accreditation ....................................................................................... 73
Standard One

Integrity

Standard One: The program demonstrates integrity in the following:

- Representations to communities of interest and the public,
- Pursuit of fair and equitable academic practices, and
- Treatment of, and respect for, students, faculty, and staff.

Objectives:
In support of Standard One, the program:

1.1 Adheres to high ethical standards in relation to students, faculty, and staff.
1.2 Provides equitable learning opportunities for all students.

1.3 Provides timely, appropriate, and educationally valid clinical experiences for each admitted student.

1.4 Limits required clinical assignments for students to not more than 10 hours per day and the total didactic and clinical involvement to not more than 40 hours per week.

1.5 Assures the security and confidentiality of student records, instructional materials, and other appropriate program materials.

1.6 Has a grievance procedure that is readily accessible, fair, and equitably applied.

1.7 Assures that students are made aware of the JRCERT Standards for an Accredited Educational Program in Radiography and the avenue to pursue allegations of non-compliance with the STANDARDS.

1.8 Has publications that accurately reflect the program’s policies, procedures, and offerings.

1.9 Makes available to students, faculty, and the general public accurate information about admission policies, tuition and fees, refund policies, academic calendars, clinical obligations, grading system, graduation requirements, and the criteria for transfer credit.

1.10 Makes the program’s mission statement, goals, and student learning outcomes readily available to students, faculty, administrators, and the general public.
1.11 Documents that the program engages the communities of interest for the purpose of continuous program improvement.

1.12 Has student recruitment and admission practices that are non-discriminatory with respect to any legally protected status such as race, color, religion, gender, age, disability, national origin, and any other protected class.

1.13 Has student recruitment and admission practices that are consistent with published policies of the sponsoring institution and the program.
1.14 Has program faculty recruitment and employment practices that are non-discriminatory with respect to any legally protected status such as race, color, religion, gender, age, disability, national origin, and any other protected class.

1.15 Has procedures for maintaining the integrity of distance education courses.
1.1 Adheres to high ethical standards in relation to students, faculty, and staff.

Explanation:

High ethical standards help assure that the rights of students, faculty, and staff are protected. Policies and procedures must be fair, equitably applied, and promote professionalism.

Required Program Response:
- Describe the procedure for making related policies and procedures known.
- Provide copies of policies and procedures that assure equitable treatment of students, faculty, and staff.

Possible Site Visitor Evaluation Methods:
- Review of student handbook
- Review of employee/faculty handbook
- Review of course catalog
- Review of student records
- Interviews with faculty
- Interviews with students
- Interviews with staff
1.2 Provides equitable learning opportunities for all students.

**Explanation:**
The provision of equitable learning activities promotes a fair and impartial education and reduces institutional and/or program liability. The program must provide equitable learning opportunities for all students regarding learning activities and clinical assignments. For example, if an opportunity exists for students to observe or perform breast imaging, then all students must be provided the same opportunity. If evening and/or weekend rotations are utilized, this opportunity must be equitably provided for all students.

**Required Program Response:**
Describe how the program assures equitable learning opportunities for all students.

**Possible Site Visitor Evaluation Methods:**
- Review of published program materials
- Review of master plan of education
- Review of course objectives
- Review of student clinical assignment schedules
- Interviews with faculty
- Interviews with Clinical Instructor/Preceptors
- Interviews with clinical staff
- Interviews with students
1.3 Provides timely, appropriate, and educationally valid clinical experiences for each admitted student.

Explanation:
Programs must have a process in place to provide timely, appropriate, and educationally valid clinical experiences to all students admitted to the program. Students must have sufficient access to clinical settings that provide a wide range of procedures for competency achievement including mobile, surgical, and trauma examinations. Clinical settings may include hospitals, clinics, specialty/imaging centers, orthopedic centers, and other facilities. With the exception of observation site assignments, students must be provided the opportunity to complete required program competencies during clinical assignments. Clinical placement must be non-discriminatory in nature and solely determined by the program.

A meaningful clinical education plan assures that activities are educationally valid and prevents the use of students as replacements for employees. The maximum number of students assigned to a clinical setting must be supported by sufficient human and physical resources. The number of students assigned to the clinical setting must not exceed the number of clinical staff assigned to the radiography department. The student to radiography clinical staff ratio must be 1:1. However, it is acceptable that more than one student may be temporarily assigned to one technologist during uncommonly performed procedures.

Students assigned to advanced imaging modalities, such as computed tomography, magnetic resonance, angiography, and sonography, are not included in the calculation of the authorized clinical capacity (unless the clinical setting is recognized exclusively for advanced imaging modality rotations). Once the students have completed the advanced imaging assignments, the program must assure that there are sufficient clinical staff to support the students upon reassignment to the radiography department.

The utilization of clinical assignments such as file room, reception area, and patient transportation should be limited.

Additionally, traditional programs that require students to participate in clinical education during evenings and/or weekends must assure that:

- students’ clinical clock hours spent in evening and/or weekend assignments must not exceed 25% of the total clinical clock hours.

- program total capacity is not increased through the use of evening and/or weekend assignments.

The JRCERT defines the operational hours of traditional programs as Monday - Friday, 5:00 a.m. - 7:00 p.m.

Programs may permit students to make up clinical time during term or scheduled breaks; however, they may not be assigned to clinical settings on holidays that are observed by the sponsoring institution. Program faculty need not be physically present; however, students must be able to contact program faculty during makeup assignments. Also, the program must assure that its liability insurance covers students during these makeup assignments.

Required Program Response:
• Describe the process for student clinical placement.
• Provide current student assignment schedules in relation to student enrollment.
• Describe how the program assures a 1:1 student to radiography clinical staff ratio at all clinical settings.
• Describe how the program assures that all students have access to a sufficient variety and volume of procedures to achieve program competencies.
• Submit evening and/or weekend rotation(s) calculations, if applicable.
**Possible Site Visitor Evaluation Methods:**

- Review of published program materials
- Review listing of enrolled students in relation to clinical assignments, including evening and/or weekend, if applicable
- Review of clinical placement process
- Review of student clinical records
- Interviews with faculty
- Interviews with Clinical Instructor/Preceptors
- Interviews with students
1.4 Limits required clinical assignments for students to not more than 10 hours per day and the total didactic and clinical involvement to not more than 40 hours per week.

Explanation:

This limitation helps assure that students are treated ethically. For the safety of students and patients, not more than ten (10) clinical hours shall be scheduled in any one day. Scheduled didactic and clinical hours combined cannot exceed forty (40) hours per week. Hours exceeding these limitations must be voluntary on the student’s part.

Required Program Response:

- Describe the process for assuring that time limitations are not exceeded.
- Provide documentation that required student clinical assignments do not exceed ten (10) hours in any one day and the total didactic and clinical involvement does not exceed forty (40) hours per week.

Possible Site Visitor Evaluation Methods:

- Review of master plan of education
- Review of published program materials
- Review of student schedules
- Interviews with faculty
- Interviews with Clinical Instructor/Preceptor(s)
- Interviews with clinical staff
- Interviews with students
1.5 Assures the security and confidentiality of student records, instructional materials, and other appropriate program materials.

Explanation:
Appropriately maintaining the security and confidentiality of student records and other program materials protects the student’s right to privacy. Student records must be maintained in accordance with the Family Education Rights and Privacy Act (Buckley Amendment). If radiation monitoring reports contain students’ dates of birth and/or social security numbers, this information must be maintained in a secure and confidential manner.

Required Program Response:
Describe how the program maintains the security and confidentiality of student records and other program materials.

Possible Site Visitor Evaluation Methods:
- Review of institution’s/program’s published policies/procedures
- Review of student academic and clinical records
- Tour of program offices
- Tour of clinical setting(s)
- Interviews with administrative personnel
- Interviews with faculty
- Interviews with Clinical Instructor/Preceptor(s)
- Interviews with clinical staff
- Interviews with students
1.6 Has a grievance procedure that is readily accessible, fair, and equitably applied.

