

# Radiography Program Student Handbook

Asheville-Buncombe Technical Community College

# 2025

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## Program Introduction

This Radiography Student Handbook is only part of the information necessary for you to successfully complete the program. You will also receive access to RAD course syllabi, the A-B Tech Catalog, and the A-B Tech Student Handbook and Calendar. ***It is your responsibility to read these documents and be familiar with all college, program, and course policies and requirements.***

The radiographers you will be working with during the next 21 months have all pledged themselves to excellence in patient care and we welcome you as a student member of our profession. Every student who meets the admission requirements of the program can succeed and do exceptionally well. The program only wants to graduate the best. The healthcare work environment will allow no less.

This program is serious business--it is about patient care, it is about professional standards, and it is about quality education. The program faculty has been hired by the college to deliver a program in compliance with accreditation standards and curriculum requirements based on sound educational principles. We want you to reach higher, to try harder, and to learn far more than you ever thought possible. We have structured everything to set you up to succeed. All you must do is: Do Your Part.

Your radiography instructors at the college are all professionals in this field with many years of experience as clinicians and educators. Do all they expect of you, and you will meet with a success you only dreamed of when you began the program.

Welcome to the Radiography Program at A-B Tech! The responsibilities of the program and the profession may appear great at times, but the rewards outnumber all challenges you may encounter by tenfold.

The A-B Tech Radiography Faculty

## Program History

Asheville-Buncombe Technical Community College (A-B Tech) has served as the community's premier technical educator since 1959. A-B Tech is proud of its successful history, especially of the success of the college's allied health programs. The radiography program traces its' beginning to the School of X-Ray Technology sponsored by Memorial Mission Hospital, started in 1960 by Iva McGrady Wall, R.T.(R)(ARRT). With increasing programmatic accreditation standards and emphasis on academic education, all parties involved believed the training for radiographers in our area would be better provided through an institution of higher learning. The Asheville-Buncombe Technical Institute Radiologic Technology Program enrolled its first class in the fall of 1971 with Henry B. Dawkins, B.S., R.T.(R)(ARRT) serving as the first program director. Several other allied health programs, including nursing and medical laboratory technology, were also transferred to A-B Tech during this time.

In 2016 the Allied Health Division relocated to the Ferguson Allied Health and Workforce Development Building (AHWD) at 10 Genevieve Circle, Asheville, NC. The program classroom and faculty offices are located on the second floor of the AHWD building on the A-B Tech campus.

The A-B Tech Radiography Program has served as the main source of entry-level radiographers in the area since the program graduated its first class in 1973. Graduates of the program have been successful in obtaining employment in a wide variety of settings including area hospitals, doctor's offices, emergency care centers, imaging centers, and clinics. A significant number of graduates have pursued advanced education in the field of medical imaging or advanced degrees in the health sciences. Many program graduates have become successful educators, department managers, hospital administrators, or practitioners in other areas of health care.

## Program Mission

The mission of the A-B Tech Radiography Program is to prepare competent entry-level radiographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the health care industry located in Western North Carolina.

## Program Faculty

### Department Chairperson

René Brooks, MAEd., RT(R), ARRT  
Office: AHWD 240.5  
Phone: 828.398.7262  
Email: [renebrooks@abtech.edu](mailto:renebrooks@abtech.edu)

### Instructor/Clinical Coordinator

Kayce Leon, M. S., RT(R), (BD), ARRT  
Office: AHWD 240.6  
Phone: 828.398.7257  
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### Instructor

Sereitha Miller, B.S., RT(R), ARRT  
Office: AHWD 240.7  
Phone: 828.398.7188  
Email: [sereithadmiller@abtech.edu](mailto:sereithadmiller@abtech.edu)

## Chain of Command

The program recommends any student having a complaint or grievance should initially discuss the problem with the individual involved within three (3) school days of the incident to resolve the issue informally. If at the time of the discussion the problem is not resolved to the mutual satisfaction of both parties, the student should discuss the matter with the program chairperson. This should occur within ten (10) school days of the incident.

If the student remains dissatisfied with the decision at this informal level, he/she would be encouraged to refer to the Student and Grade Appeals Policy outlined in the A-B-Tech Catalog. This more formal process is administered through the office of the Vice-President for Student Services.

# Accreditation

## College Accreditation

A-B Tech is accredited by the Southern Association of Colleges and Schools and is approved by the North Carolina Board of Education.

## A-B Technical Community College Student Learning Outcomes

- SLO 1:** Students will utilize effective communication and interpersonal skills according to professional standards.
- SLO 2:** Students will demonstrate problem solving and critical thinking skills in the performance of radiographic procedures according to professional standards.
- SLO 3:** Students will demonstrate professional growth and development by practicing the professional code of ethics and complying with the professions' scope of practice.
- SLO 4:** Students will demonstrate clinical competence by performing a full range of radiologic procedures on all patient populations.

## Program Accreditation

The program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) and was awarded full eight-year reaccreditation without recommendations or suggestions in the spring of 2024. This process required a written self-study report and a site visit by other educators from around the country. More information about the process is available upon request from the program faculty, upon request.

## Joint Review Committee on Education in Radiologic Technology (JRCERT)

### Program Effectiveness Data, Goals, and Student Learning Outcomes

#### Program Effectiveness Data

- Graduates will pass the ARRT exam on the first attempt.
- Students will complete the program.
- Graduates will obtain employment.
- Employers will be satisfied with the program.
- Graduates will be satisfied with the program.

## Program Goals and Student Learning Outcomes (SLO)

### Goal 1

Students will utilize effective communication and interpersonal skills.

**SLO 1:** Students will demonstrate effective communication and interpersonal skills during clinical assignments.

**SLO 2:** Students will use proper written and oral communication skills during didactic assignments.

### Goal 2

Students will demonstrate problem-solving and critical thinking skills in the performance of radiographic procedures.

**SLO 1:** Students will demonstrate critical thinking and problem-solving skills in the clinical setting.

**SLO 2:** Students will demonstrate critical thinking and problem-solving skills in the didactic setting.

### Goal 3

Students will demonstrate clinical competence by performing a full range of radiologic procedures on all patient populations.

**SLO 1:** Students will provide appropriate patient care.

**SLO 2:** Students will position the patient and imaging equipment resulting in optimal images.

For more information about program goals and effectiveness, please visit:

[A-B Tech Radiography Program Webpage](#)

## Standards for Programs in Radiography

The A-B Tech Radiography Program chose programmatic accreditation by the Joint Review Committee for Education in Radiologic Technology (JRCERT). The JRCERT Standards ensure minimum standards for the development and self-assessment of programs in Radiography; the program must maintain compliance. An abbreviated copy of the current standards is available in this handbook. A full copy is available upon request in the office of the department chairperson. Students are encouraged to discuss any matters of concern regarding program compliance with the JRCERT Standards with the program faculty. If the concern is not resolved at this level, the student/complaining party will be advised to confer with the Dean of Allied Health and Public Service Education. If the Dean is not able to resolve the problem, the



student/complaining party will be advised to confer with the Vice- President of Instructional Services. If the matter is still not resolved or if the student/complaining party believe the concerns were not properly addressed, the student/complaining party will be advised to submit, anonymously or otherwise, allegations of non-compliance with the standard directly to the JRCERT at:

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

**20 N Wacker Drive, Suite 2850**

**Chicago, IL 60606-3182**

**312.704.5300 • (Fax) 312.704.5304**

**[www.jrcert.org](http://www.jrcert.org)**

## 2021 Standards:

Effective: January 1, 2021

Adopted by:

The Joint Review Committee on Education in Radiologic Technology – April 2020

The Joint Review Committee on Education in Radiologic Technology (JRCERT) is dedicated to excellence in education and to the quality and safety of patient care through the accreditation of educational programs in the radiologic sciences.

### Introductory Statement

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

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

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

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

- Required Program Response- requires the program to provide a brief narrative and/or documentation that demonstrates compliance with the objective.
- Possible Site Visitor Evaluation Methods - identifies additional materials that may be examined and personnel who may be interviewed by the site visitors at the time of the on-site evaluation to help determine if the program has met the particular objective. Review of additional materials and/or interviews with listed personnel is at the discretion of the site visit team.

## Standard One: Accountability, Fair Practices, and Public Information

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

### Objectives:

- 1.1 The sponsoring institution and program provide students, faculty, and the public with policies, procedures, and relevant information. Policies and procedures must be fair, equitably applied, and readily available.
- 1.2 The sponsoring institution and program have faculty recruitment and employment practices that are nondiscriminatory.
- 1.3 The sponsoring institution and program have student recruitment and admission practices that are nondiscriminatory and consistent with published policies.
- 1.4 The program assures the confidentiality of student educational records.
- 1.5 The program assures that students and faculty are made aware of the JRCERT Standards for an Accredited Educational Program in Radiography and the avenue to pursue allegations of noncompliance with the Standards.
- 1.6 The program publishes program effectiveness data (credentialing examination pass rate, job placement rate, and program completion rate) on an annual basis.
- 1.7 The sponsoring institution and program comply with the requirements to achieve and maintain JRCERT accreditation.

## Standard Two: Institutional Commitment and Resources

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

### Objectives:

- 2.1 The sponsoring institution provides appropriate administrative support and demonstrates a sound financial commitment to the program.

- 2.2 The sponsoring institution provides the program with the physical resources needed to support the achievement of the program's mission.
- 2.3 The sponsoring institution provides student resources.
- 2.4 The sponsoring institution and program maintain compliance with United States Department of Education (USDE) Title IV financial aid policies and procedures, if the JRCERT serves as gatekeeper.

## Standard Three: Faculty and Staff

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

### Objectives:

- 3.1 The sponsoring institution provides an adequate number of faculty to meet all educational, accreditation, and administrative requirements.
- 3.2 The sponsoring institution and program assure that all faculty and staff possess the academic and professional qualifications appropriate for their assignments.
- 3.3 The sponsoring institution and program ensure the responsibilities of faculty and clinical staff are delineated and performed.
- 3.4 The sponsoring institution and program assure program faculty performance is evaluated and results are shared regularly to assure responsibilities are performed.
- 3.5 The sponsoring institution and/or program provide faculty with opportunities for continued professional development.

## Standard Four: Curriculum and Academic Practices

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

### Objectives:

- 4.1 The program has a mission statement that defines its purpose.
- 4.2 The program provides a well-structured curriculum that prepares students to practice in the professional discipline.
- 4.3 All clinical settings must be recognized by the JRCERT.
- 4.4 The program provides timely, equitable, and educationally valid clinical experiences for all students.
- 4.5 The program provides learning opportunities in advanced imaging and/or therapeutic technologies.
- 4.6 The program assures an appropriate relationship between program length and the subject matter taught for the terminal award offered.
- 4.7 The program measures didactic, laboratory, and clinical courses in clock hours and/or credit hours through the use of a consistent formula.
- 4.8 The program provides timely and supportive academic and clinical advisement to students

enrolled in the program.

4.9 The program has procedures for maintaining the integrity of distance education courses.

## Standard Five: Health and Safety

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

### Objectives:

5.1 The program assures the radiation safety of students through the implementation of published policies and procedures.

5.2 The program assures each energized laboratory is in compliance with applicable state and/or federal radiation safety laws.

5.3 The program assures that students employ proper safety practices.

5.4 The program assures that medical imaging procedures are performed under the appropriate supervision of a qualified radiographer.

5.5 The sponsoring institution and/or program have policies and procedures that safeguard the health and safety of students.

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

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

### Objectives:

6.1 The program maintains the following program effectiveness data:

- five-year average credentialing examination pass rate of not less than 75 percent at first attempt within six months of graduation,
- five-year average job placement rate of not less than 75 percent within twelve months of graduation, and annual program completion rate.

6.2 The program analyzes and shares its program effectiveness data to facilitate ongoing program improvement.

6.3 The program has a systematic assessment plan that facilitates ongoing program improvement.

6.4 The program analyzes and shares student learning outcome data to facilitate ongoing program improvement.

6.5 The program periodically reevaluates its assessment process to assure continuous program improvement.

## Degree Awarded and Certification Eligibility

All program graduates are eligible for the associate in applied science degree in Radiography and upon meeting all other requirements, are eligible to apply for the certification examination in Radiography administered by the American Registry of Radiologic Technologists (ARRT). One who passes this national exam and meets all the other requirements will become a Registered Technologist in Radiography and can use initials R.T.(R)(ARRT) after their name.

### ARRT Certification

The American Registry of Radiologic Technologists (ARRT) is the nationally recognized certifying body for the profession. Upon completion of the curriculum, the student will be eligible to apply for the Registry examination in Radiography. The exam is administered by computer-based testing and will be set up at a specified testing center with the testing time, site, and date arranged after the application is received by the ARRT. A-B Tech graduates will be eligible to apply to take the examination immediately following their spring completion of program requirements. ARRT applications forms are found on the [arrt.org](http://arrt.org) website.

# A-B Tech Policies

## A-B Tech Code of Student Conduct

To protect the students and employees of the College from the irresponsible actions of others, the College has also adopted basic rules of student conduct. Each student should review the current A-B Tech Code of Student Conduct found in the current A-B Tech Catalog and Student Handbook and Calendar. Students who have been charged with a violation of these rules will be assigned consequences based upon the seriousness of the offense.

## A-B Tech Code of Classroom Conduct

Civility is behaving in a polite way. We have high expectations of each member of the class regarding their behavior toward each other and the instructor. Classroom etiquette is basically good manners and the expectations regarding such behavior should not unduly burden anyone. All students are expected to conduct themselves as mature adults. Each student should review the A-B Tech Code of Classroom Conduct that is found in the current A-B Tech Catalog and Student Handbook and Calendar. The program faculty will expect appropriate behavior in the classroom and will use this code of conduct as a guide. Disrespect for instructors, staff, and other students will NOT be tolerated.

## Destruction of Property

Destruction of school property will not be tolerated. Violations will result in the student being dismissed from all allied health programs.

## Drug-Free Workplace Policy

It is the policy of A-B Tech that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or illicit use of alcohol on the college campus or as a part of any of its activities or business is prohibited. Any student violating this policy will be subject to disciplinary action up to and including suspension or expulsion.

## Student Course Drop/Withdrawal

Students are encouraged to consult with program faculty when considering withdrawal and before completing the required forms. Current college publications should be consulted for further information.

