

2020-2021

RADIOGRAPHY PROGRAM

CENTRAL GEORGIA TECHNICAL COLLEGE

MACON CAMPUS

Student Success Manual



**POLICIES &
PROCEDURES
FOR CLINICAL
EDUCATION
2020-2021**



**CGTC POLICIES & PROCEDURES FOR CLINICAL EDUCATION
TABLE OF CONTENTS**

TOPIC	Page #
Allied Health Essential Qualifications	
Student Drug/Background Procedure (Essential Qualification)	4-5
Reasonable Suspicion Testing at Clinical Site	5
Health Examinations & Immunizations (Essential Qualification)	5-6
Completion of Basic Life Support Course (Essential Qualification)	6-7
Liability Insurance	7
Technical Standards	7
Student Conduct & Ethics	
Health Insurance Portability & Accountability Act (HIPAA)/Protected Health Information (PHI) <ul style="list-style-type: none"> • Implications for Students • Consequences 	7-8
Social Media	9
Infectious Diseases at Clinical Sites	9
Inclement Weather/Emergency School Closing	9
Smoke Free Clinical Affiliates	9
Parking	10
Breaks	10
Hazardous Material & Incident Reporting	
Incident/Exposure Reporting	10-11
Hazardous Materials Exposure	11
Body Piercing/Tattoos/Facial Hair & Hair Color	11
CGTC Disability Services & Non-Discrimination Policy	11-12
Student Attestation Form	13

RADIOLOGY TABLE OF CONTENTS	
Program Faculty and Administration	16-17
Clinical Settings	17-18
Accreditation	18-19
Introduction	19-20
Philosophy	20-21
Purpose	21
Mission/Goals/Objectives/Student Learning Outcomes	21-24
Student Success	24-25
Professional Standards	25
Ethics	26-27
Code of Conduct/ Professional Behaviors	27-29
Curriculum	30-32
Performance Based Education	32
Textbooks	32-33
Resources/ Classroom Attendance Policy	33-34
Specified Attendance Policies	34-35
Assignment Policies/Grading Policies	36-38
Work Ethics/ Delta Lambda Nu/ Accident and Injuries to Students	38
Appeals/Grievance Policy	38-40
Special Populations and Disability Accommodations	40
Military/Veteran	40
Student Records	40
Assessment Committee	40
Program Withdrawal/ Dismissal From Radiography Program	41-42
Graduation Requirements	42
Certification/Registration (ARRT)	42
Macon Campus Clinical Policies and Procedures	43
Purpose of Clinical Education	44
Clinical Education Affiliates	45
Clinical Phone Numbers and Addresses	46
Clinical Affiliation Relationship	47
Confidential Information/ Clinical Schedules	47
Preparing For the Clinical Rotation	48
Clinical Attendance Policy	49-52
Forty Plus Policy	53
Clinical Assignments	53
Tardy Policy/ Breaks	53-55
Professional Appearance and Attire/ Uniform Policy	55-58
Conduct	58-60
Discipline Policy/ Code of Conduct At the Clinical Setting	60-61
Missing Clinical Protocol	61

Physical and Mental Performance Requirements	61-62
Standard Precautions Policy Statement	62-63
Confidential Information	64-65
Radiation Safety- Nuclear Regulatory Commission Position	65
Pregnancy Policy	65-66
Definition of Pregnant Worker	66-67
Use of Protective Devices	67
Declared Pregnancy Form	68
Withdrawal of Pregnancy Form	69
Monitoring badges	70
Radiation Exposure Reports	70
Dose Limit Protocol	70
Dose Limit Exposure Form	71
Radiography Student Protection Policy/Lab and Clinic	72-74
Radiation Safety-Patient	74-75
Monitoring Records	75-76
MRI Safety	76
MRI Screening Form	77-78
Part-Time Jobs	79
Surgery	79
Clinical Process	79
Direct/Indirect Supervision and Repeat Policy	80-81
Pre-Clinical Requirement Check List	82
CGTC Macon Campus Clinical Education Policies and Procedures	82-83
Imaging Identification Marker	83
Parking/Phone Calls	83
Restricted Clinical Assignments	83
Student name badge	83
Student progression of the clinical course	84
Student supervision	84
Clinical Grade Determination	84
Clinical Objectives	84
Method: Competency Evaluation	84
Clinical Competency	85
Continued Competency	85
Comp Graduation Requirements	85
Grading Comps and Continued Comps	85-86
Continued Competency Exam Criteria	86-87
Clinical Competency Guidelines	87
Completion of A Competency Form	88-89
Simulations	89
FORMS	90

General Counseling Statement	91
Projection Requirement	92-93
Clinical Competency/Continued Competency	94
Student Clinical Policy Acknowledgement Form	95

ALLIED HEALTH PROGRAMS ESSENTIAL QUALIFICATIONS

Student Drug/Background Procedures

Healthcare Professionals and students are held in high regard because of the inherent responsibilities assumed by their role with patients, and the trust the public places on their profession to do no harm.

Central Georgia Technical College Health Science Department is committed to maintaining a drug-free workplace and academic environment in compliance with the Federal Drug Free Workplace Act of 1988 and in accordance with The Technical College System of Georgia Policy 6.7.1.

For health and safety concerns, criminal background checks and drug screening are a mandatory requirement for every student who enters Health Science Programs at Central Georgia Technical College.

Central Georgia Technical College recommends contacting any county in which a criminal offense may have occurred, in order to make sure your background is clear. While not exhaustive, the following is a list of offenses for which an arrest, charge, or conviction could prevent a student from placement in a healthcare facility:

- Murder or Felony Murder
- Attempted Murder
- Rape
- Armed Robbery or Robbery
- Aggravated Assault
- Aggravated Battery
- Crimes against children
- DUI
- Theft by taking (O.C.G.A. § 16-8-2), by deception (O.C.G.A. §16-8-3) or by conversion (O.C.G.A. § 16-8-4);
- Forgery (in the first or second degree);
- Violations of Chapter 13 of Title 16 of the Official Code of Georgia
- Annotated relating to controlled substances; and
- Any other offense committed outside of the State of Georgia that would have been considered one of the above crimes if committed in Georgia.

For the foregoing reasons, health professions students will be cleared for clinical courses prior to the start of the program or in some programs, prior to the start of the first clinical course. If a student receives a violation of criminal activity during the course of the program, the faculty

has the right to request an updated background check. Students will be cleared according to the following:

1. Through a third, party vendor that provides investigation services concentrated on healthcare background screening.
2. Most clinical affiliates utilize vendors such as Pre-Check and Verified but other vendors may be utilized depending upon the program and/or the clinical affiliate.
3. Background checks through Pre-Check and Verified include:
 - Positive identification
 - Maiden/AKA name search
 - Criminal history searches
 - National Sex Offender Registry Search
 - Motor vehicle driving record
 - OIG Sanction Check
 - 10 Panel Drug Testing
4. Central Georgia Technical College's Health Science Clinical Coordinator receives criminal background checks and drug screens to review and then releases to the clinical affiliate. This information is kept confidential and will not be shared with other students, staff members or faculty members.
5. If a student is denied participation by the initial host affiliate, the college will attempt to place the student in an alternative educational/applied learning experience if another appropriate placement site is available.
6. If clinical placement is not possible, then the student will be advised on their inability to meet the objectives of the course. If course objectives cannot be met, the student will be withdrawn from the program.
7. When a student is withdrawn or no showed for a positive criminal background check and/or drug screen, the registrar's office will need to be contacted for a registration hold on the student. This is to prevent the student from being added back into the course/program without prior advisement/approval.

Reasonable Suspicion Testing at the Clinical Site

Clinical sites have the right to randomly drug test students for reasonable suspicion in the event of an exposure, accident or incident involving patient care. Facts that could give rise to reasonable suspicion include, without limitation:

- Observed possession or use of illegal drugs or alcohol; the odor of alcohol or drugs;
- Impaired behavior such as slurred speech; decreased motor coordination; difficulty in maintaining balance;
- Clinical exposure to blood or other potentially infectious materials because of contact with sharps;
- Accidental falls, emergencies or incidents that would cause an injury to the student or patient at the clinical site.

Students having a confirmed positive drug test could be subject to dismissal from the clinical site, up to and including dismissal from the program, in accordance with established program and departmental disciplinary policies and procedures.

Health Examinations and Immunizations

Prior to placement at a hosting clinical affiliate, students must complete a health history form (including an up-to-date record of immunizations) and obtain a physical exam (including an appropriate tuberculin test, Hepatitis B, Influenza, MMR and other lab test) as specified by the college and clinical affiliate. Acceptable times from the time of examination to the commencement of the clinical are established by the clinical site but generally range from six months to one year.

The student must provide their prospective programs and the clinical affiliate with evidence of satisfactory completion of a health exam and immunizations. These exams indicate if a student's health status will permit them to complete clinical without risk of harm to themselves, patients, or others. Failure to provide proof of such will restrict student's attendance at clinics.

The student will retain the original of the health history form and physical examination form; a copy will be kept in the educational program offices. Faculty will provide the clinical site with copies of their immunizations and health screening results. **NOTE: UNFORTUNATELY, STUDENTS MAY NOT EXEMPT IMMUNIZATIONS except for HEPATITIS B, FOR RELIGIOUS OR PHILOSOPHICAL BELIEFS. MEDICAL EXEMPTIONS SHOULD BE DOCUMENTED AND WILL BE REVIEWED BY THE CLINICAL SITE.**

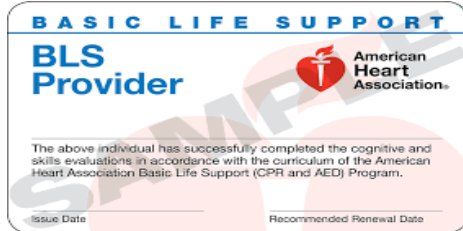
Below is a list of required health, immunizations and other information needed by clinical sites:

Required Vaccines & Other Health Screenings	Documented Evidence of Immunity Required
Measles, Mumps & Rubella (MMR)	Documentation of 2 doses of MMR Or Laboratory evidence of immunity (titers)
Tetanus, Diphtheria & Pertussis (TDap)	Documentation of 1-time dose of Tdap every 10 years.
Varicella (Chicken Pox)	Documentation of 2 doses of vaccine Or Laboratory evidence of immunity (titers) History of disease DOES NOT satisfy this requirement
Hepatitis B	Laboratory evidence of immunity (titers) or 3 doses
Annual TB Screening	Two-step tuberculin skin test 1-3 weeks apart Or TB Blood Test *If positive – Chest X-ray is required.
Influenza	Documentation of Annual Influenza Vaccine – this vaccine will be available beginning in September
Physical	Physical Exam performed by a healthcare provider (Physician, NP, PA). Some programs may require dental exams.

Completion of Basic Life Support Course

Cardio-Pulmonary Resuscitation (CPR) is an emergency procedure performed during cardiac and/or respiratory arrest to maintain circulation and respiration until emergency services arrive. All students will be required by professional standards and health facility requirements to successfully have CPR certification.

Only American Heart Association training will be accepted. Proof of Health Care Provider CPR certification including adult, child and infant with AED is required for the entire duration of completing clinical. CPR certification will need to be renewed every two years. The only acceptable CPR card is pictured below:



Liability Insurance

All students are required to pay for accident insurance. Health science students are required to purchase liability insurance in addition to the accident insurance. Students will be charged for liability insurance when the student begins clinical courses.

All fees are included in the cost of tuition and fees. Although health insurance is not a requirement, it is recommended that students have it. Students may be expected to assume financial responsibility for any cost incurred as a result of personal illness or injury sustained during clinical. Having health insurance can help to defray any such costs.

Technical Standards and Essential Functions

As a health care technology student, there is a variety of technical standards and essential functions that you should be able to fulfill to meet competency requirements for your program. Some of the following may be required. *Your program director will provide you with a more detailed list.*

1. Assist with lifting/moving patients from wheelchairs, stretchers, beds and an x-ray table and vice versa.
2. Lift, carry, and push/pull bulky, heavy equipment.
3. Reach overhead to move a ceiling mounted equipment.
4. Demonstrate the physical ability to stand and walk for long periods.
5. Demonstrate fine motor skills such as hand wrist movement, hand-eye coordination, and grasping objects for manipulation.
6. Possess visual skills necessary to carry out essential job functions.
7. Possess the ability to hear and correctly interpret what you heard.
8. Possess the ability to be oriented to time, place and person.

STUDENT CONDUCT & ETHICS

HIPAA and Protected Health Information

Central Georgia Technical College's Health Science Department will implement and adhere to the HIPAA Act of 1996. All students who will be attending to patients/clients will receive HIPAA education and training. It is the practice and philosophy of the Health Professions programs to protect the interest of patients and to fulfill the legal obligations mandated under HIPAA.

Definition:

Protected Health Information (PHI) is any information that identifies an individual such as:

- The individual's past, present or future physical or mental health; OR
- The provision of health care to the individual; OR
- The past, present or future payment for health care.

Information is deemed to identify an individual if it includes either the patient's name or any other information taken together that enables someone to determine an individual's identity, such as, date of birth, gender, medical record number, address, phone number, email address, social security number, or full face photograph.

- All patients records (the chart, the surgical schedule and any other information, verbal or written, and any notes taken from the record of facility) are confidential.
- Students must be protective of patient information once it is removed from the clinical setting. (i.e., notes not left on desks, in classrooms, in cafeterias, or out for any public viewing). No patient names will at any time be removed from the clinical facility.
- Students must not identify patients, patient care team members or other persons by name in written work, notes or other exercises for learning purposes. In such instances, the use of initials is appropriate.
- Students will not discuss patients, staff or care issues in public (i.e., with friends or family, or in public places such as the shuttle bus, cafeterias, lounges, bars, restaurants, hairdresser, etc.).

Implications for Students

HIPAA has important implications for Health Profession students and their education. Protecting the privacy of your patients' health information must be foremost in your mind as you are considering how you will communicate what you are learning with faculty, clinical staff, and fellow students. When preparing case specific presentations, papers, discussions, and reports, you must avoid disclosing patient information that could identify the patient.

Consequences

All students will have written and verbal instruction on the student's legal obligation to safeguard protected health information during clinical experiences. This legal obligation is in accordance with federal privacy standards delineated in the Health Insurance Portability and Accountability Act (HIPAA).

All students will be instructed to review clinical site information forms and files and abide by applicable rules and regulations of the affiliating clinical facility with regard to professional conduct.

- *The following are consider critical incidents and will be subject to disciplinary action without prior violations.*
 - *Radiology student violates patient rights as legally defined by HIPAA confidentially.*
 - *Radiology student violates the rights of the clinical setting as legally defined HIPAA confidentially.*
 - *In addition to the Code of Conduct set by CGTC MACON CAMPUS in the Student Manual, students in the CGTC MACON CAMPUS Radiography Program are to adhere to the policies and procedures set by the clinical settings.*

In addition, students will have to satisfactorily complete a training course and quiz at different clinical locations. A record of satisfactory completion of any training course will be kept on the student's file.

Social Media

All health science professions students are expected to comply with the Health Professions Policy on HIPAA. Each student will also be trained specifically to each clinical site's HIPAA information. Social media posts are included when referring to confidentiality and privacy acts. Social media posts on Instagram, Facebook and Twitter regarding patient procedures, hospital staff, and patient diagnoses are prohibited. Posting information about an event of any kind at the hospital is a violation of HIPAA and could be the cause for dismissal from the program. If a student has a question about an event in clinical or if the student is upset about something that happened in clinical, the student should consult program faculty or their clinical preceptor immediately.

Infectious Diseases at Clinical Sites

The clinical affiliate must ensure that students do not pose a direct threat to the health and safety of its patients. To that end, a clinical affiliate may require students who are recovering from an infectious disease, to undergo a health examination. This is done to determine that s/he is free from an infectious disease, before returning to the clinical site.

Inclement Weather/Emergency School Closing

1. If CGTC Campuses has called off classes, the student is not required to attend clinical education or classes. Program course material will be covered later.
2. If classes have returned to their regular schedule and the student believes he/she cannot make it to the clinical setting due to inclement weather, road conditions, or other difficulties, it will be treated as an absence and the student should notify the Program Director/Clinical Coordinator and the Clinical Instructor at the assigned clinical setting.

Smoke Free Campus Clinical Affiliates

Most clinical affiliates are also smoke free campuses. Please make adjustments prior to the first day of clinical to reduce the need for smoking. Smoke free campuses includes buildings, grounds, roads, and parking lots that are owned by the clinical affiliate. If your vehicle is parked on the clinical affiliate's property then the policy extends to your vehicle as well. Smoking in school uniform is prohibited as well.

Parking

Students must park only in areas that have been designated for students. Failure to park in areas that are designated as student parking could result in corrective action. Students should have their CGTC parking permit clearly displayed on their vehicle in accordance to CGTC security policy. Students should also have parking permits issued by clinical affiliates clearly displayed on their vehicle in accordance to the clinical affiliate's policy.

Breaks

In most situations, students are allowed a 30-minute lunch unless otherwise approved by the clinical coordinator. The on-site clinical instructor/preceptor will assign breaks and/or lunchtime. The student may take breaks in a location approved by the instructors. There should be no eating or drinking in the assigned department (unless the department has a "break" room and the student is allowed in that area). The student is allowed to leave the clinical setting **ONLY** if that site does not have a cafeteria. If the site does not have a cafeteria, the student must do the following:

- Clock out (if applicable)
- Go get their food
- Return to assigned area
- Clock in and eat
- Time should not exceed thirty minutes
- The on-site clinical instructor must assign breaks and/or lunchtime.
- The student may take breaks in a location approved by the instructors/preceptor.

HAZARDOUS MATERIAL & INCIDENT REPORTING

Incident/Exposure Reporting

Occupational exposure means reasonably anticipated skin, eye, mucous membrane or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. Other potentially infectious materials are defined as semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, and amniotic fluid, saliva in dental procedures, or any bodily fluid that is visibly contaminated with blood and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.

