Heartland Community College

RADIOGRAPHY HANDBOOK

2026-2027

The contents of the Radiography Handbook do not create a contract nor does it constitute a guarantee of continued enrollment in Heartland Community College's Radiography Program. The Radiography Program reserves the right to modify, amend, or delete statements in the Radiography Handbook, including making changes in the curriculum and policies as deemed necessary. Each student is responsible for the information contained in the Radiography Handbook and in the Heartland Community College Catalog and Handbook.

Radiography Program Contact Information

Division Office Hours | 8:00am - 5:00pm Monday-Friday
Website | www.heartland.edu/hhs/rad
Phone | (309)268-8740

Licensing & Accreditation Websites

American Society of Radiologic Technologists: www.asrt.org
Illinois Emergency Management Agency & Office of Homeland Security:
https://iema.illinois.gov/accreditation.html
American Registry of Radiologic Technologists: www.arrt.org

Accredited by the Joint Review Committee on Education in Radiologic Technology, 20 N. Wacker Dr., Chicago, IL 60606, (312) 704-5300.www.jrcert.org 8-year accreditation award.
Last site visit June 2018 | Interim report approved November 2022-maintaining 8-year accreditation status
Revised April 1, 2023

Heartland Community College - Radiography

Table of Contents

01 Philosophy of Heartland Community College Radiography Program

Philosophy Statement 8
Program Mission & Goals 10
Measurable Educational Outcomes 13
Program Effectiveness Data 14
Program Measurement Tools & Benchmarks 15

Heartland Community College - Radiography

Table of Contents

02 Graduation Requirements

Graduation Requirements for Associate Degree Radiography 17
Requirements for ARRT Certification & IEMA Licensure 18
Functional Abilities Requirements 20
Student Access & Accommodations 23
Health Requirements 24
Voluntary Student Declaration of Pregnancy 28
Bloodborne Pathogens Statement 31
Health & Safety 33

Heartland Community College - Radiography

Table of Contents

03 Academic Requirements & Program Policies

Academic Progression 35
Grade Point Average 35
Grading Policy 35
Instructional Methods & Resources 36
Off-Campus Lectures & Courses 39
Student Records 40
Professional Conduct Policy 41
Social Networking Policy 44
Curriculum Guide for Associate Degree Radiography 45
Assignment, Examination, and Make-up Examination Policies 46
Attendance Policy 47
Tardiness Policy 51
Make-up Policy 54
Closing & Cancellation Announcements 54
Employment While in Radiography Program 55
Student Participation in Disaster Situations 55
Study Time Expectations 55
Academic Integrity Policy 56
Channels of Communication 58
Advisory Committee Representation 59
Clinical Education Committee 59
Appeals Policy & Grievance 60
JRCERT Standards 65
Re-admission & Re-entry Criteria 66
Advanced Placement & Transfer Students 69
Withdrawal from Program 69

Heartland Community College - Radiography

Table of Contents

04 Laboratory / Clinical Standards & Policies

Policy of Student Supervision 71
Invasive Procedures on Students 72
Student Holding Policy 72
Level 1 Competency 73
Level 2 Competency 75
Level 2 Simulations 77
Level 3 Proficiency 78
Clinical Time Clock Policy 79
Clinical Education Settings 80
Dress Code for Clinical Orientation Days 80
Clinical Experiences 80
2nd Year Special Area Rotation 81
Clinical Progress 82
Self-Evaluation Form 82
Clinical Concern Form 82
Student Evaluation of Clinical Education Center Form 83
Student Evaluation of Clinical Instructors 83
Clinical Requirements 84
Clinical Facility Standards 87
MRI Screening & Education Policy of Students 88
Uniform Dress Code 89
Personal Appearance 90
Student Criminal Background Check Policy 91
Student Drug Screening Policy Pre-matriculation 94
Drug and/or Alcohol Use 96
Dismissal from the Program 98
Ethical Behavior 98
Radiation Protection Policy 99
Energized Lab & Equipment 100
Radiation Badge Care 100
Name Tags/Security Access Badges 101

Heartland Community College - Radiography

Table of Contents

05

Appendix A

Clinical Flow Chart 103
Level 1 Competency Example 104
Level 2 Competency Example 105
Timetable for Level 2 Competencies 106
Required Level 2 Competencies 107
List of Level 3 Proficiencies 110
ARRT Clinical Competency Requirements 111
Clinical Concern Form Example 112
Area Objective Example 113
Image Analysis Critique Sheet Example 115
Student Self-Evaluation Example 118
General Job Description for Radiographer 120
Advisory Board Charter 122
Example Medical Exam Form 126
Release of Personal Information for Teaching Purposes 130
Release of Student Information to Clinical Sites 130
Copy of Handbook Receipt 130
Photography/Video/Digital Recording Release 131
Transportation 131
Lab Participation/Demonstration Statement of Understanding 131
Professional Behaviors Statement of Understanding 132
Competency Based Clinical Agreement 132
Student Identification Statement of Understanding 132
Radiation Dosimeter Statement of Understanding 133
Student Acknowledgement of Pregnancy Policy 133
Employer Evaluation of Graduate 134
ARRT Ethics Review Committee Statement of Understanding 135
Copy of Confidentiality Agreement 136
Glossary 137

Meet the Faculty

Jacquelyn Ritchhart

Acting Program Coordinator

Natalie Schulz

Clinical Coordinator

Kim Butler

Adjunct Faculty

01

Philosophy, Mission & Goals Statement

"The associate degree radiography program is an integral part of Heartland Community College and derives its philosophy from the mission and goals of the college. The philosophy guides the faculty in providing quality educational opportunities, which promote self-care in communities served by the college."

Philosophy

The Heartland Community College Radiography Program faculty shares a set of beliefs consistent with the philosophies and missions of its sponsor and clinical education settings. These beliefs are the foundation upon which the educational program is built.

- Humankind has qualities and characteristics that are universal, yet each person is valued as an individual with a unique set of physical, psychological and spiritual characteristics. Freedom of choice and self-determination are inherent rights and responsibilities of each person.

- Learning is a life-long process promoted when intellectual inquiry, creativity, self-awareness, self-direction, maturity and responsibility are valued. This process results in positive attitude changes, knowledge acquisition and technical competence.

- The faculty believes that the knowledge, attitudes and skills required for professional radiography are best achieved through a combination of theory and related clinical experiences. Clinical application of theory-based knowledge in the technical aspects of radiography, critical thinking, communication and quality patient care prepares students to become competent and compassionate professionals dedicated to a career of service to society.

Program Mission

The Heartland Community College Radiography Program prepares competent, compassionate radiographers through a two-year associate degree, equipping students with the knowledge, skills, and professionalism to excel in healthcare. Our faculty and clinical staff foster ethical behavior and responsibility in supportive learning environment, ensuring graduates are ready to serve their communities.

Program Goals

As natural extensions of this mission, the goals of the radiography program are:

- Graduates will be employable and meet the needs of the healthcare community.
- Students will demonstrate problem solving/critical thinking skills.
- Students will be able to communicate effectively with faculty, peers, medical staff and patients.
- Students will grow and develop professionally.
- Students will demonstrate clinical competence.

Teaching & Learning

mutual respect

The faculty are committed to the concept that the learner must be actively involved in the learning process. In order for learning to occur, the learner must be open to new experiences and be willing to undergo the process of change. The faculty believes that learning is best facilitated by a curriculum that moves conceptually from simple to complex. The faculty also believes that close correlation of theory and clinical practice enhances learning. The teaching/learning process involves a reciprocal relationship between faculty and students in which there is mutual respect for intellectual exploration, professional development, and personal growth. However, faculty believes the primary responsibility for learning rests with the learner.

The faculty believes that a graduate of the Heartland Community College associate degree radiography program is prepared to practice in an entry level professional radiography position. The faculty believes in the concept of lifelong learning. Therefore, the faculty subscribes to the belief of career mobility based on the opportunity of individuals to change roles in radiography consistent with the individual's motivation and capabilities. Students are given guidance towards pursuing further academic degrees or certifications in radiologic sciences.

The goal of the teaching/learning process is the realization of the student's abilities and potential through the utilization of critical thinking.

Measurable Educational Outcomes

The registered radiographer is a professional qualified through education to assist physicians in providing patient care through the diagnostic use of imaging modalities. The radiographer must exhibit professionalism, independent judgment, initiative, skill, compassion, and continued interest in learning to be successful in this profession. To this end, the program strives to provide its students with the skills and attitudes necessary to perform successfully as part of the medical team.

During and upon completion of the program, the student radiographer/graduate will:

- graduate from the program
- be able to obtain employment
- pass the registry
- indicate professionalism on graduate and employer surveys
- exhibit professional behavior consistent with code of ethics
- engage professionally within the dicipline
- be able to critique and evaluate images
- adapt positioning for non-routine positions
- demonstrate verbal communication skills
- demonstrate written communication skills
- have a working understanding of imaging systems
- recognize and perform radiation safety principles
- demonstrate comprehension of radiographic procedures and perform routine exams

Program Effectiveness Data

The Radiography Program at Heartland Community College is programmatically accredited by the Joint Review Committee on Education in Radiology Technology. More information can be found at www.JRCERT.org or by contacting:

JRCERT
20 North Wacker Drive, Suite 2850, Chicago, Illinois 60606-3182
Phone: (312) 704-5300 | Fax: (312) 704-5304

The following data is reported annually and updated on the JRCERT website. This information can also be found on the website of the Radiography Program at Heartland Community College per accreditation requirements. https://www.heartland.edu/academicDepartments/hhs/radiography.html

- Annual completion rate for most current year
- Students that past registry on first attempt for most current year
- Students that past registry on first attempt for last five years
- Five-year job placement rate
- Annual rate of students seeking employment
- Annual rate of students that found employment

Program Measurement Benchmarks

The success of the program goals and outcomes is measured by specific tools and benchmarks. These benchmarks include but are not limited to:

- The ARRT certification examination pass rate (> 90% each year, > 90% most recent 5-year period)
- The ARRT certification examination average scaled test score (> 80%)
- The ARRT certification examination average section scores (> 7.5 for Sections A, B, C, D and E)
- Program completion rate (≤ 65% annually)
- Job placement rate (> 75% average of past 5 years)

02

Graduation Requirements

For Associate Degree Radiography

Students who have completed the prescribed required courses, achieved the required grade point average, and demonstrated radiography competence will receive a diploma from Heartland Community College.

NOTE: Students are responsible for being aware of their status as it relates to program and graduation requirements. It is important that the student see an academic advisor in Student Services after the end of each semester to confirm prerequisites, GPA, program and graduation requirements. Students who do not meet the requirements at the time of graduation will not be allowed to graduate. General education requirements must be completed prior to completion of Radiography Program as per ARRT.

Students meeting the requirements of the Associate Degree Radiography Program are encouraged to participate in the pinning and graduation exercises. Upon graduation, the student will become eligible to take the ARRT certification exam and apply for licensure either in Illinois or in the state in which the graduate expects to practice.

Students will not be allowed to graduate until all outstanding debts to the College have been removed. It is each student's responsibility to see that all course requirements for the radiography curriculum are met prior to the date of graduation.

Prior to graduation the student must demonstrate competency in all 36 of the mandatory Imaging Procedures. At least 26 of the 36 mandatory Imaging Procedure competencies must be demonstrated on patients (not phantoms or simulated). Students must demonstrate competency in at least 15 of the 35 elective Imaging Procedures. Electives may be demonstrated on patients. Per ARRT (2022) a total of 10 imaging procedures may be simulated. Only certain exams are identified by ARRT as being eligible for simulation. Students must also demonstrate competencies in all 10 General Patient Care Procedures listed in the ARRT clinical competency requirements.

Requirements for ARRT Certification

Applicants for the American Registry of Radiologic Technologists certification examination must answer the following questions:

1. "Have you ever been convicted of a misdemeanor, felony, or a similar offense in a military court-martial?" (Convictions or charges resulting in any of the following must also be reported: plea of guilty; plea of no lo contender (no contest); withheld, deferred, set aside, or not entered adjudication; suspended or stay of sentence; military court martial; or pre-trial diversion). Misdemeanor charges or convictions while a juvenile and that were processed through the juvenile court system are not required to be reported to ARRT. Misdemeanor speeding convictions or parking violations are not required to be reported unless they are related to alcohol or drug use.

2. "Have you had any professional license, permit, registration or certification denied, revoked, suspended, placed on probations, under consent agreement or consent order, voluntarily surrendered or subjected to any conditions or disciplinary actions by a regulatory authority or certification board (other than ARRT)".

3. "Have you ever been suspended, dismissed or expelled from an educational program that you attended in order to meet ARRT certification requirements?"

Further information regarding reporting requirements may be accessed on the ARRT website under "Ethics FAQs" or by phoning ARRT at (651) 687-0048 ext. 8560.Candidates concerned about ethics eligibility can file a pre-application review form to request a review of the violation before or during their education. ARRT will rule on the impact of the violation on eligibility for ARRT certification. Once ethics eligibility is established, the candidate proceeds with application." Source: 2018 ARRT Radiography Certification Handbook.

*Effective January 2017 - Any and all ethical violations committed by students in a Radiography Program must be reported within 30 days to the ARRT.

Requirements for IEMA Licensure

Applicants who are ARRT registered or registry eligible and are seeking licensure in the State of Illinois must answer the follow questions. If you answer "yes" to any of the questions, you may be required to go through a due process prior to issuance of a licensure. The decision to allow an individual to be granted a license rests with the Illinois Emergency Managment Agency.

1. Have you been convicted of a felony?

2. Have you been denied a professional license/certification or had one revoked?

3. Do you have a drug or alcohol problem that would impair your ability to perform professional duties?

4. Do you have a mental or physical disability that would impair your ability to perform professional duties?

5. Have you defaulted on an educational loan guaranteed by the Illinois Student Assistance Commission?

(Source:Illinois Emergency Management Agency Application for Accreditation in Medical Radiation Technology)

*The above information should not deter you from applying for ARRT certification or a radiography license in Illinois. Please discuss any questions with the Heartland Community College Radiography Program Director for specific guidance.

Please be aware that convictions prior to enrollment into the Radiography program and while enrolled may prevent progression in the Radiography program.