## Financial Assistance

Students enrolled in the RAD Program have access to numerous possible scholarships sponsored by the A-B Tech Foundation [financialaidoffice@abtech.edu](mailto:financialaidoffice@abtech.edu). The NCSRT

([www.ncsrt.org](http://www.ncsrt.org)) and ASRT ([www.asrt.org](http://www.asrt.org)) also have scholarships available. More information can be found on their websites.

## Student Responsibilities

All students are responsible for the proper completion of their academic program, for the familiarity with all requirements of the A-B Tech catalog under which they intend to graduate, for maintaining the grade point average required, for knowing their academic standing, and for meeting all other degree requirements. Program faculty, advisors and counselors are available to assist all students, but FINAL RESPONSIBILITY FOR MEETING PROGRAM AND GRADUATION REQUIREMENTS REMAINS WITH THE STUDENT.

## Smoke-Free Campus

A-B Tech is a smoke-free campus as of August 2007. Most of the clinical settings are also smoke-free. Students must observe smoke-free policies of the college and each clinical site. Students who smoke are NOT entitled to additional break periods during clinical hours to satisfy their smoking needs. If such breaks are taken, the student will be subject to having the time away from clinical assignments counted as a tardy. The smoking student should also be aware that most patients find a smoke-saturated uniform offensive, and in some cases, a health hazard. Students will be sent home with time deducted from the clinical day if they are sent home to change uniforms for this reason.

Students who are reported to be smoking, to include e-cigarettes, and/or vaporizing device, in violation of the campus and clinical site policies will be referred to the Vice-President of Instructional Services for disciplinary action.

## Job Placement Assistance

No reputable college can guarantee jobs for graduates. However, the college will assist students and alumni in every possible way in obtaining suitable employment. The program faculty will also post any job vacancies they are aware of as they are received.

## Student Appeals

Please see the A-B Tech website at <https://abtech.edu/student-complaints> for policy and procedure.

# Student Services

<https://abtech.edu/student-resources/student-services-overview>

## Student Support Services

A-B Tech offers counseling and other services to students. For a complete list, please visit the student services page on the college website [supportservices@abtech.edu](mailto:supportservices@abtech.edu).

## ADA Accommodations

- Contact staff member via email at [supportservices@abtech.edu](mailto:supportservices@abtech.edu)
- Phone: 828-398-7581

## Testing Center

A-B Tech offers an on-campus testing center, Monday – Friday, 8:30am-5pm.  
[testingcenter@abtech.edu](mailto:testingcenter@abtech.edu)

## Achievement Center

The Don C. Locke Library is centrally located on the main campus of A-B Tech. It offers a robust collection of books, periodicals, and more. Please visit the page on the college website <https://abtech.edu/student-resources/don-c-locke-library>

A-B Tech also offers comprehensive tutoring and writing assistance via The Carolyn Lisa Johnson Writing Center, located on the lower floor of the Don C. Locke library. Appointments can be made online at <https://abtech.edu/student-resources/carolyn-lisa-johnson-writing-center>

## Change in Personal Information

Please notify the program faculty as well as Student Services if you have a change in your address, name, or phone numbers of record that you have previously provided. It is critical that we keep this information as up to date as possible to make sure you do not miss out on important information.

## Health Clinic

The Health Clinic provides examinations by a licensed physician assistant/nurse practitioner each Tuesday from 8:30 a.m. to 12:30 p.m. during the fall and spring semesters when classes are in session.

Student fees are \$20 per visit (with student ID). Student vouchers are available for a free visit during Health Clinic hours, which makes it a free visit. The cost for employees is \$20.

Services include but are not limited to, treatment for blood sugar, blood pressure and cholesterol evaluations, prescriptions, physicals, flu vaccine, minor emergencies, smoking



cessation, medical questions, aches, pains, rash, cold, flu, virus care, blood work, STI testing and more.

For more information, visit the page on the college website at <https://abtech.edu/healthclinic>

## Food Pantry

To remove one more barrier to obtaining educational goals, 2 food pantries of non-perishable items are available for students.

1. Bailey Student Service Center.  
Available Monday through Friday from 9 a.m. - 5 p.m. To access, simply sign in at the First Stop for Support Services.
2. Ferguson Allied Health Workforce Development building in the Health Clinic in room 115.17.  
Available on Tuesdays from 8:30 a.m. - 12:30 p.m. The Health Clinic is also available during this time. To have access to the food pantry outside those hours, email [candacescrump@abtech.edu](mailto:candacescrump@abtech.edu)

[Manna Food Bank](#) is another excellent source of access to food. Please see [Manna](#) for more information.

### MANNA Community Market

- 4th Wednesday of each month from 11 a.m. - 12:30 p.m. at the parking lots behind Magnolia.
- Free grocery staples, fresh produce, and other perishables from Manna Foodbank. Additional community non-profits will be on hand to offer wrap-around services. This service is open to the community as well as A-B Tech students and employees.

Please contact Heather Pack by emailing [heatherdpack@abtech.edu](mailto:heatherdpack@abtech.edu) or [\(828\) 398-7141](tel:(828)398-7141) with questions.

## Accidents, Incidents, and Exposure to Communicable Diseases at Clinical Sites

Any accident or incident that occurs while a student is on clinical assignment, which results in patient, hospital personnel, or student injury, and/or damage to equipment, must be reported immediately to the Clinical Instructor and later to the Program Director. The student must cooperate with and abide by the regulations of the Clinical Affiliate and the College in dealing with any type of accident/incident. To diminish the possibility of an accident occurring, students will be instructed in the safest methods of performing routine radiographic procedures and duties to include proper handling of patient regarding blood borne pathogens or other disease. Clinical coordinator will discuss specifics of bloodborne pathogens at the beginning of the 1<sup>st</sup> semester and review material again during 3<sup>rd</sup> semester. Material will be posted on Moodle site for every clinical course. Exposure to communicable diseases will also be discussed during the RAD 110 course in the 1<sup>st</sup> semester.

## Liability Insurance

<https://abtech.edu/document/2022-2023-student-accident-insurance-brochure>

Claim Procedure: <https://abtech.edu/about/campus-safety>

In the event of injury, the student should:

1. Student must notify the clinical instructor or department chairperson within 24 hours of the accident.
2. Student must obtain a claim form from the school within 30 days of the date of loss or as soon as reasonably possible. Proof of loss must be furnished to the Company within 90 days from the date of the Accident.
3. Student must complete the claim form, attach all bills, and mail to one of the servicing agencies listed in the Student Accident Insurance Brochure.

# Division Procedures

## Privacy of Student Records

The Family Educational Rights and Privacy Act (FERPA)

<https://abtech.edu/document/2023-2024-catalog>

In compliance with FERPA, A-B Tech will not disclose a student's education records without his or her consent except as otherwise stipulated herein

Directory Information will be released to anyone who requests it, and Limited Directory Information will be released under specific conditions, unless the student requests in writing to the Records and Registration Office that his or her Directory Information be with-held. In such case, no Directory Information or Limited Directory Information will be released.

## Social Networking

Social Networking opportunities (Facebook, Twitter, LinkedIn, etc.) can create positive avenues for communication and sharing of professional activities and information. Please keep these suggestions in mind should you decide to use social media on your "off time" to discuss your experience as a student: Be professional, use good judgment, and be accurate and honest in your communications. Errors, omissions, or unprofessional language or behavior reflect poorly on you, the College, and/or your clinical site, and may result in liability for you, the college, and/or your clinical site. Be respectful and professional to fellow students, faculty, clinical staff, and patients. You should also remember that many employers are "googling" prospective employees or may even be a participant in the same network.

## Parking Regulations

All students are required to register their vehicles and display parking permits. Copies of parking regulations are available in the K. Ray Bailey Student Services Building lobby, The Police Dept, and the college website. Parking spaces designated for individuals with disabilities are located at each facility. Spaces marked by yellow lines are for faculty and staff use only. Students must park in white lined spaces. All parking fines must be paid prior to registering for classes, seeing grades or getting transcripts.

## Academic Advising

You will be assigned to a program faculty member who acts as your advisor for academic or other purposes throughout the two-year course.

- Faculty advisor will enter education plans into self-service before the start of registration.

- Faculty advisor is not required to meet with students progressing according to their program track.
- You are expected to seek assistance and counseling at the first sign of any problem, academic or otherwise, that may jeopardize success in the program. You may also be referred to the A-B Tech Counseling Center as needed, depending on the circumstances.
- Prior to advising in the final semester, the student must complete the Application for Program Completion found in Self-Service.
- A degree will only be awarded after submission of this application.

### Confidential Information (HIPAA)

All hospital and patient records are confidential in nature. Requests for information concerning a patient should be referred to the department supervisor or designation. Students are expected to maintain the confidentiality of all hospital records in a professional manner in accordance with clinical and federal standards. If a student is found guilty of willfully violating patient confidentiality, he or she will receive an F for that course and may also face legal implications by the clinical institution and/or the patient. You will be required to sign a confidentiality statement at the end of this handbook which will be kept on file. Training on HIPAA confidentiality issues will also be required by the program and each clinical affiliate.

# Radiography Program Procedures

## A-B Tech Technical Standards for Radiography Students

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 provide those individuals with disabilities be allowed "reasonable modifications to policy, practice or procedure" to meet the qualifications of the Allied Health and Public Services Division. The intent of the Allied Health and Public Service Division is to educate competent practitioners to work in a variety of Allied Health or Public Service areas. Enrolled students are expected to complete all academic, laboratory, and clinical requirements of their selected program. The purpose of this document is to identify the physical requirements, clinical and lab work environments, as well as workplace interactions deemed essential to the completion of the selected program of study and to perform as a competent student.

If a student cannot demonstrate the appropriate skills and abilities required in their selected program, it is the responsibility of the student to request appropriate accommodation. The College will provide reasonable accommodation if it does not fundamentally alter the nature of the program offered and does not impose an undue hardship, difficulty, and is not unduly disruptive to the educational process.

Accommodations which are not considered to be reasonable include:

1. making the accommodation or allowing participation poses a direct threat to the health or safety of oneself or others.
2. making the accommodation means making a substantial change in an essential element of the curriculum (educational viewpoint).
3. making the accommodation means a substantial alteration in the way services are provided.
4. making the accommodation poses an undue financial or administrative burden.

Asheville-Buncombe Technical Community College is invested in full ADA compliance. The Disability Services Office is part of the K. Ray Bailey Student Services Center. For detailed information contact the Disability Support Services Office at [supportservices@abtech.edu](mailto:supportservices@abtech.edu) or (828) 398-7581. An appointment with the Disability Services Coordinator is recommended to discuss any special concerns.

Individuals with disabilities as defined in the Americans with Disabilities Act wishing to make a request for reasonable accommodation, auxiliary communication aids or services, or materials in alternate accessible formats should contact the college ADA Coordinator at the address listed below:

ASHEVILLE BUNCOMBE TECHNICAL COMMUNITY COLLEGE ALLIED HEALTH DIVISION  
FUNCTIONAL ABILITIES--RADIOGRAPHY

A prospective radiography candidate must demonstrate the physical and psychological ability to provide safe, competent patient care. Every prospective student must assess his or her ability prior to choosing radiography as a career. To understand the physical and psychological qualifications needed for successful radiographers, the functional abilities have been listed below.

In the case of a qualified individual with a documented disability, appropriate and reasonable accommodations will be made unless to do so would fundamentally alter the essential training elements, cause undue hardship, or produce a direct threat to the safety of the patient or student.

Students must certify the ability to meet the functional abilities of the profession by a signed statement at the beginning of the program.

ISSUE	STANDARD	EXAMPLES (RAD PROGRAM)
<b>CRITICAL THINKING</b>	Ability sufficient for clinical judgment.	<ul style="list-style-type: none"><li>• Utilize radiographic concepts as a basis for determining patient acuity and/or cognitive ability to achieve the best possible images.</li><li>• Apply positioning and technical factors taught in the classroom to the clinical setting.</li></ul>
<b>INTERPERSONAL SKILLS</b>	Abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	<ul style="list-style-type: none"><li>• Establish rapport with patients, instructors, and colleagues.</li><li>• Conduct oneself in a composed, respectful manner in all situations and with all people.</li><li>• Demonstrate skills to remain calm and professional in an emergency/stressful situation.</li><li>• Adapt rapidly to changing environment/stress.</li></ul>
<b>COMMUNICATION</b>	Abilities sufficient for interaction with others in verbal and written form.	<ul style="list-style-type: none"><li>• Give verbal directions to or follows verbal directions from other members of the healthcare team and participate in health care team discussions of patient care.</li><li>• Elicit and record information about health history and current health state from patients or family members.</li><li>• Recognize and report critical patient information to other caregivers.</li></ul>

ISSUE	STANDARD	EXAMPLES (RAD PROGRAM)
<b>MOBILITY</b>	Physical abilities sufficient to move in one's environment with ease and without restriction.	<ul style="list-style-type: none"> <li>• Possess physical abilities sufficient to move from room to room and maneuver in small spaces; full range of motion to twist/bend, stoop/squat, and reach forward/reach overhead; and stand and walk for extensive periods of time.</li> <li>• Possess physical abilities to lift 75 lbs. while performing the following activities frequently – carrying, pushing, and pulling from cart height, pushing, and pulling from shoulder height.</li> <li>• Possess the physical ability to lift 75 lbs. while occasionally lifting from static knuckle height, bench height, ankle height and shoulder height.</li> <li>• Possess the physical abilities to wear a leaded apron.</li> </ul>
<b>MOTOR SKILLS</b>	Gross and fine motor abilities sufficient to provide safe and effective skills.	<ul style="list-style-type: none"> <li>• Assist in turning and lifting patients.</li> <li>• Possess gross and fine motor skills sufficient to provide safe and effective care, position patients, and manipulate equipment.</li> <li>• Possess the physical ability to move fingers and manipulate objects rapidly and quickly.</li> </ul>
<b>HEARING</b>	Auditory abilities sufficient to monitor and assess health needs.	<ul style="list-style-type: none"> <li>• Hear normal speaking level sounds.</li> <li>• Hear auscultator sounds.</li> <li>• Hear auditory alarms (monitors, fire alarms, call bells).</li> </ul>
<b>VISUAL</b>	Visual ability sufficient for observation and assessment necessary in xxx	<ul style="list-style-type: none"> <li>• Possess the ability to observe patient status, behaviors, and changes in skin color.</li> <li>• Possess the ability to read digital medical records and equipment settings.</li> <li>• Possess the ability to see close and far away.</li> <li>• Possess the ability to differentiate shades of grey.</li> <li>• Possess the ability to work in dimly lit rooms.</li> </ul>
<b>TACTILE</b>	Tactile ability sufficient for physical assessment.	<ul style="list-style-type: none"> <li>• Performs palpation of anatomical landmarks during patient positioning, as well as vessels for contrast injections.</li> <li>• Utilizes touchscreens and computer keyboards for data input.</li> </ul>
<b>ENVIRONMENTAL</b>	Possess the ability to tolerate environmental stressors.	<ul style="list-style-type: none"> <li>• Adapts to a variety of clinical settings and equipment. Works in small areas that may be crowded and/or noisy.</li> <li>• Practices Standard Precautions and sterile techniques. May be exposed to communicable diseases, body fluids, toxic substances, and/or medicinal preparations.</li> <li>• Adjusts to working in extreme temperatures, dependent on procedure or patient condition.</li> </ul>