If any student is stuck by a needle or other sharp or get blood or other potentially infectious materials in your eyes, nose, mouth, or on broken skin, immediately flood the exposed area with water and clean any wound with soap and water or a skin disinfectant if available. Report

this immediately to the preceptor or clinical instructor on the unit at the facility and seek immediate medical attention.

Please use the college generated form and the College Exposure Control Plan as guidance for ensuring post – exposure follow-up and care. Please direct questions related to the Exposure Control Plan to the Exposure Control Coordinator at 478-476-5148. Once this form is completed, it must be submitted directly to Carol Dominy in the Human Resource Department. The student may also have forms to complete that are facility specific. The student may also have facility specific policies' to adhere to.

Students are not required to use any specific treatment facility or hospital. Student can seek services at any provider of their selection. Once the student injury report is filed, the student the accident insurance information is sent to the students email account, along with an insurance card with their name on it. The student should print the card to have as they seek treatment.

Hazardous Materials Exposure

During the course of a clinical rotation, students may encounter procedures that require radiation and magnetic resonance imaging. Other types of exposure during clinical rotations include but are not limited to; cement fumes during total joint procedures, mask anesthesia and lifting of heavy patients.

If you need an accommodation to participate in a clinical rotation, please contact the Section 504/ADA Coordinator for CGTC, Cathy Johnson, Executive Director of Conduct, Appeals & Compliance; Room A-136, 80 Cohen Walker Drive, Warner Robins, GA 31088; Phone: (478) 218-3309; Fax: (478) 471-5197; Email: cajohnson@centralgatech.edu.

Body Piercing/Tattoos/Facial Hair & Hair Color

Unless otherwise prohibited by state or federal law, students are required to follow the administrative policies, standards and practices of the affiliate when participating in educational/applied learning experiences. (TCSG Procedure: 5.1.2p.)

CGTC DISABILITY SERVICES & NON-DISCRIMINATION POLICY

Disability Services

Central Georgia Technical College recognizes the importance of encouraging and helping students with disabilities reach their full potential. The Special Populations Office coordinates services for students with disabilities in order to assist these students in realizing and maximizing their academic and personal goals.

In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, the College ensures that admissions, services, activities, facilities, and academic programs are accessible to and usable by qualified students with disabilities. Reasonable accommodations are available to students who identify themselves as having a disability and as being otherwise qualified for admission to the College. Each student is responsible for providing documentation of his/her disability and requesting appropriate accommodations.

NOTE: Accommodations that would change the essence of a program will not be provided. As an example: a student with limited use of hands who is in a class that requires them to bathe a patient may not ask to take a written test instead of actually bathing the patient; the essence of the course is to actually provide physical care to the patient with your hands.

All disabilities that affect learning and/or require a physical alteration will require documentation that verifies the disability, clarifies the areas of learning affected, and states the accommodations recommended as appropriate.

Non-Discrimination Policy

Central Georgia Technical College (CGTC) does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services. Central Georgia Technical College shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Title VI/Title IX/Section 504/ADA Coordinator Cathy Johnson
Executive Director of Conduct, Appeals, & Compliance
Room: A-136
80 Cohen Walker Drive
Warner Robins, GA 31088
Phone: (478) 218-3309 / Fax: (478) 471-5197
Email: cajohnson@centralgatech.edu

STUDENT ATTESTATION FORM

I, (Name) _____ (Student ID#) _____,

Understand the following:

ALLIED HEALTH ESSENTIAL QUALIFICATIONS: The Allied Health Essential Qualifications have been reviewed. I have been informed of the risks associated with essential tasks for my profession and exposure to blood, other potentially infectious & hazardous materials. I authorize the Central Georgia Technical College's Clinical Coordinator to release Criminal Background Check and Drug Screen results to clinical facilities if need arises. I understand that an adverse background and drug screen report may prohibit participation at a hosting clinical affiliation site.

HANDBOOK: As a student in the Allied Health Science Program, I have received a copy of the program policies. These policies have been reviewed with me and I have had an opportunity to ask questions about any policy that I do not understand.

- As a health science student, I agree to follow the policies as written.
- I understand the associated consequences of not following program policies.

Student Printed Name: _____

Student Signature: _____ Date: _____

Program Officials/Faculty

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Dr. Ivan Allen
 President
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iallen@centralgatech.edu

**RADIOGRAPHY PROGRAM CLINICAL AFFILIATES
 2020-2021**

Clinical Site	Clinical Instructors	Telephone
Coliseum Entities		
Coliseum Medical Center 340 Hospital Drive Macon, GA 31217	Becky Dixon	478-765-4806 Tracie 478-765-4854 (OP) 478-765-4840 (IP)
Coliseum Northside 400 Charter Blvd. Macon, GA 31210	Michelle Hamlin Amanda Jones	478-757-6030
Navicent Entities		
Central Georgia Diagnostics Hardeman 1650 Hardeman Ave. Macon, GA 31201	Becky McInvale	478-633-9100

GOTI (Part of Medical Center, Navicent Health) (Georgia Orthopaedic Trauma Institute) at the Medical Center Navicent Health 840 Pine Street, Suite 500 Macon, GA 31201	Monica Foskey Samantha Stinson	478-633-8615
Medical Center Navicent Health 777 Hemlock Street Macon, GA 31201	Jennifer Gable Brandi Miller Dana Vinson	478-633-1238 478-633-1245 E.C. 478-633-2278 Children's
Monroe County Hospital 88 Martin Luther King Drive Forsyth, GA 31029	Angela Fontenot	478-994-2521
Navicent Health Baldwin 821 N. Cobb Street Milledgeville, GA 31061	Tammy Everett Aaron Bache	478-454-3810
Orthopedic Entities		
OrthoGeorgia Spine and Orthopaedic Center (Main/A Building) 3708 Northside Drive Macon, GA 31210	Natalie Stephens	478-254-5383 478-254-5384
OrthoGeorgia Spine and Orthopaedic Center (B Building) 3708 Northside Drive Macon, GA 31210	Chris Woods Taylor Dupree	478-743-3000 478-745-4206
Piedmont Orthopedic & Sports Medicine Complex 4660 Riverside Park Blvd Macon, GA 31210	Tabitha Arnold	478-405-2345 X-ray 478-474-2114 Main

ACCREDITATION INFORMATION

CGTC is accredited by the Southern Association of Colleges and Schools Commission on Colleges. Accreditation processes are coordinated by the College's Institutional Accreditation Liaison (IAL), the Vice President for Institutional Effectiveness, who may be reached by calling (478) 757-3424. The Commission on Colleges is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

CGTC MISSION

Central Georgia Technical College, a unit of the Technical College System of Georgia, offers credit instruction, adult education, and customized business and industry training through traditional and distance education delivery designed to promote community and workforce development.

CGTC VISION

It is the vision of Central Georgia Technical College to lead a system of technical colleges in providing technical education, adult education, and customized business and industry training to meet the workforce needs of the future, focusing on preparation for emerging and transforming careers. CGTC will continuously infuse innovative technology and business practices into occupational and adult education, economic development workforce services, and student support services to remain responsive to the evolving needs of the communities we serve. The College's challenging, personalized, web enhanced learning environment will continue to provide rigorous training opportunities of sound quality resulting in a well-qualified, highly trained, knowledgeable workforce.

CGTC VALUES

Integrity is an intrinsic value of Central Georgia Technical College. The College is committed to providing all stakeholders with equal access to quality programs and services that enhance student learning and success.

The Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology. The Committee may be contacted at 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182; (312)704-5300; JRCERT ; Email: mail@jrcert.org.

INTRODUCTION

Welcome to the Central Georgia Technical College (Macon Campus) Radiography Program. This handbook was prepared by the Radiography faculty to provide the student with a resource for information regarding the policies and procedures of the Radiography department. This handbook does not replace the policies and procedures for the general student population of Central Georgia Technical College; therefore, students are expected to be knowledgeable regarding the contents of each.

The Radiography program is a sequence of courses that prepares students for positions in radiography departments and related businesses 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 to develop skills necessary for successful employment. Program graduates receive the Associate of Applied Science degree in Radiologic Technology, have the qualifications of a radiographer and are eligible to apply for the radiography certification examination of the American Registry of Radiologic Technologists.

The program, established in 2004 has 8 year accreditation effective November 27, 2012 by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Dr., Suite 2850, Chicago, IL 60606-3182, and (312)704-5300. The program adheres to the STANDARDS established by the JRCERT, available in the Accreditation Handbook, on the JRCERT website at JRCERT, and on the Radiography website. If a student believes that the program is not in compliance with one or more of the STANDARDS, the student should discuss the

situation with the program director, and then follow through, if necessary, with the procedure established by the Grievance policy on p. 26. If satisfactory resolution is not achieved, then he/she should contact the JRCERT directly at the address above.

The curriculum is based on the Radiologic Technology Program Guide developed by the Office of Technical Education of the Georgia Department of Technical and Adult Education and the Radiography Curriculum published by the American Society of Radiologic Technologists. A copy of these documents may be found in the Radiography Program director's office.

The program is four semesters in length and includes technical and clinical courses. Clinical rotations are periodically assigned at different clinical education sites. The staff and administration of the clinical affiliates provide support and assistance in maintaining the quality of the educational program.

The Program Faculty of the Radiography Program at Central Georgia Technical College reserves the right to make any additions or changes in program policies as deemed necessary at any time throughout the course of the program.

Students will be notified of new policies and/or changes in program policies in writing.

For further information about the College and Radiologic Technology program visit [Centralgatech](#) or [Radiologic Technology Information](#), respectively.

PHILOSOPHY

Radiologic Technology is a program of study which is compatible with the policies of the Technical College System of Georgia and encourages each Radiologic Technology program student to benefit and contribute as a partner in the economic development and stability of Georgia. The philosophy of the Radiography program is founded on the value attributed to individual students, the radiography profession, and technical education.

The Radiography program of study is consistent with the philosophy and purpose of Central Georgia Technical College (Macon Campus). The program provides academic foundations in communications, mathematics, and human relations, as well as technical fundamentals. Program graduates are trained in the underlying fundamentals of radiography and are well prepared for employment and subsequent upward mobility.

The Radiography program is a technical program that provides the knowledge and skills to qualify participants as radiographers. Upon completion of the Radiography program, students are eligible to apply to sit for a national certification examination thus enabling them to achieve professional employment in the field.

The program structure acknowledges individual differences and provides opportunities for students to seek fulfillment of their respective educational goals. The program does not

discriminate on the basis of race, color, national origin, religion, sex, age, physical or mental handicap, disability or academic disadvantage or economic disadvantage.

To assist each student to attain his or her respective potential within the program, *both the instructor and the student incur an obligation in the learning process*. The instructor is a manager of instructional resources and organizes instruction in a manner that promotes learning. The student assumes responsibility for learning by actively participating in the learning process.

Radiologic Technology is a dynamic profession, requiring careful attention to current curriculum and up-to-date instructional equipment. The program promotes the concept of change as the profession evolves and nurtures the spirit of involvement in lifelong professional learning.

PURPOSE

The purpose of the Radiologic Technology program is to provide educational opportunities to individuals that will enable them to obtain the knowledge, skills, and attitudes necessary to succeed as radiographers. The program provides educational opportunities regardless of race, color, national origin, religion, sex, age, handicapping condition, academic disadvantage, or economic disadvantage. The program graduates are eligible to apply for a national certification examination (www.arrt.org) for radiographers and are prepared to function as professionals in the field of radiography. Program graduates are to be competent in the general areas of communications, algebra, interpersonal relations, and anatomy and physiology. Program graduates are to be competent to perform imaging examinations and accompanying responsibilities assigned to a radiographer at the direction of physicians qualified to request and/or perform radiologic procedures.

MISSION, GOALS AND PROGRAM OUTCOMES

MISSION

The mission of the CGTC Radiography Program is to provide quality instruction for radiography students that will enable them to benefit and contribute to the economic development of the community. It prepares students for employment in radiologic technology and encourages personal and professional development. In support of this mission, the Radiography Program has the following goals:

1. Provide education that acknowledges individual differences and respects the right of individuals to seek fulfillment of educational needs.
2. Provide an environment that encourages the individual to benefit and contribute as a partner in the economic process, development and stability of Georgia.

3. Provide education that develops the potential of each student to become a productive, responsible, and upwardly mobile member of society.
4. Provide quality radiologic technology education in an atmosphere that fosters interest in and enthusiasm for learning.
5. Prepare graduates to function as accountable and responsible members within their field of endeavor.
6. Prepare graduates to function as safe and competent practitioners in radiography.
7. Prepare program graduates with the highest level of competence possible given the constraints of the interest and ability levels of individuals.
8. Provide educational and related services without regard to race, color, national origin, religion, gender, age, handicapping condition, academic disadvantage, or economic disadvantage.
9. Foster employer participation, understanding, and confidence in the instructional process and the competence of radiologic technology program graduates.
10. Provide guidance to radiologic technology program students to assist them in pursuing educational opportunities that maximize their professional potential.
11. Encourage program graduates to recognize and to act upon individual needs for continuing education as a function of growth and maintenance of professional competence.

OBJECTIVES

1. Provide current curriculum, instructional materials, and equipment (in accordance with available funding) which teach knowledge, skills, and attitudes appropriate to industry needs.
2. Provide educational facilities which foster learning and provide safe, healthy environments available and accessible to all students who can benefit from the program.
3. Provide academic instruction which supports effective learning within the program and which enhances professional performance on the job.
4. Provide employability skills that foster work attitudes and work habits that will enable graduates of the program to perform as good employees.

5. Nurture the desire for learning so that graduates will pursue their own continuing education as a lifelong endeavor.
6. Provide an educational atmosphere that promotes a positive self-image and a sense of personal well-being.
7. Provide education that fosters development of good safety habits.
8. Provide admission, educational, and placement services without regard to race, color, national origin, religion, sex, age, handicapping condition, academic disadvantage, or economic disadvantage.
9. Provide information to the public regarding the program that will facilitate recruitment and enrollment of students.
10. Promote good public relations via contacts and regular communications with business, industry and the public sector.
11. Promote faculty and student rapport and communications to enhance student success in the program.

MISSION – reviewed/revised annually by program faculty, advisory committee, and administrators. The mission of the CGTC Radiologic Technology Program is to provide quality instruction for radiography students that will enable them to benefit from and contribute to the economic development of the community. It prepares students for employment in radiologic technology and encourages personal and professional development

Goal 1: Students will be clinically competent.

Student Learning Outcomes:

- Students will apply positioning skills.
- Students will select appropriate technical factors.
- Students will apply ALARA radiation safety principles on patients, self, and others.

Goal 2: Students will demonstrate communication skills.

Student Learning Outcomes:

- Students will be able to demonstrate basic computer literacy skills for the workplace by inputting patient data on CR/DR Radiography equipment.
- Students will demonstrate written communication skills.
- Students will demonstrate oral communication skills.

Goal 3: Students will develop critical thinking skills.

Student Learning Outcomes:

- Students will demonstrate manipulation of technical factors for non-routine examinations.
- Students will assess patient's condition and make appropriate modifications to the procedures based on their condition.

Goal 4: Students will model professionalism.

Student Learning Outcomes:

- Students will demonstrate work ethics.
- Students will summarize the value of life-long learning.

Goal 5: Students will graduates entry-level technologists.

Student Learning Outcomes:

- Students will pass the ARRT national certification on the 1st attempt.
- Of those pursuing employment, students will be gainfully employed within 12 months post-graduation.
- Students will complete the program within 17 months.
- Students will be satisfied with their education.
- Employers will be satisfied with the graduate's performance.

(Updated 10/29/2020)

Student Success

You will spend the better part of two years completing the courses of the Radiography Program. The courses will be rigorous, and at times you may wonder what you have gotten yourself into, but your perception of intensity has much to do with the amount of time, dedication and commitment you spend towards your chosen profession.

You will have to absorb a lot of information and apply that information in the laboratory setting and clinical setting. You will have to develop critical thinking skills, empathy, and knowledge related to the field of Radiography. That is how it is in the clinic situation. Every patient, every situation is unique. You can't memorize all the answers, but you will be expected to apply basic radiography skills that you have learned.

You will be educated and held accountable for your professional attributes. What are professional attributes? They are those qualities—over and beyond the knowledge you gain and the skills you learn—which are essential for your success in the classroom and clinic. In broad terms, you will demonstrate respect for others, communicate effectively, cooperate with fellow workers, and display the dependability expected of a professional. Treat your classmates, instructors, patients, and co-workers as you would like to be treated.

What do we say to those who find no relationship between the behaviors you display in school and those you display at work? Hogwash! Picture the prospective employer inquiring about a recent graduate whose memorable features were consistent tardiness, inability to work with others, and whining at every opportunity. That is not someone the employer wants as a team member. That is not the person you would want taking care of your loved one in the hospital. That is not the type of person you would want taking your x-ray!

Those who make the most of the program learn early on that the classroom instructors, clinical personnel, tutors, counselors, and other college personnel work extremely hard to build a bridge for you to successfully graduate and realize your dream. You can become a radiographer (RT) and enjoy a rewarding and successful career. It is up to YOU, the student, to be successful...we are here to help you achieve your goals.

ARRT Standards of Ethics

Last Revised: September 1, 2019

Published: September 1, 2019

PREAMBLE

The *Standards of Ethics* of the American Registry of Radiologic Technologists shall apply solely to persons holding certificates from ARRT that are either currently registered by ARRT or that were formerly registered by ARRT (collectively, Certificate Holders), and to persons applying for examination and certification by ARRT in order to become Certificate Holders (“Candidates”). Radiologic Technology is an umbrella term that is inclusive of the disciplines of radiography, nuclear medicine technology, radiation therapy, cardiovascular-interventional radiography, mammography, computed tomography, magnetic resonance imaging, quality management, sonography, bone densitometry, vascular sonography, cardiac-interventional radiography, vascular-interventional radiography, breast sonography, and radiologist assistant. The *Standards of Ethics* are intended to be consistent with the Mission Statement of ARRT, and to promote the goals set forth in the Mission Statement.