Functional Abilities Requirements

Students' health must enable them to fulfill the requirements and outcomes of the radiography program. Heartland Community College's Radiography program students must possess the following abilities and meet the following expectations related to successful completion of clinical education and subsequent practice in the radiography profession:

COMMUNICATION/INTERACTIONS

Be able to clearly communicate in English both verbally and in writing and interacting with all professionals connected with the program as it relates to:

- Obtaining and recording patients' histories
- Explaining or discussing procedures and patient consent forms
- Providing clear verbal instructions to patients either face to face or from the radiography control area, which is a distance of several feet
- Providing emotional support to patients during radiographic procedures
- Accepting criticism and adopting appropriate modifications in behavior
- Responding effectively and quickly to situations requiring first aid or emergency care of patients until more qualified help can arrive
- Maintaining mature, sensitive, and effective relationships with patients, students, faculty, staff, and other professionals under all circumstances, including stressful situations
- Interacting and working collaboratively with other healthcare professionals
- Responding professionally with precise, quick, and appropriate action in stressful and emergency situations
- Learning and performing routine radiographic procedures, using intellectual capacity to select proper technical exposure factors according to the individual needs of the patient and the requirements of the procedure's standards of speed and accuracy

Functional Abilities Requirements

VISUAL ACUITY

Be able to see fine lines and distinguish gradual changes in blacks, grays, and whites as related to:

- Reading department protocols for imaging procedures, examination requests, computer monitors, and any written directions or orders
- Properly positioning a patient in relation to the x-ray tube and image receptor
- Assessing the direction of the central ray to the anatomical part of being imaged
- Reviewing and evaluating recorded images for the purpose of identifying proper patient positioning, accurate procedural sequencing, proper radiographic quality, and other appropriate and pertinent technical qualities, all under the conditions of dimmed lighting

HEARING ABILITY

The student's ability to hear must include, but is not limited to:

- Responding to patient questions, concerns, and needs
- Hearing faint or muffled sounds when the use of surgical masks are required
- Hearing faint or muffled sounds since operator control areas are separated from the x-ray table and the patient

MOTOR FUNCTION ABILITY & STRENGTH

Good manual dexterity, motor skills, and hand-eye coordination are necessary as related to:

- Adjusting, manipulating, and moving a variety of x-ray machine locks, knobs, dials, and controls with speed and accuracy including both mobile and stationary equipment
- Utilizing a mouse, stylus, touch screen, and keyboard of computerized equipment to input patient data and/or imaging parameters needed during multistep imaging procedures
- Bending, lifting, turning, twisting, grasping, and squatting with full motion in congested areas
- Lifting/moving 25 lbs.
- Providing physical support and position patients during radiographic procedures
- Having sufficient strength, motor coordination, and manual dexterity to transport, move, lift, and transfer patients from a wheelchair or cart to an x-ray table or a patient bed
- Standing unassisted and walk for long periods of time without a break
- Wearing a 15-20 lb. lead apron for hours while standing
- Donning surgical gloves, fill syringes, start IV's, insert enema tips, and handle sterile trays/fields
- Manipulating/carrying image receptors, digital detectors (tethered and wireless), and other positioning/imaging aids to and from the exam rooms and the work area/storage area (10-20 lbs.)

Functional Abilities Requirements

Students should be free of any contagious condition or illness. Students must be in a state of physical and mental health that would not jeopardize patients or personnel in a clinical setting.

In order to ensure that students are not placing themselves, another student, or patient in physical danger, any student being treated by a physician or other healthcare provider due to a medical condition, disease/illness, or hospitalization will be required to provide a statement to the College from their licensed healthcare provider which indicates that the student is able to perform full clinical duties and responsibilities without restrictions. The student will not be allowed to attend clinical without a licensed health care provider's written release to perform full clinical duties and responsibilities without restrictions.

Should the student's health status change at any point in the school term, students are strongly encouraged to notify the Program Coordinator. It is the student's responsibility to consult with their healthcare provider to determine whether they are able to continue performing clinical duties. It is also the student's responsibility to obtain a new written release from their licensed healthcare provider under such circumstances, and upload to ViewPoint Screening.

Student Access and Accommodations

Resources and services to assist students with disabilities or chronic health problems are available at Heartland Community College. Students who would benefit from such services are encouraged to contact the Student Access and Accommodations Services (SAAS) office, as soon as they arrive to campus or when a need for such services arises. Faculty will make reasonable accommodations in courses for students with documented disabilities or chronic health problems when the faculty is informed of the student's needs, in consultation with SAAS.

It is the student's responsibility to remain away from the classroom, lab, and clinical area if an infectious condition exists.

Additional information can be found in the clinical attendance policies and the Functional Abilities Requirements.

Health Requirements

Prior to students beginning a Health Sciences (HS) Program course, all of the following requirements must be completed and submitted to Viewpoint Screening by the date provided. Students will be responsible for all fees associated with these requirements.

HCC HS program (faculty, students) must adhere to all health and safety requirements of the contracted clinical affiliations, as well as state and federal statutes and/or mandates. This may include, but is not limited to, vaccinations, protective equipment, training, etc.

1. Proof of a medical exam by a licensed medical doctor, physician assistant, nurse practitioner, or advanced nurse practitioner, utilizing the approved HCC physical assessment form. The student's medical status must meet all of the Functional Abilities as outlined above. In the event it is determined a student does not meet the Functional Abilities referenced, the student will follow the process outlined above.

2. Provide written documentation of current BLS for Healthcare Provider CPR Certificate.

Health Requirements

3. Students must provide written documentation of Proof of Immunization for the following:

   a. **MMR (Measles, Mumps and Rubella)**
      i. Two doses of MMR given at least 1 month apart.
         OR
      ii. Submit written laboratory evidence of immunity (Measles AND Mumps titer).
      iii. If student does not show immunity, they will be required to obtain updated vaccination.

   b. **Rubella**
      i. Submit written laboratory evidence of immunity (Rubella titer).
      ii. If student does not show immunity, they will be required to obtain updated vaccination.

   c. **TDaP (Tetanus, Diphtheria, Pertussis)**
      i. Submit written evidence of TDaP vaccination and/or booster within the last 10 years.

   d. **Varicella**
      i. Two doses of Varicella.
         OR
      ii. Submit written laboratory evidence of immunity (Varicella titer).
      iii. If student does not show immunity, they will be required to obtain updated vaccination.

Health Requirements

e. **Hepatitis B**
   i. Proof of completion of a Hepatitis B vaccine series
   ii. Submit written laboratory evidence of immunity (Hepatitis B titer).
   iii. If student does not show immunity, they will be required to complete an updated vaccination series and second titer showing immunity.

f. **Tuberculosis**
   i. A two-step Mantoux (tuberculosis Screening Test) administered 1-3 weeks apart.
   OR
   ii. QuantiFERON Gold blood test.
   OR
   iii. T-spot blood test.
   iv. An annual TB test is required. If more than 12 months elapse after 2-step or previous annual 1-step, the 2-step must be repeated.

g. **Influenza**
   i. Documentation of a flu vaccine administered by a health care professional during the current flu season.

h. **COVID**
   i. Vaccination is no longer required for health care workers; however, clinical facilities may still require a copy of your COVID vaccination card/record. COVID vaccination documentation will be requested from incoming students.
   ii. COVID vaccination and any applicable boosters are strongly encouraged for all incoming students.
   iii. Requirements for vaccination are subject to change with federal and/or state requirements or mandates, Heartland Community College vaccination requirements, or clinical affiliation vaccine requirements or mandates.

In the event a student is non-compliant with the requirements outlined in immunization items above, programs cannot guarantee placement in a clinical setting. If a student cannot be placed in a clinical setting, this would result in the student's inability to meet all requirements of the program or degree, failure to progress with the curriculum, and ultimately result in dismissal from the program.

Health Requirements

5. Proof of negative criminal background check.
(See HS Program Policy, Criminal background Check Policy)

6. Proof of negative drug screen.
(See HS Program Policy, Student Drug Screening Policy)

7. Evidence of health insurance coverage.

8. Completion of Respiratory Fit Testing as indicated by clinical affiliation agreement.

9. Failure to complete any of these requirements by the program deadline may prevent the student from participating in the program technical courses.

Developed by: PTA Program Coordinator Original: 10-21-2013
Approved: Dean of HHS
Revision Date: 12-17-16, 1-14-19, 10-31-19/ 11-22-21 / 3-3-2022, August 2022, September 2023
Adapted by: Director of Nursing Education, October 2023

Voluntary Declaration of Pregnancy Policy

The declaration of pregnancy is voluntary. If the student chooses to voluntarily inform the program officials of their pregnancy, a written declaration of pregnancy with the inclusion of expected date of delivery must be signed and reviewed with the Program Director. If this voluntary declaration is not signed, a student cannot be considered pregnant. If the student chooses to disclose their pregnancy, they will receive counseling on available options for completing the program and radiation protection of the embryo/fetus.

Options for completing program:

- Continue both the didactic and clinical education courses.
- Upon request of the pregnant student to the clinical coordinator, clinical rotation schedules may be modified so as to schedule the student through low radiation areas, specifically during the first trimester.
- A leave of absence may be taken and all grades will be recorded as withdrawn (W). This will permit the student to request re-entry to the same semester the following year or guarantee the student a seat in the next accepted cohort.
    - if the student requests a leave of absence, the student will work with the Program director to outline, in writing, the student's plan for readmission/reentry
- The program will follow the pregnancy policies in compliance with the Title IX regulations Pamphlet – Supporting the Academic Success of Pregnant and Parenting Students Under Title IX of the Education Amendments of 1972. Any questions or concerns with these policies can be reviewed with the Heartland Community College Title IX Coordinator.

The ultimate decision regarding these options will be the student's in regard to pregnancy issues and student's level of competency in the radiography program.

Voluntary Declaration of Pregnancy Policy

Pregnant students choosing to remain in all educational courses will be advised with the following radiation protection information:

- Must review the U.S. Nuclear Regulatory Commission "Regulatory Guide 8.13" Instruction Concerning Prenatal Radiation Exposure.
- Must review the U.S. Nuclear Regulatory Commission Section 20.1209 "dose equivalent to an embryo/fetus".
- Must wear an additional radiation monitoring device near the lower abdominal area and under the lead apron (0.5 mm lead equivalent, or if available, 1.0 mm lead equivalent).
- Recommended to stay out of the field of radiation and, other than during fluoroscopy, remain in the control booth during the exposure period.
- Wear an additional lead apron or aprons in fluoroscopy, during portable exams or when otherwise necessary.
- Exposure to the pregnant person once the pregnancy is declared should be limited to no more than 0.5 mSv per month and 5 mSv for the entire pregnancy. This amount of exposure is considered not to increase the measurable risks.
- The exposure limits will apply until:
  - The student gives birth, or
  - The student notifies the Program Director in writing that they are no longer pregnant, or
  - The student informs the Program Director that they no longer wish to be considered pregnant by revoking her previously declared pregnancy in writing.
  - Must monitor personal fetal monthly radiation dosimetry report. This report will be individually emailed to the student.

The pregnant student radiographer is expected to meet all objectives and clinical competencies of each radiographic course. Any student being treated by a physician or other health care provider due to a pregnancy and/or delivery of a baby, must provide a written release from their physician or licensed health care provider indicating that the student is able to perform full clinical duties and responsibilities without restrictions. The student will not be allowed to attend clinical without a written release to perform full clinical duties and responsibilities.

The student has the right to revoke the written declaration of pregnancy at any time. The revoking of the declaration must be in writing and, if rescinded, the student is no longer considered pregnant and no allowances for their condition will be made.

Written Declaration of Pregnancy Forms

DECLARATION OF PREGNANCY

This document is to certify that I, _____, a student of the Radiologic Technology Program, enrolled at Heartland Community College and currently assigned to _____ (clinical site[s]) am voluntarily declaring that I am pregnant and I believe that I became pregnant in _____(month and year) and will deliver the baby in _____(month and year).

I have read the Voluntary Declaration of Pregnancy Policy for the radiography program. I understand the implications of my continued presence in the Radiology Department as part of my clinical education. I will not hold Heartland Community College or the clinical site(s) liable in case of abnormalities that may be caused by exposure to radiation during this pregnancy.

I ELECT or DO NOT ELECT (circle one) to follow my planned clinical rotation. (if you elect not to follow the clinical rotation plan, you will be required to complete your rotation at a later date.)

I also understand that the lower dose limit is in effect until I have (1) given birth, (2) informed the program faculty that I am no longer pregnant, or (3) chosen to revoke this declaration of pregnancy in writing.

Student Radiographer: _____

Witnessed By:_____

Program Director:_____

Date: _____

Protocol for Exposure

BLOODBORNE PATHOGEN EXPOSURE IN THE CLINICAL FACILITIES AND/OR THE ON-CAMPUS LAB

1. The exposure site will be washed with soap and water. If the exposure is in the eye, nose or mouth, these surfaces will be flushed with water.
2. All exposures need to be reported immediately to Radiography Program Coordinator or the clinical instructor monitoring the on-campus clinical. A Clinical Concern report will be completed by the student in Trajecsys.
3. Exposures are defined as (Blood Borne):
   - Massive – Large volume [>1ml], parenteral exposure to lab spec containing high virus titer
   - Definite – Deep injury with blood/body fluid contaminated needle such as intramuscular injection. Injection of blood/body fluid. Wound that causes bleeding in the worker caused by bloody or body fluid containing instrument. Any parenteral exposure to HIV/HBV virus sample.
   - Possible- superficial subcutaneous injury. Wound produced by contaminated instrument that does not cause visible bleeding. Prior wound or lesion contaminated by fluids. Mucous membrane exposure to blood/body fluid.
   - Doubtful- Subcutaneous injury with non-infectious fluid. Wound by non-infectious contaminated instrument. Mucous membrane exposure with non-infectious blood/body fluid.
   - Non-Parenteral- intact skin visibly contaminated with blood/body fluid.
4. Medical intervention will be recommended or sought immediately so baseline testing and an evaluation of the incident can be made.
5. If the incident occurred in a healthcare facility, refer to their procedure for seeking intervention. The Clinical Coordinator **must be notified** of the event after seeking intervention. A Clinical Concern report will be filed in Trajecsys by the student.
6. If the incident occurred outside of a healthcare facility, the student should contact their healthcare provider immediately. If no healthcare provider is available, they should contact any outpatient clinic of the student's choice.
7. If another student is the source of exposure, they should have testing done for Hepatitis B, Hepatitis C, and HIV.
8. The instructor and student will fill out the Incident Reports at the clinical facility and report the incident to the Radiography Program Coordinator at Heartland Community College.
9. The student will be financially responsible for all costs incurred in this plan of care.