**Explanation:**
A grievance is defined as a claim by the student that there has been a violation, misinterpretation, or inequitable application of any existing policy, procedure, or regulation. The program must have procedures to provide students an avenue to pursue grievances. The procedure must outline the steps for formal resolution of any grievance. The final step in the process must not include any individual(s) directly associated with the program (e.g., program director, clinical coordinator, Clinical Instructor/Preceptors, diagnostic imaging department director). The procedure must assure timely resolution. The program must maintain a record of all formal grievances and their resolution. Records must be retained in accordance with the institution’s/program’s retention policies/procedures. The records must include information on how the grievance was resolved and assurance that there are no trends that could negatively affect the quality of the educational program.

Additionally, the program must have a procedure to address any complaints apart from those that require invoking the grievance procedure. The program must determine if a pattern of complaint exists that could negatively affect the quality of the educational program (e.g., cleanliness of the classroom).

**Required Program Response:**
Describe the nature of any formal grievance(s) that would jeopardize the program’s ability to meet its mission.
Describe the nature of any complaint(s) that would jeopardize the program’s ability to meet its mission.
Provide a copy of the grievance procedure.
Provide a copy of any formal grievance(s) resolution.

**Possible Site Visitor Evaluation Methods:**
- Review of institutional catalog
- Review of student handbook
- Review of formal grievance(s) record(s), if applicable
- Review of complaint(s) record(s), if applicable
- Interviews with faculty
- Interviews with students
1.7 Assures that students are made aware of the JRCERT Standards for an Accredited Educational Program in Radiography and the avenue to pursue allegations of non-compliance with the STANDARDS.

Explanation:
The program must assure students are cognizant of the STANDARDS and must provide contact information for the JRCERT.

Students have the right to submit allegations against a JRCERT-accredited program if there is reason to believe that the program has acted contrary to JRCERT accreditation standards or that conditions at the program appear to jeopardize the quality of instruction or the general welfare of its students.

Contact of the JRCERT should not be a step in the formal institutional/program grievance procedure. The individual must first attempt to resolve the complaint directly with institution/program officials by following the grievance procedures provided by the institution/program. If the individual is unable to resolve the complaint with institution/program officials or believes that the concerns have not been properly addressed, he or she may submit allegations of non-compliance directly to the JRCERT.

Required Program Response:
- Describe the procedure for making students aware of the STANDARDS.
- Describe how students are provided contact information for the JRCERT.

Possible Site Visitor Evaluation Methods:
- Review of program publications
- Interviews with faculty
- Interviews with students
1.8 Has publications that accurately reflect the program’s policies, procedures, and offerings.

Explanation:
Maintaining published information regarding the program’s current policies, procedures, and offerings provides interested parties with an accurate overview of program requirements and expectations.

Required Program Response:
Provide program publications that reflect program policies, procedures and offerings.

Possible Site Visitor Evaluation Methods:
- Review of published program materials
- Review of student handbook
- Interviews with faculty
- Interviews with students
1.9 Makes available to students, faculty, and the general public accurate information about admission policies, tuition and fees, refund policies, academic calendars, clinical obligations, grading system, graduation requirements, and the criteria for transfer credit.

Explanation:
The institutional and/or program policies must be published and made readily available to students, faculty, and the general public on the institution's/program's Web site to assure transparency and accountability of the educational program. For example, requiring the general public to contact the institution/program to request program information is not adequate. Policy changes must be made known to students, faculty, and the general public in timely fashion. It is recommended that revision dates be identified on program publications.

The institution and/or program must establish and publicly disclose the criteria used when determining the transfer of credit earned from other institutions and/or programs. Also, programs must publicly disclose a list of institutions with which the program has established an articulation agreement.

The program's academic calendar must be published and, at a minimum, identify specific start and end dates for each term, holidays recognized by the sponsoring institution, and breaks.

Student clinical obligations (e.g., drug screening, background checks, and associated fees) must be clearly identified in appropriate program publications. Additionally, if evening and/or weekend clinical assignments are required or if students must travel to geographically-dispersed clinical settings, this information must also be included.

Required Program Response:
- Describe how institutional and/or program policies are made known to students, faculty, and the general public.
- Provide publications that include these policies.

Possible Site Visitor Evaluation Methods:
- Review of institutional materials
- Review of published program materials
- Review of institutional and/or program Web site
- Interviews with faculty
- Interviews with Admissions personnel
- Interviews with Registrar
- Interviews with students
1.10 Makes the program's mission statement, goals, and student learning outcomes readily available to students, faculty, administrators, and the general public.

Explanation:
Program accountability is enhanced by making its mission statement, goals, and student learning outcomes available to the program's communities of interest on the institution's/program's Web site to assure transparency and of the educational program. Requiring the general public to contact the institution/program to request program information is not adequate.

Example:

**Mission:**
The mission of the radiography program is to prepare competent, entry-level radiographers able to function within the healthcare community.

**Goal: Students are clinically competent.**
Student Learning Outcomes: Students will apply positioning skills.
Students will select technical factors.
Students will utilize radiation protection.

**Goal: Students will demonstrate communication skills.**
Student Learning Outcomes: Students will demonstrate written communication skills.
Students will demonstrate oral communication skills.

**Goal: Students will develop critical thinking skills.**
Student Learning Outcomes: Students will adapt standard procedures for non-routine patients.
Students will critique images to determine diagnostic quality.

**Goal: Students will model professionalism.**
Student Learning Outcomes: Students will demonstrate work ethics.
Students will summarize the value of life-long learning.

**Required Program Response:**
- Describe how the program makes its mission statement, goals, and student learning outcomes available to students, faculty, administrators, and the general public.
- Provide copies of publications that contain the program's mission statement, goals, and student learning outcomes.

**Possible Site Visitor Evaluation Methods:**
- Review of published program materials
- Review of institutional and/or program Web site
- Interviews with administrative personnel
- Interviews with faculty
- Interviews with students
1.11 Documents that the program engages the communities of interest for the purpose of continuous program improvement.

Explanation:
Communities of interest are defined as institutions, organizations, groups, and/or individuals interested in educational activities in radiography. Obtaining formal feedback on program operations, student progress, employer needs, etc. from communities of interest allows the program to determine if it is meeting expectations and assures continuous program improvement. The program can use a variety of tools to obtain this feedback.

Required Program Response:

- Describe the process of obtaining feedback.
- Provide representative samples of appropriate meeting minutes, evaluations (e.g., course and faculty), and surveys (e.g., graduate and employer).

Possible Site Visitor Evaluation Methods:

- Review of meeting minutes
- Review of evaluations
- Review of surveys
- Interviews with members of various communities of interest
1.12 Has student recruitment and admission practices that are non-discriminatory with respect to any legally protected status such as race, color, religion, gender, age, disability, national origin, and any other protected class.

Explanation:

Non-discriminatory practices assure applicants have equal opportunity for admission. Statistical information such as race, color, religion, gender, age, disability, national origin, and any other protected class may be collected; however, this information must be voluntarily provided by the student. Use of this information in the student selection process is discriminatory.

Required Program Response:

- Describe how admission practices are non-discriminatory.
- Provide institutional and/or program admission policies.

Possible Site Visitor Evaluation Methods:

- Review of published program materials
- Review of student records
- Interviews with faculty
- Interviews with Admissions personnel
- Interviews with students
1.13 Has student recruitment and admission practices that are consistent with published policies of the sponsoring institution and the program.

Explanation:
Defined admission practices facilitate objective student selection. In considering applicants for admission, the program must follow published policies and procedures.

Required Program Response:
- Describe the implementation of institutional and program admission policies.
- Provide institutional and program admission policies.

Possible Site Visitor Evaluation Methods:
- Review of published program materials
- Interviews with faculty
- Interviews with Admissions personnel
- Interviews with students
1.14 Has program faculty recruitment and employment practices that are non-discriminatory with respect to any legally protected status such as race, color, religion, gender, age, disability, national origin, and any other protected class.