STATEMENT OF PURPOSE

The purpose of the ethics requirements is to identify individuals who have internalized a set of professional values that cause one to act in the best interests of patients. This internalization of professional values and the resulting behavior is one element of ARRT’s definition of what it means to be qualified. Exhibiting certain behaviors as documented in the *Standards of Ethics* is evidence of the possible lack of appropriate professional values.

The *Standards of Ethics* provides proactive guidance on what it means to be qualified and to motivate and promote a culture of ethical behavior within the profession. The ethics requirements support the ARRT’s mission of promoting high standards of patient care by removing or restricting the use of the credential by those who exhibit behavior inconsistent with the requirements.

CODE OF ETHICS

The Code of Ethics forms the first part of the *Standards of Ethics*. The Code of Ethics shall serve as a guide by which Certificate Holders and Candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team. The Code of Ethics is intended to assist Certificate Holders and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients. The Code of Ethics is aspirational.

1. The radiologic technologist acts 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 the 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.
4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures 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, 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 healthcare 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.

11. The radiologic technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

[ARRT Code of Ethics](#)

ACADEMIC CODE OF CONDUCT

1. No student shall receive or give assistance not authorized by the instructor in the preparation of any essay, laboratory report, examination or other assignment included in an academic course.
2. No student shall take or attempt to take, steal or otherwise obtain in any unauthorized manner any material pertaining to the conduct of a class. This includes, but is not limited to tests, examinations, and laboratory equipment and roll books.
3. No student shall sell, give, lend or otherwise furnish to any unauthorized person, material which can be shown to contain the questions and answers to any examination scheduled to be given on any subsequent date in any course of study offered by Central Georgia Technical College (MACON Campus) without authorization by the instructor.
4. Plagiarism is prohibited. Themes, essays, term papers, tests and other similar requirements must be the work of the student submitting them. When direct quotations are used, they must be indicated and when the ideas of another are incorporated in the paper they must be appropriately acknowledged.

PROFESSIONAL BEHAVIORS

Appropriate professional behaviors are expected of all members of the learning community. Experience shows that behaviors demonstrated in the classroom do carry over into clinical practice. Professional behaviors, grades, and performance of skill are all integral parts of a resume. When you meet with your instructor, these professional behaviors will be reviewed and assessed.

Professional Behaviors Identified

Four professional behaviors are identified. These are expectations of you that apply equally in the classroom and clinic. Each is clarified with a list of supporting behaviors. This list is not intended to be all-inclusive.

1. Demonstrate dependability and punctuality.

- ✓ Attend all classes, labs, and scheduled appointments with instructors.
- ✓ Arrive for class, lab, and clinical with ample time to be prepared to participate at the designated starting time.
- ✓ Leave class, lab and clinical at stated time or when dismissed.
- ✓ Contact instructor by phone or message prior to absence from clinical.
- ✓ Complete and turn in assignments on time.
- ✓ Accept responsibility for actions and outcomes.
- ✓ Do not abandon lab partner without completing task.
- ✓ Take full advantage of time available in labs by staying on task and involved.
- ✓ Use time effectively.

2. Work effectively and respectfully in the clinical setting.

- ✓ Stay in assigned areas unless permission granted by college staff or RT.
- ✓ Do not leave for lunch or break in the middle of an exam.
- ✓ Accept assignments from clinical supervisor commensurate with capabilities.
- ✓ Attend to the comfort and safety of all patients.
- ✓ **Continually maintain patient confidentiality.**
- ✓ Minimize personal business in the clinical setting.
- ✓ Demonstrate a positive attitude toward feedback.
- ✓ Develop a plan of action in response to feedback.
- ✓ Critique own performance and share that self-assessment.
- ✓ Maintain professional demeanor at all times.

3. *Work effectively and respectfully with peers and instructors demonstrating mature communication skills.*

- ✓ Avoid interrupting others.
- ✓ Respond during interactions using appropriate verbal and nonverbal style.
- ✓ Communicate in respectful manner.
- ✓ Respect personal differences of others.
- ✓ Share fully with lab or project partner in accomplishing assigned task.
- ✓ Use correct grammar and expression in verbal and written communication.
- ✓ Avoid use of offensive statements.
- ✓ Write legibly and complete assignments with acceptable quality.
- ✓ Listen actively.
- ✓ Accept limits to own knowledge on subject matter.
- ✓ Consult with instructor when a student's behavior endangers another member of the class or in the event of an ethical breach of conduct

4. *Assume responsibility for personal and professional growth.*

- ✓ Recognize problem or need.
- ✓ Assume responsibility for own actions.
- ✓ Demonstrate a positive attitude toward feedback.
- ✓ Maintain an open line of communication with individual offering critique.
- ✓ Develop a plan of action in response to feedback.
- ✓ Assume responsibility for all learning.

Required Core Courses for Competitive Admission

All previously mentioned requirements apply for selection eligibility. These courses can be taken in one or more semesters, depending on the student's schedule and course availability.

Required courses for Program Selection. Students must have a 3.0 GPA for these 12 credit hours.

COURSE		CREDIT HOURS	CONTACT HOURS
ENGL 1101*	Composition and Rhetoric	3	45
MATH 1111* or MATH 1101	College Algebra or Mathematical Modeling	3	45
BIOL 2113*	Anatomy and Physiology I	3	45
BIOL 2113L*	Anatomy and Physiology Lab I	1	45
ALHS 1090*	Medical Terminology	2	30
Total Hours		12	210

Remaining hours of the required courses listed below are not computed in selection GPA, must be completed with a grade no lower than a "C" before the program starts for Fall Semester.

PSYC 1101 Or Sociology	Introductory Psychology	3	45
BIOL 2114	Anatomy and Physiology II	3	45
BIOL 2114L	Anatomy and Physiology Lab II	1	45
HUMN 1101/ Fine Arts	Humanities/Fine Arts Elective	3	45
XXXX	General Education Core Elective	3	45
Total Hours		13	225

Program Curriculum

		Lecture Minutes	Lab Minutes	Contact Minutes	Contact Hours	Semester Hours
	Fall (First Year)					
RADT 1010	Introduction To Radiography	2250	1500	3750	75	4
RADT 1030	Radiographic Procedures I	1500	2250	3750	75	3
RADT 1320	Introductory Clinical Radiograph I	0	9000	9000	180	4
RADT 1065	Radiologic Science	1500	0	1500	30	2
						13
	Spring (First Year)					

RADT1060	Radiographic Procedures II	1500	2250	3750	75	3
RADT1085	Radiologic Equipment	1500	1500	1500	30	3
RADT1330	Introductory Clinical Radiography II	0	15750	15750	315	7
						13
	Summer (First Year)					
RADT 2090	Radiographic Procedures III	750	2250	3000	60	2
RADT 1075	Radiographic Imaging	2250	1500	2250	45	4
RADT 2340	Clinical Radiography III	0	13500	13500	270	6
						12
		Lecture Minutes	Lab Minutes	Contact Minutes	Contact Hours	Semester Hours
	Fall (Second Year)					
RADT 1200	Radiation Protection	1500	0	1500	30	2
RADT 2260	Radiologic Technology Review	2250	0	2250	45	3
RADT 2360	Clinical Radiography V	0	20250	20250	405	9
						14
Total Core Credits						19
Total Program Credits						52
Total Hours for entire program	15 Hours of Core 62 Hours of Program					77

For course description please refer to the CGTC Catalog at [CGTC Catalog \(Radiologic Technology\)](#)

*** PREREQUISITE GRADE TO GRADUATE - MUST HAVE A "C" OR ABOVE IN ALL COURSES.**

PERFORMANCE BASED EDUCATION PROCESS

Introduction

The radiography program utilizes a performance based education process. Students are responsible for obtaining information and/or materials for completion of competencies. Instructors will provide the necessary information for completion of competencies utilizing any of the following means, methods or techniques:

- Lectures
- Reading assignments
- Audiovisual aids
- Demonstrations
- Independent learning modules/packets
- Peer tutoring
- Direct Clinical experiences
- Online material via Blackboard

Textbook list below:

COURSE NO.	COURSE TITLE	TEXTBOOK TITLE AUTHOR	PUBLISHER	DATE ADOPTED
	Fall Semester			
RADT 1010	Introduction to Radiography	<i>Introduction to Radiologic Sciences and Patient Care, 7th Ed., Arlene Adler and Richard Carlton, ISBN 978-0-323-56671</i>	Elsevier	2019
RADT 1065	Radiologic Science	<i>Principles of Radiographic Imaging, Richard Carlton, Arlene Adler, 6th ed., ISBN 13: 978-1-337-71106-7</i> <i>Workbook to Accompany Principles of Radiographic Imaging, 6th ed. ISBN 13: 978-1-4390-5870-1</i>	Cengage Cengage	2020 2020
RADT 1030	Radiographic Anatomy and Procedures I	<i>Textbook of Radiographic Positioning and Related Anatomy, Kenneth Bontrager, 9th Ed, 2017, ISBN 978-0-323-39966-1</i> <i>Workbook and Lab manual 9th Ed. ISBN 978-0-323-48187-8</i>	Elsevier	2018

RADT 1320	Clinical Radiography I	<i>Bontrager's Pocket Atlas Handbook of Radiographic Positioning and Techniques</i> , Kenneth Bontrager, 9 th Ed, ISBN: 978-0-323-48525-8	Elsevier	2018
	Spring Semester			
RADT 1060	Radiographic Anatomy and Procedures II	ASRT Student Membership	ASRT.org	Radiography Roadmap
RADT 1085	Radiologic Equipment	No new textbooks required		
RADT 1330	Clinical Radiography II	No new textbooks required		
	Summer Semester			
RADT 2090	Radiographic Procedures III	No new textbooks required		
RADT 1075	Radiographic Imaging	No new textbooks required		
RADT 2340	Clinical Radiography III	No new textbooks required		
	Fall Semester			
RADT 1200	Radiation Protection and Biology	Statkiewicz-Sherer, Mary Alice, et.al.. <i>Radiation Protection in Medical Radiography</i> (8th Ed.). St Louis: Mosby. 2018. ISBN- 978-0323446662 Statkiewicz-Sherer, Mary Alice, et.al.. <i>Workbook for Radiation Protection in Medical Radiography</i> (8th Ed.). St. Louis: Mosby. 2018. 978-0323555098	Elsevier	2018
RADT 2360	Clinical Radiography V	No new textbooks required		
RADT 2260	Radiologic Technology Review	<i>Corectec Online Radiography Review Course</i> Corectec Mosby's Comprehensive Review of Radiography ISBN# 978-0323354233	Corectec Callaway	2017 2017

RESOURCES

Library

- Numerous textbooks and references listed in Course Summaries / Syllabi.
- Additional resources on reserve
- Videotapes

- Computer Assisted Instructional Aids
- Journals and periodicals

Radiography Lab

- Radiographic Phantoms and models
- Numerous textbooks and references listed in Course Summaries /Syllabi.
- Additional resources on reserve
- Videotapes and videodisks
- Computer Assisted Instructional Aids
- Quality control devices

Computer Lab

- Computer Assisted Instructional Aids

All computer labs have the full suite of Microsoft Office Products. PC's have disc drives, and or USB cables to accept your personal flash drive.

CLASSROOM COURSE ATTENDANCE POLICY

*Students are **expected** to attend all scheduled class and lab sessions.*

While we acknowledge that it is the student's right to decide whether or not to attend classes, the student **must** understand the following:

1. Course material may contain subject matter that may be difficult to understand if the student elects not to be present for the lecture or lab. The instructor will not repeat missed material.
2. When asked to make recommendations for scholarships and employment, the instructors take absences into consideration.
3. Absences are taken into consideration for those students who have a borderline grade.

*** Note: Tardiness is not a professional behavior and is not acceptable.**

SPECIFIC ATTENDANCE POLICIES

What to do if you must miss a class or lab.

Lecture

1. If you will be absent, you need to notify the instructor.
2. **If you have missed a lecture, it is your responsibility to notify the instructor** when you return to obtain missed assignments. DO NOT rely on other students to give you this

information.

3. If an absence is anticipated due to personal reasons, it should be discussed with the instructor prior to the time of absence.

Laboratory

1. Laboratory experiences are necessary and you are required to attend.
2. **Laboratory experiences cannot be “made-up”** so if you miss, you will be behind in your course work.
3. No student will attend another lab if absent unless approved by the instructor.
4. Schedule lab days are considered to be a clinical day. If the student is over one minute late to scheduled lab day, he/she is considered tardy. Please remember **you must clock in 5 minutes before scheduled time just like you do for clinical rotation days at the sites.** Example: Your assigned time is 9 am, this means you should be clocked in by 8:55am. If you clock in at 8:56 am you are considered Tardy and according to where you are in T&A policy is how we determine what recourse takes place. **On schedules lab evaluation days, students should be clocked in at least 30 minutes prior to assigned evaluation time.** Students must clock in from a CGTC computer on scheduled lab days through Online Rad School. Please follow clinical cellphone policy and the NO electronics policy during schedule lab days!! You will be ask to leave if you DO NOT follow the policies!

Clinical

1. Clinical experiences are necessary and you are required to attend.
2. Students are limited to 40 hours of weekly involvement per week (including didactic courses).

Lab Equipment Utilization

Because the replacement of lab equipment is very costly to the institution, students and faculty members are expected to handle all lab equipment carefully. Lab equipment and the lab itself should be left in an orderly manner. Students may not borrow department equipment, including textbooks and video materials, without the written consent of the Radiography program director or clinical coordinator.

ASSIGNMENTS (Written or Oral)

1. Completed assignments are **due** on the **required date!**
2. Arrangements to makeup quizzes and tests following an absence must be coordinated with the instructor within 1 week after a student returns to class. It will be the student's responsibility to schedule a test or quiz to make up.
3. The faculty has the option to:
 - a. Alter the required due date or time of the assignment.
 - b. Maintain the required due date or time of the assignment.
 - c. Alter the assignment.
 - d. Reduce point values for days past due date.

GRADING POLICY

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 made in any course the student will be dismissed from the program.** The student may re-apply to the program and enter when the sequence of courses needed is offered. This is usually during the same semester the following year. Testing may be required and space limitations must be considered. Re-entry into the program is limited to one time.

Successful completion of the program shall be dependent on documented achievement of objectives and competencies defined in each syllabus.

Because of the structure of this curriculum, students must progress through the course as prescribed. The progressive nature of the RADT courses requires that these courses will be scheduled in the student's curriculum; however, other courses may be taken prior to entering the full-time curriculum.

A grade of "I" (incomplete) may be given in the event that a student has not completed course requirements during the prescribed time. The incomplete is assigned only after the student has made arrangements with the instructor for fulfilling the course requirements. All work must be completed within ten days of the prescribed time, or the grade automatically becomes "F," and the student will be dropped from the program.

All classroom and clinical courses are graded as follows:

Classroom courses include classroom instruction, laboratory instruction, independent study and collaborative learning (small group) activities, and compliance with program policies and student responsibilities as listed in each course syllabus.

Clinical courses will include clinical competencies, equipment check-offs, observation check-offs, attendance requirements, and may include other instructional activities and compliance with program policies and student responsibilities as listed in each course syllabus.

The course grade will be assigned a letter grade based on the school scale below.

CGTC Grading System

All grades are maintained in Gateway, the College's official grading system. Students can access grades through the student portal. The Central Georgia Technical College grading system, as stated in the CGTC Catalog, is as follows

A	(90-100) Excellent	GPA 4.0
B	(80-89) Good	GPA 3.0
C	(70-79) Satisfactory	GPA 2.0
D	(60-69) Poor	GPA 1.0
F	(below 60) Failing	GPA 0.0
I	Incomplete	GPA not computed, counts toward % completed
IP	In Progress	GPA not computed
S	Satisfactory	GPA not computed, counts toward % completed
U	Unsatisfactory	GPA not computed, counts toward % completed
W*	Withdrew (no grade)	GPA not computed, counts toward % completed

*Students withdrawing from class on or before the published deadline are issued a grade of "W."

No withdrawals are allowed after this date (see attendance section).

Note: an overall average of 70/C is required to pass the course! Grades for learning support courses (0090-0099) are not calculated in the GPA but do affect course completion rates. *Students withdrawing from class on or before the published deadline are issued a grade of "W". Withdrawals after this date or for attendance violations earn a grade a "WF."*

****Note: An overall average of 70 / C is required to pass the course!**

If a final grade lower than a "C" is made in any course the student will be dismissed from the program. The student may re-apply to the program and enter when the sequence of courses needed is offered. This is usually during the same semester the following year. Testing may be required and space limitations must be considered. Re-entry into the program is limited to one time.

Students are **required** to achieve a **C grade** or better in all classes.

**Students withdrawing from class on or before the published deadline are issued a grade of "W". Withdrawals after this date or for attendance violations earn a grade a "WF."*

****Note: An overall average of 70 / C is required to pass the course!**

Plagiarism Policy

Failure to use proper citation procedure is considered plagiarism. Students are expected to do their own work and acknowledge someone else's work when using other sources. Deliberate failure to cite source will result in a failing grade for an assignment. Repeated plagiarism will be grounds for a referral to Instructional Services and further discipline based on college policy.

WORK ETHICS

A Work Ethics grade (0, 1, 2, or 3) will be given each semester for each course completed. The grades will be determined by evaluating attendance, character, teamwork, appearance, attitude, productivity, organizational skills, communication, cooperation and respect. The Work Ethics grade will not affect the academic grade point average (GPA) of a student; it will remain separate from academic grades. Work Ethics grades will be posted on each semester. Student Grade Reports and transcripts. The academic grade for the course will appear as the first grade and the Work Ethics grade is the second.