Protocol for Exposure

OTHER INFECTIOUS DISEASE EXPOSURE

- These can include but are not limited to: Covid-19, chicken pox, TB, mumps, meningitis.
- If the exposure happens at the clinical affiliate, student will follow institution's exposure plan, fill out a clinical concern report in Trajecsys and MUST notify the Clinical Coordinator of education (see bullet number 4 and 5 above)
- If the exposure happens at campus, the student will notify the instructor and follow campus procedures in place as designed by CDC guidelines and IDPH regulations for appropriate reporting measures in effect at the time of the occurrence (see bullet number 4 and 5 above).
- If the exposure happens in the public or the student themselves are the one contagious, student will notify radiography program officials to report and follow campus procedures as designated by CDC guidelines and IDPH regulations for appropriate reporting measure in effect at the time of the occurrence.

The radiography faculty at Heartland Community College recommend the OSHA Guidelines for handling exposures to bloodborne pathogens. Therefore, it is required all radiography students purchase and carry health insurance in order to help manage the financial burden of an exposure.

If a radiography student fails to report or chooses not to immediately seek medical care or fails to seek medical care, the student bears the responsibility of the outcomes of these decisions.

Health & Safety

RADIATION: students will be exposed to low levels of scattered x-rays emanating from the patient and equipment during fluoroscopy, mobile radiography and surgical procedures. A lead apron is required to be worn when performing these examinations.

MAGNETIC AND RADIOFREQUENCY WAVES: students have a potential to be exposed to Magnetic and Radiofrequency waves during their clinical education. A mandatory screening process and safety training will occur annually. The primary concern is the health, safety of all people present as the **magnet is never off** and the chance of projectiles can occur. There is also potential danger to those with implanted devices and/or foreign bodies. Many implanted devices/foreign bodies are not considered safe in the MRI environment depending on the strength Magnet and types of Radiofrequency pulses utilized. Each clinical site will determine if students are eligible to participate in the MRI environment based on clinical site policies and the screening information gathered from the student.

DISINFECTANT: Students will be using powerful disinfectants to clean surfaces touched by patients. Gloves are required to be worn when using these chemicals.

COMMUNICABLE DISEASE: Students will be exposed to a multitude of communicable diseases. Standard Precautions, as defined by the Centers for Disease control and Prevention, must be practiced at all times. Additional PPE may be required for certain circumstances to participate in lab and clinical settings as directed by the CDC and IDPH.

LEAD: most radiographic markers contain lead encased in plastic or acrylic. Student is to wash hands frequently during their workday to decrease likelihood of skin exposure.

MATERIAL SAFETY DATA SHEETS (MSDS): Material Safety Data Sheets for chemicals used in the clinical are available at each clinical site by request from the Clinical Instructor. MSDS for lead markers, disinfectants for equipment and hands used in the lab are available on the bulletin board in the energized lab ICB 1709.

03

Academic Requirements & Program Policies

Academic Progression

GRADE POINT AVERAGE

A grade point average of 2.0 on a 4.0-point scale must be maintained for continuation in the radiography program.

The student must earn a "C" or better in all Radiography (RAD) and general courses required in the curriculum for the Associate in Applied Science degree in Radiography.

GRADING POLICY

Grades will be given to students at times and places designated by the course instructor(s). Support staff will NOT give grades.

Grading scale for the Heartland Community College Radiography Program courses will be as follows:

93 – 100 = A (pass)
84 – 92 = B (pass)
75 – 83 = C (pass)
Below 75 = F (fail)

For all Radiographic Procedures (RAD 112, 122, 132) courses, if three unit tests and/or units are failed in one semester, it is an automatic course failure.

For every three absences in positioning lab each semester, there will be a drop of one letter grade of the course grade.

Final exams for all radiography courses are comprehensive. **All tests, including the final exam, are only taken one time.**

Students receiving an "F" for any radiography (RAD) course are referred to the Readmission Criteria in the Heartland Community College Radiography Handbook.

Additional criteria are found in the student syllabus for each course.

Instructional Methods

The Associate Degree Radiography program utilizes a variety of instructional methods in achieving program goals. Some of these methods may be required as part of "homework" assignments and may require extensive time outside of class. Examples of those utilized in the program are:

- Clinical experience
- Lecture
- Demonstration/lab practice
- Discussion
- Role-play
- Computer assisted instruction
- Radiograph review
- Brainstorming
- Guest speakers
- Simulation
- Tours
- Critical thinking

Resources

The Associate Degree Radiography Program utilizes a wide variety of resources in achieving program goals. Examples listed below:

1. Faculty
   - Program Coordinator
   - Clinical Coordinator
   - Lab Assistant(s)/Adjuncts (when available)
   - Guest Lecturers

2. Clinical Staff:
   - Clinical Preceptors (Head CI's)
   - Staff Radiographers
   - Radiologists
   - Medical Physicists (when available)
   - Radiology RN's (when available)

3. Heartland Community College Student Success Resources
   - Library
   - Tutoring
   - Counseling
   - Academic success coaches

4. Web-based and Computer assisted instruction

5. Professional Organizations
   - American Society of Radiologic Technologists
   - Illinois State Society of Radiologic Technologists

6. Required Textbooks
   - In most cases, textbooks are used in multiple RAD courses throughout the two-year program. Students are specifically advised not to dispose of their radiography textbooks. These are listed in individual course syllabi, and a list is provided to the incoming class at orientation.

Resources

7. Clinical Education Affiliation Sites
   - **Lincoln Memorial Hospital** | 200 Stahlhut Dr. Lincoln, IL 62656
     217-732-2161 ext. 55271
   - **Carle BroMenn Medical Center** | 1304 Franklin Ave. Normal, IL 61761
     309-454-1400 ext. 49-5193
   - **Carle Eureka Hospital** | 101 S. Major Eureka, IL 61530
     309-304-2175
   - **Hopedale Medical Complex** | 107 Tremont St. Hopedale, IL 61747
     309-449-3321
   - **Orthopedic & Sports Enhancement Center** | 2406 E Empire St. Bloomington, IL 61704
     309-663-9300
   - **OSF College Avenue Medical Imaging** | 1701 E College Ave. Bloomington, IL 61704
     309-664-3270
   - **OSF St. James John Albrecht Memorial Center** | 2500 W Reynolds St. Pontiac, IL 61764
     815-842-2828 ext. 24933 | Ortho: 815-842-2828 ext. 55509
   - **OSF St. Joseph Medical Center** | 2200 E. Washington Bloomington, IL 61701
     309-662-3311 ext. 54780
   - **Central Illinois Orthopedic Surgery (Dr. Keller)** | 1505 Eastland Dr. Suite 220
     Bloomington, IL 61701
     309-662-2278

Those sites listed above are recognized by JRCERT accreditation standards and have Affiliation Agreements with the college. Additional sites may be used for observations of advanced modalities and will have a current, signed clinical affiliation agreement on file with the college. The number of students assigned to a clinical facility is determined by JRCERT accreditation standards.

Off Campus Lectures & Courses

On occasion, lectures or courses may be scheduled at off-campus sites in order to take advantage of a clinical site's facilities or clinical personnel's expertise. Attendance at such lecture is mandatory. Transportation to the lecture site is the student's responsibility. Also, due to certain speaker's availabilities, lectures may be scheduled on clinical days. Attendance at such lecture is mandatory.

Participations in other designated student education opportunities outside of the program, such as attending RSNA are strongly encouraged. Students will be informed of these opportunities in advance to arrange for attendance. Those who chose not to attend the event, will attend the scheduled clinical shift if the event falls on a clinical day. If this falls on a lecture day, the student will arrange for a clinical shift using the schedule request change form, so that the student receives education in the field of Radiography during the time of the event. Transportation is the responsibility of the student.

Student Records

In compliance with the Family Education Rights and Privacy Act, the following records are maintained for all didactic and clinical courses attempted and/or completed by the student. Students may inspect their course file by scheduling an appointment with the faculty. A student must examine the file with the faculty in attendance and cannot delete anything from the files. All student files are kept locked and secured in the program offices or on the radiography program's private M: drive. All records are considered confidential and property of the college.

During enrollment, those records locked in the Program Coordinator's (Director) office include:

1. Application records
2. MRI screening materials
3. Attendance records
4. Counseling records
5. Didactic and clinical evaluations
6. Radiation dosimetry records are maintained, as required by state and/or federal safety regulations.

Health records, immunizations, and initial background checks are housed in Viewpoint, an online secure site with access limited to program officials and administration of the Health Sciences division.

Those maintained by the program/college after graduation (all other records are destroyed):

1. Grade transcripts (including attendance)
2. Radiation dosimeter report
3. Registry result (pass/fail)
4. Terminal competency record

The following entities have the right to inspect student records without student consent:

1. National and state accrediting/approving agencies
2. Veterans affairs
3. Auditors if the school is involved in Title IV funds

The persons authorized to review records are program faculty, and others as identified above. Records will not be released without a signature on file from the students. Some records, such as the student's health records (including MRI screening and training verification), immunizations and background check may need to be shared with some Clinical Educational Affiliates to allow the student to participate at that institution. Transcripts are requested through the Records department using the National Clearing house database found on HCC Records webpage.

Professional Conduct Policy

The radiography faculty at Heartland Community College believe that professional conduct in the classroom, lab, clinical and other educational opportunities/public events where the student is a representative of Heartland Community College and the Radiography Program is important and an atmosphere of mutual respect among students and faculty, clinical providers and their staff facilitate the learning process. Therefore, students are expected to adhere to the college student conduct policies and the following guidelines:

1. While enrolled in the Radiography Program, all students must conduct themselves professionally. Students must abide by the American Registry of Radiologic Technologists' Code of Ethics (https://www.arrt.org/pages/resources/ethics-information).

2. Students will demonstrate respect for all persons in words and actions.

Professional Conduct Policy

3. Students should conduct themselves in a professional manner while participating in the learning environments. Students:

- must be responsible for his/her own actions.
- avoid holding conversations with classmates while the instructor/staff or peer student is speaking.
- must abide by the clinical agency standards, procedures, policies, rules, and regulations.
- must exhibit a good attitude, maturity, responsibility, punctuality, initiative and enthusiasm.
- must avoid non-patient connection distractions.
- ask questions of faculty/clinical staff/instructor. Questions should be constructive, asked in a tactful manner, appropriate tone of voice and should be geared towards learning outcomes.
- must refrain from gossiping, spreading rumors, needless complaining, loud talking, boisterous laughing, gum chewing, and any other activities that could disturb patients and would be out of place in the clinical/academic educational setting.
- should take criticism constructively and be able to self-reflect. Complaints or grievances should be discussed with appropriate instructor. Hostile attitudes will not resolve conflicts. Energy should be focused to promote improvement in the class performance and lab/clinical competency.
- act in a manner indicative of someone wanting to learn. This includes participating in learning by using a variety of methods such as note taking, diagrams, group participation, class discussions and audiotaping (with instructor approval), utilization of instructors' office hours.
- maintain professional relationships with clinical staff and affiliates at all times, including faculty of the college.
- must not exhibit rudeness, lack of cooperation, flirting or overly friendly attention as these behaviors are unacceptable.
- must have patient centered conversations in the presence of the patient. Other than the exchange of purely technical information, all other remarks should be made with the comfort and sensitivity of the patient in mind.
- will refrain from holding conversations with classmates while the instructor of another student is speaking.
- gives undivided attention during class and lab sessions, refrain from disruptive behaviors.
- is punctual and regularly attends class/lab and stays until the instructor dismisses the class or lab session.
- must turn off cell phones, tablets and laptops during class and lab session unless being used for classwork in that course.

Professional Conduct Policy

4. In the clinical setting, ALL electronic devices such as cell phones should be turned off and put away until an appropriate break time away from patient care areas. If an electronic device is found in a patient care area in the student's possession, the student will be asked to leave the facility, resulting in an unexcused absence for the clinical day. The student will meet with the Program Director and/or Clinical Coordinator and a written warning will be issued. A second occurrence during the program will result in a performance plan that will remain in effect for the duration of the student's time in the program. Electronic communication can present a violation in patient privacy, see social networking policy. See definition of electronic devices in glossary.

5. Children may not be taken to classroom, laboratory, or clinical experiences.

The instructor reserves the right to ask a student(s) to leave if engaging in disrespectful, disruptive, or unsafe behavior.

Radiography students are also subject to the general disciplinary rules of the college and clinical facilities. These are outlined in the college catalog, college students' handbook, and clinical agency policy manuals.

Social Networking Policy

Social networking includes personal websites, online blogs, online journals, and online communities (such as but not limited to Facebook, Twitter, or Snapchat) which communicate and network within and outside of the radiography program community. Students should remember that these sites are accessible to the public. The following policy deals with social networking while a student in the HCC Radiography Program:

1. The radiography program does not tolerate online harassment. If you feel that you are the subject of online harassment or threatening behavior, please contact your instructor, your advisor, the Program Director of Radiography, or the Dean of HS at the college. There could be legal consequences.
2. Follow the Code of Ethics. (Available online: https://www.arrt.org/pdfs/Governing-Documents/Standards-of-Ethics.pdf) provides ethical responsibilities of the Radiographer.
3. Legal concerns, such as HIPAA laws, must always be considered. **NEVER** post any information about patients or their families on networking sites. This is grounds for dismissal from the program.
4. Defamatory remarks directed toward the Radiography Program, other students, faculty, staff, Heartland Community College, or clinical partners are considered as bullying, defamation of character, or harassment and will subject the student to disciplinary action.
5. Social media (such as Facebook) postings of pictures taken while at the clinical setting, as well as listing patient identifiers like… "Stressful day caring for gunshot patient", may be a HIPAA violation in which you could be held personally and legally liable.
6. Communications should be honest, ethical, accurate, considerate, respectful of other students, faculty, and staff, and of copyright laws.