ISSUE	STANDARD	EXAMPLES (RAD PROGRAM)
<b>EMOTIONAL</b>	Possess emotional stability sufficient to maintain composure in stressful situations and assume responsibility/accountability for actions.	<ul style="list-style-type: none"> <li>• Follow the rules of professional conduct set forth in the handbook.</li> <li>• Demonstrate intellectual curiosity, enthusiasm, and initiative.</li> <li>• Perform exams with accuracy and maintain organization under stressful circumstances, such as increased workload, difficult patient, instrument malfunction, emergent situation, etc.</li> <li>• Demonstrate emotional intelligence to remain calm and professional in an emergent and stressful atmosphere.</li> <li>• Deliver adequate patient care regardless of patient' race, ethnicity, age, gender, religion, sexual orientation or diagnosis.</li> <li>• Demonstrate a positive, respectful attitude toward all patients, peers, and other healthcare workers regardless of appearance, condition, or beliefs.</li> <li>• Appreciate constructive feedback.</li> <li>• Present self in a composed, respectful manner in all situations and with all people.</li> <li>• Adapt to changes in work environment.</li> <li>• Demonstrate ethical behaviors as set forth by the ARRT.</li> <li>• Take responsibility for one's actions.</li> </ul>



## Clinical and Lab Activity Information Table

**Job Title: Student**

**Department: Radiography**

Job Requirements	Occasional	Frequent	Constant
Activity: 30 lbs.			
<b>Lifting</b>			
Static Knuckle Height	x		
Bench Height	x		
Ankle Height	x		
Dynamic Bench Height			
To the Left	x		
From the Center	x		
To the Right	x		
<b>Carrying</b>		x	
Cart Height			
Pushing		x	
Pulling		x	
Shoulder Height			
Pushing		x	
Pulling		x	
<b>List Frequency Only:</b>			
Sitting	x		
Standing/Walking			x
Climbing Stairs	x		
Ladder	x		
Balance	x		
Stooping	x		
Kneeling	x		
Crouching	x		
Crawling	x		
Reaching Forward		x	
Reaching Overhead		x	
Bended Reach		x	
<b>Other:</b>			
Handling		x	
Fingering (ability to move fingers and manipulate small objects rapidly and quickly)		x	
Feeling		x	
Talking			x
Hearing (type: low and high sounds with instrumentation)			x
Seeing Near		x	
(corrected to 20/20)		x	
Distant (color)		x	
Reading			x
Calculating		x	
Compiling		x	

### Lifting Frequencies: Other Activities:

Occasional: 1 lift every 30 minutes; Occasional: 0 – 33% (0-20 min/hour)

Frequent: 1 lift every 2 minutes; Frequent: 34 - 64% (21-40 min/hour)

Constant: 1 lift every 15 seconds; Constant: 67-100% (41-60 min/hour)

**Clinical and Lab Work Environment Information Table****Job Title: Student****Department: Radiography**

	Never	Occasional	Frequent	Constant
Indoors				x
Outdoors				
Temperature:				
Hot		x		
Moderate				x
Constant			x	
Humid/Damp		x		
Dust		x		
Hazardous Chemicals			x	
Steps, Ramps, Stairs		x		
Slippery or Uneven Walked Surfaces		x		
Irregular Work Hours			x	
Departmental Mobility Barriers			x	
Hazardous Working Conditions			x	

**Clinical and Lab Workplace Interactions Information Table****Job Title: Student****Department: Radiography**

	Never	Occasional	Frequent	Constant
Communicating				x
Interpreting			x	
Investigating			x	
Explaining			x	
Planning			x	
Supervising		x		
Teamwork				x
Work controlled by Supervisor				x
No day-to-day Supervision	x			

Students enrolled in the A-B Tech Radiography Program will be responsible for observing college rules and regulations as stated in the current college catalog, student calendar, and program handbook. Failure to comply with the policies and procedures will affect classroom and clinical grades and/or student evaluations and may result in counseling of the student on an individual basis with consequences based on the seriousness of the offense. All disciplinary

actions will comply with college rules/policies, the Division of Allied Health, and specific Radiography Program Policies including verbal and/or written warnings, disciplinary probations/suspensions, and/or referral to Division Dean or the Vice-President for Student Services and/or dismissal from the program. If clinical privileges are revoked for any reason, the student must withdraw from the allied health division. The student's successful completion of clinical rotations is required for program completion.

Each student will sign a statement of agreement confirming the program handbook and the policies set forth will be followed for the duration of the program. The intention of this handbook is to provide an accurate representation of program policies and procedures. If necessary, the radiography program faculty may alter, amend, or otherwise change program policies or procedures. The student will be made aware of the amendment or change and will sign an acknowledgement of notification prior to implementation.

## Grievances Policy and Procedure

The Radiography Program has an established grievance policy. It addresses any violation, misinterpretation, or inequitable application of any existing policy, procedure, or regulation. The program defines a grievance as a feeling of having been treated unfairly, for example a grade appeal.

The program recommends the student follow the procedure below.

- The faculty member or other employee who has been responsible for the act which you consider unfair will attempt, in good faith, to resolve the dispute.
- The program recommends any student having a complaint or grievance should initially discuss the problem with the individual involved within three (3) school days of the incident to resolve the issue informally.
- If at the time of the discussion the problem is not resolved to the mutual satisfaction of both parties, the student should discuss the matter with the program chairperson. This should occur within ten (10) school days of the incident.
- The student will receive a reply to each step of the informal complaint or grievance process within three (3) working days. If the student remains dissatisfied with the decision at this informal level, he/she would be encouraged to refer to the Student and Grade Appeals Policy outlined in the A-B-Tech Catalog. This more formal process is administered through the office of the Vice-President for Student Services.

## Dissatisfaction Policy and Procedure

The dissatisfaction policy addresses the same issues as a complaint defined by the JRCERT. The college uses complaint and grievance interchangeably; therefore, the program chose to use “dissatisfaction” to eliminate any confusion. An example would be the cleanliness of the classroom.

The faculty member or other employee who has been responsible for the act which you consider unfair will attempt, in good faith, to resolve the dispute. The program recommends any student having a complaint or grievance should initially discuss the problem with the individual involved within three (3) school days of the incident to resolve the issue informally. If at the time of the discussion the problem is not resolved to the mutual satisfaction of both parties, the student should discuss the matter with the program chairperson.

## Background check and drug screening

The background check and drug screening will be conducted by a third-party entity chosen by the College, except for the VA. The VA performs their own independent background check, finger printing, and possible drug screening. Students shall deal directly with the third-party entity and will be responsible for all financial costs.

The third-party entity will report all results directly to the clinical affiliate. Students may also obtain a copy of the report for their personal review. The healthcare institution (clinical site) will then inform the College whether the student’s clinical privileges are approved or denied. If denied, the student will not be allowed to continue in the program.

You must complete the required orientation for each facility before rotating and within the established timeframe set by the clinical site. For example, a clinical affiliate may require orientation, a background check, and a drug screening to be completed 30 days before a student starts at their site. Due to the random clinical site assignment process, a student may not be assigned a particular site until their 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, or even 5<sup>th</sup> semester. If a student is denied acceptance for clinical training privileges at any healthcare institution, for any reason, at any time, that student is ineligible to proceed with the course of study in the allied health division. The college has no input in the clinical site decisions. At any time, the site may require an additional background check or drug screen be performed in which the student is responsible for all associated costs.

## Approximate Student Expenses

(Based on 2024-2025 Academic Year, subject to change and some will be increased in the coming year)

<b>Per Semester</b>	Tuition NC Resident 16 or more credit hours	\$1,216 Fall 2024
	Tuition- NC Resident Fewer than 16 credit hours Per credit hour	\$76
	Non-residents of NC 16 or more credit hours	\$4,288
	Non-resident of NC Fewer than 16 credit hours Per credit hour	\$268
	Insurance Fee	\$2-S/F/S
	Instructional Technology Fee	\$48-S/F/S
	Matriculation Fee	\$10-S/F/S
	CAPS Fee (Campus Access)	\$20-S/F/S
	Activity Fee (Main Campus, Fall and Spring Only)	\$35-F/S
<b>Other Expenses</b>	Books (books may be purchased on-line) For entire program	\$1000 (RAD Only) \$1300 (with Gen Ed courses)
	Physical Exam (after acceptance)	\$125
	CPR Course	\$85- good for 2 years
	Immunizations	0-\$500
	Background Check/Drug Screening Including Medical Manager (after acceptance)	\$250
	Uniform Shoes	\$125- replace as needed
	Uniforms (for three sets)	\$250- replace as needed
<b>Consumable</b>	Consumable learning materials to include x-ray markers, dosimetry fees, lab supplies, and ARRT exam application fee (spread out over program)	Approx. \$800
<b>Graduation Expenses</b>	Graduation Fees	Approx. \$50

Tuition refunds: You will receive a 100% refund if you drop the class before the published start-date of the class (as it appears in Self-Service) or if the class is cancelled. A 75% refund will be made if you officially drop the class before the official 10% point of the term. Insurance, technology, and student activity fees are non-refundable.

## Non-citizens and clinical sites:

A-B Tech welcomes non-citizens with work authorization through U.S. Citizenship and Immigration Services (USCIS) to our Selective and Limited Allied Health programs. Clinical site eligibility is determined by the sites themselves and can be impacted by immigration status. Non-citizens should discuss their non-citizenship status with their Selective or Limited program advisor as soon as they are accepted so that accommodation can be made for non-citizens. Non-citizens who are eligible for the Selective and Limited programs may not be eligible for certain clinical sites.

## Prolonged Illness

You must notify the appropriate classroom or clinical instructor each day of an absence until it is established exactly how long you will be out. Any student who misses more than three consecutive school days of class and/or clinic must obtain proper documentation for the missed time before they will be allowed to return to classes or clinic.

## Holidays and Vacations

Radiography students are committed to twenty-one (21) months of full-time study. Within this time, you are eligible for holidays recognized by the College and vacation time during semester breaks. You should consult the academic calendar published in the college catalog and student calendar for the dates of recognized holidays and semester breaks. Please note, up to three inclement weather days may be made up at the end of the fall semester, spring semester and/or during semester breaks (i.e.: spring break) and should be planned for accordingly.

## Appointments

Medical, dental, and other appointments should not be scheduled during didactic and clinical times. Appointments scheduled during these times will create tardiness or unexcused absences unless extenuating circumstances prevail.

## Communication

Students are required to check their “@students.abtech.edu” email **daily**. Faculty use this as the means to communicate important information to students outside of the classroom.

# Guidelines for the Operation of Energized Lab Equipment

**Energized laboratory equipment shall be operated with the authorization of department faculty only.**

1. Radiographs will be obtained of provided phantoms or laboratory equipment only based on assignments made by the program faculty. NO RADIOGRAPHS OF HUMANS WILL BE OBTAINED. Faculty oversight/permission is required when any exposures are made.
2. Always close the door before making an exposure; after making sure everyone is out of the lab room.
3. Before exposures can be made student must be checked off an instructor on proper use of the rotor and exposure switch.
4. Always warm-up the x-ray unit properly before making any exposures. The proper warm-up technique is as follows:  
**200 mA Large Focal Spot, 70 kVp, 1 second exposure**  
**Make one exposure, wait 5 seconds, then make another exposure, wait 5 seconds, and make one more exposure, for a total of three exposures.**
5. All equipment found in the lab is expensive, some of it costing hundreds of thousands of dollars. All students will be expected to handle it in a careful and considerate manner. Always return the equipment used to its proper location.
6. If at any time a student is not treating the equipment properly with the utmost care or if the equipment is damaged due to negligence or horseplay, he/she will be sent to the Dean for disciplinary action.
7. The x-ray machine is equipped with devices to limit radiation exposure. These devices include filters that reduce unnecessary low-energy radiation from the primary beam and collimators that restrict the size of the x-ray beam. Do not alter, remove tamper with, or defeat these devices, or in any way cause needless radiation exposure.
8. The x-ray equipment is inspected regularly and is in compliance with the regulations set by the NC Department of Human Resources-Department of Radiation Safety.
9. All students are required to wear personal radiation dosimeters while in the lab. Students WILL NOT be permitted in the lab without a personal radiation monitor. Attendance deduction will apply.

Any violations of these behaviors may result in a range of actions, from warnings and/or being sent home (with attendance and point deductions), to dismissal from the program.

# Pregnancy Policy

## Purpose

The Radiography program has a policy of educating students about the hazards of radiation and importance of proper radiation protection methods prior to their rotations at the clinical affiliates. This action is taken to minimize the radiation exposure of all students and to comply with the ALARA (AS LOW AS REASONABLY ACHIEVABLE) concept. The following pregnancy policy has been established in compliance with this concept. Because a fetus is particularly sensitive to radiation, especially during the first trimester of pregnancy, certain information should be given to each female student and specific policies will be followed in the event of a possible pregnancy.