DELTA LAMBDA NU

Delta Lambda Nu is the CGTC chapter of the Lambda Nu radiologic sciences honor society. The national chapter of Lambda Nu is based at the Arkansas State University and is designed to provide recognition for honor students in the radiologic sciences. To qualify for membership into Delta Lambda Nu, radiography students must have completed two semesters of programmatic course work with a 3.6 GPA or higher. Members and inductees must maintain a 3.6 GPA or higher, as well as a work ethics grade of 2 or more throughout the remainder of the radiography program.

ACCIDENTS/INJURIES TO STUDENTS

Students should report accidents or injuries that occur to them or to others to their clinical instructor /clinical supervisor and the program director/clinical coordinator immediately. The student is expected to adhere to the clinical agency's policy in regard to completing an incident report and receiving appropriate medical care and should complete the appropriate CGTC MACON CAMPUS paperwork if student accident insurance is to be utilized.

APPEALS/GRIEVANCE PROCEDURES

Students and faculty will follow the normal CGTC MACON CAMPUS chain of command in addressing issues of concern and problems that may arise. The first point of contact is the instructor. If the instructor does not resolve the issue, the student should meet with the Radiography Program director. If the issue is not taken care of at this level, grievance procedures are outlined in the CGTC MACON CAMPUS Catalog.

In the event an individual believes that the CGTC MACON CAMPUS radiologic technology program is in non-compliance with the Standards of the Joint Review Committee on Education in Radiology Technology (JRCERT), he/she should attempt to resolve the issue with the Program Director. If the student believes that the issue is not resolved satisfactorily, the individual may contact a representative of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at 312-704-5300 or at [JRCERT](#).

In the event a complaint is raised the following steps will be taken:

1. The Program Director documents the complaint.
2. The Program Director attempts to resolve complaint and responds to complainant in writing with five business days.
3. If the student is not in agreement with the Program Director's response, they may follow the CGTC process (see [Student Code of Conduct](#))
4. All documentation regarding complaint will be maintained in locked file cabinet in Program Director's office.

Grade Appeals

Students with questions or concerns regarding course grades are encouraged to first discuss these with their instructor. If the student is not able to resolve the issue at the instructor level, please follow the CGTC grade appeal procedure outlined in the Academic Affairs section of the online college catalog.

Student Complaints/Grievances

As set forth in its student catalog, Central Georgia Technical College (CGTC) does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services. Central Georgia Technical College shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Title VI/Title IX/Section 504/ADA Coordinator Cathy Johnson
Executive Director of Conduct, Appeals, & Compliance
Room: A-136
80 Cohen Walker Drive
Warner Robins, GA 31088
Phone: (478) 218-3309 / Fax: (478) 471-5197
Email: cajohnson@centralgatech.edu

CGTC is committed to fostering a safe, productive learning environment. Title IX and our school policy prohibits discrimination on the basis of sex. Sexual misconduct — including harassment, domestic and dating violence, sexual assault, and stalking — is also prohibited at our college. If you wish to speak confidentially about an incident of sexual misconduct, want more information about filing a report, or have questions about school policies and procedures, please contact our Title IX Coordinator above. Our school is legally obligated to investigate reports of sexual misconduct, and therefore it cannot guarantee the confidentiality of a report, but it will consider a request for confidentiality and respect it to the extent possible.

Special Populations/Disability accommodations

The Special Populations Office provides student-centered comprehensive support services and events that promote equity, enhance the educational experience, foster success, and contribute to the economic self-sufficiency of students who are members of special populations. A student who believes that he/she may fall under one or more special population categories or has a disability of any type should contact the following CGTC staff for assistance.

Kashatriya Eason
Phone: (478) 476-5137
Email: keason@centralgatech.edu
Office: room J105 on the Macon campus

Felicia Mackey
Phone: (478) 218-3229
Email: fmackey@centralgatech.edu
Office: room A132 on the Warner Robins campus

Military and Veteran Services

A student who is active duty military, a veteran, or dependent who needs assistance with transitioning to college should refer to CGTC's [Military and Veteran Services](#) webpage for benefit information. Service members who are activated are encouraged to notify the instructor as soon as possible and provide Activation Orders.

STUDENT RECORDS

An advisor's file is maintained for each student, including previous scholastic record, classroom and clinical evaluations. The file consists primarily of a continuing record of the student's progress through the program. Upon successful completion of the Radiography Program, a Graduate Summary may be written by your advisor and submitted to Student Services for permanent records. A permanent file of radiation monitoring is kept in program files.

ADVISORY & ASSESSMENT COMMITTEES

The advisory committee members are composed of program faculty, program graduates, and business and industry representatives, such as clinical instructors, radiology department

directors, and department supervisors, clinical instructors, clinical managers, and radiology staff. As a part of identifying and implementing needed improvements, CGTC MACON CAMPUS RADT program will meet biannually with the advisory committee and assessment committee to ensure that assessment measures are adequate and that the assessment process is effective in measuring student learning outcomes. Student representatives and/or program graduates may be present to share fundraising progress and cohort insight regarding didactic and clinical education topics.

PROGRAM WITHDRAWAL PROCEDURE

If withdrawal from the Radiography Program becomes necessary, the student is advised to consider the circumstances carefully. Thought should be given to the time frame for withdrawal without penalty, as well as possible re-entry into the program the following year. The Program director will counsel and advise the student on the best possible course of action.

If you choose to withdraw, you must meet with course faculty or advisor. A minimal amount of paperwork will be completed. The student must inform the Registrar's Office of any decision that affects her/his enrollment in the College.

DISMISSAL FROM RADIOGRAPHY PROGRAM

Failure to comply with the written program guidelines will result in:

1. An anecdotal note placed in the student's advisor's file **or**
2. A meeting with the program faculty and/or Health Technologies Department Chairperson.

Students are expected to follow all guidelines as printed in student handbook and in the CGTC catalog. Noncompliance will result in activation of CGTC dismissal policy.

Program Readmission Requirements

Students requesting to return to the program after a leave of absence must request readmission, in writing, to the Dean of Allied Health.

A student who is dropped from the program due to academic reasons, attendance or having received a grade less than "C" in any Radiologic Technology course will be limited to a one-time re-entry into the program.

A student wishing to re-enter the program must understand that readmission is granted on a competitive and space available basis, based on the program's readmission criteria, the accreditation agency and the clinical capacity. Readmission will be considered only if there are positions available.

Students seeking readmission in order to repeat a course(s) must be readmitted to the program within 12 months from the date of their last completed semester (or at the Program Director's discretion).

A student desiring to re-enroll in Radiologic Technology after a leave of absence must adhere to the following policies and procedures: Students must demonstrate competencies learned in previously taken coursework. This must be done with the Clinical Coordinator prior to the semester upon which he/she will enroll and upon approval by the Program Director.

If the returning student is unsuccessful in the competencies, he/she 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 and also gives faculty time to order dosimeters for clinical training.

GRADUATION REQUIREMENTS

The Associate Degree in Applied Science will be awarded to all students who have completed the two-year technical program and have met program requirements for the Radiography Program.

1. The student must have completed a minimum of **77** credits and completed all of the requirements of the program with cumulative grade point average of 2.0 or above.
2. A minimum cumulative grade point average of 2.0 or above in occupational courses (Radiography).

CERTIFICATION - REGISTRATION (ARRT)

Upon completion of the Radiography Program each student will be awarded an Associate Degree in Applied Science (AAS), and will become eligible to apply to sit for the Radiography examination given by the American Registry of Radiologic Technologists. Upon successfully passing the examination, the graduate becomes certified in radiography and may use the initials RT(R). By annually meeting the requirements for Renewal of Registration, the certificate remains registered by the ARRT.

General Qualifications for the American Registry of Radiologic Technologist

Candidates must comply with the "Rules of Ethics" contained in the ARRT Standards of Ethics. This includes state and federal laws. A conviction, plea of guilty, or a plea of "no contest" to a crime that is either a felony or is a misdemeanor must be investigated by the ARRT in order to determine eligibility. An applicant with a record of a felony or a misdemeanor must supply in writing an explanation to the ARRT, including court documentation of the charges, with the application for examination. This information and the appropriate forms can be found on the ARRT website, [ARRT](http://www.arrt.org).

**CGTC MACON CAMPUS CLINICAL POLICIES AND
PROCEDURES**

CLINICAL EDUCATION

PURPOSE

The major purpose of a program in Radiological Technology is to enable the student to develop skills that will allow him/her to successfully perform the duties of a radiographer. The preliminary step in this process is the acquisition of knowledge through classroom and laboratory learning experiences. A student must then practice and perform these skills until they are mastered.

Clinical education is a vital part of your education in the field of radiography. The majority of time spent in this program is in this area. For the student radiographer to obtain the greatest benefit in this program, it is important that he/she participate to the fullest.

The student begins with a brief orientation rotation through each area in the department to which he/she is assigned. After completing the orientation rotation, the student begins regular assignments in each area. This is done under supervision of a clinical instructor who is a Registered Radiographer as well as Registered Radiographers at each clinical site. Through various clinical rotations, students are given the opportunity to work with a variety of patient types, various hourly shifts and explore other components of the profession such as CT, MRI, Ultrasound and Radiation Oncology. Radiography departments are busy 24 hours per day; 7 days a week and our clinical schedules may include any of these hours. These various shifts will help you to gain valuable experience in trauma, surgery and other types of patient situations that are not encountered during the normal workday.

At least once each semester, the clinical coordinator and/or program director will meet with each student to discuss the student's progress in clinical practice. The conference will include a discussion of evaluations and competencies completed during the interval.

Meetings will be held at any time during the semester if the need arises.

Students enrolled in the Radiography Program at Central Georgia Technical College will be responsible for:

1. Acquiring expertise and proficiency in a wide variety of radiographic procedures and other ancillary duties.
2. Developing and practicing professional work habits and appropriate interpersonal relationships with patients, radiology department staff and other members of the health care team.
3. Observing rules and regulations as stated in the campus Student Handbook.
4. Observing program policies and guidelines applicable to your clinical education.

CLINICAL EDUCATION AFFILIATES

- ◆ The Affiliate for clinical education for student training is an approved facility by its accrediting agencies operating under the direction of a qualified person.
- ◆ The affiliate meets the essentials for student training by providing:
 - a. A variety and volume of radiological procedures providing learning experience.
 - b. Qualified personnel in the department responsible for department activities.
- ◆ The clinical personnel agree to directives set forth by the sponsoring institution of the student program including:
 - a. Professional atmosphere.
 - b. Methodology for the evaluation process of students.
 - c. Periodic meetings for program orientation and updating.
 - d. Abide by student scheduling and assignments made by academic faculty.
 - e. Encourage in-service programs to keep in tune with recent procedures and trends within the profession.
- ◆ Students shall abide by clinical policy during assignments to the facility with regard to:
 - a. Parking facilities.
 - b. Assigned area for changing clothes and security for personal belongings.
 - c. Provision for eating meals (cafeteria or lunchroom where meals can be purchased and eaten).
 - d. Ethical conduct at all times.
- ◆ At no time should the student be a substitute for salaried technologists who are responsible for the department activities and responsibilities

The faculty of CGTC is responsible for the classroom and clinical education for students. The students may avail themselves of in-service programs sponsored by the radiology department or other service departments of the hospital as it relates to patient care and improved articulation.

Clinical Affiliates and Telephone Numbers

Clinical Site	Clinical Instructors	Telephone
Coliseum Entities		
Coliseum Medical Center 340 Hospital Drive Macon, GA 31217	Becky Dixon	478-765-4806 Tracie 478-765-4854 (OP) 478-765-4840 (IP)
Coliseum Northside 400 Charter Blvd. Macon, GA 31210	Michelle Hamlin Amanda Jones	478-757-6030
Navicent Entities		
Central Georgia Diagnostics Hardeman 1650 Hardeman Ave. Macon, GA 31201	Becky McInvale	478-633-9100
GOTI (Part of Medical Center, Navicent Health) (Georgia Orthopaedic Trauma Institute) at the Medical Center Navicent Health 840 Pine Street, Suite 500 Macon, GA 31201	Monica Foskey Samantha Stinson	478-633-8615
Medical Center Navicent Health 777 Hemlock Street Macon, GA 31201	Jennifer Gable Brandi Miller Dana Vinson	478-633-1238 478-633-1245 E.C. 478-633-2278 Children's
Monroe County Hospital 88 Martin Luther King Drive Forsyth, GA 31029	Angela Fontenot	478-994-2521
Navicent Health Baldwin 821 N. Cobb Street Milledgeville, GA 31061	Tammy Everett Aaron Bache	478-454-3810
Orthopedic Entities		
OrthoGeorgia Spine and Orthopaedic Center (Main/A Building) 3708 Northside Drive Macon, GA 31210	Natalie Stephens	478-254-5383 478-254-5384
OrthoGeorgia Spine and Orthopaedic Center (B Building) 3708 Northside Drive Macon, GA 31210	Chris Woods Taylor Dupree	478-743-3000 478-745-4206
Piedmont Orthopedic & Sports Medicine Complex 4660 Riverside Park Blvd Macon, GA 31210	Tabitha Arnold	478-405-2345 X-ray 478-474-2114 Main

CLINICAL AFFILIATION RELATIONSHIP

The students and faculty of the Radiography Program are invited guests within the clinical sites. Relationships between the Program and the clinical institutions have been established and nurtured with considerable and painstaking effort. Any breach of conduct that would potentially jeopardize this relationship is considered extremely serious. Upon review, if the student is found to be at fault in such a breach, expulsion from the Program is likely. Breaches of conduct include:

1. Failure to show up for any portion of assigned clinical time without following proper procedure for notifying clinical site and Clinical Coordinator.
2. Arriving late or leaving early from the clinical site.
3. Jeopardizing the safety of patients, staff, or self.
4. Use of abusive or inappropriate language.
5. Inappropriate or unethical behaviors.
6. Breach of patient confidentiality.

CONFIDENTIAL INFORMATION

While attending your clinical assignment you may have access to information regarding a patient's medical information. **Students are expected to maintain confidentiality in a professional manner. Breach of patient confidentiality will result in dismissal from the Radiography Program.**

CLINICAL SCHEDULES

The clinical coordinator is responsible for assigning students to clinical rotations. During the radiography program, each student will be assigned to clinical sites and shifts that provide experience to various radiography situations. The CC (clinical coordinator) reviews previous clinical schedules and makes assignments to ensure that each student receives exposure to various facilities and shifts. **Students will receive the clinical schedule for each semester prior to the beginning of the semester.** Students are limited to a maximum of 40 hours per week of involvement, which includes both clinical and didactic courses.

Beginning with RADT 1320 the CC (Clinical Coordinator) will randomly assign students to their clinical rotations. Then starting with RADT 1330 the CC (clinical coordinator) will assign individuals to locations based on where the student has already spent time. The Medical Center Navicent Health will be the facility where the students rotate the most. This facility has more opportunity for various exposures to all types of radiologic exams. The CC will try **if at all**

possible to keep the student from driving more than **sixty (60) miles** one way from their home address. Therefore the student chosen to rotate through Monroe County Hospital and Oconee Regional Medical Center will be based on mileage from the student's home. **All** students will be given the opportunity to rotate through our Orthopedic Facilities (OG or POSM) and Outpatient Facility (Central Georgia Diagnostics).

It is the student's responsibility to arrange transportation to the clinical site and be present prior to and during the hours given in the clinical schedule. If there is a conflict, you must make the necessary arrangements to attend your assigned clinical site. The clinical coordinator and the clinical site must be notified by the student if they will be late or absent from clinic. Students may be asked to travel to extended clinical sites. **During these rotations, the student will be responsible for all transportation.** Students working at part-time jobs will arrange their work schedule so as not to compromise their scheduled clinical hours and assignments.

PREPARING FOR THE CLINICAL ROTATION

1. All students will report to their clinical assignments in the clinical uniform with name badge, dosimeter and identification markers on their person. If any of the above is not present or acceptable, you may be **dismissed from the clinical site to correct the deficiency.**
2. Students are required to carry malpractice insurance during their clinical education. This fees paid prior to attending clinical for RADT 1320.
3. All students must keep the required immunizations and CPR card up to date. *If this is not taken care of in a timely manner, the student will not be allowed to attend the clinical experience.*
4. All students are required to have the Clinical Manual, Pocket Guide, and Competency Manual with them while they are at clinic.

Failure to have any of the above listed items not completed will result in student dismissal from clinical rotations.

CLINICAL ATTENDANCE POLICY

Radiologic Technology Attendance Policy: ATTENDANCE

CLINICAL

Attendance at all scheduled clinical activities is necessary to meet course requirements and absence may affect the student's grade. Students are therefore urged to make every possible attempt to attend all clinical rotations. Students should report promptly each day to the assigned clinical setting as designated by the Clinical Rotation Schedule. It is the student's responsibility to check the rotational schedule and report to the correct location.

The starting times for clinical education will be on the clinical rotational schedule as distributed by the clinical coordinator. If the starting time is 8:00 a.m. that means that the student is to be in his or her assigned work area at 7:55 a.m. and not in the parking lot.

During the student's clinical assignments, evening rotations may be assigned. The purpose of these assignments is to make the clinical experience well - rounded. These assignments will be posted in advance.

PERSONAL DAYS WILL NOT BE USED ON THE FIRST DAY OF THE CLINICAL ASSIGNMENT. IF students miss the first day of clinical without an approved excuse (ex: doctors excuse), the student will lose points from final grade based on attendance deduction policy.