ASSOCIATE DEGREE RADIOGRAPHY

Curriculum Sequence

1

Semester 1
Summer Year 1

RAD 111 Fundamentals I	3
RAD 112 Procedures I	3
RAD 112 Lab	
*Med Term **	*3*

2

Semester 2
Fall Year 1

RAD 113 Clinical I	4
RAD 122 Procedures II	6
RAD 122 Lab	
RAD 134 Imaging I	3
*BIO 181 A&P I **	*4*

3

Semester 3
Spring Year 1

RAD 121 Fundamentals II	3
RAD 123 Clinical II	3
RAD 132 Procedures III	6
RAD 132 Lab	
*BIO 182 A&P II **	*4*

4

Semester 4
Summer Year 2

RAD 213 Clinical III	4
RAD 241 CT Theory ***	3

5

Semester 5
Fall Year 2

RAD 211 Fundamentals III (8wk1)	3
RAD 214 Imaging II (8wk2)	2
RAD 223 Clinical IV	3
RAD 235 Radiographic Pathology	2
*Math Elective **	*3*

6

Semester 6
Spring Year 2

RAD 233 Clinical V	5
RAD 234 Radiation Bio & Protection	2
RAD 236 Seminar	2
*ENGL 101 **	*3*
RAD 242 Pathophys in the X Section ***	3

7

Semester 7 (CT certificate)
Summer Post-graduation

RAD 243 CT Clinical	2

Total Credit Hours: *71*
Credit Hours with CT certificate: *80*

Technical math does not satisfy the math requirement

Assignment, Examination & Make-Up Policy

ASSIGNMENTS

All assignments are due at the date and time specified by the instructor.
All homework assignments must be turned in at beginning of class on the due date. Late homework will receive a zero (0). Any late work related to clinical assignments will receive a "U" (0) unless the student has received an extension granted PRIOR to the time the assignment is due. All late work must still be submitted to the instructor giving the assignment in order to meet the course objectives. The student will receive an incomplete for the course until all assignments have been submitted.

All written work must be neat and legible or it will be returned to the student to be re-written. Instructors will provide students with specific guidelines in relation to how particular assignments are to be written.

EXAMINATION AND MAKE-UP POLICY

Students are responsible for notifying the instructor PRIOR to an examination if they expect to be absent. A make-up time will be scheduled at the discretion of the faculty and will follow the course syllabi's policies for make-up examinations. Quizzes or examinations will be placed in the Testing Center. Students will need to present a photo ID before the exam can be taken. For each day of delay after the scheduled day of make-up for the quiz or examination, 5% of the points of the test will be deducted. Any student taking an exam later than the scheduled time may be given a different exam from the one taken by the other students during class.

Unannounced quizzes may be given in any class. A student arriving late for a quiz or an examination will not be given additional time to complete the examination. If the student does not show up for an exam or notify an instructor, the student will receive a zero (0) for the exam.

If a student is unable to take the second test or quiz at the scheduled date and time, the student will receive a "0" for the test or quiz and this will be compiled into the student's grade.

The final exam may be given on a different day/time than is listed on the College final exam schedule. Students will be notified of any schedule changes.

If a student is unable to take the final examination, special arrangements will need to be made. This will need to be done within 48 hours of missing the final exam and completed during finals week. The student is responsible for contacting the instructor to make these arrangements.

Students must present to faculty any concerns regarding graded assignments or examinations within one week of grade posting.

Attendance

Completion of clinical hours accounts for a significant portion of the students learning experience in the Radiography Program; therefore, punctual and regular attendance is vitally important to the success of the student and displays professionalism. Students are expected to be at their assigned clinical sites and ready to begin their clinical experience at their scheduled start time. There are occasions when an absence is necessary, and we do understand that there is life outside of this program.

Absence from clinical education is classified as either excused, unexcused, or tardy. Clinical education makeup time can only be completed as outlined in the policies below. Students are not otherwise permitted in the clinical setting.

Heartland Community College reserves the right to request a medical release from a physician in any situation in which there is a possible threat to the health and welfare of others. The medical release must be given to the Clinical Coordinator before the student is allowed to resume attendance at a clinical experience. A student's progression in the program may be affected as a result of acute or chronic physical or emotional problems. The faculty will consider the status of each student on an individual basis.

Habitual tardiness or pattern of absenteeism (e.g. occurring on the same day of the week – Fridays) will interfere with the student's ability to meet clinical objectives related to accountability and responsibility. It may also result in a decreased clinical grade and not allow sufficient time to complete required competencies/proficiencies for course/program.

All clinical education absence and make up time is defined in half day (4-hour increments).
No more than 8 hours of clinical time will be awarded in any one day.

Note: a student may only be on probation for one cause. If a student is already on probation for any reason, any action that would put a student on additional probation during an existing probation, will be grounds to terminate the student from the program.

Attendance

EXCUSED ABSENCES

Excused absences, as listed below, **do not have to be made up unless the time missed affects the student's ability to meet the course outcomes and program requirements.**

(1) Holidays are granted according to the Heartland Community College academic calendar.

(2) College Closures

(a) Students are not required to attend clinical on days when the college announces the cancellation of classes due to weather.

(b) Announcements are made on the HCC website by 6:00AM or by the text alert system. Please refer to the Heartland Student handbook for this policy.

(c) The clinical site does not have to be notified of your absence due to weather.

(d) If the student is already at a clinical site when the college cancels classes, the student may stay at the site or elect to leave without penalty. No extra credit will be given to those who stay. Safety of the student comes first; this is so the student does not have to leave during a potentially threatening storm that could endanger their safety.

(3) Upon approval by the Clinical Coordinator or Program Coordinator in advance, the following excused absences may be granted:

(a) Bereavement leave

(1) Up to 2 days in case of death or funeral in the immediate family.

(2) Immediate family is defined as spouse, child, parent, grandparent, sibling, brother or sister in-law, mother or father-in-law, nephew or niece.

(3) Proof of death is required in the form of a published notice (newspaper or funeral home announcement), death certificate, or other notice as approved by the Program Coordinator.

(b) Jury duty

(c) Military duty

(d) Attendance at professional meetings or HCC student activities.

(e) One day in the sixth semester is allowed for job interview.

(4) Excused leave of absence may also be granted to individuals in extenuating circumstances as determined by the Program Coordinator.

Attendance

UNEXCUSED ABSENCES

Students are permitted to miss 5% of scheduled clinical time as "unexcused absences" per semester without penalty. If desired, the student can elect to make up this time.

- Any absences beyond 5% of clinical time per semester **must be made up by the conclusion of finals week.**
- **Any** special shift missed (3rd shift, weekend shift, etc.) must be made up.
- Unexcused absences are counted in 4-hour increments (half day). A full day counts as two half day increments. All clinical make up time must be made up in 4-hour increments.
- **Making up clinical absences does not remove them from the cumulative count in any one semester. The time made up will NOT change the corrective action(s) listed below.**

(1) Illness - unless a physician's note is provided that documents the illness.

Students are expected to exercise sound judgment regarding attending clinical experiences when ill for the protection of patients, peers, and personnel in the clinical environment. Students should not show up with a contagious disease. Students who do so will be sent home and their absence will be considered unexcused.

The faculty reserves the right to request that a student leave the clinical site if it is felt that the condition of the student can endanger the health and welfare of the student, clients, and/or others in the environment.

(2) Snow or Icy weather (when the college has not cancelled class)
This is in order to permit students to go home early when weather deteriorates during a day in clinical education or to stay home for part of a day until roads are safer for travel. This policy is designed to encourage students to avoid driving in poor weather conditions while granting a half day credit to students who are able to attend part of a clinical day due to improved or deteriorating weather conditions.

(1) A half day is defined as 4 hours.
(2) All other policies apply, including calling both the clinical site and HCC Clinical Coordinator in advance.
(3) Counts in the percentage of time missed

(3) All other absences not identified in the excused absence section will be considered an unexcused absence (e.g. vacations, appointments, work, etc.).

Attendance

CORRECTIVE ACTION FOR UNEXCUSED ABSENCES

5% of clinical time missed in one semester – verbal warning from Clinical Coordinator

10% of clinical time missed in one semester – advising with Program Coordinator required

If more than 10% of clinical time is missed in one semester, the student will be placed on clinical probation and will receive a one letter grade drop on the final course grade

If the student reaches a level of being placed on probation for a second time, they will fail the clinical course with a letter grade of "F". and will be dismissed from the program.

Semester (Course)	Days	Verbal (5%)	PC (10%)	Grade Drop (20%)
2 (RAD 113)	48	2 (16 hours)	4 (32 hours)	more than 4 (32 hours)
3 (RAD 123)	32	1.5 (12 hours)	3 (24 hours)	more than 3 (24 hours)
4 (RAD 213)	40	2 (16 hours)	4 (32 hours)	more than 4 (32 hours)
5 (RAD 223)	32	1.5 (12 hours)	3 (24 hours)	more than 3 (24 hours)
6 (RAD 233)	48	2 (16 hours)	4 (32 hours)	more than 4 (32 hours)

Attendance

TARDINESS POLICY

Students are required to be at the clinical site, ready to begin doing patients at the start of their scheduled shift. Tardiness is defined as arriving more than 10 minutes late or leaving more than 10 minutes early. Tardiness of one hour or more (late arrival or early departure) is considered one unexcused absence.

Students are required to notify the clinical site and Clinical Coordinator of tardiness the day it occurs. This notification may be made verbally to a Clinical Instructor. Notification must be left by email/text to the Clinical Coordinator.

Additional corrective action will be taken for repeated tardiness.

16 WK	Days
VW	2
Written	3
PC Advising	4
Grade Drop	5
Failure	6

CORRECTIVE ACTION FOR TARDINESS

For 16-week courses:

The basic actions are as follows:

- 2nd tardy per semester – verbal warning
- 3rd tardy per semester – written warning
- 4th tardy per semester – advising with Program Coordinator required
- 5th tardy per semester – one letter grade drop in clinical course & placed on probation
- 6th tardy per semester – failure of course with letter grade of "F"

For 8-week courses:

The basic actions are as follows:

- 1st tardy per semester – verbal warning
- 2nd tardy per semester – advising with Program Coordinator required & written warning
- 3rd tardy per semester – one letter grade drop in clinical course & placed on probation
- 4th tardy per semester – failure of course with letter grade of "F"

If, for any reason, the student reaches a level of being placed on probation for a second time, they will fail the clinical course with a letter grade of "F" and be dismissed from the program.

8 WK	Days
VW	1
Written Warning & PC Advising	2
Grade Drop	3
Failure	4

Notification of Clinical Education Absence

When a student realizes that they will be absent or late to the clinical assignment, **the student must**:

1. **notify the clinical site** before the time of their scheduled shift by phone.

2. **notify the Clinical Coordinator** before the time of their scheduled shift by email/text.

3. **create a time exception in the Trajecsys system**. Student will select the absent function, and in the comment section student will list name of person they spoke to at the clinical setting and the time called.

CORRECTIVE ACTIONS FOR LACK OF NOTIFICATION OF ABSENCE

Failure to notify both the clinical site AND the Clinical Coordinator before the time of their scheduled shift, as well as creating a time exception in Trajecsys, will result in the below outlined actions (this notification is considered a verbal warning):

Occurance	Action
1	Written Warning
2	Probation in the clinical course
3	Failure of clinical course, immediate remove from all clinical sites, and dismissal from the program

Suspension, Strike, or Other Unanticipated Limitations to Clinical Attendance

SUSPENSION

Students suspended for any reason are not permitted to make up any of the time.

STRIKE OR OTHER UNANTICIPATED LIMITATIONS TO CLINICAL ATTENDANCE

(1) Strikes and other unanticipated limitations to clinical attendance (such as tornadoes, other acts of God, etc.) obviously cannot be anticipated by the college.

(2) The college will attempt to place all students affected by a strike or other unanticipated limitation to clinical attendance at another appropriately recognized clinical education center.

(3) Students will not be allowed to reduce the total clinical education time due to a strike or other unanticipated limitation to clinical attendance. It is possible that students may have to make arrangements to attend clinical education during additional terms due to a strike and other unanticipated limitations to clinical attendance. All students are expected to achieve the same level of attendance in all clinical courses.

Policy for Making Up Missed Clinical Time

Make-up time is permitted only as defined below.

The student must obtain a "Alternate Schedule Request Form" found on the Canvas learning system for the clinical courses and Radiography Program Canvas page. This form will need to be signed by the Clinical Coordinator as well as a Head Clinical Instructor prior to making up the time. Make-up time may not begin without approval of the Clinical Coordinator and Head Clinical Instructor. This is to maintain the 1:1 JRCERT ratio required by the program.

Make-up time may occur any time but may not cause a student schedule to exceed 40 educational contact hours in any one week or 8 hours in any one day. Make-up time must be completed in 4-hour increments.

All makeup time must be completed by the conclusion of finals week of the semester it is missed, otherwise course failure will result. Extenuating circumstances may be granted by Program Coordinator, if warranted.

Failure to attend a scheduled make-up time will count as an unexcused absence for the day, and will go toward the total days absent for the semester

CLOSING & CANCELLATION ANNOUNCEMENTS POLICY

Please refer to the Heartland Student Handbook for this policy. Students will not be required to make up clinical time due to the college closing.

Employment While in the Radiography Program

Students in the radiography program are permitted to practice radiography only as a part of their approved radiography education program, under direct or indirect supervision of qualified clinical instructors. Students may not identify themselves visibly, verbally or in writing as radiography students while functioning in an agency as an employee. This includes wearing of the student uniform and clinical badges in an employment setting.

Student Participation in Disaster Situations

In the event a disaster code is called, students shall follow the instructions of the clinical instructor or designated supervisor. Disasters are catastrophic events that may involve the clinical affiliate directly of the surrounding community. When an actual disaster response mobilization is called, students are to report to their clinical instructors for pertinent instructions. Depending on the nature of the event, students may be assigned specific tasks to assist in relief efforts, advised to remain in a specified area out of the way or asked to leave the premises. In such situations, it is very important that the students follow instructions precisely. Students must not interfere of impede the implementation of the disaster plan. During simulated disaster drills, students are encouraged to observe and participate in order to gain experience for future employment.

Student Study Time Expectations

Two hours or more of study outside of class for each class hour of lecture/discussion are usually needed for satisfactory performance; this may vary from student to student and from course to course.

Students who plan to work while enrolled in the HCC Radiography Program should take study time into consideration when planning their schedules and consult their advisor or counselor for advice on a balance of working hours and credit hours carried.

Academic Integrity Policy

The Radiography Program adheres to the Academic Integrity Policy as outlined in the Heartland Community College Student Handbook:

Academic integrity is a fundamental principle of collegial life at Heartland Community College and is essential to the credibility of the College's educational programs. Moreover, because grading may be competitive, students who misrepresent their academic work violate the right of their fellow students. The College, therefore, views any act of academic dishonest as a serious offense requiring disciplinary measures, including course failure, suspension, and even expulsion from the College. In addition, an act of academic dishonesty may have unforeseen effects far beyond any officially imposed penalties.

Violations of academic integrity include, but are not limited to cheating, aiding or suborning cheating or other acts of academic dishonesty, plagiarism, misrepresentation of data, falsification of academic records or documents and unauthorized access to computerized academic or administrative records or systems. Definitions of these violations may be found in the college catalog.

Plagiarism

Plagiarism is the presenting of others' ideas as if they were your own. When you write a paper, create a project, do a presentation or create anything original, it is assumed that all the work, except for that which is attributed to another author or creator, is your own.