**Explanation:**

Recruitment and employment practices that are non-discriminatory assure fairness and integrity. Equal opportunity for employment must be offered to each applicant. Employment practices must be applied equitably to all faculty.

**Required Program Response:**
- Describe how non-discriminatory employment practices are assured.
- Provide copies of employment policies and procedures that assure non-discriminatory practices.

**Possible Site Visitor Evaluation Methods:**
- Review of employee/faculty handbook
- Review of employee/faculty application form
- Review of institutional catalog
- Interviews with faculty
1.15 Has procedures for maintaining the integrity of distance education courses.

Explanation:
Programs that offer distance education must have processes in place that assure that the students who register in the distance education courses are the same students that participate in, complete, and receive the credit. Programs must verify the identity of students by using methods such as, but not limited to: secure log-ins, pass codes, and/or proctored exams. These processes must protect the student’s privacy. Student costs associated with distance education must be disclosed.

Required Program Response:

- Describe the process for assuring the integrity of distance education courses.
- Provide published program materials that outline procedures for maintaining integrity of distance education courses.
- Provide published program materials that identify associated fees for students enrolled in distance education courses.

Possible Site Visitor Evaluation Methods:

- Review of published program materials
- Review the process of student identification
- Review of student records
- Interviews with faculty
- Interviews with students
Summary for Standard One

1. List the major strengths of Standard One, in order of importance.

2. List the major concerns of Standard One, in order of importance.

3. Provide the program’s plan for addressing each concern identified.

4. Describe any progress already achieved in addressing each concern.

5. Describe any constraints in implementing improvements.
Standard Two: Resources

Standard Two: The program has sufficient resources to support the quality and effectiveness of the educational process.

Objectives:

In support of Standard Two, the program:

Administrative Structure

2.1 Has an appropriate organizational structure and sufficient administrative support to achieve the program’s mission.

2.2 Provides an adequate number of faculty to meet all educational, program, administrative, and accreditation requirements.

2.3 Provides faculty with opportunities for continued professional development.

2.4 Provides clerical support services, as needed, to meet all educational, program, and administrative requirements.

Learning Resources/Services

2.5 Assures JRCERT recognition of all clinical settings.

2.6 Provides classrooms, laboratories, and administrative and faculty offices to facilitate the achievement of the program’s mission.

2.7 Reviews and maintains program learning resources to assure the achievement of student learning.

2.8 Provides access to student services in support of student learning.

Fiscal Support

2.9 Has sufficient ongoing financial resources to support the program's mission.

2.10 For those institutions and programs for which the JRCERT serves as a gatekeeper for Title IV financial aid, maintains compliance with United States Department of Education (USDE) policies and procedures.
2.1 Has an appropriate organizational structure and sufficient administrative support to achieve the program's mission.

Explanation:
The program’s relative position in the organizational structure helps facilitate appropriate resources and assures focus on the program. To operate effectively, the program must have sufficient institutional administrative support. Both organizational structure and administrative support enable the program to meet its mission and promote student learning.

Required Program Response:
- Describe the program’s relationship to the organizational and administrative structures of the sponsoring institution and how this supports the program’s mission.
- Provide institutional and program organizational charts.

Possible Site Visitor Evaluation Methods:
- Review of organizational charts of institution and program
- Review of meeting minutes
- Review of published program materials
- Review of master plan of education
- Interviews with faculty and institutional officials
- Interviews with Clinical Instructor/Preceptor(s)
2.2 Provides an adequate number of faculty to meet all educational, program, administrative, and accreditation requirements.

Explanation:
An adequate number of faculty promotes sound educational practices. A full-time program director is required. Faculty teaching loads and release time must be consistent with those of comparable faculty in other health science (allied health) programs in the same institution.

Additionally, a full-time equivalent clinical coordinator is required if the program has more than five (5) active clinical settings or more than thirty (30) students enrolled in the clinical component. The clinical coordinator position may be shared by no more than four (4) appointees. If a clinical coordinator is required, the program director may not be identified as the clinical coordinator. The clinical coordinator may not be identified as the program director.

The program director and clinical coordinator may perform clinical instruction; however, they may not be identified as Clinical Instructor/Preceptors.

A minimum of one Clinical Instructor/Preceptor must be designated at each recognized clinical setting. The same Clinical Instructor/Preceptor may be identified at more than one site as long as a ratio of one full-time equivalent Clinical Instructor/Preceptor for every ten (10) students is maintained.

Required Program Response:
- Provide, if available, institutional policies in relation to teaching loads and release time.
- Describe faculty teaching loads and release time in relation to a comparable health science (allied health) program within the institution.
- Describe the adequacy of the number of faculty and clinical staff to meet identified accreditation requirements and program needs.

Possible Site Visitor Evaluation Methods:
- Review institutional policies in relation to teaching loads and release time
- Review of master plan of education
- Review of position descriptions
- Review of clinical settings
- Interviews with faculty
- Interviews with Clinical Instructor/Preceptor(s)
- Interviews with students
2.3 Provides faculty with opportunities for continued professional development.

Explanation:
Continued professional development results in more knowledgeable, competent, and proficient faculty. Opportunities that enhance and advance educational, technical, and professional knowledge must be available to program faculty.

Required Program Response:
Describe how continued professional development opportunities are made available to faculty.

Possible Site Visitor Evaluation Methods:
- Review of institutional and program policies
- Review of program budget or other fiscal appropriations
- Review of evidence of faculty participation in professional development activities
- Interviews with administrative personnel
- Interviews with faculty
2.4 Provides clerical support services, as needed, to meet all educational, program, and administrative requirements.

Explanation:
Clerical support services necessary to assist in meeting educational, program, and administrative requirements of the program must be provided as appropriate.

Required Program Response:
Describe the availability and use of clerical support services.

Possible Site Visitor Evaluation Methods:
- Review of program’s staffing plan
- Interviews with administrative personnel
- Interviews with faculty
- Interviews with students
2.5 Assures JRCERT recognition of all clinical settings.

Explanation:

JRCERT recognition helps assure an appropriate learning environment for student clinical education. All clinical settings must be recognized by the JRCERT. Recognition of a clinical setting must be obtained prior to student placement. A minimum of one (1) Clinical Instructor/Preceptor must be identified for each recognized clinical setting.

An observation site is used for student observation of the operation of equipment and/or procedures. If the program uses observation sites, these sites do not require recognition by the JRCERT. These sites provide opportunities for observation of clinical procedures that may not be available at recognized clinical settings. Students may not assist in, or perform, any aspects of patient care during observational assignments.

Facilities where students are participating in service learning projects or community-based learning opportunities do not require recognition.

Required Program Response:

- Assure all clinical settings are recognized by the JRCERT.
- Describe how observation sites, if used, enhance student clinical education.

Possible Site Visitor Evaluation Methods:

- Review of JRCERT database
- Review of clinical records
- Interviews with faculty
- Interviews with Clinical Instructor/Preceptors
- Interviews with clinical staff
- Interviews with students
2.6 Provides classrooms, laboratories, and administrative and faculty offices to facilitate the achievement of the program's mission.

Explanation:
Learning environments are defined as places, surroundings, or circumstances where knowledge, understanding, or skills are studied or observed such as classrooms and laboratories. Learning environments must be consistent with those of comparable health science programs in the same institution. Provision of appropriate learning environments facilitates achievement of the program's mission. Although a dedicated classroom and/or laboratory are not required, scheduled accessibility to facilities conducive to student learning must be assured. Faculty office space should be conducive to planning and scholarly activities. Space should be made available for private student advisement.

Required Program Response:
Describe how classrooms, laboratories, and administrative and faculty offices facilitate the achievement of the program's mission.

Possible Site Visitor Evaluation Methods:
- Tour of the classroom, laboratories, and administrative and faculty offices
- Interviews with faculty
- Interviews with students
2.7 Reviews and maintains program learning resources to assure the achievement of student learning.