DOCUMENTATION OF CLINICAL TIME

All students are required to document clinical time. Documentation is achieved by the following:

- Clinical time is documented by the student accessing Online RadSchool that is on the dedicated computers within each Radiology Department (www.onlineradschool.com). The student is assigned a user name and password the first semester of clinical assignment and uses that password until completion.
 - Students should contact their Clinical Coordinator when:
 - Tardy
 - Absent
 - Computer malfunction
 - Any reason that there is a delay in clocking in or out
 - **AT NO TIME IS IT ACCEPTABLE TO USE A MOBILE DEVICE (i.e. cell phone, smart phone, I-PAD, TABLET or any electronic device) TO DOCUMENT ARRIVAL OR DEPARTURE TIMES from the clinical site.**
 - It is the student's responsibility to maintain protection of their password and notify the clinical coordinator and or program director of any breach of confidentiality.
 - ***When the online time clock is not available the student is to contact the clinical coordinator, and have their timesheet initialed by the technologist with whom the student is assigned to for that specific day.***
 - When a student clocks in, he/ she are considered on duty and are to remain in the assigned area performing required duties.
 - Please refer to the Clinical Attendance Policy and/or Clinical Assignment section of this manual for further specifics regarding attendance.
1. Absence: The student must notify a Radiology Department technologist supervisor or the onsite-clinical instructor **and** CGTC Macon Campus required faculty prior to the beginning of the scheduled assignment.
 - Messages may not be left with a department secretary.
 - If the student knows or suspects that he has a communicable disease, he should not report to the clinical setting and must follow protocol as described above.

- A student may re-enter clinical education after consultation and clearance from his family physician.
2. If a student is ill and cannot attend clinical, he/she is required to call the **clinical site and Remind app the Timekeeper/Clinical Coordinator/Program Director prior to the clinical scheduled start time.**
- **The REMIND app will be accepted as the only appropriate method of contact for notifying the Timekeeper/Clinical Coordinator/Program Director. Failure to follow the above stipulation will be considered a NO CALL/NO SHOW.** Any student who does not notify the Timekeeper/Clinical Coordinator/Program Director prior to their scheduled start time for that day will be marked as a No Call/No Show **resulting in a written reprimand. For each additional occurrence, a ten point deduction from the final grade per occurrence.**
 - **After the third occurrence of a NO CALL/NO SHOW in a semester, the student may be dismissed from the program.**
 - If a student does not contact both the clinical site and program faculty regarding an absence, then he/she will have abandoned his/her job duties and will be reprimanded as such.
 - Remind app notifications must contain the following:
 1. Name of Clinical setting
 2. Time of clinical notification
 3. Name of clinical site representative
 4. If absent due to illness or communicable disease
3. Personal Days Off: is allotted time that is allowed for the student to use for clinic hours that the student does not have to make-up.
- Personal Days Off must be exhausted before make up time may be arranged. Make up time will only be considered with extenuating circumstances (see below).
 1. Example: Student calls out due to child being sick and doctor states child must be out for two days. Student still has a day of PDO in reserve. Student will use PDO first and then be allowed to make-up second day with a doctors excuse.
 - **PDO is only offered in preapproved 4 hour/half-day blocks.**
 - Nor does this time count toward the student's clinical attendance grade.
 - The students must make arrangements with the Clinical Coordinator or Program director to have approval to use PDO.
 - **Students will not be allowed to use PDO for the first assigned clinical day of the semester.** Students having completed all coursework at least 1 week prior to the last clinical day for the semester AND having not used any of their PDO will be eligible to finish clinic one to two days early depending on their PDO balance.

- All completed coursework for the present RADT course ***must*** be properly completed and turned in to the Clinical Coordinator as directed.
 - **Students who are not eligible to finish clinic early must attend those last one or two days.**
 - The first assigned clinical day for the semester is not an approved PDO day. All students must attend the first day of clinical or the student will have to make-up the time and lose 5 points from their final grade according to the policy.
4. Unsatisfactory Attendance: A student is considered to have an unsatisfactory attendance record if:
- Students will be counseled after PDO has been exhausted due to attendance and tardiness issues.
 - The clinical coordinator will notify the student that further absences jeopardize continued enrollment.
 - **The student would be required to retake the clinical portion of the semester in which the days were missed at the next available offering of that clinical course.**
 - Any student who does not notify the Clinical Coordinator/Program director prior to their scheduled start time for that day will be marked as a No Call/No Show **resulting in a written reprimand. For each additional occurrence, a ten point deduction from the final grade.**
 - **After the third occurrence of a NO CALL/NO SHOW in a semester, the student may be dismissed from the program.**
5. If a student does not contact both the clinical site and program faculty regarding an absence, then he/she will have abandoned his/her job duties and will be reprimanded as such. Students are to report being absent in this manner by following the policy set forth by the CGTC Radiology Student Success Manual.

Points will be deducted from the student's final clinical grade if the absence exceeds the hours below

RADT 1320	
0-8 hours	0 points deducted**
9-17 hours	5 points deducted
18-26 hours	10 additional points deducted
27-35 hours	15 additional points deducted

Above 35 hours of absences, the student will be subject to disciplinary review.

**This gives the student 1 PDO

RADT 1330

0-18 hours	0 points deducted**
19-28	10 points deducted
29-37	15 additional points deducted

Above 37 hours of absences, the student will be subject to disciplinary review.

**This gives the 2 PDO

RADT 2340

0-9 hours	0 points deducted**
10-19	5 points deducted
20-29	10 additional points deducted
30-39	15 additional points deducted

Above 39 hours of absences the student will be subject to disciplinary review.

**This gives the student 1 PDO

RADT 2360

0-16 hours	0 points deducted**
17-24 hours	10 points deducted
25-32 hours	15 additional points deducted

Above 32 hours of absences the student will be subject to disciplinary review.

**This gives the student 2 PDO

***Once Personal Days Off (PDO's) have been exhausted, extenuating circumstances will only be considered in the following:**

- a. Jury duty
- b. Illness with a doctor's excuse
- c. military duty
- d. death of an immediate family member

Further discretion will be with the Program director/and Faculty.

Make-up time must be approved and scheduled by faculty in advance prior to the last day of the semester. Make up time must be done in scheduled time blocks of no less than 4 hours at a time and no more than 10 hours on a scheduled day, unless approved by program faculty. A student who does not complete the clinical requirement will result in failure of the course and will be required to retake the clinical course and will not be allowed to proceed to the next level.

- Students in their final semester who do not complete all clinical hours will be required to return the next semester until all clinical time has been made up and will not be eligible for graduation.

Revised 5/14; 5/15/; 3/18

FORTY PLUS POLICY

- If a student or instructor believes that a particular student would benefit from additional clinical experience, a student will be allowed to with specific guidelines.
- The student must have prior approval from either the Program Director, Clinical Coordinator or Clinical Instructor and the supervising technologist of the chosen clinical setting.
- The student must be at the clinical setting for a minimum of 4 hours
- The student cannot use the voluntary time as credit toward any make-up time.
- Depending upon the student's actual needs, the Clinical Coordinator may or may not be present.
- A forty plus/make-up time form must be completed to document the time the student was present at the respective clinical setting.
- The time requested must be at a clinical setting the student has previously attended.
- The student will be allowed to perform any required competencies needed.

CLINICAL ASSIGNMENTS

- Switching the clinical rotational schedule for any reason is **prohibited** unless approved by the program director/clinical coordinator.
- The student will attend their clinical rotation according to schedule. Students will be required to clock in on Online Radschool under the correct/scheduled location. Failure to clock in under the appropriate location will result in a written reprimand to be placed in the student's file. After three occurrences, disciplinary action may result.
- All policies regarding scheduled clinical time do apply to forty plus/make-up clinical time.
- Credit for make-up time will not be awarded until all make-up time forms are **fully completed** and turned in to the Radiography faculty.
- Immediate notification of CGTC Macon Campus Timekeeper/Clinical Coordinator/Program Director is required if student is unable to attend make-up time.
- **Student missing a scheduled make-up day will be required to make up double time. Ex: If you are scheduled for an 8 hour make up day and you do not show, you will then be required to make up 16 hours. The CC has taken the time to schedule the extra day/days for you the student and these days shouldn't be missed.**
- Students may attend student council meetings at CGTC Macon Campus; however, if these meetings fall on clinic days, students may leave clinic with the clinical coordinator's permission at designated time assigned by clinical coordinator commiserates with clinical setting travel time. Students must return to clinic by time stipulated by the CC and Timekeeper/Clinical Coordinator/Program Director must be notified upon student's return to clinic.

TARDY POLICY

- The student should be in his/her assigned area five minutes before scheduled time and is to remain there until scheduled time has expired. Failure to comply will result in a verbal/written counseling, in accordance with the disciplinary policy and procedures.

- If a student is tardy, he/she is required to call the **clinical site and Remind app the Timekeeper/Clinical Coordinator/Program Director prior to the clinical scheduled start time. Remind app notifications must contain the following**
 - Name of Clinical setting
 - Time of clinical notification
 - Name of clinical site representative
- **REMIND app will be accepted as the only appropriate method of communication for notifying the Timekeeper/Clinical Coordinator/Program Director. Failure to follow the above stipulation will be considered a NO CALL/NO SHOW.**
- Any student clocking in one minute late is considered tardy and must contact Clinical Coordinator immediately from the clinical setting (site) phone. Students will be verbally counseled and receive a written warning on their tardiness for the first occurrence. **If tardy, students must make up tardy time on the same day. Time not made up at the end of the assigned shift will be doubled and made up on the next assigned clinical day.**
- **For late arrivals, a follow up Remind conversation must be sent no later than the end of scheduled shift on the day of the tardy.** This follow up conversation should include time of arrival and who the student spoke to when notifying clinical site of tardy.
- If the tardy exceeds 1 hour, the student will be sent home and will be counted as absent for the entire day.
- Three violations in one semester will result in five points deducted from final grade.
- The fourth and fifth tardies (limited to 5) in the same semester will result in the student's overall grade deducted 5 points per incident and the time the student is tardy will have to be made up. **If tardy, students must make up tardy time on the same day. Time not made up at the end of the assigned shift will be doubled and made up on the next assigned clinical day.**
- Five tardies in one semester is considered repetitive. Upon the student having the sixth tardy, the resulting consequence will be failure of the clinical course regardless to the competencies achieved and the course would have to be repeated. This will result in a student not graduating in the required time frame.

Revised 3/2018

CLASS ATTENDANCE

1. Students are to call their instructor prior to any absence from class.

2. Students are to adhere to the CGTC Macon Campus attendance policy as written in the course syllabus.
3. Students will be responsible for all class and lab material presented on the day of an absence.

BREAKS

Students are allowed 30 minutes a day for lunch unless otherwise approved by the clinical coordinator. Lunch breaks should only be taken between the hours of 11:30 a.m. - 1:00 p.m. The on-site clinical instructor must assign breaks and/or lunchtime. The student may take breaks in a location approved by the instructors. There should be no eating or drinking in the radiology department (unless the department has a “break” room and the student is allowed in that area). The student is allowed to leave the clinical setting **ONLY** if that site does not have a cafeteria. If the site does not have a cafeteria, the student must do the following:

- Clock out
- Go get their food
- Return to clinic
- Clock in and eat
- Time should not exceed thirty minutes
- The on-site clinical instructor must assign breaks and/or lunchtime.
- The student may take breaks in a location approved by the instructors.

The Central Georgia Technical College attendance policy will be strictly enforced. (See attendance and readmission policies in CGTC Catalog.) All clinical course absences must be made up before a grade for that course can be issued and before advancement to the next semester.

PROFESSIONAL APPEARANCE AND ATTIRE (Clinical Dress Code)

The personal appearance and demeanor of Radiography Program students at Central Georgia Technical College reflect both the school and program standards and are indicative of the student’s interest and pride in his/her profession. The clinical instructor will send any student reporting to the clinical assignment in improper uniform or attire, in soiled or untidy uniform, and/ or dirty shoes home. Central Georgia Technical College Radiography Program students will wear their uniform for all clinical assignments or when officially representing the college for a designated occasion such as Career Day Programs, etc.

All students are expected to maintain a professional attitude any time they are in uniform or at a school related function.

CGTC CLINICAL UNIFORM POLICY

1. Approved Meridy's scrub uniform, navy blue. Undershirts must be white and well-maintained.
2. Nametags - visible to public, and identified with CGTC. Wear nametag outside of lab coat
3. A white short-sleeve or long sleeve tee **must** be worn. Undershirts should have no visible writing or patterns. (Long sleeves **are approved by program director/clinical coordinator**) Hoods, thermals, turtlenecks, and mock turtlenecks are not acceptable.
4. Pants - Pant legs will not be cuffed, flared or rolled up above socks or shoes.
5. A navy blue warm up jacket is the only approved out covering accepted while in clinical education. This jacket is to be purchased through Meridy's uniform store with the CGTC Campus patch.
6. Shoes – All White or black **leather** professional (medical), service shoes, or plain white or black low-top leather athletic shoes are acceptable. Clogs, Keds tennis shoes, canvas, or athletic shoes with stripes, colors, labels, etc. are not acceptable.
7. Socks/stockings – white or black only, to match color of chosen clinical shoes; no ankle socks (golf or tennis socks) allowed.
8. Hair: Females - **Secured in such a way as to prevent falling in front of face**, or other manner offensive to patients and compromising sterile fields. All hairstyles must be pulled back in a ponytail or pulled off the collar or held back from face with a neutral headband or holder. Long hair must be controlled in an up-do.
9. Males -clean-shaven, or beard and mustaches neatly trimmed (unless it conflicts with the CES policy). Length of hair for men should not touch the shoulders. "Well maintained and up to the clinical site discretion/policy".

"Clinical Site Policy" Hair shall be kept clean, neatly trimmed, styled and combed in such a way that the individual's eyes are visible. For Individuals involved in patient care or who have patient interaction, hair past shoulder length must be secured and held back for safety and infection control. Extreme styles such as excessive teasing (over 2" in height), mohawks or extreme hair coloring are not acceptable. Hair color must be a natural shade. Hair accessories for women shall be conservative in style, use and number and appropriate for a professional environment. Glitter, sparkles, feathers, sprays or hair paint is not acceptable. Hair, wigs, or extensions of an unnatural color are not acceptable. Hair designs such as scrollwork, words and/or symbols cut in to the hair are not acceptable. Facial hair shall be neat, clean and appropriately trimmed and should be no longer than 1 inch in length. Head coverings, which are nonessential to the individual's work or are not part of a Navicent Health approved uniform, are not acceptable. Appropriate exceptions will be made if needed for approved accommodations. Accommodations to the personal appearance code must be approved by Program Director and Clinical Coordinator prior to wearing.

10. Jewelry:
 - a. Females and Males -NO earrings of any type are allowed.

- b. NO Bracelets and necklaces allowed. Unless you have a medically identified necklace or bracelet that needs to be worn and you must notify Mrs. Cobb and Ms. Coogle.
 - c. Rings are limited to one ring. Anything other than a wedding band should not be worn.
 - d. No visible body piercings are allowed. I.e., tongue, eyebrow, or nose.
11. NO visible tattoos are allowed while the students are at the respective clinical settings, whether student is present for clinical duty or attending mandatory classes as a CGTC Macon campus student. Tattoo coverings must be instructor approved.
12. No perfume or cologne. Many times strong scents will cause patients to become nauseated.
13. Nails -- Fingernails should be neat, clean and short – no more than slightly visible when looking from the palm of the hand. Polish should be colorless or natural and not chipped. A policy forbidding acrylic nails has been instituted at clinical settings and therefore will also be observed by CGTC-Macon Campus Radiologic Technology students.
14. Additional items that must be brought to clinical practice include:
- a. Pen
 - b. Pocket guide to Radiography (must be immediately available)
 - c. L and R markers
 - d. CGTC MACON CAMPUS nametag
 - e. Radiation monitoring dosimeter: Students must wear radiation monitors while attending the clinical assignment. The single film badge is to be worn at the collar, outside the lead apron.
 - f. Clinical notebook with Student Success Manual and all clinical forms
15. **Surgical scrubs are not to be worn outside or taken outside the hospital.** Approved Lab coats may be worn over scrubs when necessary to leave the unit or surgery suite temporarily if allowed by hospital policy.
16. Good personal hygiene is essential; bathe daily and use a good deodorant. Students will be dismissed from clinical if the student maintains an odor, including the smell of cigarette smoke.
17. Students must abide by the dress code policies of the clinical facility in which they are obtaining experience.
18. Professional attire (school uniform is expected at all times when representing CGTC MACON CAMPUS) unless approved by Program director and/or Clinical Coordinator. Clothing such as blue jeans, sundresses, tee shirts, leotards or any other casual attire is not acceptable, unless otherwise directed. (For example, attending a class or orientation at a clinical setting.)

19. **Cell phones are not to be in possession of the student during clinical assignment and are only to be used during lunch except with permission of the program director/clinical coordinator.**
20. The purpose of a uniform is to identify members of a particular group. This is why all CGTC MACON CAMPUS Radiography students are to wear the appropriate uniform. Students need to remember that they are not only representing the radiography profession but also CGTC MACON CAMPUS. **If you are dressed in your clinical uniform, for whatever purpose, all clinical dress code rules will apply.**

Non-compliance: Individual will be sent from clinical site to correct deficiency.

CONDUCT:

Students enrolled in the Radiologic Technology Program must conduct themselves in a professional manner as stated in the [Code of Ethics for Radiologic Technologists](#). Any conduct unbecoming that of a technologists, or detrimental to CGTC and the Radiologic Technology Program will be subject to disciplinary action. If disciplinary action is required during a clinical rotation, the student will be asked to leave the clinical area and report to the radiology program director person and/or counselor at the CGTC Macon campus. The first offense will result in a written reprimand to be placed in the student's permanent file; unless the offense is serious enough to be a fireable offense under the terms of the clinical contracts with the affiliating health agencies. If this is the case, discharge from the college will immediately occur. A second offense will result in immediate discharge from the college.