Plagiarism is considered a serious academic offense and may take the following forms:

- Copying word-for-word from another source and not giving that source credit.
- Paraphrasing the work of another and not giving that source credit.
- Adopting a particularly apt phrase as your own.
- Using an image or a copy of an image without crediting its source.
- Paraphrasing someone else's line of thinking in the development of a topic as if it were your own.
- Using another person's project or another person's work as if it were your own.

[Adapted from the Modem Language Association's MLA Handbook for Writers of Research Papers. 7thed. New York: MLA, 2009:51-61]

Note that word-for-word copying is not the only form of plagiarism. The penalties for plagiarism may be severe, ranging from failure on the particular piece of work, failure in the course or expulsion from school in extreme cases.

Many plagiarism problems can be remedied by citing the sources of the original work. When in doubt, cite the source according to the style your instructor directs. Usually this is APA or MLA Style. Don't be daunted by citing sources which are not books. You can cite everything, including pamphlets, maps, cereal boxes, telephone conversations, movies, television shows, Internet and world-wide web sites.

Channels of Communication

In order for the program to function effectively, it is vital that the College, clinical affiliates, and students remain in continual open contact with one another. To facilitate such interaction, the program director and clinical coordinator visits each clinical affiliate frequently to monitor student activity and meet with students in the clinical environment.

Communication between the college and the clinical affiliates also occurs during the visits as well as through written information, e-mail, Trajecsys clinical tracking tool, and telephone conversations. Students interact with the clinical affiliates through their clinical assignments, daily logs, competency and evaluations. Clinical Preceptors are available at clinical sites to transmit appropriate information and hear student comments or concerns. Representatives of all groups come together twice a year or more frequently if warranted for a Radiography Advisory Committee meeting.

The intent of having many channels of communication is to promote free exchange of information and avoid confusion. The expected outcome is to continually improve the program clinically and academically. Students are encouraged to utilize all channels of communication to obtain information, avoid misunderstanding, and make their views known.

Committees

ADVISORY COMMITTEE REPRESENTATION

The Radiography Program (RAD) at Heartland Community College (HCC) collaboratively works with local and regional health care business and industry to ensure the program contributes to current community health care and occupational needs. The RAD Program Advisory Committee is one of the most effective methods of establishing and strengthening these partnerships. Advisory Committees are required by the Illinois Community College Board for all certificate and degree programs with an Occupational/Technical Instruction code (1.2).Found in the appendix (p.106) is the charter for the advisory board has a student liaison on it to facilitate a channel of communication from the student level in the program.

CLINICAL EDUCATION COMMITTEE

In addition, the Program Clinical Coordinator, Program Coordinator, and Head Clinical Preceptors from all clinical affiliates meet a minimum of twice a year to discuss clinical education in the program. Clinical affiliate policies changes and updates are reviewed at this time along with mandated clinical requirements, course structure, and evaluation tools that provide feedback to the students. This also provides an avenue for all Clinical Preceptors to meet and mentor during discussions concerning the clinical education component. Additional meetings will be scheduled on an as needed basis.

Appeals Process

The appeals process outlined in the Heartland Community College Catalog and Student Handbook guides students. Each student is responsible for obtaining and referring to these publications. Student handbook for Heartland Community College can be found at the following link: http://www.heartland.edu/catalog/handbook.jsp .

Students should feel free to communicate with Head Clinical Preceptors and program officials regarding all aspects of their learning experience at the affiliate hospital. They are encouraged to communicate with program officials during the scheduled clinical evaluations.

Grievance Procedure

POLICY

It is the responsibility of the Heartland Community College Radiography Program to provide equitable and comprehensive radiography education to all students. The program maintains National Accreditation with the Joint Review Committee on Education in Radiologic Technology (JRCERT). While maintaining accreditation, the program is required to meet the JRCERT Standards for an Accredited Educational Program in Radiologic Sciences. A copy of these standards is available online at http://jrcert.org/.

As outlined by the college student handbook, students are to seek out assistance from the course instructor immediately. Students, instructors, and staff are always expected to make every attempt to resolve problems/concerns at the point of origin.

In addition to the college policy, the program also utilizes the following process:

PROCEDURE – PROGRAM FACULTY

1. Contact the faculty person as soon as possible with whom you have concerns and discuss the issue.

2. If you prefer not to contact the faculty person directly, you may request to meet with the Program Coordinator. If the faculty member also serves as a either the Program Coordinator (Director) or Clinical Coordinator, the student will be referred to the Dean (or representative) of Health Sciences. Be prepared to submit a written copy of your concerns at that time.

3. Should you prefer to meet with a third party initially, you may contact the Dean (or representative) of the Health Sciences division directly. Provide a written copy of your concerns to the Dean and Program Coordinator.

4. An initial response to the issue of concern will be provided to the student within 10 working days following the initial presentation to faculty.

Grievance Procedure

PROCEDURE – CLINICAL STAFF PERSONNEL

1. Contact the Head Clinical Preceptor of the clinical affiliate and submit a clinical concern report in the Trajecsys tracking system making the clinical affiliate and program officials aware of concern.

2. The Head Clinical Preceptor will determine if a meeting between the individuals involved and/or a higher authority is in order to help address the student's concerns or situation.

3. The Head Clinical Preceptor will document the incident/concern and relay the information to the Clinical Coordinator, and the Program Coordinator. This can be done in the Trajecsys tracking system using the Clinical Concern Form.

4. An initial response will be provided to the student within 10 working days following the initial presentation of the issue to the Program Coordinator (Director).

PROCEDURE – INSTITUTIONAL

Heartland Community College provides for appeals to be addressed by various committees and persons on campus. For specific information regarding the procedures for filing appeals within the institution, refer to the Heartland Community College Student Handbook. A copy of the handbook can be accessed online at:
https://www.heartland.edu/documents/studentHandbook/StudentHandbook.pdf

Grievance Procedure

PROCEDURE –JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY (JRCERT)

1. Concerns, complaints, or allegations of non-compliance with the Standards by the program may be submitted by any individual or group, including students, graduates, faculty, and clinical staff.
2. All parties guarantee the anonymity of the complainant.
3. An initial response to the complaint will be given within 10 working days.
4. Initial allegations of non-compliance and documentation of the events that have led to the complaint should be presented in writing to:

   a. The Program Coordinator (Director)
   OR
   b. The Dean (or representative) of the Health Sciences Division

5. If there is no timely and satisfactory resolution to the complainant, the allegations may be forwarded to The Vice President of Institutional Instruction.
6. Should the complainant continue to feel that no satisfactory resolution has been achieved at the local level, the JRCERT may be contacted. www.jrcert.org
7. The allegations must relate to the Standards, be provided in writing, and signed by the complainant. The complainant must indicate that efforts have been made to bring the allegations of non-compliance with the Standards to the attention of program officials. The student will utilize the Allegations Reporting Form located on the JRCERT website: https://www.jrcert.org/wp-content/uploads/2024/03/Allegations-Reporting-Form-1-2024.pdf

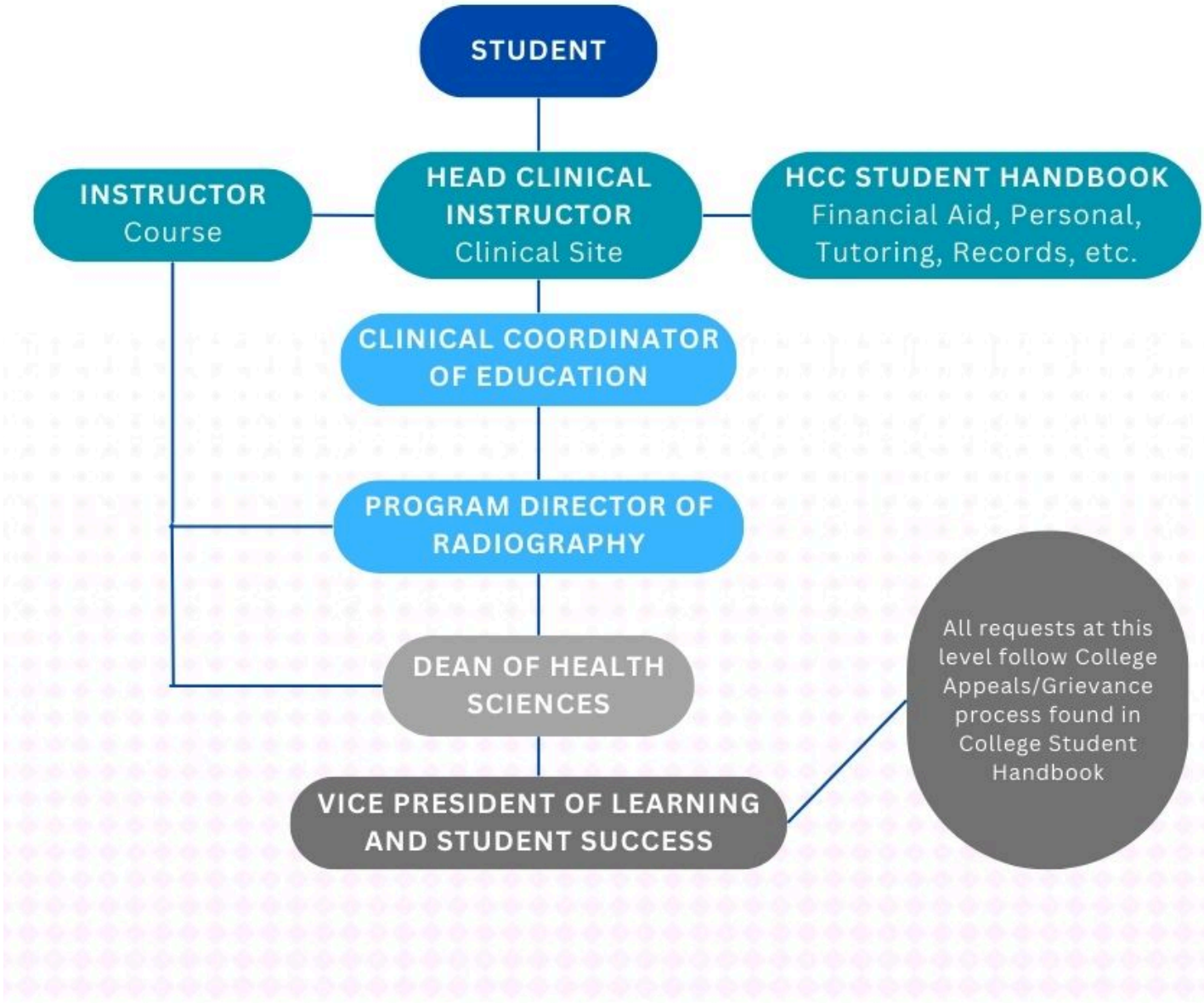
   Chief Executive Officer
   JRCERT
   20 N. Wacker Dr., Suite 2850
   Chicago IL60606-3182
   (312) 704-5300, FAX (312) 704-5304
   Email: mail@jrcert.org

8. If the allegations appear to be valid, the JRCERT will contact the sponsoring institution with a deadline for the submission of a written response.

9. Once the response of the sponsoring institution has been received, the JRCERT members will be provided with all pertinent information.

10. After deliberation, the committee determines the appropriate action.

Flow Chart for Grievance & Appeal Process



The JRCERT Standards

Standard One: Accountability, Fair Practices, and Public Information

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

Standard Two: Institutional Commitment and Resources

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

Standard Three: Faculty and Staff

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

Standard Four: Curriculum and Academic Practices

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

Standard Five: Health and Safety

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

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

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

The complete Accreditation Guidelines can be found at www.JRCERT.org

Re-Admission & Re-Entry Criteria

1. A student has two attempts to successfully complete the HCC Associate Degree Radiography Program: (1) the initial admission and (2) re-entry or applying a second time. In case of extenuating circumstances, such as a major health issue or other catastrophic event, this second attempt ruling may be appealed to the Radiography Program Director (coordinator). The decision of approval or denial rests with the Radiography Program and the Dean of Health Sciences (or Associate Dean) and is final.
2. Students receiving less than a grade of "C" in any course required in the curriculum will be dismissed from the program. The radiography courses may be retaken one time (including both withdrawal and dismissal) to achieve a grade of "C." The GPA for all students in the program must be 2.0 or higher for continuation and for graduation.
3. Students must complete all radiography courses required in the program within 3 years from initial admission.
4. Students who have been dismissed from the program due to legal, ethical or safety reasons **will not** be allowed to be readmitted/re-enter the program.

RE-ADMISSION GUIDELINES
(students within the initial semester of the program)

All students who either fail or withdraw from a first semester RAD course(s) must be re-screened and re-ranked based on the current admission requirements to re-enter the program. Students should submit a new student application following the process for application for admission to the Radiography program. Up to 15 students per cohort can be admitted to the program based on available clinical education placements and determined by rank through the radiography admissions process.

Re-Admission & Re-Entry Criteria

RE-ENTRY GUIDELINES
(students in semesters 2 through 6 in the program)

Students who have successfully completed first semester RAD courses but have either failed or withdrawn from RAD courses have one academic year from dismissal or withdrawal to seek re-entry. Students will only be allowed re-entry one time and only in the next academic year. Enrollment for re-entry is limited and only if the following conditions apply:

- Space is available in the specified term.
- Sufficient staff and clinical space placements are available.
- Admission requirements in effect the year they are reapplying are met.

Students disqualified due to a legal, ethical, or safety issue(s) will NOT be considered for re-entry.

To be considered for re-entry to the program, the following must occur within 8 weeks of student's exit from program:

- A written request for re-entry must be submitted to the Radiography Program Director (coordinator) addressing the following:
  - The reason why they left the program
  - A plan that establishes strategies for future academic success
- Meet all the admission requirements for entry into the Radiography Program for the academic year in which reinstatement is requested.

Students are selected by vote of the Radiography Program Admissions Team in a closed meeting based on the following criteria:

- Submitted letter from the non-progressing student.
- Prior clinical performance.
- Overall GPA and college hours completed.

Students who have never attempted the course will have priority enrollment.

Petitioner(s) will be accepted for re-entry in the order of letter approval. Letters are presented to admissions team in the order they are received. The petitioner must be in good financial standing with Heartland Community College at the time of application for re-entry.

The petitioner will be notified of the committee's decision following the meeting. Upon receiving the notification, the petitioner must contact the Program Coordinator (or designee) within 10 days of receipt of notification and will make an appointment to discuss the re-entry requirements and develop a learning contract as a means to follow up on the student's progress during completion of the re-entry requirements.