## Rationale

Available literature suggests that the harmful effects of radiation on a fetus are possible at all stages of pregnancy but are most severe during the first three months. According to the Center for Disease Control concerning fetal exposure: *"The health consequences can be severe, even at radiation doses too low to make the mother sick. Such consequences can include stunted growth, deformities, abnormal brain function, or cancer that may develop sometime later in life."*

## Policy

1. All students will follow proper radiation safety procedures. The A-B Tech Radiation Protection Guidelines will be reviewed with you during the first semester of the program, and you will sign a statement that they have been read and understood.
2. A student will be considered a declared pregnant worker (student), after they notifies the program director **voluntarily** in writing. This written declaration requires that the embryo/fetus dose be limited to 0.5 rem during the entire pregnancy. The ordinary annual A-B Tech student dose is well below this limit. A student may also "undeclare" their pregnancy in writing without reason at any time. This will remove the fetal dose limit of 0.5 rem during the pregnancy.
3. After giving a written declaration of pregnancy, the student will be informed of the above rationale and potential for harm to the fetus. The student will also be given a copy of NRC Regulatory Guide 8.13-"Instruction Concerning Prenatal Radiation Exposure" to read and discuss with the department chairperson. The student will then be given the option of leaving the program and re-entering the following year (if space is available, per our



accreditation regulations) or remaining in the program and strictly adhering to the following guidelines:

- a) The pregnant student must faithfully wear an additional radiation monitor at waist level to monitor fetal radiation dose. This monitor will be provided by the program at no cost to the student.
  - b) In accordance with the NCRP Report #116, during the entire gestational period, the effective dose equivalent to the fetus from occupational exposure of the expectant mother should not exceed 0.05 rem a month. Federal regulations also state that the dose to an embryo/fetus should not exceed 0.5 rem for the entire pregnancy. A pregnant student who reaches or exceeds this limit must be completely withdrawn from clinical rotations and will be required to make up the missed time after delivery. Pregnant students are expected to actively participate in all program classes, clinical rotations, and activities up until the day of delivery in accordance with current program attendance policies. The student will participate in regular clinical assignments/rotations, including fluoro and portables, since the normal exposure level does not exceed 0.5 rem per year. The student will not be able to attend clinic if physical restrictions prevent her from performing routine clinical duties such as lifting, wearing lead aprons, etc.
  - c) The student is expected to return to classes as soon as she is physically able. A written doctor's note must be submitted for absences extending beyond a two-week period. The student is responsible for all class work covered during her absence and for obtaining necessary material and assignments from instructors or fellow classmates.
  - d) The student is expected to return to clinical rotations as soon as they are physically able. The time should not exceed six (6) weeks post-partum, unless advised otherwise by a physician. A student must submit a written statement of release from a physician, to perform clinical duties prior to returning to scheduled rotations.
  - e) No student will be allowed to graduate until all required clinical competencies are complete. Missed clinical time must be made up according to a schedule created by the program faculty.
4. Neither the College, its personnel, the clinical affiliates, nor staff will be held responsible for any injury to student or child due to radiation exposure nor continuing with the program should the student make the decision to remain in the program during pregnancy.

# Code of Professional Conduct

The program follows the ASRT Code of Ethics

The image is a poster for the ASRT Code of Ethics. It features the ASRT logo at the top left, which includes the text "asrt" in a stylized font and "American Society of Radiologic Technologists" below it. The title "Code of Ethics" is written in a large, elegant script font on the right side. The poster lists ten numbered principles of the code of ethics, arranged in two columns. A large, light-colored sphere is positioned in the center, with a diagonal line passing through it. At the bottom right, there is a circular seal of the American Society of Radiologic Technologists. At the bottom left, there is a small line of text indicating the poster was revised and adopted by the American Society of Radiologic Technologists and the American Registry of Radiologic Technologists in February 2003.

**asrt**  
American Society of  
Radiologic Technologists

## Code of Ethics

- 1 The radiologic technologist conducts herself or himself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.
- 2 The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
- 3 The radiologic technologist delivers patient care and service unrestricted by concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion or socio-economic status.
- 4 The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purpose for which they were designed and employs 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 health care team.
- 8 The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
- 9 The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
- 10 The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues and investigating new aspects of professional practice.

Revised and adopted by the American Society of Radiologic Technologists and the American Registry of Radiologic Technologists, February 2003



Examples of professional behavior are given below, but not limited to these examples.

Students will refrain from **lying**, (deliberately make an untrue written or oral statement or deliberately create a false impression through words or actions), **cheating**, (intentionally mislead or defraud, or to endeavor to mislead or defraud another. To use unauthorized assistance to submitted work or examinations designed to represent one's own effort), **stealing**, or **intentionally misleading or deceiving** anyone as to the known facts, **plagiarism**, (to steal and present the ideas or words of another as one's own without crediting the source) and

**intent**, (to have in mind as a purpose or goal. An assessment of intent is essential to consideration of the ethical violations previously defined. However, denial of intent does not provide exoneration from the charge since the intent can be inferred from the circumstances in which an unethical act was performed). This is seen as unethical behavior. The profession has no tolerance for unethical behavior per the ARRT. Any student found to be participating in lying, cheating, stealing, or intentionally misleading or deceiving, plagiarism, or intent, will automatically receive an F in the course.

Cheating will not be tolerated in the radiography program. Upon the 1st offence a zero may be given for the assignment/test. A 2nd offence may be referred to vice president for student services office.

Forging documents is an ethical violation and may result in immediate referral to vice president of student services.

In addition, the following behaviors will also result in the student receiving an F in the course.

1. The program faculty support and will uphold the college and division codes of student conduct. In addition, the student will be responsible for observing the American Society of Radiologic Technologists Code of Ethics. Any violation of the code of conduct will result in dismissal from the radiography program.
2. Radiography students shall make every effort to protect all patients from exposure to unnecessary radiation.
3. Radiography students shall provide services with consideration of human dignity and the uniqueness of the patient, unrestricted by consideration of age, sex, race, creed, social or economic status, handicap, personal attributes, or the nature of the health problem.
4. Radiography students shall judiciously protect the patient's right to privacy and shall maintain all patient information in the strictest confidence. Current federal regulations apply to the security of patient health information and certain violations will result in fines or prison sentences.
5. Radiography students shall not diagnose, but in recognition of their responsibility to the patient, they shall provide the physician with all information they have relative to the patient that can lead to proper radiologic diagnosis.
6. Radiography students shall be responsible for reporting unethical conduct and illegal professional activities.
7. Provide services without regard to race, creed, national origin, sex, age, handicap, disease entity, social status, financial status, or religious affiliation.

8. Protect the confidential nature of information gained from educational, practice, and investigation activities unless sharing such information could be deemed necessary to protect the well-being of the person served.
9. Radiography students shall only utilize their personalized marker, or assigned generic markers, in the clinical and lab setting.

Any violations of the following behaviors may result in a range of actions, from warnings and/or being sent home (with attendance and point deductions), to dismissal from the program.

1. Radiography students shall conduct themselves in a manner compatible with the dignity of their profession. Respect must be shown for clinical and didactic instructors as well as supervising technologists. Constructive feedback should be accepted in a positive manner. Insubordination in any manner will not be tolerated. Insubordination may include, but is not limited to the following examples: failure to follow the requests of the faculty, clinical instructors, or clinical staff; refusing to adhere to dress code or other policies, etc.
2. Abide by the regulations and policies of the program and training sites.
3. Exhibit an attitude of respect, concern and cooperation toward peers, faculty, and staff.
4. Practice personal grooming and hygiene.
5. Accept responsibility for one's own work and results; demonstrate willingness to accept suggestions for improvement.
6. Recognize and respect the role and competencies of other professionals and cooperate with them for the benefit of the person served.
7. Demonstrate sound judgment commensurate with his or her level of training and experience.
8. Maintain physical, mental, and emotional composure in difficult situations.

Disciplinary violations are cumulative throughout the program.

Repeated violations of the student code of conduct will result in an immediate referral to the VPSS office.

# Classroom Procedures

## Teaching/Learning Strategies

The objectives of the program are accomplished through the utilization and administration of the following teaching/learning strategies:

1. Lectures covering knowledge-based objectives.
2. Online course management system (Moodle)
3. Laboratory exercises integrated with specific knowledge-based required applications.
4. Clinical rotations and experiences that allow students to gain competence and confidence.
5. Didactic and clinical testing for competency and proficiency.
6. Group and problem-based learning to foster team-building skills.
7. Encouraged participation in student, local, state, or other professional activities.

## Grading System

The Radiography program is based on a 7-point grading scale.

Grade Letter	Associated Percentages
A	93-100
B	86-92
C	77-85
D	70-76
F	69 or below

**Students are not allowed to take notes from exams of any type (tests, quizzes, etc) when reviewing, post assessment.**

## Inclement Weather Policy

Please refer to A-B Tech College Student Handbook and Calendar.

- In the event students are not able to verify a school closing prior to the time they must leave for clinic or class; you are encouraged to use your judgment in determining whether to drive in the existing conditions.
- If you decide not to attempt to meet a class or clinical rotation time, you must notify the appropriate instructor according to the published attendance policies.
- Tardies due to inclement weather, when proper notification is made and faculty deem appropriate, will not count toward the three tardy policy or equivalent of one full day's absence. **If it is a clinic day, no penalty will result if the student reports to clinic by 12**

**noon (notification to clinic site must be made 1 hour before start of shift) However, time missed will have to be made up at the discretion of faculty.** The points on the daily worksheet will not be reduced for these tardies.

- Each case will be considered on an individual basis by the program faculty.

## Total Number of Contact Hours

The average total contact time per week is approximately 30-40 hours. This includes classroom, lab, and clinical hours. The average week of involvement in some aspects of the program is Monday through Friday from 8:00 AM - 4:30 PM. However, students will also be required to participate in a night and a weekend-clinical rotation during the program. At no time will the student exceed 40 hours of combined clinic, classroom, or lab involvement.

## Class Attendance

Regular and punctual attendance is expected of all students to achieve their potential in the radiography program and to develop desirable personal traits necessary to obtain employment in any allied health profession. For these reasons, full-time attendance is mandatory to all didactic classes, laboratories, and clinical rotations. Students who are absent more than 12 weeks, for whatever reason, cannot receive credit for the course.

## Attendance Policy—Classroom and Lab

1. You are responsible for contacting the program faculty prior to the scheduled class time to report an absence or expected tardy. Communication can be in the form of an email, text, or a phone call to the appropriate instructor. The extension numbers are listed in the course syllabus. Messages **must not** be sent through another student unless extenuating circumstances prevail.
2. Failure to properly report an absence before the start of class will result in an unexcused class absence.
3. An unexcused absence will result in earning a "0" on **any** graded assignment, lab, quiz, or test given on that day. Absences due to childcare or transportation issues are considered unexcused.
4. An excused absence will result in earning a "0" on **any** graded assignment, lab, quiz, or test given on that day.
5. In the event of an excused absence, you may be allowed to make up a test. Consideration for a makeup test is at the sole discretion of the instructor. A make-up test can be in a different format and/or different questions than the original test. If a make-up test is allowed, you must schedule your make-up test with the instructor by 5:00 PM on the day of the absence. If you do not set up a make-up appointment by 5:00 on the day of the

absence, you will receive a zero (0) on the test. It is your responsibility to seek an appointment for the make-up. A make-up test may be scheduled at 8:00 am the day after the absence. You should check your email for any correspondence from the instructor.

6. In the event of an absence, you are still responsible for all material covered and may be required to prove competency on missed activities.
7. To receive course credit, a student should attend a minimum of 90% of the contact hours of the class. Upon accumulating absences/tardies exceeding 10% of the course contact hours, you will be dropped from the class. If you do not follow the official withdrawal procedure, you will receive a grade of "F". See the current A-B Tech College Catalog for further information. The 10% number of hours will be included in each course syllabus and will be discussed at the beginning of each semester.
8. Safety is our highest priority. Classroom doors will be closed and locked at the beginning of each class. Classrooms will not be open until break. Students not on time will have to wait until the next scheduled break to enter. You will accrue the entire time spent outside the classroom against the 10% mark for that course.
9. If a student must leave the classroom during the scheduled class, you cannot reenter the classroom until the next break.
10. A tardy is defined as arriving late for class (any minutes), leaving early (any minutes,) or being away from class without permission during class hours. It is departmental and college policy that three tardies are the equivalent of one full day's absence from class. For every third tardy, you will have one full day's absence counted for the course. These accumulated absences due to tardiness, regardless of tardy time (i.e.: 1 min, 7 min, 15 min, etc.) will count toward the 10% mark for that course.
11. If an instructor is not in class and arrangements have not been made, the class is dismissed after ten minutes. A roll must be signed by the students before leaving. If the instructor is not present for the second hour, the students may again sign the roll and leave for the remainder of the class. **Students are encouraged to check faculty offices (AHWD 240) before signing the roll and leaving.**
12. You are responsible for adhering to the A-B Tech Code of Classroom Conduct. See the most current version of the A-B Tech Student Handbook and Calendar and College Catalog.

## Class Dress Code

Classroom attire should be neat and conservative and should not distract from the learning process. Shoes must always be worn. Students must return any hospital owned, O.R. scrubs worn at the end of each clinical day.



## Electronics

- **The use of a camera from any electronic device is strictly prohibited.**
- **The use of electronic devices for personal reasons during class time is strictly prohibited.**
- **Any recording device must be approved by the instructor prior to the beginning of each class. This must be addressed at each class meeting.**

Any violations to this policy, unless special arrangements are made with faculty prior to the start of class, will result in the student receiving a warning for the first infraction, for a second infraction, the student may be required to meet with division Dean, and the third infraction may result in the student being dismissed from the course.

**In a synchronous course using video conferencing software, the code of student conduct applies.** You are expected to be professional and respectful when attending class on Zoom.

The following are class policies for meetings with Zoom:

- **Sign in with your preferred first and last name as listed on the class roster.** Do not use a nickname or other pseudonym when you log in; doing so makes it impossible to know who is in attendance. Using your full name helps your instructor quickly sort students into their groups when needed. **Users who do not provide their full names will NOT be admitted to class.** If you currently use a different name than what is listed on the official roster, please email me so that your preferred name can be noted on the roster, and you can use it on Zoom. In addition, please complete the Change of Vital Data form at the following link: <https://abtech.edu/future-students/student-records/name-and-address-change> and turn it in to Student Services.
- If you do not have access to a computer or smartphone with internet access, call into class. Calling-in is not optimal; please try to locate an internet-enabled device to use for class.
- **Stay focused.** Please stay engaged in class activities. Close any apps on your device that are not relevant and turn off notifications.
- **Note: Class meetings on Zoom (including video, audio, and chat text) may be recorded.**

## Video

- **Turn on your video when possible.** It is helpful to be able to see each other, just as in an in-person class.
- **Keep it clean.** Don't share anything you wouldn't put up on the projector in class!