Explanation:

The review and maintenance of learning resources promotes student knowledge of current and developing imaging technologies. The program must provide learning resources to support and enhance the educational program. These resources must include:

- a print or electronic library with a variety of materials published within the last five years,
- computer access, and
- additional learning aids (e.g., educational software, classroom/laboratory accessory devices, etc.).

The JRCERT does not endorse any specific learning resources.

Required Program Response:

- Describe the available learning resources.
- Describe the procedure for review and maintenance of learning resources.

Possible Site Visitor Evaluation Methods:

- Tour of learning facilities
- Review of learning resources
- Review of surveys
- Review of meeting minutes
- Interviews with faculty
- Interviews with students
2.8 **Provides access to student services in support of student learning.**

*Explanation:*

The provision of appropriate student services promotes student achievement. At a minimum, the program must provide access to information for:

- personal counseling,
- requesting accommodations for disabilities as defined by applicable federal (Americans with Disabilities Act) and state laws, and
- financial aid.

Additional student services may be provided at the discretion of the program. These services should be sufficient to assure student learning.

All services provided must be made known to students and the general public.

*Required Program Response:*

- Describe the students’ access to student services.
- Provide published program materials that outline accessibility to student services.

*Possible Site Visitor Evaluation Methods:*

- Review of published program materials
- Interviews with faculty
- Interviews with students
2.9 Has sufficient ongoing financial resources to support the program’s mission.

Explanation:
Adequate, ongoing funding is necessary to accomplish the program's mission and to support student learning. The sponsoring institution must demonstrate ongoing financial commitment to the program and its students by providing adequate human and physical resources.

Required Program Response:

- Describe the adequacy of financial resources.
- Provide copies of the program’s budget and/or expenditure records.

Possible Site Visitor Evaluation Methods:

- Review of program budget and/or other fiscal appropriations
- Interviews with administrative personnel
- Interviews with faculty
2.10 For those institutions and programs for which the JRCERT serves as gatekeeper for Title IV financial aid, maintains compliance with United States Department of Education (USDE) policies and procedures.

**Explanation:**

A gatekeeper is defined as an agency holding responsibility for oversight of the distribution, record keeping, and repayment of Title IV financial aid. The program must comply with USDE requirements to participate in Title IV financial aid.

If the program has elected to participate in Title IV financial aid and the JRCERT is identified as the gatekeeper, the program must: maintain financial documents including audit and budget processes confirming appropriate allocation and use of financial resources, have a monitoring process for student loan default rates, have an appropriate accounting system providing documentation for management of Title IV financial aid and expenditures, and inform students of responsibility for timely repayment of Title IV financial aid.

**Required Program Response:**

- Provide evidence that Title IV financial aid is managed and distributed according to the USDE regulations to include:
  - recent student loan default data and
  - results of financial or compliance audits.

- Describe how the program informs students of their responsibility for timely repayment of financial aid.

**Possible Site Visitor Evaluation Methods:**

- Review of records
- Interviews with administrative personnel
- Interviews with faculty
- Interviews with students
Summary for Standard Two

1. List the major strengths of Standard Two, in order of importance.

2. List the major concerns of Standard Two, in order of importance.

3. Provide the program's plan for addressing each concern identified.

4. Describe any progress already achieved in addressing each concern.

5. Describe any constraints in implementing improvements.
Standard Three

*Curriculum and Academic Practices*

**Standard Three:** The program’s curriculum and academic practices prepare students for professional practice.

**Objectives:**

In support of **Standard Three**, the program:

3.1 Has a program mission statement that defines its purpose and scope and is periodically reevaluated.

3.2 Provides a well-structured, competency-based curriculum that prepares students to practice in the professional discipline.

3.3 Provides learning opportunities in current and developing imaging and/or therapeutic technologies.

3.4 Assures an appropriate relationship between program length and the subject matter taught for the terminal award offered.

3.5 Measures the length of all didactic and clinical courses in clock hours or credit hours.

3.6 Maintains a master plan of education.

3.7 Provides timely and supportive academic, behavioral, and clinical advisement to students enrolled in the program.

3.8 Documents that the responsibilities of faculty and clinical staff are delineated and performed.

3.9 Evaluates program faculty and Clinical Instructor/Preceptor performance and shares evaluation results regularly to assure instructional responsibilities are performed.
3.1 Has a program mission statement that defines its purpose and scope and is periodically reevaluated.

Explaination:

The program's mission statement should be consistent with that of its sponsoring institution. The program’s mission statement should clearly define the purpose or intent toward which the program’s efforts are directed. Periodic evaluation assures that the program's mission statement is effective.

Required Program Response:

- Provide a copy of the program's mission statement.
- Provide meeting minutes that document periodic reevaluation of the mission statement.

Possible Site Visitor Evaluation Methods:

- Review of published program materials
- Review of meeting minutes
- Review of master plan of education
- Interviews with faculty
3.2 Provides a well-structured, competency-based curriculum that prepares students to practice in the professional discipline.

**Explanation:**
The well-structured curriculum must be comprehensive, appropriately sequenced, include current information, and provide for evaluation of student achievement. A competency-based curriculum allows for effective student learning by providing a knowledge foundation prior to performance of procedures. Continual refinement of the competencies achieved is necessary so that students can demonstrate enhanced performance in a variety of situations and patient conditions. In essence, competency-based education is an ongoing process, not an end product.

Programs must follow a JRCERT-adopted curriculum. An adopted curriculum is defined as:

- the latest American Society of Radiologic Technologists professional curriculum and/or
- another professional curriculum adopted by the JRCERT Board of Directors following review and recommendation by the JRCERT Standards Committee.

Use of a standard curriculum promotes consistency in radiography education and prepares the student to practice in the professional discipline. At a minimum, the curriculum should promote qualities that are necessary for students/graduates to practice competently, make good decisions, assess situations, provide appropriate patient care, communicate effectively, and keep abreast of current advancements within the profession. Expansion of the curricular content beyond the minimum is at the discretion of the program.

The program must submit the latest curriculum analysis grid (available at [www.jrcert.org](http://www.jrcert.org)).

**Required Program Response:**

- Describe how the program’s curriculum is structured.
- Describe the program’s competency-based system.
- Submit current curriculum analysis grid.
- Describe how the program’s curriculum is delivered, including the method of delivery for distance education courses.
- Identify which courses, if any, are offered via distance education.
- Describe alternative learning options, if applicable (e.g., part-time, evening and/or weekend curricular track).

**Possible Site Visitor Evaluation Methods:**

- Review of master plan of education
- Review of didactic and clinical curriculum sequence
- Review of analysis of graduate and employer surveys
• Interviews with faculty
• Interviews with students
• Observation of a portion of any course offered via distance delivery
• Review of part-time, evening and/or weekend curricular track, if applicable
3.3 **Provides learning opportunities in current and developing imaging and/or therapeutic technologies.**

**Explanation:**
The program must provide learning opportunities in current and developing imaging and/or therapeutic technologies. It is the program’s prerogative to decide which technologies should be included in the didactic and/or clinical curriculum. Programs are not required to offer clinical rotations in developing imaging and/or therapeutic technologies; however, these clinical rotations are strongly encouraged to enhance student learning.

**Required Program Response:**
Describe how the program provides opportunities in developing technologies in the didactic and/or clinical curriculum.

**Possible Site Visitor Evaluation Methods:**
- Review of master plan of education
- Interviews with faculty
- Interviews with students
3.4 Assures an appropriate relationship between program length and the subject matter taught for the terminal award offered.

Explanation:
Program length must be consistent with the terminal award. The JRCERT defines program length as the duration of the program, which may be stated as total academic or calendar year(s), total semesters, trimesters, or quarters.

Required Program Response:
Describe the relationship between the program length and the terminal award offered.

Possible Site Visitor Evaluation Methods:
- Review of course catalog
- Review of published program materials
- Review of class schedules
- Interviews with faculty
- Interviews with students
3.5 Measures the length of all didactic and clinical courses in clock hours or credit hours.

Explanation:
Defining the length of didactic and clinical courses facilitates student transfer of credit and the awarding of financial aid. The formula for calculating assigned clock/credit hours must be consistently applied for all didactic and all clinical courses, respectively.