Re-Admission & Re-Entry Criteria

If approved for re-entry, these students will be required to demonstrate retention of previously learned material by specific due dates. This includes:

- Written exam(s) to evaluate knowledge base with a score of 75% or better (taken only one time).
- Lab competency exams of clinical skills (procedures and patient care) previously learned.

If the student is unsuccessful in carrying out the requirements of re-entry and of the learning contract, he/she will be notified of his/her lack of progress and will be dropped from the program. The student will not be allowed to apply for re-entry consideration.

Students who are allowed to re-enter must register for all required radiography courses including labs and clinical during the term of re-entry. Students will demonstrate skills (procedures and patient care) completed in prior enrollment through the competency process in clinical environment.

The student must achieve a grade of "C" or higher in all courses to continue in the program. The higher grade of each of the repeated courses will be recorded in the student record. Failure to do so will result in the student's withdrawal from the program. The student will not be allowed to apply for re-entry consideration.

A re-entry student will be subject to policies, procedures and required curriculum that are current at the time of re-entry. The student will also need to complete a new drug screening and background check prior to re-entry as well as be current with CPR and current clinical health requirements. These are the financial responsibility of the student. It is the student's responsibility to assure that all health requirements are met, and verification is on file with the radiography program prior to attending lab activities and clinical experience.

Advanced Placement/Transfer Students

The Associate Degree of Radiography program does not accept students attempting to transfer from another Radiography program or seeking Advanced Placement in Radiography curricula to regain eligibility for ARRT certification and registry exam. These students must follow the application guidelines found in the Radiography Admission packet and the degree requirements for ARRT. Applications will only be accepted during the open application period for the program found published on the program's website. Any applications submitted outside of this time frame will not be accepted for consideration. All students when admitted to the program are required to follow policies and procedures as set forth by the program and college.

Withdrawal From Program

Students who wish to withdrawal from the program are requested to do so through the Program Coordinator. A dated written statement identifying the intent to withdraw from the program, including the reason/conditions why and the student's signature will be requested. This information is used for program improvement. All student Identification badges, security access tags, clinical binder, dosimeter, and lead markers will be returned by the student at the time of withdrawal.

The college has an academic withdrawal policy regarding non-attendance for courses, refer to Heartland Community College student policies. This policy can also be found on the course syllabi. A student is financially responsible for all tuition and fees for all classes not officially dropped by the appropriate refund date.

04

Laboratory / Clinical Standards and Policies

Policy of Student Supervision

The program, accrediting agency (JRCERT), and the State of Illinois (IEMA) laws governing ionizing radiation require that the student be supervised in the performance of radiographic procedures under the following guidelines:

1. The student must not take the place of a qualified staff radiographer (which holds a valid Illinois license in Radiography).
2. A Clinical Preceptor is a qualified radiographer who holds a valid Illinois license in Radiography.
3. **DIRECT SUPERVISION:** A Clinical Preceptor must be physically in the room during the procedure. Direct supervision is required on any procedure which the student has not passed a Level 2 Competency on that procedure. The Clinical Preceptor will:
   - Review the procedure in relation to the student's achievement.
   - Evaluate the condition of the patient in relation to the student's achievement.
   - Review and approve the procedure and/or image.
4. **INDIRECT SUPERVISION:** A Clinical Preceptor must be within hearing distance; they do not need to be physically in the room during the procedure. Indirect supervision is permitted on any procedure which the student has passed a Level 2 Competency on that procedure.
5. **All repeat images,** regardless of level of student competency development, must be repeated in the presence of a qualified radiographer. If a student repeats an image without direct supervision he or she will be **IMMEDIATELY PLACED ON CLINICAL PROBATION FOR THE REMAINDER OF THE ACADEMIC TERM**. If the student should repeat a second image without direct supervision, the student will receive a **FAILING GRADE FOR THAT CLINICAL COURSE AND BE DISMISSED FROM THE PROGRAM**.
6. A **student is not to perform a procedure that has not been covered in class or passed a Level 1 Competency**. They may assist or observe a Clinical Preceptor with an examination that has not been covered in class. If a student attempts a radiographic procedure in the clinical setting prior to the Level 1 Competency, **they will be placed on clinical probation for the rest of the Academic term.**
7. The student **is not** to work with **any Imaging Personnel** in the ionized setting that do not possess a valid Illinois license for Radiography under any circumstances.
8. Students will not perform **mobile exams, fluoroscopy, or imaging in the OR** without supervision, regardless of skill level. Students will be place on clinical probation for the rest of the academic term.

Laboratory/Clinical Standards & Policies

The primary objective of this aspect of the radiography students' education is to enable them to demonstrate competency in all phases of radiography through a balanced clinical education. Competency-based instruction is believed to be the most effective method to achieve this objective. This type of instruction allows the students to progress in the cognitive, psychomotor, and affective areas at a rate consistent with their individual ability, knowledge, and motivation.

INVASIVE PROCEDURES ON STUDENTS

Radiography students shall not have invasive procedures performed on them while in the capacity of a student, nor perform invasive procedures on other students during class, clinical or lab instruction. Invasive procedures include but are not limited to puncture of the skin, enema insertion, catheter insertion, etc. (as outlined by the most current ARRT requirements and ASRT curriculum). These skills are practiced on phantoms and teaching aids to demonstrate skill prior to attempt in the clinical setting. Students who do not comply with the above criteria may be subject to dismissal from the radiography program, **AS IT IS A** violation of the liability insurance policy, violation of the Heartland Community College IRB (Institutional Research Board) and considered a safety violation. Heartland community college approves procedures that are of minimal risk as encountered in one's daily life as recognized by the IRB (Institutional Research Board). There is currently no medical or pharmacological research of human test subjects at the college.

STUDENT HOLDING POLICY

Holding patients during radiographic examinations is to be avoided whenever possible. Immobilization devices are to be used in all except extraordinary circumstances. If it becomes essential that the student be in the radiographic room during an exposure, proper protective shielding (including lead apron and gloves, if appropriate) are to be worn. Students must not hold the image receptor during any radiographic procedure.

Clinical Competency Instruction & Evaluation

Procedures Laboratory & Level 1 Competencies

PROCEDURES LABORATORY

Procedures laboratory attendance is mandatory.

- Each series of three absences in lab will result in a one letter grade reduction.
- Fifteen (15) minutes or later to lab will be considered an absence.
- Labs can only be made up by prior appointment.
- Students will use Trajecsys on the designated computer in the radiography lab to track clock in/out during lab sessions. Students will create time exceptions for absences in the Trajecsys system.
- Students must notify the lab instructor assigned to their lab of any attendance issues.

LEVEL 1 COMPETENCIES

All procedures will be covered in detail in lecture and demonstrated in lab. Each student will be able to practice each procedure twice. More complicated procedures, like colons and headwork, may be demonstrated more than once and extra practices may be permitted. The student may also practice positioning, without making exposures, on other students or Clinical Preceptors during slow periods at the clinical sites.

Each radiographic procedure must be demonstrated successfully to the Clinical Coordinator of Education or another faculty member for a Level 1 competency evaluation. A Level 1 competency evaluation is required for each procedure. An example of the evaluation form is provided in the Appendix. Level 1 competencies are **PASS / FAIL** (If a mistake is made that the instructor feels would require the projection to be repeated if it were being done on a real patient, the competency will be considered failed). A graded summary competency evaluation form will be entered into Trajecsys for each procedure. Random Lab audits will occur during the lab portion to ensure retention of required material. An example of a Level One Competency and Proficiency form is in Appendix.

If unsuccessful after two attempts, the student must review the lecture and audiovisual material, and then demonstrate the procedure in lab correctly twice before re-attempting the Level 1 competency evaluation. The student will be placed on Academic probation for the rest of that semester. A student performance plan will be developed and utilized with the student prior to the third attempt of the Level 1 Competency. A student will also be placed on Academic probation with performance plan after failing any combination of three competencies.

Clinical Competency Instruction & Evaluation

After failing two attempts, a different instructor will observe and grade the third attempt. If the third attempt at competency is failed, the student will receive a failing grade for the lab portion of the course. Failing three competencies on a single procedure or failing any combination of five competencies within a semester indicates a lack of academic progress and inability to retain required information. The student will not receive a passing grade in the lab portion of the course. Failure of the lab portion of the course will result in failure of the course and in a dismissal from the program at the end of the semester. They may continue to receive theory instruction but will be removed from clinical for patient safety.

Upon demonstrating competency in the laboratory setting (Level 1), students will be allowed to perform the procedure in the clinical setting under the **direct supervision** of a Clinical Preceptor, with the repeat rate being monitored and kept within reasonable limits. Head Clinical Preceptors are informed weekly by the Clinical Coordinator of Education of each student's progress in the didactic and laboratory phases of education.

Students may **observe or assist** a Clinical Preceptor with an examination that they have not covered in class and/or have not passed a Level 1 competency. However, a student who attempts a radiographic procedure on a patient in the clinical area before having passed the Level 1 competency for that procedure will be subject to disciplinary action.

The following would **not** be a cause for a failure of a Level 1 Competency:

- Wrong or no side marker (this is grounds for a failure of a Level 2 Competency)
- Alignment of long axis of part and IR – (non-Bucky extremity work)
- Part not centered to IR – (non-Bucky extremity work)
- Not using positioning aides when available
- Light field too large (but must be within 2" of area needed to be included)
- Technique conversion between CR and DR, and adjustment between frontal and lateral projections
- Communication problems between "tech" and "patient"
- Failure to use patient protective shielding

Except for side markers, anything that would cause a repeat, are grounds for a competency failure.

Clarification: Failing any combination of five competencies within a semester.

OR

Failure of competency on first attempt on three different procedures

AND

Failure of two attempts on another procedure would equal a combination of five failures.

Clinical Competency Instruction & Evaluation

Level 2 Competency and Proficiency (Recomp)

If a student is successful in completing any Level 2 Competency, the student may perform that procedure unassisted and under **indirect supervision.**

If unsuccessful after two attempts on any Level 2 Competency, students must perform at least two more documented examinations of the same procedure before requesting another Level 2 evaluation.

Any Level 2 Competencies actually done in a semester beyond the maximum number required will be counted toward the next semester requirement, with the exception of the final semester. The number of required Level 2 Competencies is subject to change by the Clinical Coordinator or Program Coordinator.

A list of these required procedures can be found in the Clinical Logbook. In order to complete all the required Level 2 Competencies, students will have to do more than the minimum each semester. An example of a Level Two Competency and Proficiency form is in Appendix.

Regardless of student competency level, all radiographs must be checked and cleared by a technologist before the patient is released or the exam is turned in.

REQUESTING A PRACTICE EXAMINATION

When the student feels he or she can do a procedure with only limited assistance*, the student can ask to be evaluated by a Clinical Preceptor for a practice. If the procedure is performed correctly with only limited assistance*, the student shall write the exam information on their Daily Logsheet AND request the Clinical Preceptor to initial that procedure on the Daily Logsheet.

The number of required practices may be reduced by the Clinical Coordinator or Program Coordinator for exams that are not commonly done at a clinical site. Students will be informed of any changes.

*with only limited assistance means the technologist may give you a starting or average technique for the procedure, but you must alter it for the patient and projection.

Clinical Competency Instruction & Evaluation

REQUESTING A LEVEL 2 COMPETENCY

After correctly performing the required number of practices* on a procedure and documenting them, students may request a Level 2 Competency on **THAT** procedure. Each Level 2 Competency will be performed on an actual patient. These Competency Evaluations are contained on Trajecsys**. Students will be evaluated by a faculty member or a Clinical Preceptor. This is a **PASS / FAIL** competency. If any projection must be repeated because of a controllable error, the competency is failed. Specific criteria can be found in Clinical Log Book.

Note: Some Level 2 Competency Evaluations will be REQUIRED to be performed on pediatric and geriatric patients. These are **routine** procedures done on pediatric and geriatric patients. These procedures will be listed in the Clinical Experience Logbook/Trajecsys web based Clinical tool.

Completing a Level 2 Competency does not mean that the student does not need to continue to do that specific exam; it only indicates ability to perform the procedure on an average cooperative patient. The student should continue to do as many procedures as possible to hone his or her skills.

Throughout the program, a number of Level 2 Competencies must be redone to demonstrate proficiency. The number of these proficiencies will be determined prior to the start of a semester and are subject to change by the Program Coordinator or Clinical Coordinator. The same criteria apply to all Level 2 Competencies, whether it is the original competency or a re-competency.

A Level 2 Competency may be taken away when the Clinical Preceptor does not believe the student is competent in a procedure, or when the student refuses to do a procedure he or she already has a Level 2 Competency on.

During the sixth semester, specific exams may be selected to check for proficiency. These proficiency checks must be done at a technologist level and standard. This means they must be done with no technical assistance. These proficiency evaluations must be done with a Head Clinical Preceptor, Program Coordinator, or Clinical Coordinator. A list of these required proficiencies will be given at the beginning of the sixth semester and are subject to change.

*Any combination of two practices will meet the minimum requirement. Students can do more than two, and it's recommended, but not required that more than two are done. Pediatric cases are usually more difficult and require more planning and preparation. Some pediatric cases will require two separate practices.

**Competencies may be altered or additional competencies may be added as the discretion of the faculty.

Clinical Competency Instruction & Evaluation

LEVEL 2 COMPETENCY ON TRAUMA AND PORTABLES

Trauma or portable exams are typically performed on more difficult patients. These patients will fall into one of two categories:

1. **Portable**: any procedure done with mobile radiography equipment.
   Note: Level Two Competency Portable exams in ICU cannot be attempted until RAD 123; however, students may practice on ICU patients during this time.

2. **Trauma**: any procedure where the equipment must be manipulated instead of moving the patient or alternative projections must be used due to the patient's condition.
   Note: Students are not required to do two practices before attempting a Level 2 Competency on trauma or portable procedures, **but it is highly recommended**.

LEVEL 2 SIMULATIONS

The staff recognizes that some radiographic procedures are not frequently seen in the clinical educational settings. At the discretion of the Radiography Program Admin, simulations may be performed for less common required procedures at the end of the fifth semester.

REQUIRED LEVEL 2 COMPETENCIES

Students must complete 10 required general patient care competencies, 36 of the mandatory imaging procedures, 26 of the 36 mandatory imaging procedures must be demonstrated on patients (not phantoms or simulated) **and** 15 of the 35 elective imaging procedures required by the ARRT Radiography Clinical Competency Requirements in order to graduate and sit for the national registry examination. Per ARRT (2022) a total of 10 imaging procedures may be simulated. Only certain exams are identified by ARRT as being eligible for simulation.