## Audio

- **Mute your microphone when you are not talking.** This helps eliminate background noise.
- **Use a headset when possible.** If you own headphones with a microphone, please use them. This improves audio quality.
- **Be in a quiet place when possible.** Find a quiet, distraction-free spot to log in. Turn off any music, videos, etc. in the background.

## Chat

- **Stay on topic.** Use the chat window for questions and comments that are relevant to class. The chat window is not a place for socializing or posting comments that distract from the course activities. If you fill it up with random comments, I will be unable to sort through the information quickly to address students' questions/concerns about the course.
- **No disrespect or hate speech.** Just like in our in-person class, respectful behavior is expected. Consider Zoom a professional environment, and act like you're at a job interview, even when you're typing in the chat.

# Clinical Procedures

## Clinical Obligations

### Clinical Assignments

A-B Technical Community College has affiliation agreements with many facilities. A list of the facilities, locations, distance from campus, and directions can be found at the end of this section. Additional sites may be added during students' progression through program.

Medical records must be submitted and maintained through the third-party administrator, CastleBranch, and must remain current throughout the duration of the program. Failure to comply with this requirement will result in voiding any affected clinic time, which must be made up. Additionally, any labs or competencies acquired during periods of noncompliance will be negated. It is the responsibility of the student to maintain compliance, to ensure uninterrupted progress in the program.

Students will rotate through the clinical affiliates for two-to-eight-week rotations. Some of these clinical sites may require an hour and half drive from campus. All clinical affiliates are approved by the JRCERT.

Clinical site rotations are decided by faculty without bias and are randomly assigned by the program's clinical coordinator. Assignments are made as fairly and consistently as possible. No personal requests for rotations will be honored. Students are not allowed to switch or otherwise amend their assignments. However, due to unforeseen circumstances program faculty may move students if they deem necessary.

Clinical rotations are generally performed Mon-Fri from the hours of 8:00a-4:30p, however evening and weekend clinic are occasionally required. The exact hours vary from site to site and from semester to semester. Clinical rotation schedules are given the semester prior, to give students the opportunity to make necessary arrangements (ie: work, childcare, etc).

## Clinical Onboarding Process

The clinical affiliates have an onboarding or orientation process for students. The clinical orientation is unique to each facility and must be completed in a certain timeframe before the student rotates to that site. The onboarding process can include completing documentation,

watching videos, quizzes, and/or additional background and drug screening. Failure to complete the onboarding process by the given deadline will result in unexcused absences.

## Loss of Clinical Placement

At any time after acceptance into an allied health program, if clinical privileges are denied or revoked for any reason, you must withdraw from radiography program and will not be allowed to apply to any other programs within the allied health division.

## Legal Liability Insurance

Due to the nature of the direct patient contact each student will have while on Clinical Assignments, A-B Tech provides each student with coverage for malpractice insurance while on Clinical Assignment. This coverage is not in effect when the student is working for a Clinical Affiliate for pay outside of scheduled Clinical Assignments.

Each semester you will be enrolled in clinical education courses during which they will be graded on the completion of clinical competencies, proficiencies, evaluations, and clinical daily worksheets. Grading information on each specific clinical course will be provided in the clinical syllabus for the course.

A required component of the allied health division is your participation in the clinical placement at area hospitals, clinics, and offices. Successful completion of clinical rotations is necessary to meet program graduation requirements. Allied Health students will not be conferred a degree, diploma, or certificate unless they can successfully complete the clinical placement and all other aspects of the program.

Clinical affiliates hold patient care at a high level of responsibility. They must ensure there is no risk to their patients before allowing an individual to participate in providing healthcare. Accordingly, clinical affiliates have their own standards in determining who may participate in a clinical program/rotation at their location. The College does not play any role in determining whether a student satisfies the standards set by the clinical affiliate.

## Code of Conduct for Clinical Participation

Clinical sites can revoke your clinical training privileges at any time they feel you are a danger to patient care, or you have demonstrated noncompliance of their policies or procedures. If clinical privileges are revoked for any reason, you must withdraw from the allied health division. Your successful completion of clinical rotations is required for program completion.

The following guidelines are published to aid you in determining proper professional conduct while performing clinical rotations. Unless otherwise noted, any violations of these behaviors

will result in a range of actions, from warnings and/or being sent home (with attendance and point deductions), to dismissal from the program.

1. Report to the clinical assignment in an alert condition adhering to proper sign-in/sign-out procedures with the proper person.
2. Be in the assigned area at the designated time wearing the proper complete uniform.
3. Obtain permission before leaving clinical assignments for breaks and/or meals.
4. Any time spent in unassigned areas will result in attendance and point deduction.
5. Refrain from the use or possession of drugs or alcoholic beverages before or during clinical assignments or while on campus. Any odor resembling alcohol on a student's breath will not be tolerated while on clinical assignment, even residual odors from previous use. This is a representation of poor patient care practice, and you will be immediately referred to the college for disciplinary action, including dismissal from the program. You will not be allowed to remain at the clinical site smelling of alcohol. In addition, no points for attendance will be given for the day. Additional drug screening may be done in any situation in which student's behavior gives cause to believe illegal drug use may be involved.
6. The use of a camera from any electronic device is strictly prohibited.
7. NOT sleeping on clinical assignments. If a student falls asleep, they will be asked to leave the clinic site immediately and time and point deductions will accrue accordingly.
8. NOT engage in theft of any articles from the clinical affiliate.
9. NOT engage in immoral conduct.
10. Adhere to appropriate guidelines as published by the college for initiation of grievances concerning any aspect of clinical coursework.
11. Maintain a professional attitude when in the presence of other students, staff technologists, program faculty, physicians, and patients always.
12. Smoke breaks are NOT permitted during clinical rotations and a smoke saturated uniform is considered offensive and will result in you being sent home to change with time and points deducted.
13. Students are required to properly wear a personal radiation monitor. Students WILL NOT be permitted in the clinical setting without a personal radiation monitor. Attendance and point deduction will apply.
14. Students are required to wear designated ID badge from A-B Tech as well as any site required badge.
15. NOT chew gum while on clinical assignment but mints may be appropriate.
16. Eat and drink only in areas designated for that purpose.
17. Lunch breaks will be assigned by the clinical instructor. Due to the nature of the x-ray department, it is often impossible to predict a schedule of meals and breaks in advance.
18. Lunch breaks will not take place in x-ray lounges.

19. For 7-hour clinical rotation students must leave for lunch/dinner break within 4 hours into shift, unless in OR case, middle of exam, or under special circumstances. Example 3:30 PM - 11:00PM shift, must leave for dinner break by 7:30 PM
20. For 8-hour clinical rotation students must leave for lunch/dinner break within 5 hours into shift, unless in OR case, middle of exam, or under special circumstances. Example 3:30 PM - 12:00 AM shift, must leave for dinner break by 8:30 PM
21. Use of cell phones or ANY other electronic device is NOT permitted during clinical hours. A graduated point deduction per occurrence without warning will be taken from the daily clinical worksheet.
22. Use of institution phones is prohibited.
23. In case of emergency, students may provide the clinical coordinator as a contact. The phone number is 828-620-3649.
24. No computer use for personal reasons is allowed, for example, using clinical site computers, smartphones, or other electronic devices to access the internet or to access personal email. A 5-point deduction per occurrence without warning will be taken from the daily clinical worksheet.
25. NOT loiter in the department of the clinical affiliate at times not specified for clinical assignment.
26. Students will be expected to accept assignments by the clinical instructor commensurate with your capabilities, or to take direction from an individual designated by the clinical instructor.
27. Students are expected to always follow proper channels to address problems they may experience in the clinical setting or classroom. Social networking (Facebook, Twitter, etc.) during clinical hours and/or referencing clinical agencies or their employees at any time on a social network is unprofessional and is not an acceptable avenue to address these concerns. Any violation is grounds for disciplinary action, including dismissal from the program. You are encouraged to follow the proper channels to discuss clinical or didactic situations that you feel need to be addressed by talking to the clinical instructor, supervisor, or A-B Tech faculty.
  - Social Networking opportunities (Facebook, Twitter, LinkedIn, etc.) can create positive avenues for communication and sharing of professional activities and information. Please keep these suggestions in mind should you decide to use social media on your "off time" to discuss your experience as a medical imaging student: Be professional, use good judgment, and be accurate and honest in your communications. Errors, omissions, or unprofessional language or behavior reflect poorly on you, the College, and/or your clinical site, and may result in liability for you, the college, and/or your clinical site. Be respectful and professional to fellow students, faculty, clinical staff, and patients. You should also remember that many

employers are "googling" prospective employees or may be a participant in the same network.

28. NOT have visitors, including family and children, visit you during clinical hours or “hang out” waiting for you to get off.
29. Park in designated parking areas for assigned clinical rotations.
30. NOT engage in technologist's personal communication.
31. Follow supervision policies.
32. Call labs, comps, and proficiencies BEFORE procedure is started.

## Confidential Information

All hospital and patient records are confidential in nature. Requests for information concerning a patient should be referred to the department supervisor or designation. Students are expected to maintain the confidentiality of all hospital records in a professional manner in accordance with clinical and federal standards. If a student is found guilty of willfully violating patient confidentiality, he or she will receive an F for that course and may also face legal implications by the clinical institution and/or the patient. You will be required to sign a confidentiality statement at the end of this handbook which will be kept on file. Training on HIPAA confidentiality issues will also be required by the program and each clinical affiliate.

## Student-Patient Relationship

Any violations of these behaviors may result in a range of actions, from warnings and/or being sent home (with attendance and point deductions), to dismissal from the program.

1. Student is required to introduce themselves to the patient (and the Radiologist, when appropriate).
2. Patients should never be left alone on the radiographic table.
3. Students should never discuss positioning, etc., in front of patients. If there are questions, you should call the technologists aside or wait until the patient has left the room.
4. Students shall NEVER take practice images on any patient or other personnel.
5. The personal life of the student or his/her peers should never be discussed in front of or within earshot of a patient and/or family members.
6. Students are not allowed to remove personal articles (such as jewelry) from patient.
7. Every effort should be made to always make the patient as comfortable as possible.
8. Patient privacy should be provided for the duration of the examination.
9. The student-patient relationship should always remain professional.
10. Proper facility procedures should always be followed when physical restraints must be used

on a patient.

11. NOT "flirt" or behave in an inappropriate manner with patients.
12. NOT leave patients unattended while undergoing diagnostic procedures.
13. NOT accept any type of gratuity or "tip" from a patient or a patient's family.

## Image Identification Markers

Students will use initialed right and left lead markers to properly identify the radiographic procedures they perform. You must notify the program faculty within 24 hours if either marker is lost or destroyed so an extra set of markers may be ordered at the current market price at your expense. A point will be deducted per day for every day you are without personal markers. You are reminded that another technologist's markers should never be used in place of your own. An intentional misuse of markers may result in the student receiving an F in the course.

## Equable Learning Policy (Exams)

All students will be offered the opportunity to participate in clinical mammography rotations/Hysterosalpingogram (HSG) procedures. The program will make every effort to place a male student in a clinical mammography rotation/HSG procedure if requested; however, the program is not able to override clinical setting policies that restrict clinical experiences in mammography/HSG procedures to female students. Male students are advised that placement in a mammography rotation/HSG procedure is not guaranteed and is subject to the availability of a clinical setting that allows males to participate in mammographic imaging/HSG procedures. The program will not deny female students the opportunity to participate in mammography rotations/HSG procedures if clinical settings are not available to provide the same opportunity to male students.

## MRI Screening Policy

All students must comply with the MRI Safety Protocol handed down by the A-B Tech Radiography Program. The MRI information will be provided at the beginning of the program.

The following MRI guidelines must be adhered to, without exception, for your protection. The following tasks are required:

1. Watch and sign acknowledged receipt of the MRI Safety Training Video posted to Moodle.
2. Watch the Mission Rad Safety MRI Safety PowerPoint.
3. Complete the MRI Safety Screening Form.
4. If there are any changes to your form, you are required to update the information with your clinical coordinator.



Before observing an MRI rotation:

- You must provide a signed MRI Safety Procedure acknowledgment form regarding the video, your completed A-B tech MRI Safety Screening form, as well as any verification documents provided by the site to Clinical Instructor.
- The student meets with the MRI technologist for a safety briefing BEFORE they are allowed to begin the rotation.
- Complete all mandated safety requirements for the given clinical site.
- Only after the Clinical Instructor has obtained safety verification from the MRI technologist will you be allowed to begin an MRI rotation.

## Clinical Point System

Clinical Tardiness--As a result of feedback from various Radiography department managers and supervisors, we have developed an attendance policy to correlate with expectations of a radiographer in the workplace.

1. Habitual tardiness to clinical assignments will not be tolerated. All time missed due to tardiness will be documented on the daily clinical worksheet and will affect the number of points given for the day. A responsible student will arrive to clinic in plenty of time to assure they are in their assigned areas ready to begin at the assigned time. Long travel time, traffic, or missing the shuttle will not be considered as adequate reasons for tardiness.
2. A tardy is defined as arriving late (any minutes), leaving early (any minutes), being late coming back from a meal/break (any minutes), or being away from assigned clinical duties without permission. Ten (10) points will be deducted from the Daily Worksheet portion of the clinical grade for each tardy up to half a day. Students who arrive half a day or more late, or leave half a day or more early, will have 15 points deducted. Exception: See Inclement Weather Policy.

Examples:

- Student Sally decided to visit the hospital gift shop during her lunch break. She lost track of time and was signed back in 10 minutes late.....Tardy.
- Student Ken turned off his alarm clock by mistake and as a result was 1 hour late to clinic..... Tardy (In addition, a 5-pt. deduction if Ken did not call 1 hour before clinical start time).
- Student Stewart was in his first semester. He wanted to catch the first showing of the newest superhero movie coming out, so he left clinic at 10:30 a.m.....Absent.