Also, the Code of Student conduct for CGTC, which are found in the College Catalog: [CGTC Code of Behavior](#)

Student enrolled in clinical radiography courses will:

- Perform radiological examinations only with the written orders from a physician*.
- Report “on time” to the clinical assignment by documenting arrival and departure times by accessing online RadSchool on the dedicated computers within the Radiology departments. Falsification of documentation will result in immediate dismissal.*
- Report to the clinical assignment in an alert condition
- Not be in possession of drugs, liquor, or weapons, nor engage in their use while on clinical assignments, *
- Not engage in conduct which violates the Clinical Setting employee code of conduct, ASRT code of Ethics * or CGTC student code of conduct
- Not chew gum while on clinical assignment

- Not violate patient rights as legally defined (i.e. HIPAA confidentially)*
- Not violate the rights of the clinical setting as legally defined (i.e. HIPAA confidentially)*
- Report any activity or incident that adversely affects the patient to the on-site clinical instructor/immediate supervisor and or radiography faculty member.
- **Leave the clinical education setting or rotation assignment during assigned clinical hours without the Clinical coordinator/program directors or the onsite clinical instructor's/supervisor's knowledge or permission* (JRCERT policy)**
- Not speak negatively, gossiping (slander) about the clinical setting, patients, family members, fellow students, faculty or technologist.
- Transport patients only when accompanied by a technologist, or in situations when the technologist is within audible or visual distance
- Not sleep while on clinical assignments*
- Not engage in theft of any articles from the Clinical Setting or CGTC *
- Not leave patients unattended while undergoing diagnostic procedures
- Not hold patients or image receptors during Radiographic exposures
- Not fight or attempt to injure others while at the Clinical Setting *
- Not accept any type of gratuity or "tip" from a patient or a patient's family
- Not destroy property *
- Not clock in or otherwise fill in attendance record of another student *
- Not abuse patients physically or verbally *
- Not study for other courses while on clinical assignments (positioning only)
- Not smoke or eat in areas where it is prohibited while on clinical assignments
- Not leave the assigned areas unless instructed to do so
- Not falsify records *

- Not use profanity while on clinical assignment*
- Not use employee lounges (except for lunches)
- Not reporting (2) clinical days without notifying the Clinical Coordinator, Clinical Setting or Program Director*
- No electronic devices allowed on your person during scheduled clinical hours*
- No weapons allowed as stated by CGTC policies and clinical site policies*
- Exchange of phone numbers and addresses between students and client is NOT allowed*

Not eat or eating after clocked in (going to get breakfast) unless on a scheduled break i.e. (lunch)

**** Critical incidents such as those marked with an asterisk may result in immediate dismissal from the RADT Program. Those critical incidents marked with an asterisk will be subject to disciplinary action without prior violations.***

In addition to the Code of Conduct set by CGTC MACON CAMPUS in the Student Manual, students in the CGTC MACON CAMPUS Radiography Program are to adhere to the policies and procedures set by the clinical settings.

THREE VIOLATIONS OF ANY POLICY IN THE STUDENT MANUAL WILL RESULT IN DISCIPLINARY ACTION BY THE PROGRAM DIRECTOR/CLINICAL COORDINATOR. ANY VIOLATION OF THE ABOVE CRITICAL INCIDENTS WILL PROHIBIT THE STUDENT'S PARTICIPATION IN SCHOOL SPONSERED EVENTS, i.e. (field trips, conferences/seminars, community service projects).

DISCIPLINE POLICY

Discipline for major offenses or multiple minor offenses will be reviewed by the program director. Temporary suspension or program dismissal can result from one (or more) major offenses or multiple minor offenses, depending on the frequency and severity of each offense. Dismissal from clinic for the day can result from one (or more) minor offenses. Any time missed due to disciplinary action must be made-up at the end of the semester after final exams. Major and minor offenses will be documented and held on file by the Clinical Coordinator. Any disagreements should be handled according to the grievance policy.

CODE OF CONDUCT AT THE CLINICAL SETTING

If at any time a student's conduct becomes unprofessional, the radiology director and/or clinical instructor may send the student home. A counseling session will be scheduled and appropriate disciplinary action will be taken. The student may return only after approval from the program director and clinical setting officials.

- Patient or management compliments that are submitted in writing to the program faculty could have the opportunity to receive up to ½ day clinical PDO per semester.

Missing Clinical Protocol

If you miss your clinical rotations you will not be able to “hone” your skills as a radiographer and you will fall behind in obtaining your clinical competencies. For clinical courses, **failure to obtain the required clinical competencies will result in course failure**, and therefore dismissal from the program. Remember, the clinical sites view clinical rotations as an opportunity to “audition” future employees.

Students are **required** to attend all scheduled clinical education days unless any of the following circumstances apply:

1. CGTC is officially closed for a holiday.
2. CGTC is officially closed for the day due to weather conditions.
3. The program instructors cancel a session. (Rarely occurs)

READMISSION FOLLOWING ACADEMIC OR DISCIPLINARY DISMISSAL- Students dropped from any Radiologic Technology course for attendance (i.e., maternity, health related, family illness, personal difficulties), academic reasons, disciplinary reasons or students who have made less than a "C" in a Radiology course will be not be allowed to remain in the Radiology program. Students have the option of reapplying to the program the following year. Reentry to the program will be granted on a competitive and space-available basis, whereas all criteria apply as described in the admission criteria section listed above. Due to the intense nature of Radiology courses, reentry students must take the final exam for all previously taken didactic courses and score a “C” or higher. There will be no reentry credit for courses that are over two years old. Clinical skills competency for reentry students will be determined by the Radiology program faculty.

PHYSICAL AND MENTAL PERFORMANCE REQUIREMENTS

Because of the nature of the work required in the Radiologic Technology Program offered at Central Georgia Technical College, the applicant must be:

1. Able to reach, manipulate, and operate equipment necessary for Radiology procedures.
2. Able to move, manipulate, and observe a patient or client as necessary for the Radiologic Technology profession.
3. Able to visually assess patients, medical test results and the working environment to correctly decide the appropriate action to take for the benefit to the patient/client.

4. Able to clearly communicate, both verbally and in writing, with the patient, client, family members, medical personnel and others.
5. Able to disseminate information relevant to patient care and work duties, and also hear clearly enough to gather information relevant to patient care and work duties.
6. Able to make appropriate judgment decisions in an emergency or where a situation is not clearly governed by specific guidelines.
7. Able to demonstrate emotional stability and psychological health in day-to-day interactions with patients/clients, staff, family members, and others in routine and non-routine decision-making processes, and on the daily execution of didactic and clinical assignments.
8. Able to lift at least 50 pounds.

STANDARD PRECAUTIONS POLICY STATEMENT

The Radiologic Technology Program enforces current CGTC policies on communicable diseases. Any student suffering from a contagious infection will be asked to provide medical documentation that the contagious phase has passed prior to continuing in class. This is to insure minimum risk to others.

Because many people who carry highly infectious pathogens (e.g., AIDS virus, hepatitis A & B, etc.) are not aware of it, all students and faculty will strictly adhere to this policy. These safety guidelines are designed to protect the students, faculty, and patients from the spread of infectious diseases.

Standard Precautions

The following measures for preventing transmission of body fluid and blood-borne pathogens in healthcare settings are recommended by the Centers for Disease Control: (MMWR 1987 Aug.21; 36: 1-185).

1. Use of blood and body fluid precautions for all patients, since medical history and examination cannot reliably identify all patients infected with HIV and other fluid or blood-borne pathogens.
2. Use of special precautions during pre-hospital and emergency care since the risk of blood exposure to healthcare workers is increased and the infection status of the patient is usually unknown.
3. Use of appropriate barrier precautions to prevent exposure to skin and mucous membrane when contact with blood or other body fluids is anticipated.

4. Gloves should be worn when in contact with blood, body fluids and mucous membranes and for handling items or surfaces soiled with blood or body fluids, or for performing venipuncture and other vascular access procedures.
5. Masks and protective eyewear or face shields should be worn during procedures that are likely to generate air-borne droplets of blood or body fluids to protect exposure to mucous membranes of the mouth, nose and eyes.
6. Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or other body fluids.
7. Use caution to prevent injuries caused by needles, scalpels and other sharp instruments. To prevent needle-sticks, needles should not be recapped, purposely bent or broken by hand. After use, sharps should be placed in puncture resistant containers for appropriate disposal.
8. Although saliva has not been implicated in HIV transmission, minimize the need for emergency mouth-to-mouth resuscitation by making resuscitation bags, mouthpieces and ventilation devices available in areas in which the need for resuscitation is predictable.
9. Healthcare workers with open lesions or weeping dermatitis should refrain from all direct patient care and from handling equipment until condition resolves.
10. Change gloves after caring for each patient, as glove integrity cannot be assured with washing and repeated use.
11. Wash hands prior to and immediately after patient contact.

If occurrence at clinical site, student will be sent to the health service or appropriate treatment facility for evaluation and treatment. CGTC incident report and the respective clinical site incident report will be filled out. The student will pay for the cost of any treatment.

Pandemic Information

In the event of a national or global pandemic in which additional precautions or measures must be put into place for student and patient safety, program faculty will distribute protocol information as available. Radiography students must understand that changes in pandemic protocol are likely and students are expected to remain flexible and professional. If clinical courses must shift to online delivery, students must have reliable electronic access in order to complete all required assignments, as stipulated within the course syllabi.

CONFIDENTIAL INFORMATION

CGTC MACON CAMPUS and the CES's maintain records that are confidential in nature.

Client Confidentiality

- Students and faculty are bound by the established professional code of ethics concerning client confidentiality.
- Students will come in contact with protected health information (PHI) and this information must be appropriately safeguarded according to the Health Insurance Portability and Accountability Act (HIPAA)
- All information pertaining to the CES, its policies, personnel, and patients are confidential
- Students may be asked to sign a confidentiality statement prior to assignment or as part of the CES orientation process
- Photographs within the radiology department are not permitted without authorization from the hospital's communication department.
- Students may not use client names on student paperwork; you may use x-ray numbers to identify radiographs/images for presentation.
- Students may not discuss clients and/or family members except during appropriate conference times.
- Failure to abide by this established code will result dismissal from the Radiologic Technology Program.

Access to Client Records

- Students may only have access to client records during clinical rotation or special arrangements made by the instructor and host facility.
- A student cannot present to the clinical area after established hours and represent CGTC MACON CAMPUS to gain access to client data.

Student Confidentiality

- CGTC MACON CAMPUS in accordance with the Family Education Rights and Privacy Act (FERPA) states
 - Students have access to their education records within a reasonable time after requesting.
 - Student records with certain exceptions, will not be released without prior consent
 - Only directory information can be released
 - Directory information is considered name, local and permanent address, telephone listing, major field of study, dates of attendance, etc.Prohibiting the release of directory information can be made in writing to the RADT program office.
- Clinical records are to be held confidential
- Students may not review other student's information and will violate confidentiality of that student's record.
- Any changes in information must be submitted immediately to the program office.

- **ALL CLINICAL RECORDS ARE TO BE MAINTAINED IN THE DESIGNATED DROP BOX AT EACH CLINICAL SETTING. NO EXCEPTIONS. STUDENTS WILL NOT LEAVE THE CES WITH ANY RECORDS. STUDENTS MAY REQUEST A COPY OF THEIR RECORDS AT ANY TIME.**

RADIATION SAFETY

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, say, 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 stages of development, the NRC has not established a special dose limit for protection of 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.)

(Regulatory Guides 8.13 *Instruction Regarding Prenatal Radiation Exposure* and 8.29 *Instruction Concerning Risks from Occupational Radiation* are available in the Radiography Classroom.)

Once written declaration of pregnancy is made to the program, the student will be required to wear a separate fetal dosimeter which will be ordered by the program; paid for by the student and it must be worn at waist level. The dosimeter will cost an additional \$40.00 a semester until delivery and/or withdrawal of pregnancy. (Subject to change based on Landauer cost)

PREGNANCY POLICY

POLICY FOR PREGNANT STUDENTS WHO ARE EXPOSED TO IONIZING RADIATION IN THE COURSE OF THEIR EDUCATION

This policy has been adopted for those students who may become pregnant while enrolled in a program in which they are exposed to ionizing radiation. Central Georgia Technical College is very interested in the protection of the unborn child, and will take every reasonable step to ensure the safety of the mother and the 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

Federal and State regulations were modified in 1994 to introduce the term “declared pregnant worker.” A declared pregnant worker is defined as a worker who has voluntarily informed the employer, in writing, of pregnancy and the estimated date of conception. The regulations allow a pregnant worker to decide whether they want to formally declare the pregnancy to take advantage of lower dose limits for the embryo/fetus. This regulation has been applied to student radiographers as well. The pregnancy may be declared as soon as conception is confirmed, or at any time during the pregnancy.

Once the pregnancy is declared this institution is required to ensure that the unborn child does not receive more than 5mSv (.005 Sv) or 0.5 rem during the term of the pregnancy, as determined by the radiation dosimeter, which is worn at waist level under the apron or no more than 0.5 mSv or .005 rem in any month, both with respect to the fetus. In the event that the student has already received 4.5 mSv or greater from the date of conception to the date that the pregnancy is declared, the regulations permit the unborn child to receive a maximum of 0.5 mSv or 0.05 rem during the remaining term of the pregnancy. It is up to each student to make their own decision regarding the declaration of pregnancy. In all cases, the school requires that radiation doses to the student as well as to the unborn child shall be maintained, “As Low as Reasonably Achievable (ALARA)”.

When a student confirms that they are pregnant, there are several choices. The student may choose to NOT declare the pregnancy, in which case no changes will be made to the student’s schedule and the embryo/fetus will be subject to the same radiation dose limits that apply to other occupational workers.

If the student decides to declare the pregnancy, they must do so in writing. Once the student completes a “Declaration of Pregnancy” (see attached form), the student needs to meet with the Radiography Program Director to discuss the options. These include the following:

1. They may choose to withdraw from the program and re-enter after delivery to complete the program.
2. They may choose to continue the program without interruption of the routine clinical rotations.
3. They may choose to continue the program without interruption of the routine clinical rotation as long as radiation exposure to the embryo/fetus does not exceed .5 rem (5 mSv) during the entire pregnancy. This could necessitate a change in the schedule to avoid areas of clinical practice that may expose the student to higher radiation doses, i.e., mobile C-arm fluoroscopy, mobile radiographic exams and fluoroscopy. This option might result in a delay in graduation until those clinical rotations could be completed.

4. They may choose to discontinue clinical rotations and remain in the academic classes until after delivery, and then complete clinical rotations. This option would delay completion of the program.

The student may revoke the Declaration of Pregnancy at any time if the student believes that it is in their best interest to do so, and the lower dose limit for the embryo/fetus would no longer apply. In order to revoke the Declaration of Pregnancy the student must do so in writing and must complete the Withdrawal of Pregnancy Form. A copy of this form is located in the CGTC Radiologic Technology Student Success Manual and is also available in the Program Directors electronic files.

This policy is discussed with students during the first semester. The program faculty reviews the policy during new student orientation.

Use of Protective Devices

Film badges designated for use under the lead apron at the waist level must be properly managed at all times. Under no circumstances should the waist and collar badges be reversed. Proper utilization of film badges during radiation exposure is mandatory.

Lead aprons provided by the clinical site or by the school must be worn at all times that the pregnant or potentially pregnant student receives radiation exposure. Care should be taken to reduce and eliminate unnecessary exposure. Using these protective measures, the student should be able to perform normal duties throughout the pregnancy without fear of excessive radiation exposure to the unborn child.

DECLARED PREGNANCY FORM

To Whom It May Concern:

In accordance with current state regulations, I wish to declare that I am pregnant. I believe I became pregnant in _____ (only the month and year need be provided).

In making this declaration, I wish to be afforded the protection, which is specified under this regulation, specifically, that the unborn child shall not receive in excess of 5 mSv (0.005 Sv) during the term of the pregnancy. I understand that if records show that I have received 450 millirem or 4.5 mSv (0.0045 Sv) or greater at the time of this declaration, the unborn child is permitted to receive an additional dose of no more than 50 millirem (.5 mSv) during the term of the pregnancy (not to exceed .05 rems (0.5 mSv) in any month or .5 rems (5 mSv) during the entire gestation period).

I also understand that meeting the lower dose limit may require a change in my clinical rotation schedule during my pregnancy, which could result in a delay in graduation.

Date of Declaration

Student Signature

RECEIPT OF DECLARATION ACKNOWLEDGED:

Radiography Program Director

Central Georgia Technical College
Withdrawal of Pregnancy Declaration Form

All information on this form will be kept privileged and confidential.

To Whom it May Concern:

I am withdrawing my previous declaration of pregnancy in writing. I understand that by submitting this form I agree to the lifting of any previous clinical restrictions imposed on me as a result of my pregnancy, and to the removal of additional dosimeters.

I also understand that it is my sole responsibility to give this written notification to Central Georgia Technical College Radiologic Technology program director of my decision to withdraw my declaration of pregnancy.

Date of Withdraw

Student Signature

RECEIPT OF WITHDRAWAL ACKNOWLEDGED:

Radiography Program Director

The Radiography Program and its clinical affiliates operate under the radiation protection concepts of ALARA (As Low as Reasonably Achievable). This principle of employing proper safety procedures benefits both the patient and the radiation worker.

◆ **Monitoring Badges/Dosimeters**

All students will be required to wear the radiation monitoring badge in the school laboratory and when assigned to the clinical facilities. They will be responsible for its security and safety. If the student reports to the clinical or laboratory assignment without the badge, he/she will perform their clinical assignment in a non-radiographic area – file, reception, etc. or he/she may be sent from the site to retrieve the badge. Badges should be worn outside the lead apron at the collar level. Each student is responsible for exchanging radiation badges each quarter. **A student who loses his or her badge will be required to pay \$120 for a replacement badge for each occurrence.**

◆ **Radiation Exposure Reports**

Radiation exposure reports are issued for review each quarter and are available upon request at any time. The student will initial the badge report to confirm reviewing the document.

Dose Limit Protocol

The radiation monitor reports are reviewed each quarter by the Program Director and Clinical Coordinator. If the student's quarterly level exceeds 40 mrem (.4mSv) as documented on the radiation monitoring report, the Clinical Coordinator will review the clinical rotation and discuss radiation safety with the student. If a student's dose level is equal to or greater than 100 mrem/quarter, the Program director will review and discuss the results with the student and clinical site. Carelessness in radiation protection will not be tolerated and offenses will result in dismissal from the program.