Required Program Response:

- Describe the method used to award credit hours for lecture, laboratory and clinical courses.
- Provide a copy of the program's policies and procedures for determining credit hours and an example of how such policy has been applied to the program's coursework.
- Provide a list of all didactic and clinical courses with corresponding clock or credit hours.

Possible Site Visitor Evaluation Methods:

- Review of published program materials
- Review of class schedules
- Interviews with faculty
- Interviews with students
3.6 **Maintains a master plan of education.**

*Explanation:*
A master plan provides an overview of the program and allows for continuity among, and documentation of, all aspects of the program. In the event of new faculty and/or leadership to the program, the master plan provides the information needed to understand the program and its operations.

The plan should be evaluated annually, updated, and must include the following:
- course syllabi (didactic and clinical courses) and
- program policies and procedures.

While there is no prescribed format for the master plan, the component parts should be identified and readily available. If the components are not housed together, the program must list the location of each component. If the program chooses to use an electronic format, the components must be accessible by all program faculty.

*Required Program Response:*
- Identify the location of the component parts of the master plan of education.
- Provide a Table of Contents for the program's master plan.

*Possible Site Visitor Evaluation Methods:*
- Review of master plan of education
- Interview with program director
- Interviews with faculty
3.7 Provides timely and supportive academic, behavioral, and clinical advisement to students enrolled in the program.

Explanation:
Appropriate advisement promotes student achievement. Student advisement should be formative, summative, and must be shared with students in a timely manner. Programs are encouraged to develop written advisement procedures.

Required Program Response:
- Describe procedures for advisement.
- Provide sample records of student advisement.

Possible Site Visitor Evaluation Methods:
- Review of students’ records
- Interviews with faculty
- Interviews with Clinical Instructor/Preceptor(s)
- Interviews with students
3.8 Documents that the responsibilities of faculty and clinical staff are delineated and performed.

- **Full-time Program Director:**
  
  Assures effective program operations,

  Oversees ongoing program assessment,

  Participates in budget planning,

  Maintains current knowledge of the professional discipline and educational methodologies through continuing professional development, and

  Assumes the leadership role in the continued development of the program.

- **Full-time Clinical Coordinator:**

  Correlates clinical education with didactic education,

  Evaluates students,

  Participates in didactic and/or clinical instruction,

  Supports the program director to help assure effective program operation,

  Coordinates clinical education and evaluates its effectiveness,

  Participates in the assessment process,

  Cooperates with the program director in periodic review and revision of clinical course materials,

  Maintains current knowledge of the discipline and educational methodologies through continuing professional development, and

  Maintains current knowledge of program policies, procedures, and student progress.

- **Full-time Didactic Program Faculty:**

  Prepares and maintains course outlines and objectives, instructs and evaluates students, and reports progress,

  Participates in the assessment process,

  Supports the program director to help assure effective program operation,
Cooperates with the program director in periodic review and revision of course materials, and

Maintains appropriate expertise and competence through continuing professional development.

• Part-time Didactic Program Faculty:

Prepares and maintains course outlines and objectives, instructs and evaluates students, and reports progress,

Participates in the assessment process, when appropriate,

Cooperates with the program director in periodic review and revision of course materials, and

Maintains appropriate expertise and competence through continuing professional development.

• Clinical Instructor/Preceptor(s):

Is knowledgeable of program goals,

Understands the clinical objectives and clinical evaluation system,

Understands the sequencing of didactic instruction and clinical education,

Provides students with clinical instruction and supervision,

Evaluates students’ clinical competence,

Maintains competency in the professional discipline and instructional and evaluative techniques through continuing professional development, and

Maintains current knowledge of program policies, procedures, and student progress.

• Clinical Staff:

Understand the clinical competency system,

Understand requirements for student supervision,

Support the educational process, and

Maintain current knowledge of program policies, procedures, and student progress.

Explanation:
The clear delineation of responsibilities facilitates accountability. Faculty and clinical staff responsibilities must be clearly delineated and must support the program’s mission.

Full- and part-time status is determined by, and consistent with, the sponsoring institution’s definition. At all times when students are enrolled in didactic and/or clinical components, the program director and/or clinical coordinator must assure that their program responsibilities are fulfilled.

**Required Program Response:**

Provide documentation that faculty and clinical staff positions are clearly delineated.

**Possible Site Visitor Evaluation Methods:**

- Review of position descriptions
- Review of handbooks
- Interviews with faculty and clinical staff to assure responsibilities are being performed
- Interviews with students
3.9 Evaluates program faculty and Clinical Instructor/Preceptor performance and shares evaluation results regularly to assure instructional responsibilities are performed.

Explanation:

The performance of program faculty and Clinical Instructor/Preceptor(s) must be evaluated minimally once per year. Evaluation assures that instructional responsibilities are performed and provides administration and faculty with information to evaluate performance. Evaluation promotes proper educational methodology and increases program effectiveness. Evaluation results must be shared minimally once per year with the respective program faculty and Clinical Instructor/Preceptor(s) being evaluated to assure continued professional development. Any evaluation results that identify concerns must be discussed with the respective individual(s) as soon as possible.

Required Program Response:

- Describe the evaluation process.
- Describe how evaluation results are shared with program faculty and Clinical Instructor/Preceptor(s).
- Provide samples of evaluations of program faculty.
- Provide samples of evaluations of Clinical Instructor/Preceptor(s).

Possible Site Visitor Evaluation Methods:

- Review of program evaluation materials
- Review of Clinical Instructor/Preceptor evaluation
- Interviews with administrative personnel
- Interviews with program faculty
- Interviews with Clinical Instructor/Preceptor(s)
- Interviews with students
Summary for Standard Three

1. List the major strengths of Standard Three, in order of importance.

2. List the major concerns of Standard Three, in order of importance.

3. Provide the program’s plan for addressing each concern identified.

4. Describe any progress already achieved in addressing each concern.

5. Describe any constraints in implementing improvements.
Standard Four
Health and Safety

Standard Four: The program's policies and procedures promote the health, safety, and optimal use of radiation for students, patients, and the general public.

Objectives:
In support of Standard Four, the program:

4.1 Assures the radiation safety of students through the implementation of published policies and procedures that are in compliance with Nuclear Regulatory Commission regulations and state laws as applicable.

4.2 Has a published pregnancy policy that is consistent with applicable federal regulations and state laws, made known to accepted and enrolled female students, and contains the following elements:
   • Written notice of voluntary declaration,
   • Option for student continuance in the program without modification, and
   • Option for written withdrawal of declaration.

4.3 Assures that students employ proper radiation safety practices.

4.4 Assures that medical imaging procedures are performed under the direct supervision of a qualified radiographer until the student achieves competency.

4.5 Assures that medical imaging procedures are performed under the indirect supervision of a qualified radiographer after the student achieves competency.

4.6 Assures that students are directly supervised by a qualified radiographer when repeating unsatisfactory images.

4.7 Assures sponsoring institution's policies safeguard the health and safety of students.

4.8 Assures that students are oriented to clinical setting policies and procedures in regard to health and safety.
4.1 Assures the radiation safety of students through the implementation of published policies and procedures that are in compliance with Nuclear Regulatory Commission regulations and state laws as applicable.

Explanation:
Appropriate policies and procedures help assure that student radiation exposure is kept as low as reasonably achievable (ALARA). The program must maintain and monitor student radiation exposure data. This information must be made available to students within thirty (30) school days following receipt of data. The program must have a published protocol that identifies a threshold dose for incidents in which dose limits are exceeded. Programs are encouraged to identify a threshold dose below those identified in NRC regulations.

Required Program Response:
- Describe how the policies are made known to enrolled students.
- Describe how radiation exposure data is made available to students.
- Provide copies of appropriate policies.