1<sup>st</sup> Semester Clinic 7 hours/day..... half a day = 3.5 hrs.

2<sup>nd</sup> -5<sup>th</sup> Semesters Clinic 8 hours/day.....half a day = 4 hrs.

3. Daily Worksheet Infraction--may be given without warning at the discretion of the onsite Clinical Instructor. Possible Daily Worksheet Infractions include but are not limited to:

Infraction	Point Deduction
Tardy	10
Use of personal electronic devices	Per syllabi: graduated 5, 15, 60, 100
Improper use of clinical site computers	5
Failure to complete repeat log every day	5
Failure to complete back of daily worksheet every day	5
Failure to turn in a failed comp form	15

## Clinic Attendance Policy

A-B Tech Radiography students will attend all Clinical Assignments as scheduled by the Program Faculty. Appropriate methods will be used by the Clinical Instructors to keep an accurate record of the clinical attendance for each student. Each student is expected to abide by the sign-in and sign-out policies enforced at each facility. Due to the parking situations at the clinical affiliates, it is recommended that you arrive 15-20 minutes early to be able to sign-in without being tardy.

You are reminded it is his or her responsibility to follow the correct sign-in and sign-out procedure. IF A STUDENT IS FOUND TO BE VIOLATING THIS PROCEDURE, ALL PARTIES CONCERNED MAY BE DISMISSED FROM THE PROGRAM.

Note: Clinical Tardiness--As a result of feedback from various Radiography department managers and supervisors, we have developed an attendance policy to correlate with expectations of a radiographer in the workplace.

- You will complete Daily Worksheets every scheduled clinical day. A maximum of 15 points will be added to the points portion of the clinical grade for every day the worksheet is completed. The total points accumulated for the semester will be used in determining the

overall clinical grade. A range of points will be provided every semester, in the respective course syllabus, to be used to determine the participation portion of the grade. You will receive "0" of the 15 points for every day of absence.

- You are required to notify the appropriate person in the event of an absence 1 hour BEFORE the start of the scheduled clinic shift. Failure to do so will result in a “no call/no show” absence. You will earn a 20-point deduction from the total possible accumulated points portion of the clinical grade for each “no call/no show”.
- Anytime a student misses more than three consecutive days of class and/or clinic due to illness, they must obtain proper medical documentation indicating they are physically able to return to class/clinic.
- Faculty will discuss possible make-up in the event of extenuating circumstances. Such circumstances would include absences resulting from hospitalization, weather related absences, or other extreme situations. Having a doctor’s note does not constitute permission for a make-up of time missed. Childcare and transportation issues are not excused.
- If a student has an absence and feels that make-up time is warranted, they must complete a request for missed time within **one week** of the missed day. A copy of the request can be found at the end of the clinical course syllabus.
- In the event of approved make-up time, the site of the make-up time will be at the faculty’s discretion. This will have to do with site availability, permission, and other variables. An A-B Tech paid clinic instructor may not be present at clinic during make-up time. However, there will always be a site clinical instructor available. Patient labs and competencies can be completed during make-up time, but the review of anatomy portion will have to wait till A-B Tech Clinical Instructors are present.
- Approved activities such as registry review seminars or professional society meetings will not be deducted from the participation portion of the clinical grade pending prior approval of the department chairperson and presentation of follow-up documentation upon request. The program faculty will make attendance requirements for these activities.
- The College's 10% rule for Allied Health programs is also in effect for clinical absences. The number of hours will vary with the semester. All time missed, whether tardy or absent, accrues toward the 10% mark for that course. Once 10% of the time for that course is missed, you will be dropped from the course. Please note a student must have completed all pre-requisites and co-requisites for each course before being allowed to proceed in the program.
- No student will be in clinic during observed holidays of the College or clinic site.
- If you do not complete the orientation/on boarding by the designated date and time, you will not be allowed to rotate at the assigned clinical site, **and no other clinical arrangements will be made.** 15 points will be deducted from the clinical participation

portion of the grade for each day missed until the assigned clinical site orientation is completed. The days missed will count toward the 10% point for the clinical course.

- Meals and Breaks--Coffee breaks, lunch, and dinner schedules will be assigned at the discretion of the Clinical Instructor at each Clinical Affiliate. You are reminded that with the nature of the professional responsibilities of radiography it is often impossible to predict a schedule of meals and breaks in advance. You are responsible for observing the meal/break schedules of their assigned clinic site. (The intent here is that the students should not expect to take longer meal or break times than what the staff techs get at that clinical site.)
  - a. You are provided the equivalent of a 30-minute break during the day. Other breaks are at the discretion of the clinical instructors and may or may not be given dependent on the workflow or work pattern of the clinical site.
  - b. You must have their assigned clinical instructor/staff tech sign them in and out at mealtimes. This will be done on the daily worksheet. Failure to do so will result in point deductions for that day.
  - c. You are not allowed to take lunch or breaks in the department lounge unless you are specifically invited. Please note who offered the invite. You may be asked to provide the individual's name.
  - d. If your assigned technologist is on break, the student should remain in the department and work with other technologists.
  - e. If you come back from a break smelling of smoke, you may be asked to leave at the discretion of the clinical instructor. Any time missed will result in a tardy and will count towards 10% and points will be deducted from the daily worksheet.
- In the event the workload is low and extra time is available you should use this time to your advantage. You are encouraged to practice manipulation equipment in the x-ray rooms, perform labs, or review anatomy.
- You will be allowed to bring program materials for study during slow times. If students are found to be studying while work is being done, they may lose this privilege. Novels, magazines, or any other kind of non-program related literature is not allowed. Time spent with unapproved literature will result in attendance and point deduction.
- If the workload is finished for your assigned area for the day or there is a long delay expected before the next patient, you may be reassigned.

## Proper Clinical Call-In Procedure

You are responsible for contacting the clinical site **and** clinical instructor at least 1 hour before the expected time for the clinical rotation to begin. The call should include your name, reason for absence, and expected date of return to class or clinic. When you call the clinical site, it is suggested you speak with a clinical instructor, if available, or speak with the department

supervisor in charge. **The student must notify the appropriate person(s) 1 hour before the clinical start time or an ADDITIONAL five (5) points will be deducted for occurrence.**

## Clinical Dress Code

The personal appearance and demeanor of the Radiography students at A-B Tech reflects both the College and Program standards and are indicative of the student's interest and pride in the profession. There is no place for fashion trends in radiography, especially with the conservative area from which our patient population will come. The appearance of the radiographer is the first impression of your skills that your patients will have. Use it to your advantage.

Each student is expected to follow these general guidelines:

1. You will purchase a program-approved uniform. Specific details about the colors and styles available for purchase will be provided at orientation.
2. Uniforms must be clean, properly fitted and have the appearance of being pressed. If not, you will not be allowed to stay at clinic.
3. Shoes must always be clean and polished. Low-top, athletic shoe-type, all-black, all-leather (even tongue) uniform shoes are allowed. They must not display stripes or prominent brand-name labels. Clogs, open-toed, or sandal-type shoes without a back are not allowed for safety reasons.
4. A liked-colored, embroidered, warm up scrub jacket may be worn with the uniform when necessary.
5. A plain white or black undershirt may be worn if needed. No emblems or prints, no thermal.
6. Surgery or scrub-style uniforms will be worn only during the performance of the surgery assignment. If you are assigned an OR rotation, you should arrive at clinic site in plenty of time to dress out and be ready to go at the beginning of the shift.
7. Black mid-calf length socks or black hose must be worn with the uniform. Sports socks or footies will not be permitted for reasons of practicality and professional appearance.
8. Grooming
  - Hair will be neat, clean, and dry always, and be in a natural color. Long hair must be kept tied back and out of the face.
  - Mustaches and/or beards must be kept neatly trimmed.
  - Scarves and other hair ornaments are unacceptable, except for discreet clasps or barrettes matching with hair color.
  - Make-up should be discreet and well applied.
  - Perfumes, scented (perfumed) lotions, scented (perfumed) powders, or aftershaves are not allowed.
  - Hair coloring and styling should be of a conservative nature.

- You must exhibit proper hygiene and be free of body odor.
- Rings should be limited to one per hand and must be worn on the ring finger.
- No necklaces, bracelets, or medallions (other than Medic-Alert) are allowed for reasons of personal safety.
- One pair of small, stud-type earrings that do not extend below the earlobe may be worn. If worn, earrings must be worn in the earlobe only (gauges must be solid centered and flesh tone). No other visible type of body piercing, including tongue piercing, is acceptable.
- All visible tattoos must be concealed while performing clinical rotations.
- Fingernails must be kept short, clean, and neat for reasons of proper hand washing and patient safety. Fingernails must not extend beyond the tip of the finger. Colored nail polish is not acceptable. Acrylic or Gel nails are not allowed due to the possibility of transmission of bacterial and fungal infection.
- Gum chewing is not allowed during clinical rotations; however, mints may be acceptable.

#### 9. Identification

- You are NOT allowed at clinic without A-B Tech student ID badge. Attendance and point deduction will apply.
- You are required to always wear a Mission or VAMC ID badge during their clinical rotation at these sites.
- You should keep the ID badge free from obstruction by the placement of markers, stickers, etc.
- Your name should be always visible.
- You must have tops and lab coats embroidered with the A-B Tech Radiography Program emblem.
- You may wear a plain undershirt either white or black. No thermal

10. You are required to always wear your assigned radiation dosimeter while at clinical.

The program faculty will have a "zero" tolerance for dress code infractions. Any student reporting to the clinical affiliate in improper uniform or attire will be sent home by the program faculty or clinical instructor. This will be documented in accordance with published attendance/tardy policies and procedures. The clinical instructors and program faculty have the final authority for decisions made concerning questionable attire. Dress code infractions will be documented and will be reflected in the participation portion of the final clinical grade. Repeated infractions of the same policy are an example of insubordination and may result in counseling in accordance with program procedures.

## Clinical Course Goals

Throughout the two years in the Radiography Program at A-B Tech, the student will participate in the clinical education portion of the curriculum to:

- a. Acquire competency and proficiency in a wide variety of diagnostic radiographic procedures through application of classroom theory and laboratory skills to the actual practice of technical skills in a clinical setting.
- b. Develop and practice professional work habits and appropriate interpersonal relationships with patients and other members of the health care team.

The main purpose of the clinical education course in any Radiography Program is to develop a transfer of knowledge from theory learned in the classroom to the actual performance of skills in the clinical setting; with the goal of the student obtaining a level of job-entry competency by the time of graduation.

This transfer of knowledge is accomplished by a series of clinical assignments in all aspects of diagnostic radiographic procedures along with the correlation of classroom and laboratory experiences.

To measure the student's ability to perform at satisfactory levels of competency, a method of competency evaluation has been established to meet the needs of this program. In brief, the student will be evaluated by clinical staff and A-B Tech instructors in their performance of specific radiographic procedures as well as on their performance during the complete clinical rotation. As stated before, the goal is to graduate competent radiographers who can perform at a level expected by prospective employers.

The student must realize the production of a finished radiograph and the clinical staff observation of the student during the performance of the specific radiographic procedure are by no means the only aspects of clinical education that must be evaluated. In addition, the following affective skills play an important role in the overall performance of a student in clinical education courses: organization skills, initiative, cooperation, self-confidence, composure, enthusiasm, and overall attitude.

These characteristics are evaluated with a Clinical Attitude and Ability Evaluation Form that will be completed at the end of each room rotation.

## Sequence of expectations in Clinical Courses

- During the first two semesters, you will engage in laboratory sessions during the Radiographic Procedures courses that will allow for the opportunity to demonstrate correct radiographic procedures using simulation on classmates and actual radiography of phantoms (under the direct supervision of a college instructor). After demonstrating competency in the laboratory setting, you will then be permitted to perform the radiographic exam for competency at the clinical affiliates. This does not mean that you cannot assist the technologist in the performance of radiographic procedures not covered in the classroom or lab. In fact, you will be expected to actively participate in every exam completed in your assigned area.
- These policies will be discussed in depth at the beginning of each procedures course.
- Time spent in the first phase of clinical experience will consist of a transition from an observational or passive role, to an active participatory one of assisting the radiographer in radiographic examinations. Your rate of progress will depend on the ability you possess to understand and perform the various assigned tasks.
- After gaining experience in various procedures, you will gradually move into a performance state in which you will be performing the procedures under the direct and indirect supervision of a radiographer.
- The satisfactory performance of an exam for competency is only the beginning of gaining true proficiency. You will also be responsible for maintaining competency for each exam at each clinical affiliate. Details of the required numbers and types of competency and proficiency exams will be found in the course syllabus.

## Modality Rotations

During the third through the fifth semesters of clinical education the student may perform elective rotations through imaging modalities such as CT, MRI, IR, radiation therapy, etc, after the completion of required number of patient competency exams for the semester are met.

## Lab, Competency, and Proficiency Procedures

The expectations for performing labs, comps, and proficiencies are the same.

### Student Responsibilities:

- Must “CALL” they are performing exam for a lab/comp/proficiency BEFORE THEY EVEN GET THE PATIENT!



- Must receive permission from supervising technologist to attempt exam for a lab/comp/proficiency
- Student must bring patient into room
- Verify patient information, using TWO site approved patient identifiers.
- Perform entire exam ***unassisted*** including technique.
- Let patient go.
- Clean room.
- Student presents supervising technologist respective form.
- Student takes form to A-B Tech Clinical Instructor, or designee, to go over anatomy of exam.

### Technologist Responsibilities:

- ***Observe*** procedure.
- Technologist can intervene at ***any time*** they deem necessary for ***whatever*** reason, but this will result in the student not being able to count the exam.
- Approve all images obtained.
- Perform all paperwork/computer-work associated with the exam.
- Student will present tech with form to document exam. If the student fails to provide form, please let Clinical Instructor know. This is considered an ethics violation. The student has been informed of the severity of this action and will be disciplined accordingly.

### Grades for Clinic

Each semester the student will be enrolled in clinical education courses during which they will be graded on the completion of clinical competencies, proficiencies, evaluations, and clinical daily worksheets. Grading information on each specific clinical course will be provided in the clinical syllabus for the course. All paperwork (labs, comps, proficiencies, repeat sheet, DWS, etc) must be completed in blue or black ink. No paperwork completed in pencil will be accepted.