Clinical Competency Instruction & Evaluation

Level 3 Proficiency Evaluations

Level 3 Proficiency Evaluations determine if students are able to perform procedures at a technologist level and standards. Please see Appendix A for a list of criteria.

Students must complete the ARRT Radiography Clinical Competency Requirements **and** have successfully completed a Level 2 Competency on that procedure **and** be in their final semester before attempting Level 3 Proficiencies.

Level 3 Proficiency Evaluations are administered **ONLY** by the Clinical Coordinator of Education, Head Clinical Instructor, or their assistant according to set criteria (the same as Level 2). Level 3 Proficiencies cannot be simulated.

Upon successful completion of the required Level 3 Proficiencies, the student has fulfilled the clinical performance requirements. Students may then perform any routine radiographic procedure under indirect supervision until graduation within the limits of department policy.

Clinical Time Clock Policy

Students must use the online clinical tracking tool (Trajecsys) to maintain daily time logs at all times while at the clinical site utilizing the designated computer at the clinical settings. Students must:

- clock **IN** when entering the clinical site and **OUT** when leaving the building any time.
- clock out for **lunch/break** and clock in when returning. All students must take a 30-minute lunch if scheduled for clinical more than 5 hours.
- make sure they have selected the correct clinical setting when they clock in.
- file the correct time exceptions to address absence or missing clock in/outs for the day. Absent clocking is addressed in the attendance policy.

If a clinical site does not have access to the internet, the student may use their smart phone and must enable the geographic location function on their phone. Those students frequently filing time exceptions or using a mobile device to clock into clinical will be counselled by the faculty.

Students may be dismissed from the program if they:

a) Have someone else clock them in or out.
b) Clock or have someone else clock in or out for another student.
c) Access the system under another person's log in.

Clinical Education Settings

During the fourth week of class in June, first year students' main clinical site rotations will be assigned and posted. After the second semester of the program, students will receive their next semester clinical schedule before the start of the next semester. Students will travel and rotate through most of the clinical sites for varying intervals. Carle BroMenn Medical Center-Normal and OSF St Joseph Medical Center-Bloomington are our main clinical sites and students will be required to rotate through both sites. The number of students assigned to a clinical facility is determined by JRCERT accreditation standards. The Clinical Coordinator of Education will assign each student to a clinical performance area. Every attempt is made to coordinate assigned areas with material covered in class. Area assignments will be posted at each clinical site. Clinical schedules can also be found in the clinical courses and on the Radiography Program page in the learning platform used by Heartland Community College.

Each student will have task and area objectives to complete for each rotation. Please see Appendix A for an example of these objectives.

Each clinical educational setting will expose you to different types of management, department organization, personnel, technologies, equipment, projections, and procedures.

DRESS CODE FOR CLINICAL ORIENTATION DAYS

To ensure the proper professional look and comply with our clinical partners dress codes for job shadows, **ALL students in the radiography program** will wear their clinical uniforms on these days. Clinical meet and greets will generally occur one month prior to the student's first day at the clinical site. Each student will be required to attend a clinical meet and greet at the clinical site prior to his or her first rotation at the site.

CLINICAL EXPERIENCES

Students will be **REQUIRED** to complete:

1) 1 or more evening (2nd) shifts - per semester
2) Weekends (day shift Saturday and Sunday) – one per semester 3rd through 6th semester
3) Three night (3rd) shifts – (Sunday through Thursday) during the final semester
4) Rotation through an appropriate clinical site to ensure all patient care competencies are met

Clinical Education Settings

SECOND YEAR SPECIAL AREA ROTATIONS

In addition to completing required clinical procedures and rotations, students may have the opportunity to rotate through each of the following specialty areas for one week: Cath/Angio Lab, CT, Ultrasound, Nuclear Medicine, Radiation Oncology, DEXA, MRI & Mammography (female students only per clinical sites). These additional rotations provide students an opportunity to job shadow these areas before committing time and resources to pursue continuing education in these areas after graduation.

When in special area rotations, if an assigned area has no patients, or duties, or finishes early, students should return to the main department and work in a room that does not have a 2nd year student assigned to it.

Students may request additional time in any area if space and time permit.

Computed Tomography - Second year students may elect to participate in a one-week clinical rotation including hands on experience if the student has completed with a "C" or better or is concurrently enrolled in RAD 241.

MAMMOGRAPHY CLINICAL ROTATIONS

The radiography program sponsored by Heartland Community College has revised its policy, effective October 21, 2021, regarding the placement of students in clinical mammography rotations to observe and/or perform breast imaging.

Under the revised policy students may request the opportunity to participate in clinical mammography rotations. The program will make every effort to place students in a clinical mammography rotation if requested; however, the program is not in a position to override clinical setting policies that restrict clinical experiences in mammography to students. Students are advised that placement in a mammography rotation is not guaranteed and is at the discretion of a clinical setting.

The change in the program's policy regarding student clinical rotations in mammography is based on the sound rationale presented in a position statement on student clinical mammography rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at its April 2016 and October 2021 meetings. The JRCERT position statement is available on the JRCERT Web site, www.jrcert.org, Programs & Faculty, Program Resources.

Additionally, under the revised policy, students may request the opportunity to participate in certain reproductive organ specific exams (including breast), however, the program is not in a position to override clinical setting policies that restrict clinical experiences in reproductive organ specific exams (including breast) to students. Students are advised that participation/observation in a reproductive organ specific exam (including breast) is not guaranteed and is at the discretion of a clinical setting.

Clinical Progress

Progress in the clinical setting will be determined by the following:

1. Clinical evaluations serve as a method to enhance the student's clinical performance and judge their progress. Clinical evaluations will be done every 8 weeks except for the first semester. The Program Coordinator and/or Clinical Coordinator will meet with each student at least twice per semester regarding clinical performance. If a student has an unsatisfactory mid-term clinical evaluation and fails to improve and/or progress by the end of the semester, he or she will fail the clinical evaluation, which is grounds for dismissal from the program.
2. Daily log sheets maintained in Trajecsys.
3. Area and/or Task Objective Sheets - due at given due date.
4. Level 2 Competency Evaluations - must be completed and handed in by the Monday of finals week.
5. Level 3 Proficiency Evaluations - must be completed before the last regularly scheduled day of clinical.

Students will meet privately with the CCE at least once per semester to discuss clinical evaluations, clinical progress, and/or problems occurring in the clinical setting. However, students may request a meeting at any time with the Head Clinical Preceptor, Clinical Coordinator of Education, Program Coordinator, or any combination of these.

The purpose of these evaluations is the identification of problem areas, recognition of outstanding effort by individuals, and the overall improvement of students' clinical education. This cannot be done without the help and cooperation of the students.

SELF-EVALUATION FORM

Self-evaluation forms are filled out in the Trajecsys system two weeks prior to the end of the semester. The form requires students to assess their current skills in various procedures, professional abilities, overall ability and recent progress. This form will be reviewed by the program faculty prior to end of semester clinical advising session. Students are asked to identify/establish goals for the upcoming semester. An example can be found in the appendix of this handbook.

CLINICAL CONCERN FORM

This form is utilized by anyone to document any positive or negative educational experiences of the student. In most cases students are expected to assist in obtaining positive experiences while negative experiences are usually documented by hospital or college staff. Issues and concerns submitted by anyone, including the student themselves, will be investigated and documented. Information will be shared with the person/site involved. The form is accessible in the Trajecsys system. A copy will be maintained in the student's confidential file. An example can be found in the appendix.

Clinical Progress

STUDENT EVALUATION OF CLINICAL EDUCATION CENTER FORM

This form is completed by the student in Trajecsys following the end of each clinical rotation (within 2 weeks of the students last clock in at that facility). The form is designed to allow the student to offer constructive criticism with a view to improve clinical education conditions for future students. A compilation of these forms is shared with the Clinical Education Center Radiology Department Management by the Program Officials annually in May. Trends are tracked by the program and meetings to address these are scheduled more often when warranted.

STUDENT EVALUATION OF CLINICAL PRECEPTORS

Students utilized this evaluation in the Trajecsys system at the conclusion of each assigned rotations during the program. A compilation of these forms is shared with the Clinical Preceptors minimally once a year by the program officials. There must be a minimum of 3 evaluations completed by students before feedback is shared. The program tracks trends and meetings to address these are scheduled more often when warranted. Larger clinical Settings may receive them more frequently due to more students being present during the semester. This feedback is also shared by the program officials to the management of the clinical affiliates whenever feedback is shared with the Clinical Preceptor.

Clinical Requirements

- Students are required to provide their own transportation to clinical facilities and field trips.

- Students will **not** be permitted in the clinical area without current CPR Certification. Each student must provide a photocopy of certification in basic cardiac life support "Health Care Provider" by the American Heart Association (**not** Heart Saver), or BLS/CPR for Healthcare (8 hours) by the American Red Cross (**not** Race for Life) prior to the beginning of RAD 111. **It is the responsibility of the student to maintain current CPR Certification throughout the program.**

- Students are expected to prepare for the clinical experience and complete assignments prior to the clinical experience, including any site-specific orientation materials.

- Students are expected to properly document all appropriate procedures in their Trajecsys clinical tracking online platform. More specific details are found in the course syllabi for the clinical courses.

- Students are expected to dress in the approved uniform.

- Students who demonstrate inappropriate behavior (such as endangering client's safety, angry outbursts/uncontrollable crying, appearing to be under the influence of drugs or alcohol) will be required to leave the clinical area. This will constitute unsatisfactory performance and possible dismissal from the radiography program.

- Students are **RESPONSIBLE** for keeping confidential the information obtained in a clinical setting.
  - Students will not identify clients, radiography staff, physicians, other persons or agencies by name in radiography case studies, notes, or other learning situations. If a student commits a HIPAA violation, he or she may be dismissed.
  - Students will not discuss clinical situations, radiography staff, physicians, or patients with family or friends.
  - Students will not discuss clinical situations, radiography staff, physicians, or patients with peers in public places.
  - Students will not discuss clinical situations, radiography staff, physicians, or patients other than in clinical conference(s).
  - Student will sign a **Confidentiality Agreement** upon admission/re-entry to the program and annually while they are enrolled in the program. Students will not be able to participate in clinical education without a current signed authorization in their file.

- Students may not solicit the services of a health care provider for personal or family health problems during the clinical assignment hours.

- Students will not discuss their personal problems with patients.

Clinical Requirements

- Students are expected to demonstrate mature adult behavior and to show respect to all persons in the clinical agency.

- Students who use profanity or disrespectful language in the presence of faculty, clients, staff or peers will be dismissed from the clinical area. This will constitute unsatisfactory performance and possible dismissal from the radiography program.

- Students will not repeat exposures without a technologist present in the room, regardless of their competency level. Doing so may result in dismissal from the program.

- Once students have completed venipuncture training during RAD 121, they are able to insert intravenous lines in the upper extremity under Direct Immediate supervision of a qualified provider (Registered Radiographer, Registered Nurse, or Radiologist), depending on department policy of the clinical setting. Students are allowed only one attempt per patient. The qualified provider may refuse to have the student to perform venipuncture on any patient that is beyond the student's skill level. See additional information regarding invasive procedures found on p. **.

- Unusual occurrences in the clinical facility will be documented on the clinical evaluation tool and kept in the student's file.

- Students must meet the criteria of each clinical site utilized by the program. Students who do not meet the criteria of assigned clinical facilities will be dismissed from the program.

- Students who perform a radiographic procedure on anyone who does not have a doctor's order will be dismissed from the program.

- A student who is exposed to a communicable disease should notify the Program Coordinator immediately.

- Students must use radiographic markers on each radiograph they perform. Failure to use them may result in a reduction in clinical grade.

- Students must seek assistance from a staff nurse or technologist regarding patient care items including but not limited to:
  - Isolation policies
  - IV operations and mechanical pumps
  - chest tubes and suction
  - NG tubes and suction
  - Oxygen administration
  - Catheter and stoma care
  - Patient lift assist devices
  - other medical devices and supportive lines present.

Caution is preferred over negligence.

Clinical Requirements

- Under **direct immediate** supervision by a qualified provider of the department (Registered Radiographer, Radiologist, or Radiology RN) a student can set up sterile trays, draw up syringes and prepare medications (contrast agents) for administration, administer contrast agents used for imaging procedures, perform venipuncture duties, and in the special modalities' (CT) areas activate the pressure injectors during the exam dependent on each departments policy of the clinical setting.

- Any radiographic examination that must be done portable must be done under direct supervision of the clinical receptor or other registered radiographer. If a technologist is not available, the students SHALL NOT perform the portable radiographic examination until the technologist becomes available to assist/observe. **Lead aprons and thyroid shields must be worn by students during portable exams.** The purpose of this policy is to maintain JRCERT's requirements and to provide patient safety.

- Students learn vital signs during RAD 121. After successful completion of vital sign level one competency, students will then be allowed to perform vital signs in the clinical setting. Performing vital signs on actual patients is as the discretion of each clinical affiliate. If a student is allowed to perform vital signs on a patient in the clinical setting, it will be done only under **direct immediate** supervision of a qualified provider of the department (Registered Radiographer, Radiologist, or Radiology RN). Students will demonstrate vital signs on staff technologists during their clinical rotation to complete the level two competency that is required.

Clinical Facility Standards

- Students are expected to abide by the policies and procedures of the clinical facilities and observe regulations regarding patient safety and welfare.
- Student will identify themselves to the patient as a student during all interactions.
- If a question or problem arises concerning patient care, students are to seek guidance from their primary resource, the clinical preceptor.
- Students will not be able to refuse any clinical assignment or alternative experience assigned by the clinical preceptor, Clinical Coordinator of Education or Program Coordinator of Radiography.
- Due to the nature of the clinical requirements of a radiography course and/or available clinical facilities, the student will be required to accept alterations in the printed college schedule.
- To maintain the technologist to student ratio of 1:1 that is required by JRCERT, Students will only be allowed in the clinical setting during scheduled hours. Student requesting an alteration in the scheduled hours must submit the change/exception in writing and must receive approval by the Clinical Site and Clinical Coordinator, and/or Program Coordinator in advance. See additional information in the Make Up Time policy (p. 42)
- Students may **NOT** develop personal relationships with patients in any setting.
- Due to issues of confidentiality, students must advise the instructor if they are assigned to provide radiography care for an acquaintance, friend or relative.
- Any incident or accident occurring to a student or a patient **MUST** be reported to the Department Supervisor **and** Program Coordinator or CCE **immediately**. An incident is any event which is not consistent with the routine operation of the hospital/clinic or the routine care of a particular patient. Students must seek direction of a clinical preceptor to fill out an incident report. A Clinical Concern Report will be generated by the student in the Trajecsys system documenting the incident after following the hospital process first.
- If given their own single sign on access to the clinical site's Electronic Medical Record systems (such as EPIC), the student **MUST** abide by all policies set by the clinical site. Failure to comply with clinical site policies may result in disciplinary action.