CGTC Student Radiation Exposure

I acknowledge that my recent dosimeter report **exceeds a quarterly level of 0.4 mSv or 0.0004 Sv** of ionizing radiation. Due to this report, my clinical rotation and radiation safety have been discussed with me.

The student, as a radiation worker, will apply proper radiation practices and policies consistent with clinical policies and the scope of practice in Radiography. By initialing each policy, I acknowledge my responsibility as a CGTC student Radiographer and will adhere to these policies.

1. Students will be behind the lead lined control area when making an exposure.

2. All doors or lead lined curtains must be closed in each radiographic room for all examinations. _____

3. When assisting for 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. _____

4. When performing portable examinations, the student must stand at least six feet from the x-ray source. If the student is not making the exposure, he/she must leave the room. **No student may perform a portable examination without a radiologic technologist present.**

5. No student will perform a radiographic exposure on any person that has not been ordered by a physician. _____

Student's Signature

Date

Clinical Coordinator

Date

Program director

Date

RADIATION SAFETY- STUDENT

RADIATION PROTECTION POLICY

Students are required to exercise sound radiation protection at all times.

ENERGIZED LAB

1. Students may operate the energized lab only with an instructor present.
2. Students may not radiograph each other. Students may simulate an examination on another student as long as an exposure is not made. Phantoms and positioning devices are available for laboratory experiments.
3. Any individual experiment or project must be reviewed and authorized by a faculty member.
4. **The student is required to wear a dosimeter while at the energized lab.**
5. Any questionable practice must be reported to the program director immediately.
6. Please see below and in each course Syllabi for further energized lab instructions. These instructions are also posted in the Radiology lab.

RADIOGRAPHY LABORATORY SAFETY GUIDELINES

The following guidelines should be followed to insure safety of students/faculty/visitors in the laboratory setting:

***** Please sign in if you are using the laboratory for a practice session.**

Report any malfunctions immediately to department faculty.

- Practice radiation protection at all times.
- Operate the energized lab only with an instructor present.
- Students may **NOT** radiograph each other or anyone else in the energized lab. A student may simulate an examination on another student as long as an exposure is not made. Phantoms and positioning devices are available for laboratory experiments.
- Make sure everyone is out of the radiation area before you make an exposure.
- Wear radiation monitor while at the energized lab.
- Maintain an area that is clean. Avoid a cluttered workspace. Dispose of all trash appropriately and immediately from tables, beds, and floors. Likewise, wipe up spills immediately to avoid falls or damage to equipment.
- Maintain a properly lighted area. Performance of skills and operation of equipment is more difficult in the absence of proper lighting.

- Performance of skills and/or operation of equipment should be attempted (practiced) only after instruction has been received and only under instructor supervision.
- Equipment should only be used according to manufacturers' instructions. If a piece of equipment is not functioning correctly, discontinue use and report the malfunction to the supervising instructor.
- Injury to the student incurred in the laboratory setting should be reported to the supervising instructor immediately.
- Sharps (needles, broken ampules, etc.) should be disposed of in a container designated for sharps disposal (usually hard plastic, red or clear in color, with an appropriate label). Needle sticks or other sharps injuries should be reported to the supervising instructor immediately.
- A first-aid kit will be stored and available for use in the skills laboratory.

CLINICAL SETTINGS

- Students must wear radiation monitors while attending the clinical assignment. The single film badge is to be worn at the collar, outside the lead apron.
- Students may leave dosimeters at the clinical setting if they are not needed for projects or experiments at the energized lab. **Do not leave them in the car.** Excessive heat, light or outside sources of radiation may damage the monitor.
- Students must always adhere to practices that reduce radiation exposure to themselves and other personnel.
- Radiation protection of the patient is the responsibility of the student.
- Any questionable practice must be reported to the clinical instructor and program director.
- **Students shall not wear CGTC MACON CAMPUS issued dosimeters or CGTC MACON CAMPUS uniforms while participating as an employee.**
- Practical radiation safety in the clinical setting:
 - a. Do not hold patients or image receptors for radiography/fluoroscopy exams.
 - b. Stand back from the table when fluoroscopy is "on". Do not put your hands under or near the fluoro tower when it is "on".
 - c. Always wear your lead apron when you are in the room during fluoroscopy. Do not turn your back when fluoro is "on".
 - d. Never put any part of your body in the primary beam.
 - e. Use gonadal shielding on patients of childbearing age and children when shielding will not interfere with the radiographic examination.
 - f. Allow only those persons in the radiographic room who are necessary for the completion of the exam.

Dosimeters will be sent off quarterly to determine levels of exposure and must be done in a timely manner. Dates upon which a student must turn in his/her dosimeter will be announced

in class before the quarterly due date. **For every day the student is late turning in the dosimeter, three (3) points per day will be deducted from the student's final grade for that semester, including holiday and weekends.**

If a student loses their dosimeter it is the student's responsibility to notify the Clinical Coordinator immediately. Clinical Coordinator orders a replacement to be overnighted from Landauer. The replacement dosimeter must be paid for at the CGTC business office before the student can receive the dosimeter. The student will be responsible for a \$100.00 replacement fee. (Subject to change based on Landauer cost)

RADIATION SAFETY – PATIENT

Prior to any radiographic examination being performed, a licensed practitioner must provide a proper prescription for the exam ordered. This must be written and include the patient's name, ordering physician, examination to be performed and indications. Any questions about the order should be directed to a staff radiologist.

Prior to the patient being radiographed, the student, under the guidance of a staff technologist or instructor, should follow the steps for informed consent:

1. Verify the identity of the patient.
2. Explain the procedure requested to the patient.
3. Obtain and correlate patient history.
4. Check for patient pregnancy.
5. If the information correlates, the examination may be performed.

If any information does not correspond, check with the ordering physician, nursing floor, or a radiologist.

1. Female patients of childbearing age are to be asked if there is any possibility of pregnancy. This information may be correlated by use of the ten-day rule. In the event of possible pregnancy, the patient's physician will be consulted.
2. The radiation field is to be collimated only large enough to include the anatomical part being radiographed. **Radiation field size must never exceed image receptor size.** Exposure factors must produce the minimum amount of exposure needed to obtain a diagnostic radiograph.

If a radiograph needs to be repeated, under no circumstances is any student to perform the repeat study without the direct supervision of a staff technologist. There is no exception to this policy.

MONITORING RECORDS

Although injury as a result of medical radiation exposure is uncommon, the Program endorses ALARA (As Low AS Reasonably Achievable) with regards to radiation exposure. The ALARA program requires radiography students to comply with the following:

1. The dosimeters worn by the faculty and students must be changed quarterly. Students may bring film badges in to class on the date direct by the clinical coordinator who serves as the radiation safety officer for the radiologic technology program.
2. The dosimetry reports will be reviewed by the clinical coordinator, who also serves as the Program's Radiation Safety Officer (RSO). The student is required to review his/her dosimetry report quarterly and initial the form at the time of evaluation. In the event the dosimetry report specifies an exposure exceeding the Program's ALARA dose, the student will be required to undergo counseling. This counseling session will be conducted between the student and the RSO, having the student complete the ALARA Advisement Form.
3. This will be placed in the student's file for future reference.

Each student is subject to the occupational exposure dose limits set by state and federal guidelines.

- Monitoring records are kept on file in the RADT office
- Students may request a copy of their reading from the RADT office
- Excessive reading on dosimeter
 - A reading above 1.25 rem (.0125 Sv or 12.5 mSv) per quarter / .417 rem (4.17 mSv or .00417 Sv) (40mrem) rem per month
 - Program – should not exceed 1.25 rems (.0125 Sv or 12.5 mSv) per quarter/.417 rem (4.17 mSv or .00417 Sv) (40mrem) rem per month
 - NCRP and State – cannot exceed 3 rems (30 mSv or 0.03 Sv) per quarter/1 rem (10 mSv or 0.01 Sv) per month
- If exceeded, the following steps will be observed:
 - Written verify on the excessive exposure form (pg. 93) justifying receiving such an exposure
 - Clinical Instructor where the student is assigned will, for the quarter physically observe the student during his/her clinical assignments
 - Exposure reading of greater than the allowable limit
 - Require an over-exposure report to be sent to the Ga. Dept of Environmental Quality) and a copy filed with student's radiation monitoring records and referred

Radiation Safety Officer for counseling.

4. If a student is employed in a Radiology Department that requires the student to wear a radiation monitor, a different monitor must be worn. The Radiology Department must provide this monitor. Federal regulations require that a copy of this second dosimetry report be forwarded monthly to the program director.

MAGNETIC RESONANCE SAFETY

All radiography students are required to complete the MRI safety screening protocol handout. The screening forms will be looked over by Ms. Beverly Meacham (MRI instructor). This includes completion of the MRI safety screening. Students should also adhere to the following:

- Do not bring magnetic strip cards (i.e. credit cards, debit cards) into the MRI environment as they will be erased and no longer work if brought into the exam room.
- You should empty all pockets – no cell phones, safety pins, nail clippers, knives, paperclips, money clips should be brought into the exam room.
- You should not bring or wear any jewelry, watches, etc. as they will stop working if they are brought into the exam room.

Central Georgia Technical College
Radiologic Technology Program

Student MRI Screening Form

MRI is a strong magnetic environment that can be hazardous. If you answer yes to any of the screening questions in section 1, let the clinical staff know and do not enter any MRI environment, including transporting patients or lifting help. If you answer yes to any questions in section 2, or have a question or concern regarding any object, implant or device, consult the clinical staff or the MRI technologist **BEFORE** you enter the MRI environment.

Student's name: _____

2. Do you have any kind of implant in your body?

- | | | |
|--|-----|----|
| • Pacemakers or pacemaker wires? | Yes | No |
| • Stimulators or stimulator wires? | Yes | No |
| • Pumps (any kind) or any implanted devices? | Yes | No |
| • Any type of shunts? | Yes | No |
| • If yes, is the shunt a programmable shunt? | Yes | No |
| • Do you know the name and make of the shunt? _____ | | |
| _____ | | |
| • Do you have any brain aneurysm clips? | Yes | No |
| • Do you have any other metal or foreign objects in your body? Eye implants, prosthetic device, tissue expander, staples, BBs, shrapnel? | Yes | No |
| • If yes, what type of implant(s)/object(s) and location(s)? _____ | | |
| _____ | | |

3. The following are typical items found on MRI patient screening forms that we want you to be aware of:

- | | | |
|---|-----|----|
| • Hearing Aid (removed before entering MRI scan room) | Yes | No |
| • History of welding or metal worker (Metal fragments in the eye) | Yes | No |
| • Gunshot wounds with possible shrapnel | Yes | No |
| • Medication patch (nicotine, Nitroglycerine, Fentanyl) | Yes | No |
| • Removable dental work – dentures, braces, partials, retainers | Yes | No |
| • Urinary implant, penile implant, IUD` | Yes | No |
| • Tattoos (Cosmetic, Body) | Yes | No |
| • Body piercings | Yes | No |
| • ACTi coat Silver Wound dressing | Yes | No |
| • Hair pins or hair piece/wig | Yes | No |

Note:

- Do not bring magnetic strip cards (i.e. credit cards, debit cards) into the MRI environment as they will be erased and no longer work if brought into the exam room.

- You should empty all pockets – no cell phones, safety pins, nail clippers, knives, paperclips, money clips should be brought into the exam room.
- You should not bring or wear any jewelry, watches, etc. as they will stop working if they are brought into the exam room.

*If you have any questions or concerns regarding this form or any questions being asked please contact Program director, Amanda Cobb or Clinical Coordinator, Seneca Coogle.

By signing this form you acknowledge that you have been made aware of the hazards of the MRI environment and the necessity for proper screening of yourself, patients, and others regarding these hazards. Further, you have completed the screening above to the best of your knowledge.

Radiography student's name: _____ Date: _____

Signature: _____

MRI Safety Officer/MRI Instructor: _____ Date: _____

Program Director: _____ Date: _____

PART-TIME JOBS

The faculty realizes that most students will be employed part-time while attending school. However, students must make all efforts to attend classes and clinical assignments in order to complete their academic obligation. Students should make their academic education a priority and work with their employers to accommodate their specific schedules. Lack of attendance due to part-time employment will negatively affect academic success. Students are strongly encouraged to limit working hours to day/evening shift positions. If CGTC faculty discover that a student has worked a night shift immediately prior to a clinical day shift, the student will be sent home for the day.

Student Extern

The state of Georgia does not require a license to work in radiography. **Student technologists are allowed to work in the field, but it shouldn't interfere with the Radiologic Technology Program.** Clinical rotational assignments and schedules will not be altered for any work schedules. Examinations performed during employment will not be used to complete course requirements.

A separate dosimeter must be worn when working in a Radiology Department, and a copy of the student's dosimeter exposure report must be sent to the radiography program director on a monthly basis. (1994 Federal Regulations)

The school uniform cannot be worn for outside employment.

SURGERY

Students are not allowed to leave hospital or clinic grounds wearing, or having in their possession, institutional scrub tops or pants. All students assigned to surgery rotation must arrive at clinic dressed according to the CGTC uniform code. Upon arrival, students may change into surgery garb. Once surgery is completed for the day, students are to change out of surgery garb and into the CGTC uniform, placing soiled surgery scrubs in the designated locations. Wearing institutional scrubs off campus grounds is cause for dismissal from the program.

CLINICAL PROCESS

Observation and application of radiologic positioning, radiographic procedures and radiographic techniques are attained by students at various clinical facilities. These experiences are under the supervision of college instructors, staff radiographers and radiologists. Students will be assigned to specific radiographic rooms or imaging areas to observe and participate in the activities and exams being performed. Once students have experienced and applied their positioning and exam knowledge sufficiently, they may attempt an exam competency on a patient. When instructors verify clinical competency attainment, students are expected to maintain competent performance of that skill for the duration of the program. In any clinical term, the instructor may request a student to perform a radiographic exam previously mastered under the instructor's direct observation. At any point within the program that the student regresses to unacceptable competency performance in a previously mastered skill, the competency must be repeated.

After remedial activities assigned to the student by the instructor are completed, the student may again attempt competency on a patient.

DIRECT/INDIRECT SUPERVISION AND REPEAT POLICY

All films (images) taken by students will have their images checked for quality control purposes by a qualified registered technologist. ***A qualified radiographer is defined as a radiographer who is currently registered by the ARRT.**

In accordance with the Joint Review Commission on Education in Radiologic Technology Standards for an Accredited Educational Program in Radiologic Sciences, the policies for direct and indirect supervision and their relation to image repeats is as follows:

1. Direct Supervision

Direct supervision exists when a technologist is working with a student in the radiographic room or is observing the student perform a radiographic exam from the control panel area. A qualified radiographer 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 a radiograph.**
- c. **The student is performing a mobile exam.**

2. Indirect Supervision

Indirect supervision exists when a staff technologist is in the general vicinity of the room where a radiographic exam is being performed. Students may perform examinations under indirect supervision only after successfully completing clinical competency testing on that particular exam.

3. Repeat Radiographs

In the event that a radiograph produced by a student technologist needs repeating:

- ✓ The qualified radiographer **will review the radiograph and determine the need for repetition** of the radiograph.
- ✓ The qualified radiographer **will be present and will directly supervise the repetition of the radiograph.**
- ✓ The qualified radiographer **will review and approve or disapprove the repeated radiograph.**

- ✓ The student ***must document the repeat, the reason for the repeat, and the technologist present*** on the *DAILY RECORD OF PROCEDURES*.

The student must document the repeat, the reason for the repeat, and the technologist signature present on **the *DAILY RECORD OF PROCEDURES***.

4. Whenever a student is performing a mobile (portable) exam or surgical procedure regardless of competency demonstration, a qualified technologist must always be *present in the room with the student*.

Pre-Clinical Requirement Check List

After acceptance to the CGTC MACON CAMPUS RADT Program the student will be contacted for a brief orientation. The student will be instructed to complete the following by the deadlines set by the Program Director and/or Clinical Coordinator.

1. Emergency Contact Information
2. Annual Physical Examination
3. Copy of Immunization Records
4. Annual TB and Flu shot
5. Copy of CPR card (front and back)
6. Annual Drug Screen ([precheck](#)) ([Verified Credentials](#))
Annual Criminal Backgrounds Check ([Precheck](#)) [Verified Credentials](#)
Lead Markers (right and left)
7. Dosimeters (paid with receipt verification by the first day of every semester)
8. CGTC Student Badge
9. Uniform with badge and shoes per clinical dress code.

CGTC MACON CAMPUS CLINICAL EDUCATION POLICIES AND PROCEDURES

CLINICAL SETTING POLICY / PROCEDURES

Students are required to know, understand, and adhere to all applicable policies at each clinical education site. The on-site clinical instructor normally covers this information during the student's orientation to new clinical settings.

CONDUCT

If at any time a student's conduct becomes unprofessional, the radiology director and/or clinical instructor may send the student home. A counseling session will be scheduled and appropriate disciplinary action will be taken. The student may return only after approval from the program director and clinical setting officials.

DOCUMENTATION OF CLINICAL TIME

All students are required to document clinical time. Documentation is achieved by the following:

- Clinical time is documented by the student accessing Online RadSchool that is on the dedicated computers within each Radiology Department (www.onlineradschool.com). The student is assigned a user name and password the first semester of clinical assignment and uses that password until completion.
- **AT NO TIME IS IT ACCEPTABLE TO USE A MOBILE DEVICE (i.e. cell phone, smart phone, I-PAD, TABLET or any electronic device) TO DOCUMENT ARRIVAL OR DEPARTURE TIMES from the clinical site.**
- It is the student's responsibility to maintain protection of their password and notify the clinical coordinator and or program director of any breach of confidentiality.