### Competency Grades

- If the student earns a “No” on any portion of Section I or Section IV, it will be considered a failed attempt and an automatic grade of “0” will be assigned.
- If the student earns a score below 90 on Section II, it will be considered a failed attempt and an automatic grade of “0” will be assigned.

- Each “0” will result in a point deduction on the participation section of the clinical grade.
- The student is responsible for making sure each failed competency form is submitted to the clinical instructor. Failure to submit a failed competency will result in a 15-point deduction from the daily worksheet section of the course grade.
- The student will be required to repeat the exam on another patient, at another time.
- Competencies turned in without a student signature will be considered unsuccessful and must be repeated. A zero score will be received for this comp (-1 point).

There is no set limit to the number of times the student may attempt the exam for competency; however, remediation will be given for each failed attempt. Students are urged to be confident of their ability to perform a competency examination before they request to be evaluated so that they can complete the task at an acceptable level the first time. The student is reminded that any student-caused errors or repeat radiographs demonstrate lack of competency and will result in a failed attempt.

The student is responsible for completing the total required number of competencies (mandatory and elective) before the end of the last clinical rotation. A grade of "I" will be given if the required numbers of competencies in each category are not achieved. The student must then return the next semester on a schedule created by the program faculty until the required number of clinical competencies is finished. A maximum of 6 weeks will be given for the completion of the comps. The incomplete grade automatically changes to an "F" after that date. A grade of "I" will mean that graduation will be delayed as well as the eligibility date for the ARRT exam.

## Continued Proficiency

After a student has successfully completed a competency evaluation, they will be expected to perform the same examination later and on other patients to ensure continued proficiency. These continued proficiency exams will be a requirement to pass all clinical courses after the first semester. The number and types of proficiency exams required will be listed in each clinical course syllabus. If a student produces 2 sub-optimal exams previously comped on, the clinical instructor has the authority to pull the original competency.

Continued proficiency exams must be completed with the original level of competency to be considered complete. Proficiency exams are all pass/fail grades. The student must "declare" when they are about to perform an exam for proficiency. Otherwise, a proficiency cannot be given later after an exam has been performed unless the declaration has been made. The student is responsible for keeping a log of their proficiency exams for the semester. The clinical

instructor or program faculty should be the evaluator of proficiency exams whenever possible. Repeated exams are documented on repeat worksheets. Clinical Instructors will discuss all repeats with students and perform remediation as needed.

A proficiency exam must be completed using the routine for the clinical site at which it is attempted. For example, if the routine calls for 4 view knee, the student can only use the exam for ONE proficiency.

A proficiency exam cannot be counted if any of the images had to be repeated for student-caused errors including inaccurate technique, positioning errors, etc.

## Terminal Competencies

The purpose of performing final or terminal competency evaluation is to assure at least a minimum level of competency on a variety of commonly performed routine radiographic examinations. This helps to verify that the final semester curriculum student has maintained continued proficiency in exams that have been previously "comped" or "checked off". Each student will be required to perform seven terminal competency exams with image evaluation during the last semester of clinical experience.

## Student Performance Evaluations

### **(Competency/Clinical Attitude and Ability)**

Student Performance Evaluations are based upon specified levels of technical and professional competency and provide an opportunity for guidance and assistance when student improvement is necessary. All Clinical Attitude and Ability Evaluations and competency evaluations will be signed by the student and discussed with them by the Clinical Instructor and/or Program Faculty.

During the radiography program, the student will be expected to show progression and development in the required technical and affective skills. The student performance evaluations will be used to help identify potential problem areas for the student as evidenced by scores marked in columns 1 or 2. Counseling received by the student will be progressive when low evaluation scores (marks in columns 1 and 2) are received. The 1<sup>st</sup> and 2<sup>nd</sup> time a low mark is received in a specific section will result in completion of a behavior form. The third time a low mark is received in the same section will result in a grade of 0 recorded for the evaluation portion of the clinical course. Low marks are cumulative throughout the program. For example, a student scores in column 1 on an eval during their 1<sup>st</sup> and 2<sup>nd</sup> semesters and again in their 3<sup>rd</sup>

semester. The student will receive a “0” on the evaluation portion of the clinical course in that 3<sup>rd</sup> semester.

## Clinic Supervision Policy

The student is responsible for the following policies. Any intentional disregard will result in a written referral to the program director. The 2<sup>nd</sup> infraction will result in referral to the Vice-President for Student Services. The program adheres to the 2021 JRCERT Standards, Objective 4.4 which states “The student to clinical staff ratio must be 1:1...”

### Direct Supervision

Until a student achieves and documents competency in any given procedure, all clinical assignments shall be carried out under the direct supervision of qualified radiographers. A qualified radiographer is defined as being an individual certified by the American Registry of Radiologic Technologists, or a suitable equivalent. The parameters of direct supervision are:

- a. A qualified radiographer reviews the request for examination in relation to the student's achievement.
- b. A qualified radiographer evaluates the condition of the patient in relation to the student's knowledge.
- c. A qualified radiographer is present during the conduct of the examination.
- d. A qualified radiographer reviews and approves the radiographs.

### Indirect Supervision

After demonstrating competency, students may perform procedures with indirect supervision. Indirect supervision is defined as supervision provided by a qualified radiographer immediately available to assist the student regardless of the level of student achievement. This is further defined as the presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use.

***Indirect supervision DOES NOT apply during surgical and all mobile procedures, regardless of the level of competency. These procedures must be performed under Direct Supervision.***

## Approval of Radiographs

It is the responsibility of the supervising technologist to approve all student films, supervise a

repeat exam, and dismiss a patient after completing an examination. The student may perform these duties ONLY after being instructed to do so by their supervising technologist.

## Repeat Radiographs

In support of professional responsibility for the provision of quality patient care and radiation protection, unsatisfactory radiographs shall be repeated only under the direct supervision of a qualified radiographer, regardless of the student's level of competency.

Each student is responsible for abiding by the above supervision and repeat radiograph policies. In a situation where the student feels he or she is placed in a situation that is in direct violation of these policies, the student should report it to the clinical instructor.

## Clinical Site Directory

AdventHealth 828.687.5665/5666 19 Miles from campus 100 Hospital Dr. Hendersonville, NC 28792	Mission Children's Hospital (Reuters) 828.213.1769 3 miles from campus 11 Vanderbilt Park, Asheville, NC 28803
Blue Ridge Regional Hospital 828.766.1630 33 miles from campus Hospital Dr. Spruce Pine, NC 28777	Mission Hospital McDowell (McDowell Hospital) 828.659.5169 35 miles from campus Medical Ct. Marion, NC 28752
Blue Ridge Community Health Services 828.692.4289 20 miles from campus 2579 Chimney Rock Rd Hendersonville, NC 28792	Mission Hospitals-Memorial Campus 828.213.1374 1 mile from campus 509 Biltmore Ave. Asheville, NC 28801
Carolina Internal Medicine 828.258.0397 3 miles from campus 4 Vanderbilt Park Dr #100 Asheville, NC 28803	Mission Imaging Services Asheville 828.213.0819/0821 1 mile from campus 534 Biltmore Ave. Asheville, NC 28801
Carolina Spine and Neurosurgery Center 828.255.7776 3 miles from campus 7 Vanderbilt Park Dr. Asheville, NC 28803	Mission Pardee Health Campus (Mission Imaging Services Pardee; County Line) 828.651.6348 11 miles from campus 2695 Hendersonville, Rd Arden, NC 28704
Charles George VA Medical Center 828.298.7911 ext. 5630 5.5 miles from campus 1100 Tunnel Rd, Asheville, NC 28805	Mission Orthopedics (Ortho-Trauma) 828.213.5569 1 mile from campus 1 Hospital Dr Suite 4200 Asheville, NC 28801
EmergeOrtho-North 828.348.7119 11 miles from campus 159 Weaver Blvd. Weaverville, NC 28787	Mercy Urgent Care South 828.274.1462 6 miles from campus 1833 Hendersonville, Rd Asheville, NC 28704
EmergeOrtho-South 828.407.1700 11 miles from campus 2585 Hendersonville Rd Arden, NC 28704	Mercy Urgent Care West 828.252.4878 4 miles from campus 1201 Patton Ave. Asheville, NC 28806
Margaret R. Pardee Medical 828.696.1040/1042/4010 Outpatient 828.698.7310 20 miles from campus 800 N Justice St. Hendersonville, NC 28791	AdventHealth-Polk 828.894.3311 41 miles from campus 101 Hospital Dr Columbus, NC 28722
Mission Cancer Care 828.213.2500 1 mile from campus 21 Hospital Dr. Asheville, NC 28801	Transylvania Regional Hospital 828.883.5415 33 miles from campus 260 Hospital Dr. Brevard, NC 28712

## Accidents, Incidents, and Exposure to Communicable Diseases at Clinical Sites

Any accident or incident that occurs while a student is on clinical assignment, which results in patient, hospital personnel, or student injury, and/or damage to equipment, must be reported immediately to the Clinical Instructor and later to the Program Director. The student must cooperate with and abide by the regulations of the Clinical Affiliate and the College in dealing with any type of accident/incident. To diminish the possibility of an accident occurring, students will be instructed in the safest methods of performing routine radiographic procedures and duties to include proper handling of patients regarding blood borne pathogens or other disease. The clinical coordinator will discuss specifics of bloodborne pathogens at the beginning of the 1<sup>st</sup> semester and review material again during 3<sup>rd</sup> semester. Material will be posted on Moodle site for every clinical course. Exposure to communicable diseases will also be discussed during the RAD 110 course in the 1<sup>st</sup> semester.

## Radiation Safety

### Radiation Safety Overview

These instructions are provided to you so that we can comply with the state rules for radiation control as enforced by the North Carolina Division of Radiation Protection. These state rules require that our radiation producing equipment meet specific requirements and require that certain procedures be followed, and records kept. A copy of the entire manual of regulations called “The North Carolina Regulations for Protection Against Radiation (NCRFPAR)” is always available for you to read and review, located in the radiography faculty office pod, Room 240 of the AHWD building. Our x-ray facility is registered with the state of NC. This notification is also on file in radiography faculty office pod, Room 240 of the AHWD building.

The intent of these guidelines is to establish procedures to minimize radiation exposure of radiography students and patients in the energized laboratory setting as well as the clinical setting. You are required to know the procedures outlined and be able to demonstrate their application. You will be asked to sign and date a statement that you have been informed of and understand these guidelines. This signed statement will be kept in your file in faculty offices.

Other specific information for the clinical settings is provided in the Radiography Introduction course RAD 110. You will also have an entire course in radiation protection in the 3<sup>rd</sup> semester of the program.

All operators of x-ray machines are responsible for following the radiation safety procedures outlined below. Sereitha Miller is the A-B Tech Radiation Safety Officer (RSO) and has the responsibility and authority for overseeing matters relating to radiation protection. The RSO

also confirms all training and serves as the contact person with the state agency. Employees or students should submit all radiation questions or concerns about radiation safety to the RSO.

## Radiation Safety at Clinic

1. Always wear the personnel radiation dosimeter provided to you by the program faculty. Never wear anyone else's dosimeter. Wear the dosimeter on your collar and keep it outside a lead apron if one is worn. When not in use, store your dosimeter in a radiation-free area.
2. Students are required to properly wear personal radiation dosimeters. Students WILL NOT be permitted in the clinical setting without personal radiation dosimeter. Attendance and point deduction will apply.
3. If you suspect there has been an excessive exposure or radiation incident immediately contact your supervising technologist or clinical instructor. You should immediately contact the RSO for facility.
4. Always try to keep your radiation exposure as low as you can. Always be aware of where you are standing and how long you stay in a radiation area. Do not enter or remain in a radiation area unless it is necessary.
5. Under ordinary circumstances, no one should be allowed in the room with the patient during an x-ray examination. If other persons are needed for the examinations, they must be wearing dosimeters and/or protective devices. They must follow safe radiation procedures and shall keep out of the direct beam. Whenever possible, use mechanical or other safe holding devices when a patient or image receptor must be held during an exposure. If a person must be selected to hold, choose a person who is not pregnant or potentially pregnant, is over the age of 18, and has seldom held a person during x-ray examinations.
6. **Students SHOULD not hold patients during an exposure. Student MUST not hold image receptors during exposure.** This is in accordance with JRCERT standards.
7. Stay in the control booth or other designated "safe" area during each exposure.
8. Always maintain visual and aural contact with the patient.
9. Restrict the x-ray beam to the area of clinical interest. The beam size must not be larger than the image receptor.
10. Use a centimeter-measuring (caliper) device for each patient to determine the thickness of the body area to be x-rayed. Using these measurements, check the technique chart or manual at the control panel of the machine to determine the proper settings for mAs and kVp. Do not depend on memory for the proper technique. The technique chart must be updated as needed.



11. Do not perform fluoroscopy without the immediate supervision of a physician or designee properly trained in fluoroscopic procedures.
12. All students in a room during fluoroscopy shall wear a lead apron.
13. Whenever a student is assigned to do a portable exam, he or she must don a lead apron during the exposure.
14. The doors to all radiographic rooms must be closed before an exposure is made.
15. ALL PERSONS, especially children or adults in the child-bearing age, MUST BE GONADALLY SHIELDED unless it interferes with the study being performed.

Any violations of these behaviors may result in a range of actions, from warnings and/or being sent home (with attendance and point deductions), to dismissal from the program.

## Student Dosimetry

Students are expected to always wear the radiation dosimeter provided by the program while on clinical assignments. The dosimeter should not be left in an area where it is exposed to excessive conditions such as heat or moisture. The student is responsible for bringing their dosimeter with them as directed to the clinical site or campus to exchange them for new dosimeters. Students are required to properly wear personal radiation dosimeter. Students WILL NOT be permitted in the clinical setting without personal radiation dosimeter. Attendance and point deduction will apply.

Current monitor reports will be available to the student within (30) school days following receipt of the data. The final dosimeter must be given to the program faculty as a condition to sit for the final exam in the last semester. The dosimeter should always be worn at the neck level and outside of the lead apron if one is worn. Accumulated dose reports are maintained permanently on all students.