Possible Site Visitor Evaluation Methods:
- Review of published program materials
- Review of student records
- Review of student dosimetry reports
- Interviews with faculty
- Interviews with students
4.2 Has a published pregnancy policy that is consistent with applicable federal regulations and state laws, made known to accepted and enrolled female students, and contains the following elements:

- Written notice of voluntary declaration,
- Option for student continuance in the program without modification, and
- Option for written withdrawal of declaration.

Explanation:

Appropriate radiation safety practices help assure that radiation exposure to the student and fetus are kept as low as reasonably achievable (ALARA). The policy must include appropriate information regarding radiation safety for the student and fetus. The program must allow for student continuance in the clinical component of the program without modification. The program may offer clinical component options such as: (1) clinical reassignments and/or (2) leave of absence.

Required Program Response:

- Describe how the pregnancy policy is made known to accepted and enrolled female students.
- Provide a copy of the program’s pregnancy policy.

Possible Site Visitor Evaluation Methods:

- Review of published program materials
- Review of student records
- Interviews with faculty
- Interviews with Clinical Instructor/Preceptor(s)
- Interviews with students
4.3 Assures that students employ proper radiation safety practices.

Explanation:

The program must assure that students are instructed in the utilization of imaging equipment, accessories, optimal exposure factors, and proper patient positioning to minimize radiation exposure to patients, selves, and others. These practices assure radiation exposures are kept as low as reasonably achievable (ALARA).

Students must understand basic radiation safety practices prior to assignment to clinical settings. Students must not hold image receptors during any radiographic procedure. Students should not hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care. As students progress in the program, they must become increasingly proficient in the application of radiation safety practices.

The program must also assure radiation safety in energized laboratories. Students’ utilization of energized laboratories must be under the supervision of a qualified radiographer who is readily available. If a qualified radiographer is not readily available to provide supervision, the radiation exposure mechanism must be disabled. Programs are encouraged to develop policies regarding safe and appropriate use of energized laboratories by students.

Required Program Response:

- Describe how the curriculum sequence and content prepares students for safe radiation practices.
- Provide the curriculum sequence.
- Provide policies/procedures regarding radiation safety.

Possible Site Visitor Evaluation Methods:

- Review of program curriculum
- Review of radiation safety policies/procedures
- Review of student handbook
- Review of student records
- Review of student dosimetry reports
- Interviews with faculty
- Interviews with Clinical Instructor/Preceptor(s)
- Interviews with clinical staff
- Interviews with students
4.4 Assures that medical imaging procedures are performed under the direct supervision of a qualified radiographer until the student achieves competency.

Explanation:

Direct supervision assures patient safety and proper educational practices. The JRCERT defines direct supervision as student supervision by a qualified radiographer who:

- reviews the procedure in relation to the student’s achievement,
- evaluates the condition of the patient in relation to the student’s knowledge,
- is physically present during the conduct of the procedure, and
- reviews and approves the procedure and/or image.

Students must be directly supervised until competency is achieved.

Required Program Response:

- Describe how the direct supervision requirement is enforced and monitored in the clinical setting.
- Provide documentation that the program’s direct supervision requirement is made known to students, Clinical Instructor/Preceptors, and clinical staff.

Possible Site Visitor Evaluation Methods:

- Review of published program materials
- Review of student records
- Review of meeting minutes
- Interviews with faculty
- Interviews with Clinical Instructor/Preceptor(s)
- Interviews with clinical staff
- Interviews with students
4.5 Assures that medical imaging procedures are performed under the indirect supervision of a qualified radiographer after the student achieves competency.

Explanation:

Indirect supervision promotes patient safety and proper educational practices. The JRCERT defines indirect supervision 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 physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use on patients.

Required Program Response:

- Describe how the indirect supervision requirement is enforced and monitored in the clinical setting.
- Provide documentation that the program’s indirect supervision requirement is made known to students, Clinical Instructor/Preceptors, and clinical staff.

Possible Site Visitor Evaluation Methods:

- Review of published program materials
- Review of student records
- Review of meeting minutes
- Interviews with faculty
- Interviews with Clinical Instructor/Preceptor(s)
- Interviews with clinical staff
- Interviews with students
4.6 Assures that students are directly supervised by a qualified radiographer when repeating unsatisfactory images.

Explanation:
The presence of a qualified radiographer during the repeat of an unsatisfactory image assures patient safety and proper educational practices. A qualified radiographer must be physically present during the conduct of a repeat image and must approve the student’s procedure prior to re-exposure.

Required Program Response:

- Describe how the direct supervision requirement for repeat images is enforced and monitored in the clinical setting.
- Provide documentation that the program’s direct supervision requirement for repeat images is made known to students, Clinical Instructor/Preceptors, and clinical staff.

Possible Site Visitor Evaluation Methods:

- Review of published program materials
- Review of student records
- Review of meeting minutes
- Interviews with faculty
- Interviews with Clinical Instructor/Preceptor(s)
- Interviews with clinical staff
- Interviews with students
4.7 Assures sponsoring institution’s policies safeguard the health and safety of students.

Explanation:

Appropriate sponsoring institutional policies and procedures assure that students are protected. These policies must, at a minimum, address emergency preparedness, harassment, communicable diseases, and substance abuse. Policies and procedures must meet federal and/or state requirements as applicable. Enrolled students must be informed of policies and procedures.

Required Program Response:

Provide program policies that safeguard the health and safety of students.

Possible Site Visitor Evaluation Methods:

- Review of published program materials
- Review of student records
- Interviews with faculty
- Interviews with students
4.8 Assures that students are oriented to clinical setting policies and procedures in regard to health and safety.

**Explanation:**

Appropriate orientation assures that students are cognizant of clinical policies and procedures. The policies and procedures must, at a minimum, address the following: hazards (fire, electrical, chemical), emergency preparedness, medical emergencies, HIPAA, and Standard Precautions.

**Required Program Response:**

- Describe the process for orienting students to clinical settings.
- Provide documentation that students are apprised of policies and procedures specific to each clinical setting.

**Possible Site Visitor Evaluation Methods:**

- Review of orientation process
- Review of student records
- Interviews with faculty
- Interviews with Clinical Instructor/Preceptor(s)
- Interviews with students
Summary for Standard Four

1. List the major strengths of Standard Four, in order of importance.
2. List the major concerns of Standard Four, in order of importance.
3. Provide the program’s plan for addressing each concern identified.
4. Describe any progress already achieved in addressing each concern.
5. Describe any constraints in implementing improvements.
Standard Five
Assessment

Standard Five: The program develops and implements a system of planning and evaluation of student learning and program effectiveness outcomes in support of its mission.

Objectives:
In support of Standard Five, the program:

Student Learning

5.1 Develops an assessment plan that, at a minimum, measures the program’s student learning outcomes in relation to the following goals: clinical competence, critical thinking, professionalism, and communication skills.

Program Effectiveness

5.2 Documents the following program effectiveness data:

- Five-year average credentialing examination pass rate of not less than 75 percent at first attempt within six months of graduation,
- **Five-year average job placement rate of not less than 75 percent within twelve months of graduation,**
- Program completion rate,
- Graduate satisfaction, and
- Employer satisfaction.

5.3 Makes available to the general public program effectiveness data (credentialing examination pass rate, job placement rate, and program completion rate) on an annual basis.

Analysis and Actions

5.4 Analyzes and shares student learning outcome data and program effectiveness data to foster continuous program improvement.

5.5 Periodically evaluates its assessment plan to assure continuous program improvement.
5.1 Develops an assessment plan that, at a minimum, measures the program’s student learning outcomes in relation to the following goals: clinical competence, critical thinking, professionalism, and communication skills.

Explanation:

Assessment is the systematic collection, review, and use of information to improve student learning and educational quality. An assessment plan helps assure continuous improvement and accountability. Minimally, the plan must include a separate goal in relation to each of the following: clinical competence, critical thinking, professionalism, and communication skills. The plan must include student learning outcomes, measurement tools, benchmarks, and identify timeframes and parties responsible for data collection.

For additional information regarding assessment, please refer to www.jrcert.org.

Required Program Response:

Provide a copy of the program’s current assessment plan.