- ***When the online time clock is not available the student is to contact the clinical coordinator, who will then manually clock in their attendance.***
- When a student clocks in, he/ she are considered on duty and are to remain in the assigned area performing required duties.
- Please refer to the Clinical Attendance Policy and/or Clinical Assignment section of this manual for further specifics regarding attendance.
 1. Absence: The student must notify a Radiology Department technologist supervisor or the onsite-clinical instructor **and** CGTC MACON CAMPUS faculty prior to the beginning of the scheduled assignment.
 - Messages may not be left with a department secretary.
 - If the student knows or suspects that he has a communicable disease he should not report to the clinical setting and must follow protocol as described above.

Imaging Identification Markers

The student will be required to purchase personal initialed markers and carry them daily. These markers are to be used in the clinical and lab settings whenever the student performs an exam.

All radiographs must have student's markers on them to be counted as a film critique/Case Study or a competency. This includes all exams completed with CR/DR and PACS.

Computerized annotation will not be accepted. Markers are required on ALL images per the Quality Assurance programs. Markers must not be loaned to other students or technologists.

PARKING

The student is required to park his or her vehicle only in areas assigned by the clinical instructor and/or as designated by the clinical facility.

PHONE CALLS

Phone calls are to be kept at a minimum. No personal calls will be permitted at the clinical affiliate except during breaks. Only in case of emergency should the student make phone calls. The Clinical Coordinator and/or Program director will contact the student in case of emergency. All family should have both the Clinical Coordinator and Program directors numbers.

RESTRICTED CLINICAL ASSIGNMENTS

Students assigned to the emergency room (ER or ED), surgery, and mobiles/portables **must have direct supervision.**

STUDENT NAME BADGES

Student name badges are a required part of the student uniform and must be worn daily. If it is lost it will be the student's responsibility to replace it. Students **MUST** have name badges before signing in for clinical.

STUDENT PROGRESSION OF THE CLINICAL COURSE:

Because of the progressive nature of the clinical course, each student must:

- Be able to demonstrate previously completed competencies whenever requested by the clinical faculty.
- Successfully complete required competencies per semester as listed in proceeding sections of this manual.
- Have successfully completed all courses in the previous semester.
- Have accepted the radiologic technology professional values.
- Have a current grade average of "C" in all subjects before progressing to a higher-level clinical course.

STUDENT SUPERVISION

Two students may not be assigned to any area without direct technical supervision. Students may not supervise students.

CLINICAL GRADE DETERMINATION

On the next several pages you will find the clinical evaluation tools to be used to determine the clinical grade. Please refer to the rationale, objectives and the evaluator notes for the forms included.

CLINICAL OBJECTIVES

Evaluation is an ongoing process the purpose of which is to:

1. Identify the strengths and weaknesses of the student and the clinical program.
2. Increase the competency of the student by providing feedback that should lead to self-improvement.
3. Provide a vehicle for focusing on important qualities of clinical skills in order to assess competencies achieved.
4. Provide information that will be helpful in recommending the student for specific position.
5. Competency evaluations can only be conducted by a qualified radiographer or CGTC- Macon Campus faculty. Competencies not performed by the correct evaluators will not be accepted.

METHOD

Criteria for determining clinical grades are stated on the course syllabus and in the CGTC MACON CAMPUS RADT Manual for the specific clinical course in which you are enrolled.

STUDENTS ARE NOT PERMITTED TO COMPLETE ANY GRADING PORTION OF THE COMPETENCY/CONTINUED COMPETENCY EVALUATIONS; IN DOING SO THE STUDENT WILL BE FOUND TO BE FALSIFYING INFORMATION AND WILL DISCIPLINED ACCORDING TO THE STUDENT MANUAL.

Competency Evaluations: 20%

The number of Clinical competencies/Final competencies required for each semester is listed in the course syllabus and in this manual. If the student does not meet the minimum number of competencies for a semester will result in failure of the clinical course which will convert to an F, which will result in termination from the program.

Clinical Competency exams are defined as any exam listed on the Record of Competency Sheet. These exams include both mandatory and elective procedures and have been determined by the ARRT.

Continued Competency exams are defined as competencies that must be performed after the completion of a final competency of the same exam. See below for more specific information regarding Continued Competencies.

Competency examinations must be turned in immediately to the clinical coordinator/CGTC MACON CAMPUS drop box located at each clinical setting. Dates of competency examinations will be verified by faculty.

A student is allowed to carry over competencies from one semester to the subsequent semester above and beyond the minimum number of competencies required every semester.

COMP GRADUATION REQUIREMENTS

- 10 mandatory general patient care activities (9 GENERAL PT. CARE 1 + VENIPUNCTURES)
- Thirty-seven mandatory radiologic procedures
- Seventeen elective radiologic procedures- to be selected from a list of thirty-four procedures

TOTAL 54 COMPLETED PROCEDURES

- 10 Continued competency evaluations:
 - RADT 1320- 1
 - RADT 1330- 3
 - RADT 2340- 3
 - RADT 2360- 3
- Documented Competency Maintenance Exams –Information provided in course syllabi

Grading (Competency and Continued Competency)

A grade of 90% or better must be received in order to allow the student to be deemed successful in each of the clinical courses. If the student does not receive a score of 90 or better on the final competency, they are required to repeat the attempt until the competency is satisfied with 90% accuracy. Any competency that receives a grade **below 90** will have to be repeated. However,

the grade will still be logged in the grade book as the original grade. **If the student commits any of the errors below, they receive a zero for the entire projection.**

Errors which may necessitate a second attempt include, but are not limited to the following:

- Omission of anatomical marker
- Use of incorrect anatomical marker
- Underexposed image
- Overexposed image
- Incorrect tube-object-IR alignment
- Injury to the patient
- Incorrect or omission of information pertaining to patient medical history pertinent to examination
- Omission of pertinent anatomy pertinent to examination
- Requesting assistance regarding positioning or technical exposure factors
- Incorrect or omission of patient examination preparation
- Incorrect or omission of breathing instructions associated with examination when applicable
- Unprofessional behavior or any behavior that causes the patient to question competency of examiner
- Incompletion of all necessary paperwork associated with examination
- Inability to identify pertinent anatomy associated with examination
- Excessive amount of time to complete examination based on the clinical course the examinee is currently enrolled, examination difficulty level and patient status
- Improper collimation
- Improper use of shielding devices or omission of shielding devices

Continued Competency Exam Criteria:

These Continued competency exams will be executed exclusively by the Program Clinical Coordinator, Program Clinical Instructor, Clinical Instructor or appointed Registered Radiographer.

- Final examination will be evaluated with forms currently being used for competency evaluations. This method for evaluation of a student is based on the need for the maintenance of technical and problem solving skills.
- This evaluation process is not designed to cause any undue stress to the course participant, but rather the refinement of skills associated with patient care, positioning and technical applications.

Refer to specific clinical course syllabus for a list of potential final examinations for each course and please refer any questions to the Clinical Coordinator/Program Director.

CLINICAL COMPETENCY - GUIDELINES***Student will:***

1. Verify no repeats.
2. The student is responsible for maintaining a record of specific procedure evaluations and competency tests that he or she has mastered. This should be logged in the *RECORD OF COMPETENCIES* form and the *DAILY RECORD OF PROCEDURES* log.
 1. Each student is responsible for completing all designated competency tests prior to graduation.
 2. Falsification of competency evaluations will result in student's suspension and/or dismissal from the program.
 3. Examinations presented for competency evaluation will not be accepted if:
 - **the technologist assisted the student.**
 - **the student fails to adhere to patient safety policies.**
 - **the student fails to use his or her own markers.**
 - **any projection(s) require(s) repeats.**
 - **any procedure was evaluated by an unauthorized technologist.**
 - **any procedure was returned to the department head and/or quality assurance office.**
 4. The student who procrastinates may not have all required competencies completed as required. Failure to complete these competencies will result in failure of the course (only in cases of excuses absence) and the student will not continue to the next semester. The student is encouraged to plan his or her semester activities. An average of one competency should be completed each week.
 5. The criteria for competencies used by Central Georgia Technical College (MACON Campus) are based on the ARRT guidelines for clinical education. References for completing a student's evaluation will be his or her required textbooks. The department standards are accepted for specific areas such as:
 - a. Size of image receptor
 - b. IR Exposure/Contrast
 - c. Modification of views as requested by the radiologist
 - d. Modification of views as directed by the on-site clinical instructor
 6. Only examinations listed and approved in this manual may count for full competencies. Incomplete and/or partial exams will not be counted unless approved by CGTC MACON Campus faculty.

The faculty of CGTC MACON CAMPUS will periodically review the documentation, including but not limited to facility, names, dates and exams listed on any form submitted to and in the student's file. This is an ongoing quality assurance tool to ensure validity of the information. Students may follow the appeals process for competency/final competencies that faculty deem invalid.

COMPLETION OF A COMPETENCY FORM

This evaluation, completed by an authorized registered technologist, is designed to evaluate the student's performance of a specific radiographic examination completed for a patient in the clinical setting. The procedure for obtaining a competency is as follows:

- **The student must inform the registered technologist that he or she wants to obtain the competency on the particular exam prior to patient assessment.**
- The competency sheet must be given to the registered technologist **before** the exam begins.
- The student is required to complete the examination **unassisted** while the technologist observes his or her skills.
- The student and technologist must evaluate the film.
- **In the event that the technologist must intervene or repeats are necessary the student should not receive the competency. ***
- Only after remediation with the instructor may the student attempt another competency for this exam on a different patient
- The competency form will be filled out as soon as possible after the exam has been completed.
- The evaluating technologist must sign and date the form.
- The competency evaluation form must be completed in its entirety before credit will be given for the competency.

***ALL COMPETENCY FORMS (REGARDLESS OF % OF GRADE) MUST BE SUBMITTED**

- **A photocopy of the completed competency evaluation will not be accepted; i.e., a competency evaluation with a photocopied signature of the evaluator and/or student.**
- **A student may request a photocopy of the competency evaluation form to keep for his/her records. It is strongly suggested the student keep record in their daily log.**
- **All competency forms must be turned in immediately (in the "lockbox" assigned to each clinical setting) after completion for a student to receive credit for that competency.**
- **Competency forms that are not turned in immediately after completion will not be accepted and the student will have to repeat the competency exam.**
- **If a student turns in a competency form and the date has either been altered in any form or does not correspond with the "x-ray number", the student is subject to disciplinary action according to CODE OF CONDUCT guidelines.**
- A faculty member of Central Georgia Technical College (MACON Campus) upon visiting the clinical setting will check and review the competency.

- All competency sheets must be filled out completely. This should include facility, date, and patient #. **You cannot use an exam for a competency without having completed a laboratory evaluation of the body area first.**
- Any discrepancy is considered a serious offense and will be reviewed by the Program Director and the student could be dismissed from the program.
- Successful completion of this evaluation means that the student is competent to perform the examination with indirect supervision.
- **Students are allowed to perform multiple exams on patients Competencies must have separate accession numbers or physician orders.**
- **A grade of 90% or better must be achieved.**
- Students may follow the appeals process for competency/final competencies that faculty deem invalid.

SIMULATIONS

Competency exam simulations are limited, pending Program Director/Clinical Coordinator discrepancy. Simulations of competencies required in order to satisfy ARRT requirements should be viewed as an absolute last option. Competency simulations performed in the lab will be more rigorous in order for students to demonstrate comprehensive knowledge of the procedure/exam being simulated. All simulations performed in the laboratory in order to satisfy mandatory exam competencies required by the ARRT will be performed in front of a panel of evaluators that will consist of the Program Director, Clinical Coordinator, and at least two adjunct faculty members.

FORMS



General Counseling Statement

STUDENT NAME: _____

STUDENT ID: _____

DATE OF COUNSELING: _____

DATE OF INCIDENT: _____

____ EXCESSIVE TARDINESS. ____ CLASSROOM ____ CLINICAL

____ FAILURE TO INFORM INSTRUCTOR OF CLINICAL/CLASSROOM ABSENCE

____ LEAVING THE CLINICAL SETTING WITHOUT APPROVAL

____ FAILURE TO APPEAR IN PROPER UNIFORM

____ CONDUCT

____ OTHER:

(NOTE: REPEATED OFFENSES OF ANY OF THE ABOVE INCIDENCES MAY RESULT IN I OR DISMISSAL FROM THE RADT PROGRAM)

STATEMENT OF COUNSELING: _____

ADMINISTRATIVE ACTION: _____

STUDENT SIGNATURE

COUNSELOR SIGNATURE

APPENDIX I: updated 8/6/2020**PROJECTIONS NEEDED FOR COMPETENCY EVALUATIONS**

MANDATORY COMPETENCY EXAM (37)	PROJECTIONS
CHEST	PA, LATERAL
CHEST (WHEELCHAIR/STRETCHER)	AP, Lateral
RIBS	AP OR PA , OBLIQUE (UPPERS AND LOWERS)
THUMB OR FINGER	AP/PA, OBLIQUE, LATERAL
HAND	PA, OBLIQUE, LATERAL
WRIST	PA, OBLIQUE, LATERAL
FOREARM	AP, LATERAL
ELBOW	(CES Routine; minimum of 3 views)
HUMERUS	AP, LATERAL
SHOULDER	(CES Routine)
TRAUMA SHOULDER	(CES Routine)
CLAVICLE	AP, AP AXIAL
TRAUMA (UPPER EXTREMITY)	AP, LATERAL
FOOT	AP, OBLIQUE, LATERAL
ANKLE	AP, OBLIQUE, LATERAL
KNEE	(CES Routine; minimum of 3 views)
PATELLA	(CES Routine)
TIBIA-FIBULA	AP, LATERAL
FEMUR	AP, LATERAL (TO INCLUDE BOTH JTS)
TRAUMA (LOWER EXTREMITY)	AP, LATERAL
CERVICAL SPINE	LATERAL, AP AXIAL, AP AXIAL OBLIQUES, AP OPEN MOUTH (ODONTOID) SWIMMERS IF NEEDED
THORACIC SPINE	AP, LATERAL, SWIMMERS
LUMBOSACRAL SPINE	AP, OBLIQUES, LATERAL, SPOT (if CES protocol requires)
PELVIS	AP
HIP	AP, LATERAL
CROSS-TABLE LATERAL HIP	LATERAL
CROSS-TABLE LATERAL SPINE	LATERAL
ABDOMEN (SUPINE)	AP
ABDOMEN (UPRIGHT)	AP
C-ARM	
C-Arm (Surgical C-arm)	
MOBILE CHEST	AP
MOBILE ABDOMEN	AP
MOBILE ORTHO	AP, LATERAL

ELECTIVE COMPETENCY EXAM (17)	PROJECTIONS
DECUBITUS CHEST	AP OR PA
STERNUM	LT. LATERAL, RAO
SOFT TISSUE NECK	LATERAL, AP AXIAL
SCAPULA	AP, LATERAL
AC JOINTS	AP (W/WO WEIGHTS)
TOES	CES ROUTINE
CALCANEUS	AXIAL, LATERAL
SKULL	(CES ROUTINE)
SINUSES	PA AXIAL (CALDWELL), PARIETOACANTHIAL (WATERS) LATERAL,
FACIAL BONES	AP OR PA, LATERAL, PARIETOACANTHIAL (WATERS)
ORBITS	(CES Routine)
ZYGOMATIC ARCHES	(CES Routine)
NASAL BONES	PARIETOACANTHIAL, RT. AND LT. LATERAL
MANDIBLE	AP AXIAL, AP, BOTH OBLIQUES
SACRUM	AP, LATERAL
COCCYX	AP, LATERAL
SACROILIAC JOINTS	AP AXIAL, BOTH OBLIQUES
SCOLIOSIS SERIES	PA (PREFERRED), AP
IVU	(CES Routine)
UPPER GI	(CES Routine)
BARIUM ENEMA (DOUBLE)	(CES Routine)
BARIUM ENEMA (SINGLE)	(CES Routine)
SMALL BOWEL SERIES	PA OR AP (ALL PROJECTIONS NEEDED FOR EXAM)
ESOPHAGUS	(CES Routine)
CYSTOURETHROGRAPHY	(CES Routine)
CT (HEAD) NON-CONTRAST	
MYELOGRAM	(CES Routine)
ARTHROGRAPHY	(CES Routine)
PEDIATRICS	
PEDI ABDOMEN	AP
PEDI UPPER EXTREMITY	AP, LATERAL
PEDI LOWER EXTREMITY	AP, LATERAL
PEDI MOBILE CHEST	AP
PEDI CHEST	AP or PA, LATERAL
PEDI MOBILE EXTREMITY	AP, LATERAL
GERIATRIC	
GERIATRIC CHEST	PA/AP, LATERAL
GERIATRIC UPPER EXTREMITY	AP/PA, LATERAL
GERIATRIC LOWER EXTREMITY	AP/LATERAL

****All FLUORO exams must have ONE image with the student's marker on the image****

CLINICAL COMPETENCY/CONTINUED COMPETENCY REQUIREMENTS

RADT 1320 – Clinical Radiography I-	7 COMPETENCY REQUIREMENTS 1 Continued Competency Requirements
RADT 1330- Clinical Radiography II-	17 COMPETENCY REQUIREMENTS 3 Continued Competency Requirements
RADT 2340- Clinical Radiography III-	13 COMPETENCY REQUIREMENTS 3 Continued Competency Requirements
RADT 2360- Clinical Radiography IV-	17 COMPETENCY REQUIREMENTS 3 Continued Competency Requirements

TOTAL OF 54 COMPETENCY REQUIREMENTS**TOTAL OF 10 CONTINUED COMPETENCY REQUIREMENTS**



Student Clinical Policy Acknowledgment Form

I have read and understand the rules, grading practices and purpose of CGTC Radiologic Technology Program described in the ***CGTC Radiologic Technology Student Success Manual 2020-2021***.

Student Name: (Please Print): _____

Student Signature: _____

Clinical Coordinator: _____

Program director: _____

Date: _____