The student is reminded that the intentional exposure of any dosimetry device is punishable by state and federal laws. Any student found guilty of making such exposures may be referred to the Vice- President for Student Services for disciplinary action. In such a case, the program faculty may recommend that the student be dismissed from the program. Further information will be provided in the A-B Tech Lab and Radiation Protection Guidelines provided to each student in the fall semester.

## Personnel Monitoring

As required by State Regulation 15A NCAC 11, Rule .1614, everyone who enters a restricted area under such circumstances that he or she receives, or is likely to receive, a radiation dose of 10% of the limits documented in State Rule .1604(a) (5 rem/yearly) will be provided an appropriate monitoring device. Everyone under 18 years of age shall be allowed an annual occupational dose of 500 millirem/yearly.

TLD dosimeters shall be provided by The Radiation Detection Company, Inc. The dosimeter will be changed quarterly. Records of exposure shall be maintained by the RSO. All personnel occupational radiation reading shall be made available for participant review within 30 days of their receipt and review by the RSO. The provided dosimeters are for use for A-B Tech Rad Program clinical rotations only.

In accordance with ALARA procedures, the personnel monitoring Level One “action” for one quarter is 100 millirem as reported on the quarterly report from The Radiation Detection Company, Inc, or other current dosimeter monitoring service. If an individual exceeds these limits, they shall be informed on radiation policies to restrict and prevent re-occurrence. All notifications will be documented by memo from the program faculty (see sample below). A Level Two notification will be given if the quarterly report shows an exposure of 250 millirem or greater. A more thorough review of work habits is performed at this notification level (see sample below).

Never wear your dosimeter when undergoing any type of medical or dental radiographic procedure as a patient. Dosimeters are intended to measure student occupational exposure only. In the event you lose your dosimeter, notify the program director immediately to arrange for a replacement. Your clinical rotations must be restricted (with possible deduction of clinical grade) until you receive the replacement.

**Student issued dosimeters are to ONLY be worn during clinical rotations. If you are employed as a radiographer by an institution, they are required to provide you an additional dosimeter. You are NOT to wear your student issued dosimeter during time spent working as a radiographer. If you are found violating this policy, you may be dismissed from the A-B Tech RAD Program. This is a huge deal, and you are advised to take this action seriously.**

Remember that the dosimeter does not act as a warning device or a radiation prevention device. Their sole function is to document any exposure an individual may receive as part of their work with radiation sources.

Records of the quarterly and yearly cumulative exposure received by faculty and students are kept on file in faculty offices. A permanent copy of the total cumulative exposure report will be kept on file for all program graduates. This information may be requested by future employers. The program will release this information after receiving a signed release form from the graduate.



## **Memorandum**

TO:

FROM: A-B Tech Radiography Program Faculty

SUBJECT: Level      One Radiation Exposure

The intent of an ALARA (as low as reasonably achievable) program is to maintain exposure to radiation at levels that are as low as feasible. Our radiation safety program is based on the premise that radiation exposure is not risk free and therefore, exposure should be kept to levels that are permitted by the State, the Nuclear Regulatory Commission, and other regulatory agencies. ALARA is critical to current radiation protection philosophy.

You are being sent this memo because you have received at least 100 millirems on your last quarterly radiation monitoring report for the period of:

Your actual exposure was:

Your dose is relatively low and below regulatory limits but indicates a need to review work procedures for possible reduction of exposure. Remember to apply the basic rules of time, distance, and shielding to keep your exposure as low as possible.

Please keep this report for your records. A copy will also be kept in your program file.



## Memorandum

TO:

FROM: A-B Tech Radiography Program Faculty

SUBJECT: Level Two Radiation Exposure

The intent of an ALARA (as low as reasonably achievable) program is to maintain exposure to radiation at levels that are as low as feasible. Our radiation safety program is based on the premise that radiation exposure is not risk free and therefore, exposure should be kept to levels that are permitted by the State, the Nuclear Regulatory Commission, and other regulatory agencies. ALARA is critical to current radiation protection philosophy.

You are being sent this memo because you have received at least 250 millirems on your last quarterly radiation monitoring report for the period of:

Your actual exposure was:

Your dose is above our Level Two limit and indicates a need to review work procedures for possible reduction of exposure. Please reply to the following questions and return the form as soon as possible so we may evaluate any factors affecting your exposure. Always remember the principles of time, distance, and shielding to help reduce your exposure!

1. Was the dosimeter placed or stored near radiation?
2. Did you accidentally expose yourself to a beam of radiation?
3. Did you hold a patient during a radiation exposure?
4. Were you involved in procedures requiring unusually high exposure to radiation?
5. Please describe any unusual incident or provide any additional information that will help explain this exposure:

Please keep this report for your records. A copy will also be kept in your program file.

# Program Progression

## A-B Tech Radiography Program Matriculation Sheet

### 2024 Entering Class

Student Name:

ID #:

Preadmission Requirements BIO 163 (or BIO 168 & 169)

ENG 111 and MAT 143 must be completed within the first 2 semesters of the program.

COM 120, SOC 225, and HUM 115 may be completed during any semester of the program.

Fall Semester	Semester Completed	Transfer Credit	Grade
RAD 110 RAD Intro & Patient Care			
RAD 111 RAD Procedures I			
RAD 151 RAD Clinical Ed I			
RAD 113 RAD Lab Elective			
ENG 111 Expository Writing			
Spring Semester	Semester Completed	Transfer Credit	Grade
RAD 112 RAD Procedures II			
RAD 121 RAD Image Production I			
RAD 161 RAD Clinical Ed II			
MAT 110 Mathematical Measurements			
COM 120 Intro to Interpersonal Com			
Summer Semester	Semester Completed	Transfer Credit	Grade
RAD 122 RAD Image Production II			
RAD 141 Radiation Safety			
RAD 171 RAD Clinical Ed III			
RAD 181 RAD Clinical Elective			
Fall Semester	Semester Completed	Transfer Credit	Grade
RAD 211 RAD Procedures III			
RAD 231 RAD Image Production III			
RAD 251 RAD Clinical Ed IV			
SOC 225 Social Diversity			
Spring Semester	Semester Completed	Transfer Credit	Grade
RAD 261 RAD Clinical Ed V			
RAD 271 Radiography Capstone			
HUM 115 Critical Thinking			

## Program Re-entry/Re-admission/Course Repetition Policy

The following readmission policy applies to students who receive an unsuccessful grade in the radiography program, or who have voluntarily withdrawn from the program. Unsuccessful grades are defined as any grade earned below a "C".

1. If you receive an unsuccessful grade in a RAD course, you may not proceed to any subsequent course which has the course in question as a prerequisite. You must repeat the course in question before proceeding to the next higher course in the program.
2. All RAD courses are offered only once annually.
3. Since a new class of students is admitted to the program annually, and because of the competitive nature of the program, it will be necessary for students who have received an unsuccessful grade in a RAD course, or those who choose to withdraw, during their first semester to reapply for admission to the program for the following Fall. Students who do not pass ALL RAD courses during the first semester must repeat ALL RAD courses, due to the ever-evolving nature of healthcare.
4. Re-entry of students who have progressed beyond the first semester, but who have been unsuccessful in a subsequent semester, is dependent on space availability in the class, demonstration of proficiency in a variety of clinical procedures, and other issues pertinent to each re-entering student. Each returning student must:
  - a. Repeat the clinical course prior to semester of re-entrance (provided space is available). The repeated course grade will replace the original grade (contact registrar's office).
  - OR**
  - b. Perform at least 25 proficiencies, exam specifications to be determined by the program faculty, before attempting any additional competencies. These proficiencies will be in addition to any course required proficiencies.
5. The student will be unable to continue with the program any time a course grade of "D" or below is received in a core course (RAD). All failing course grades in required courses must be repeated successfully before graduation.
6. Students are allowed two attempts to pass a RAD class. If you make a grade of "D" or "F" twice for the same course, you will not be allowed to repeat the course and you will be dropped from the Radiography program.
7. If a student is out of the program for more than a year, they are considered inactive/withdrawn and will need to reapply and join the next available cohort
8. If a student has been out of the program for more than one year, they must reapply to the program. Additionally, if a required course is not repeated in the next available offering, the student will need to reapply to the program.

9. Due to the ever-changing nature of the RAD program, if a student has been out of the program for more than one year, they will be required to retake all previously successfully completed RAD courses. The student may petition the chairperson for the opportunity to perform certain courses as independent study; however, this option will not apply to any clinical courses. This opportunity is at the sole discretion of the program chairperson. In addition, any RAD class must be repeated if completed prior to 18 months.
10. Students who have been dismissed from the program for disciplinary reasons will not be considered for re-admission.
11. Each returning student must provide documentation of current CPR certification and complete a current medical form to include TB testing and vaccination updates. Each returning student must also complete the background check and drug screening process required by the clinical affiliates, at students' expense.
12. A student re-entering the program will be responsible for following the program handbook policies and procedures for their expected graduating class/cohort.

## Transfer Credit/Proficiency Testing

### Transfer Info

Students who wish to transfer from another program must adhere to the following guidelines:

1. No credit will be transferred for courses completed at a program not approved by the JRCERT and/or not accredited by SACS or an equivalent agency.
2. Meet the general requirements for credit transfer and advanced standing established by A-B Tech as described in the current college catalog.
3. Meet the same academic and technical requirements as those who enter the A-B Tech radiography program.
4. No transfer credit will be given for a RAD equivalent course if the grade obtained was less than a "B" on a seven-point scale. The applicant must provide evidence of course content and demonstrate that the content and credit hours are like the A-B Tech radiography course to warrant transfer.
5. All course content must overlap with course content of A-B Tech's RAD courses. If any doubt exists with the department chairperson as to the transferability of the course for which credit is being sought, the applicant may request proficiency testing. This testing may be written and/or practical and may be administered by the chairperson or chairperson designee. A grade of 80% on such examinations is required to demonstrate mastery and the appropriateness of transfer. This policy covers didactic courses only, as clinical courses are not transferable.



6. No transfer credit will be given for any RAD clinical course.
7. When a student is transferring didactic courses, clinical courses must be taken/repeated. A vacancy must exist in the appropriate class, either first or second year, for the program transfer to take place.
8. Evidence of successful completion of courses from a JRCERT and SACS (or equivalent) accredited RAD program must be within the last 18 months.
9. All transfer students are responsible for meeting all radiography program requirements such as purchasing the required uniforms, obtaining a physical examination, immunizations, background check, drug screening, etc., and will be held accountable under the same policies and procedures.
10. Student must provide a letter of recommendation from their previous program director.
11. Student must have left their previous program in good standing.

## Clinical Requirements

The American Registry of Radiologic Technologist (ARRT) states in the didactic and clinical competency requirement 4.1.3 Elements of Competence:

Demonstration of clinical competence requires that the program director or the program director's designee has observed the candidate performing the procedure independently, consistently, and effectively during the course of the candidate's formal education program.

As a result of the ARRT requirements, we will not allow the following clinical courses, in which clinical competencies are performed, to be transferred into our program:

- RAD 151
- RAD 181
- RAD 161
- RAD 171
- RAD 251
- RAD 261

The following will be allowed to be transferred into our program if didactic and lab competencies associated with each course are proven to the satisfaction of the program director or the program director's designee.

- RAD 110
- RAD 111
- RAD 112
- RAD 113

- RAD 121
- RAD 122
- RAD 211
- RAD 231
- RAD 271

All general education courses will be allowed to be transferred into the RAD program pending respective department approval.

## Requirements for Graduation

To graduate from the Radiography Program (RAD) at A-B Tech, you must:

1. Earn at least a grade of a "C" in each course in the major.
2. Maintain a minimum average of 2.0 (C) quality points on course work presented for graduation.
3. Make at least a 77 on all final exams in the RAD curriculum. One retake per exam will be given with the lower of the two scores being used to average the grade. If the student does not make the minimum score on the retest, a 0 will be used for that section test or exam in the calculation of the final grade.
4. Make at least a 77 on all sections of the RAD 271-Radiography Capstone course and the final exam. One retake per section test and/or exam will be given with the lower of the two scores being used to average the grade. If the student does not make the minimum score on the retest, a 0 will be used for that section test or exam in the calculation of the final grade for RAD 271.
5. Complete of all required clinical competencies.
6. Meet all other college requirements for graduation listed in the current A-B Tech Catalog, including the submission of a program completion application to the Student Records and Registration Office. The college holds one graduation ceremony in May. Students who do not attend graduation must still pay the graduation fee to receive their diploma.

# Radiography Professional Organizations

Radiography students are encouraged to join the NCSRT and will be required to join the ASRT. Student annual dues for the ASRT and the NCSRT are at a much-reduced rate to facilitate membership and participation.

## North Carolina Society of Radiologic Technologists (NCSRT)

This is the state organization that keeps us informed specifically about state and regional concerns relating to the profession. Publications include the "Tarheel Technology Highlights". The NCSRT sponsors one annual meeting and a series of one-day seminars throughout the year. Membership is encouraged, but voluntary, for all A-B Tech Radiography students.

## American Society of Radiologic Technologists (ASRT)

This is the national organization that helps provide the guidelines for professional education and keeps us updated with the latest information available on the profession. Publications include "Radiologic Technology" and "Scanner". The ASRT also maintains an extensive website with lots of useful information for radiography students at [www.asrt.org](http://www.asrt.org). Membership is required as part of RAD 271, but it is encouraged for students to join ASAP.

## A-B Tech Radiology Club

This is the first opportunity for involvement at the College-level with your fellow students. Activities include fund-raising and participation in A-B Tech sponsored SGA activities. Each A-B Tech club must participate in SGA meetings on a regular basis to obtain funding to assist with SGA-funded activities. Money may be given each year based on each club's own fund-raising activities. Each class will elect three officers (President, Vice-President, and Treasurer) to serve as student government representatives. They will coordinate class activities and serve as class representatives to the faculty as well as the A-B Tech Student Government Association. Clubs approved to operate on campus must have their charters renewed each fall.

The officers will stay in office the remaining semesters of the program. They may schedule to meet with the entire radiography group of students or faculty on an as needed basis. Scheduling is done through the assigned SGA faculty advisor. All radiology students are expected to participate in Radiology Club activities and in class meetings.