Possible Site Visitor Evaluation Methods:

- Review of assessment plan
- Review of assessment tools
- Interviews with faculty
5.2 Documents the following program effectiveness data:

- Five-year average credentialing examination pass rate of not less than 75 percent at first attempt within six months of graduation,
- Five-year average job placement rate of not less than 75 percent within twelve months of graduation,
- Program completion rate,
- Graduate satisfaction, and
- Employer satisfaction.

_Explanation:_
Credentialing examination, job placement, and program completion data must be reported annually to the JRCERT. Graduate and employer satisfaction data must be collected as part of the program’s assessment process.

Credentialing examination pass rate is defined as the number of student graduates who pass, on first attempt, the American Registry of Radiologic Technologists (ARRT) certification examination or an unrestricted state licensing examination compared with the number of graduates who take the examination within six months of graduation.

Job placement rate is defined as the number of graduates employed in the radiologic sciences compared to the number of graduates actively seeking employment in the radiologic sciences. The JRCERT has defined not actively seeking employment as: 1) graduate fails to communicate with program officials regarding employment status after multiple attempts, 2) graduate is unwilling to seek employment that requires relocation, 3) graduate is unwilling to accept employment due to salary or hours, 4) graduate is on active military duty, and/or 5) graduate is continuing education.

Program completion rate is defined as the number of students who complete the program within 150% of the stated program length. The program must establish a benchmark for its program completion rate. The program specifies the entry point (e.g., required orientation date, final drop/add date, final date to drop with 100% tuition refund, official class roster date, etc.) used in calculating program’s completion rate.

Graduate and employer satisfaction may be measured through a variety of methods. The methods and timeframes for collection of the graduate and employer satisfaction data are the prerogative of the program.

_Required Program Response:_
Provide actual outcome data in relation to program effectiveness.

_Possible Site Visitor Evaluation Methods:_
- Review of program effectiveness data
- Interviews with faculty
5.3 Makes available to the general public program effectiveness data (credentialing examination pass rate, job placement rate, and program completion rate) on an annual basis.

Explanation:
Program accountability is enhanced by making its effectiveness data available to the program’s communities of interest and the general public. In efforts to increase accountability and transparency, the program must publish, at a minimum, its five-year average credentialing examination pass rate, five-year average job placement rate, and program completion rate data on its Web site to allow the public access to this data. The program effectiveness data should clearly identify the sample size associated with each associated measure (i.e., number of first time test takers, number of graduates actively seeking employment, number of graduates).

Additionally, the JRCERT will post five-year average credentialing examination pass rate, five-year average job placement rate, and program completion rate data at www.jrcert.org. The program must publish the JRCERT URL (www.jrcert.org) to allow the public access to this data.

Required Program Response:
- Provide copies of publications that contain the program’s program effectiveness data (credentialing examination pass rate, job placement rate, and program completion rate).
- Provide samples of publications that document the availability of program effectiveness data via the JRCERT URL address from the institution’s/program’s Web site.

Possible Site Visitor Evaluation Methods:
- Review of program publications
- Review of institutional and/or program Web site
- Interviews with faculty
- Interviews with students
5.4 Analyzes and shares student learning outcome data and program effectiveness data to foster continuous program improvement.

**Explanation:**
Analysis of student learning outcome data and program effectiveness data allows the program to identify strengths and areas for improvement to bring about systematic program improvement. This analysis also provides a means of accountability to communities of interest. It is the program's prerogative to determine its communities of interest.

The analysis must be reviewed with the program's communities of interest. One method to accomplish this would be the development of an assessment committee. The composition of the assessment committee may be the program's advisory committee or a separate committee that focuses on the assessment process. The committee should be used to provide feedback on student achievement and assist the program with strategies for improving its effectiveness. This review should occur at least annually and must be formally documented.

For additional information regarding assessment, please refer to [www.jrcert.org](http://www.jrcert.org).

**Required Program Response:**
- Describe how the program analyzes student learning outcome data and program effectiveness data to identify areas for program improvement.
- Describe how the program shares its student learning outcome data and program effectiveness data with its communities of interest.
- Describe examples of changes that have resulted from the analysis of student learning outcome data and program effectiveness data and discuss how these changes have led to program improvement.
- Provide a copy of the program's actual student learning outcome data since the last accreditation award. This data may be documented on previous assessment plans or on a separate document.
- Provide documentation that student learning outcome data and program effectiveness data has been shared with communities of interest.

**Possible Site Visitor Evaluation Methods:**
- Review of student learning outcome data and program effectiveness data to support the assessment plan
- Review of representative samples of measurement tools used for data collection
- Review of aggregate data
- Review of meeting minutes related to the assessment process
- Interviews with faculty
5.5 Periodically evaluates its assessment plan to assure continuous program improvement.

Explanation:
Identifying and implementing needed improvements in the assessment plan leads to programmatic improvement and renewal. As part of the assessment cycle, the program should review its assessment plan to assure that assessment measures are adequate and that the assessment process is effective in measuring student learning outcomes. At a minimum, this evaluation must occur at least every two years and be documented in meeting minutes.

For additional information regarding assessment, please refer to www.jrcert.org.

Required Program Response:
- Describe how this evaluation has occurred.
- Provide documentation that the plan is evaluated at least once every two years.

Possible Site Visitor Evaluation Methods:
- Review of meeting minutes related to the assessment process
- Review of assessment committee meeting minutes, if applicable
- Interviews with faculty
Summary for Standard Five

1. List the major strengths of **Standard Five**, in order of importance.

2. List the major concerns of **Standard Five**, in order of importance.

3. Provide the program’s plan for addressing each concern identified.

4. Describe any progress already achieved in addressing each concern.

5. Describe any constraints in implementing improvements.
Standard Six

Institutional/Programmatic Data

Standard Six: The program complies with JRCERT policies, procedures, and STANDARDS to achieve and maintain specialized accreditation.

Objectives:
In support of Standard Six, the program:

Sponsoring Institution

6.1 Documents the continuing institutional accreditation of the sponsoring institution.

6.2 Documents that the program's energized laboratories are in compliance with applicable state and/or federal radiation safety laws.

Personnel

6.3 Documents that all faculty and staff possess academic and professional qualifications appropriate for their assignments.

Clinical Settings

6.4 Establishes and maintains affiliation agreements with clinical settings.

6.5 Documents that clinical settings are in compliance with applicable state and/or federal radiation safety laws.

Program Sponsorship, Substantive Changes, and Notification of Program Officials

6.6 Complies with requirements to achieve and maintain JRCERT accreditation.
6.1 Documents the continuing institutional accreditation of the sponsoring institution.

Explanation:
The goal of accreditation is to ensure that the education provided by institutions meets acceptable levels of quality. The sponsoring institution must be accredited by:

- an agency recognized by the United States Department of Education (USDE) and/or Council for Higher Education Accreditation (CHEA),
- The Joint Commission (TJC), or
- equivalent standards.

Required Program Response:

Provide documentation of current institutional accreditation for the sponsoring institution. This may be a copy of the award letter, certificate, or printout of the institutional accreditor’s Web page.
6.2 Documents that the program’s energized laboratories are in compliance with applicable state and/or federal radiation safety laws.

Explanation:

Compliance with applicable laws promotes a safe environment for students and others. Records of compliance must be maintained for the program’s energized laboratories.

Required Program Response:
Provide certificates and/or letters for each energized laboratory documenting compliance with state and/or federal radiation safety laws.
6.3 Documents that all faculty and staff possess academic and professional qualifications appropriate for their assignments.

- **Full-time Program Director:**
  - Holds, at a minimum, a master’s degree,
  - Is proficient in curriculum design, program administration, evaluation, instruction, and academic advising,
  - Documents three years clinical experience in the professional discipline,
  - Documents two years of experience as an instructor in a JRCERT-accredited program,
  - Holds American Registry of Radiologic Technologists current registration in radiography or equivalent (i.e., unrestricted state license for the state in which the program is located).

- **Full-time Clinical Coordinator:**
  - Holds, at a minimum, a baccalaureate degree,
  - Is proficient in curriculum development, supervision, instruction, evaluation, and academic advising,
  - Documents two years clinical experience in the professional discipline,
  - Documents a minimum of one year of experience as an instructor in a JRCERT-accredited program, and
  - Holds American Registry of Radiologic Technologists current registration in radiography or equivalent (i.e., unrestricted state license for the state in which the program is located).

- **Full-time Didactic Program Faculty:**
  - Holds, at a minimum, a baccalaureate degree,
  - Is qualified to teach the subject,
  - Is knowledgeable of course development, instruction, evaluation, and academic advising,
  - Documents two years clinical experience in the professional discipline, and
  - Holds American Registry of Radiologic Technologists current registration in radiography or equivalent (i.e., unrestricted state license for the state in which the program is located).
- **Part-time Didactic Program Faculty**
  - Holds academic and/or professional credentials appropriate to the subject content area taught and
  - Is knowledgeable of course development, instruction, evaluation, and academic advising.

- **Clinical Instructor/Preceptor(s):**
  - Is proficient in supervision, instruction, and evaluation,
  - Documents two years clinical experience in the professional discipline, and
  - Holds American Registry of Radiologic Technologists current registration in radiography or equivalent (i.e., unrestricted state license for the state in which the clinical setting is located).

- **Clinical Staff:**
  - Holds American Registry of Radiologic Technologists current registration in radiography or equivalent (i.e., unrestricted state license for the state in which the clinical setting is located).

**Explanation:**
Appropriate knowledge, proficiency, and certification (if appropriate) provide a foundation that promotes a sound educational environment.

Faculty and staff must possess academic and professional qualification(s) appropriate for their assignment. Clinical Instructor/Preceptors and clinical staff supervising students’ performance in the clinical component of the program must document ARRT registration (or equivalent) or other appropriate credentials. Appropriate credentials, other than ARRT registration (or equivalent), may be used for qualified health care practitioners supervising students in specialty areas (e.g., registered nurse supervising students performing patient care skills, phlebotomist supervising students performing venipuncture, etc.).

**Required Program Response:**
- For all program officials not previously identified on the program’s database, submit a request for recognition of program officials including a current curriculum vitae and documentation of current registration by the American Registry of Radiologic Technologists* or equivalent.
- For all currently recognized program officials [program director, educational coordinator (if applicable), full-time didactic faculty, and all clinical preceptors],
submit a current registration by the American Registry of Radiologic Technologists* or equivalent.

*These may be copies of current registration cards or “ARRT Identification” page available at www.arrt.org.
6.4 Establishes and maintains affiliation agreements with clinical settings.

Explanation:
Formalizing relations between the program and the clinical setting helps assure the quality of clinical education by delineating appropriate responsibilities of the program and the clinical setting. An appropriate termination clause assures that students will have an opportunity to complete the clinical education component. The JRCERT defines an affiliation agreement as a formal written understanding between an institution sponsoring the program and an independent clinical setting.

An affiliation agreement must identify the responsibilities of all parties and, specifically, must address student supervision, student liability, and provide adequate notice of termination of the agreement. An affiliation agreement is not needed for clinical settings owned by the sponsoring institution; however, a memorandum of understanding between the clinical setting and the sponsoring institution is recommended. At a minimum, the memorandum should address responsibilities of both parties and student supervision.

Required Program Response:
Provide copies of current, signed affiliation agreements with each clinical setting.
6.5 Documents that clinical settings are in compliance with applicable state and/or federal radiation safety laws.

Explanation:
Compliance with applicable laws promotes a safe environment for students and others. Records of compliance must be maintained for each clinical setting. Clinical settings may be recognized by The Joint Commission (TJC), DNV Healthcare, Inc., Healthcare Facilities Accreditation Program (HFAP), or an equivalent agency, or may hold a state-issued license.

Required Program Response:
Provide letters, certificates, or printouts of Web pages demonstrating the current recognition status of each clinical setting.
6.6 Complies with requirements to achieve and maintain JRCERT accreditation.

*Explanation:*
Programs must comply with JRCERT policies and procedures to maintain accreditation. JRCERT accreditation requires that the sponsoring institution has primary responsibility for the educational program and grants the terminal award.

**Sponsoring institutions may include educational programs established in vocational/technical schools, colleges, universities, hospitals, or military facilities. The JRCERT also recognizes a consortium as an appropriate sponsor of an educational program.** A consortium is two or more academic or clinical institutions that have formally agreed to sponsor the development and continuation of an educational program. The consortium must be structured to recognize and perform the responsibilities and functions of a sponsoring institution.

The JRCERT does not recognize branch campuses. The JRCERT requires that each program location have a separate accreditation award.

Additionally, the JRCERT will not recognize a healthcare system as the program sponsor. A healthcare system consists of multiple institutions operating under a common governing body or parent corporation. A specific facility within the healthcare system must be identified as the sponsor.

**The JRCERT requires programs to maintain a current and accurate database. Updates should be reflected within thirty (30) days of effective change date. Additionally, the JRCERT requires notification of substantive changes within thirty (30) days of implementation.**

*Required Program Response:*
- Report any database changes.
- Report any substantive change not previously submitted.
Summary for Standard Six

1. List the major strengths of Standard Six, in order of importance.

2. List the major concerns of Standard Six, in order of importance.

3. Provide the program’s plan for addressing each concern identified.

4. Describe any progress already achieved in addressing each concern.

5. Describe any constraints in implementing improvements.
Awarding, Maintaining, and Administering Accreditation

A. Program/Sponsoring Institution Responsibilities

1. Applying for Accreditation

   The accreditation review process conducted by the Joint Review Committee on Education in Radiologic Technology (JRCERT) can be initiated only at the written request of the chief executive officer or an officially designated representative of the sponsoring institution.

   This process is initiated by submitting an application and self-study report, prepared according to JRCERT guidelines, to:

   Joint Review Committee on Education in Radiologic Technology
   20 North Wacker Drive, Suite 2850
   Chicago, IL 60606-3182

2. Administrative Requirements for Maintaining Accreditation

   a. Submitting the self-study report or a required progress report within a reasonable period of time, as determined by the JRCERT.

   b. Agreeing to a reasonable site visit date before the end of the period for which accreditation was awarded.

   c. Informing the JRCERT, within a reasonable period of time, of changes in the institutional or program officials, program director, clinical coordinator, full-time didactic faculty, and Clinical Instructor/Preceptor(s).

   d. Paying JRCERT fees within a reasonable period of time.

   e. Returning, by the established deadline, a completed Annual Report.

   f. Returning, by the established deadline, any other information requested by the JRCERT.

Programs are required to comply with these and other administrative requirements for maintaining accreditation. Additional information on policies and procedures is available at www.jrcert.org.

Program failure to meet administrative requirements for maintaining accreditation will lead to being placed on Administrative Probationary Accreditation and result in Withdrawal of Accreditation.
B. JRCERT Responsibilities

1. Administering the Accreditation Review Process

   The JRCERT reviews educational programs to assess compliance with the Standards for an Accredited Educational Program in Radiography.

   The accreditation process includes a site visit.

   Before the JRCERT takes accreditation action, the program being reviewed must respond to the report of findings.

   The JRCERT is responsible for recognition of clinical settings.

2. Accreditation Actions

   JRCERT accreditation actions for Probation may be reconsidered following the established procedure.

   JRCERT accreditation actions for Accreditation Withheld or Accreditation Withdrawn may be appealed following the established procedure. Procedures for appeal are available at www.jrcert.org.

   All other JRCERT accreditation actions are final.

   A program or sponsoring institution may, at any time prior to the final accreditation action, withdraw its request for initial or continuing accreditation.

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Educators may wish to contact the following organizations for additional information and materials:

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

curriculum: American Society of Radiologic Technologists
   15000 Central Avenue, S.E.
   Albuquerque, NM  87123-3909
   (505) 298-4500
   www.asrt.org
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www.jrcert.org