MRI Screening Policy of Students

All students, upon admission or re-entry into the Radiography program, will complete a screening questionnaire, similar to those used in the clinical setting for staff. Each student will also be required to watch a safety video and complete a quiz on the material presented. A certificate of completion will be awarded to the student that must be submitted to the Program Coordinator for placement in the student's file. The screening tool and video/quiz items will be done on an annual basis by the students and shared with our clinical partners upon request. Students are responsible for notifying the program immediately when health status changes and will undergo rescreening at that time. Additional screening and safety education may occur at the assigned clinical settings during those assignments to ensure safety of the students, staff and patients. Students will not be allowed to participate in any clinical activities without this information being on file. All students of the Radiography program are not allowed in MRI safe zones 3 and 4 without a trained MRI staff member accompanying them and approval from the Medical Imaging Administration of the clinical setting. MRI is a limited access area and patient safety is extremely important along with the safety of all of the staff working in this environment. Any student in these areas without escort and approval will be removed from the clinical setting immediately due to a patient safety violation.

Uniform Dress Code

1. Approved uniforms will be available for purchase or order from Star Uniforms in Bloomington.

2. Wrinkle-free, clean, college **approved** uniforms are required for all students when at the clinical site. Uniforms and lab coats that are not maintained are not acceptable. This includes discoloration, stains, holes, rips, and tears in the uniform components.

3. White hose are required when wearing a dress uniform and plain white socks when wearing a pants uniform. Fluid-resistant shoes with slip-resistant soles, closed toed/heeled without any holes on the top will be required in the clinical setting.

4. Name badges approved by the radiography program must be worn for each clinical experience. The radiation badge must also be worn during each clinical session. Students not wearing their radiation badges will not be allowed in a clinical setting where ionizing radiation is used. These students will have to make up their assigned clinical time according to the make-up policy. Please see Appendix A for specific information regarding badges and name tags.

5. Undergarments should not be visible through uniform components. Flesh colored is recommended.

6. Shirts worn under uniform tops are to be white in color.

7. Clean, wrinkle-free white laboratory coats with the school patch sewn to the left shoulder may be worn with the uniform in the clinical education setting.

8. Scrub pants cannot drag on the floor. (infection control)

9. The uniform includes: navy pants or navy skirts, a white scrub type shirt with a school patch sewn on the left shoulder, a white lab coat (optional) with patch sewn on the left shoulder, fluid resistant, slip-resistant, closed toed/heeled shoes without holes on the top, name badge, radiographic markers, radiation dosimeters, technique book and pen with black ink. The scrub shirts should have modest necklines to provide adequate coverage when working with patients in the clinical setting.

10. Hospital provided surgical scrubs are to be worn ONLY when scheduled for surgery or cath lab/IR rotations. These uniforms are to remain within the hospital premises (clean and soiled) are not to be taken out of the building or worn to/from home (the only exception is when a personal uniform has been contaminated by blood or body fluid during clinical and a Clinical Preceptor must be aware). Scrubs **MUST** be returned to the facility on the next scheduled clinical day. If the student has no more assigned clinical shifts at this facility the scrubs are to be returned the next business day.

Personal Appearance

Personal appearance shall be representative of that expected of a professional radiographer and shall be an example of good grooming for the patients. Failure to adhere to the stated uniform policy will result in being dismissed from the clinical unit for the day.

1. Nails must be a safe length (at the fingertips), clean and neatly manicured. Nail polish should be clear and free of chips. Anything added to natural nails, other than nail polish, is considered an enhancement. Gel and shellac nail polish are considered an enhancement and not allowed in the direct patient care settings. No artificial nails or acrylics are permitted.

2. Hair must be neat, of natural tones (natural color), and pulled away from the face and off the collar if the student's hair is longer than collar length at all times while in the clinical setting. No hair ornaments such as decorative barrettes, combs or bows are permitted.

3. Beards must be neat, clean, and well-trimmed.

4. The midriff cannot be exposed at any time. If the back or abdomen is exposed when bending, stretching, or reaching over and above, the shirt must be tucked in. A white crew neck t-shirt (long or short sleeve) can be worn under a "V-neck" scrub top. Uniforms should fit and be comfortable to work in. They should not be too loose or tight (form fitting) to interfere with patient care, infection control practices, and proper body mechanics during clinical hours. Uniforms that do not fit properly are unprofessional.

5. Excessive jewelry is not permitted. One set small gold, silver or white stone post earrings are permitted for pierced ears. **No visible body piercing** other than ears permitted (this includes lips, nose, eyebrows, tongue piercings, gauges, or other body adornments). Discretion must be used regarding safety and asepsis with any type of ring. During surgery rotations, **no** jewelry is to be worn except for watches. Additionally, due to infection control reasons, false eyelashes are not worn in surgery or other areas performing sterile procedures (fluoro, cath/angio lab, etc.).

6. Tattoo art must be covered when in the clinical area.

7. Students are not to chew gum in the clinical area.

8. Good personal hygienic practices are required. This includes body cleanliness, oral hygiene and use of deodorants. Odors should not be excessive or overpowering (fragrances, body odor, tobacco or other smoke, etc.)

9. Students who do not comply with the above criteria may be dismissed from the clinical area.

Heartland Community College Student Criminal Background Check

POLICY

To ensure public safety, meet requirements of our clinical education partners, and help advise students of potential barriers to employment, all students accepted into a Heartland Community College (HCC) - Health Sciences selective admission program (Nursing, Physical Therapist Assistant, Radiography) will be required to undergo a criminal background check. Admission into the HCC – HS selective admission program is dependent upon completion of a satisfactory criminal background check. For our purposes, a satisfactory background check means that no criminal history was revealed or that the student has obtained approval from the Dean of Health Science (HS) via the procedure detailed below. Once admitted and throughout the duration of the program, students are responsible for notifying the Program Director/Coordinator of any subsequent convictions, arrests, detentions, charges, or investigations by any law authorities.

The background check must take place within a sixty-day window prior to the beginning of a student's coursework in the program and will be conducted by a vendor selected by Heartland Community College, using the student's name, social security number, and birth date. All costs are the responsibility of the student. Current fees for the background check will be indicated on the relevant program's website.

PROCEDURE

1. Students accepted into an HS selective admission program will be notified via email that they must complete a satisfactory criminal background check to proceed with coursework.
2. Students will be issued written instructions on how to complete the criminal background check including the acceptable time frame. Students may not use previously-conducted criminal background checks on file at other agencies to satisfy this requirement.
3. Students who fail to cooperate appropriately with regard to the process (i.e. refuse to release information, omit or provide false or misleading information, or fail to complete the background check within the specified timeframe) will not be allowed to enter the program.
4. HCC will choose the criminal background check vendor, and results will be made available to the HCC Program Director/Coordinator.
5. The criminal background check will include, at a minimum, an HR nationwide screening, a social security trace, a nationwide criminal directory review, an offender registry and county court record check, and a review of medical sanctions.

Heartland Community College Student Criminal Background Check

DEALING WITH POSITIVE RESULTS

1. If the report indicates any positive criminal history, the Program Director/Coordinator will notify the Dean of HS. The Dean of HS will contact the student and provide the student with the report and a summary of their rights under the Fair Credit Reporting Act.
2. If the student feels the report findings are in error or are inaccurate, the Dean will ask the vendor to further investigate the student's case to determine the accuracy of the information. This will be done at the cost of the student.
3. If the student determines the report is accurate, the student will be required to submit a letter explaining why the positive findings should not prevent his/her admission into the selective admission program along with any additional documentation that would support the request.
4. The Dean of HS and Program Director/Coordinator will review the letter and any supporting documentation and will consider the following factors in making a decision:
   - severity of the offense
   - the type of crime and who the crime was committed against - person, property, or society
   - association of crime with duties of the position
   - circumstances of the offense
   - length of time since the incident occurred and the age of the applicant at the time of the incident
   - number of offenses
   - student employment history before and after the offense
   - whether the applicant has made full restitution and/or participated in any programs of rehabilitation
   - other circumstance or conduct since the time of the incident
   - state, licensure/registry, and/or clinical requirements
   - whether the applicant was convicted
5. The Dean of HS may require review and/or approval from an outside agency (e.g. IDPH, ARRT, IDFPR) prior to making a final decision. This will be done at the cost of the student.
6. The Dean of HS will notify the student in writing within 14 business days of receiving his/her letter regarding the decision to allow or deny entry into the program.
7. If an admitted student is charged with any criminal offense(s) other than a minor traffic violation after this criminal background check has been conducted, the student is required within 2 business days after the incident to report to the Program Director/Coordinator the date and nature of the charge(s). The Dean of HS will determine whether disciplinary action is warranted, up to and including dismissal from the program. An additional criminal background check may be required at the student's expense. Clinical sites may elect to deny a student with a newly reported criminal offense permission to participate in programs at their site, which may affect her/his progress in the program. Failure to disclose any charges for criminal offense(s) other than a minor traffic violation after the criminal background check may result in dismissal from the program and/or inability to obtain licensure. Change in the background status of a student may necessitate disclosure to accrediting and or state agencies for compliance purposes.

Heartland Community College Student Criminal Background Check

8. Approval from the Dean of HS to allow entry into the program does not guarantee eligibility for employment in the field of study.
9. The criminal background check report and any written correspondence will beretained in in a secure file in the Program Director's/Coordinator's office. Only individuals with a need to know, such as those involved with clinical practice sites that require criminal history information, will have access to this information.

Revised: 6/29/2018
Approved: Dr. Rick Pearce VP for Learning & Student Success

Heartland Community College Pre-Matriculation Drug Screening

POLICY

To ensure public safety and meet requirements of our clinical education partners, all students accepted to a Heartland Community College (HCC) – Health Sciences (HS) selective admission program (Nursing, Physical Therapist Assistant, Radiography) will be required to undergo a urine drug screening prior to entry. A negative ("clear") test is required for admission into the HCC- HS selective admission program.
The drug screening must take place within a sixty-day window prior to the beginning of a student's coursework in the program and will be conducted by a vendor selected by Heartland Community College. Students who tamper in any way with the testing process will not be allowed to enter the program. All costs are the responsibility of the student.

PROCEDURE

1. Students accepted into the program will be notified verbally and in writing of the need to complete a drug screening.
2. Students will be issued written instructions on how to complete the drug screening including the acceptable time frame. Students may not use previously conducted drug screenings on file at other agencies to satisfy this requirement.
3. Students who fail to cooperate appropriately with regard to the process (i.e., refuse to release information, omit or provide false or misleading information, or fail to complete the drug screening within the specified timeframe) will not be allowed to enter the program.
4. HCC will choose the drug screening vendor, and results will only be made available to the Program Director/Coordinator.

Heartland Community College Pre-Matriculation Drug Screening

DEALING WITH POSITIVE RESULTS

1. If a report indicates any positive drug screening results, the vendor will typically contact the student to investigate.
2. Once the vendor has completed its investigation, results will be sent to the Program Director/Coordinator
3. The Program Director/Coordinator will contact the student informing him/her of the findings and request a written explanation.
4. If the student believes the report findings are in error, the Program Director/Coordinator will verify the vendor has completed an investigation into the individual's case to determine the accuracy of the information.
5. If the results of a drug screen remain positive after further investigation and/or the student responds that a positive drug screening is accurate, the student will not be allowed to enter the program.
6. The student may appeal the dismissal decision by following the Student Appeals Procedure as outlined in the Heartland Community College Catalog and Student Handbook.
7. The drug screening report and any written correspondence will be retained in a secure file in the Program Director/Coordinator's office.

Revised: 6/29/2018
Approved: Dr. Rick Pearce VP for Learning and Student Success

Heartland Community College Radiography Program Drugs and/or Alcohol Use

POLICY

To protect the safety of students, faculty, staff, patients, and the public, students are prohibited from:

- Distributing, manufacturing, selling, or using illegal drugs.
- Being in an impaired state during any events or activities associated with the RAD program, including classes, lab, and off-site clinical rotations.
- Abusing or misusing prescriptions drugs or over-the-counter medication

Persons who violate state or federal laws are also in violation of this policy and Heartland Community College Code of Student Conduct and may face disciplinary action by the College up to and including dismissal from the program and College.

The RAD program may conduct random drug/and or alcohol testing and has the right and responsibility to remove a student from class or the clinical rotation any time reasonable suspicion of substance abuse is present. The test will be conducted through the company selected by Heartland Community College, and all costs will be the student's responsibility.

PROCEDURE

1. If reasonable suspicion of drug and/or alcohol use exists while the student is on campus, faculty will contact the HCC Safety and Security Services and request the student be removed from the learning environment. Arrangements will be made to have the student immediately undergo drug and/or alcohol testing at a facility selected by Heartland Community College. It is the student's sole responsibility for arranging safe transportation to the testing facility. All costs will be the student's responsibility.
2. If reasonable suspicion of drug and/or alcohol use occurs during off-site activities or at a clinical site, the Drug and/or Alcohol Use Policy and Procedures (or appropriate policy and procedure) of the facility will be followed.
3. Failure to consent to release information or cooperate appropriately with regard to the process shall result in the student's immediate dismissal from the HCC RAD program.
4. Any form of tampering with the testing procedure is forbidden. Omission of required information or the submission of false or misleading information on the drug and/or alcohol screen forms, specimen, or in any communication with the College or testing agency will result in dismissal from the RAD program at Heartland Community College.

Heartland Community College Radiography Program Drugs and/or Alcohol Use

DEALING WITH POSITIVE RESULTS

1. If a report indicates any positive drug and/or alcohol screen results, the vendor will typically contact the student to investigate.
2. Once the vendor has completed its investigation, the results will be sent to the Program Director/Coordinator.
3. The Program Director/Coordinator will contact the student informing him/her of the findings.
4. If the student believes the report findings are in error, the Program Director/Coordinator will verify the vendor has completed an investigation into the individual' case to determine the accuracy of the information.
5. If the results of the drug and/or alcohol screen remain positive after this investigation and/or the student responds that a positive drug and/or alcohol screen is accurate, a conference will be convened with the student, the program coordinator, the Dean of Health Sciences, program faculty and an HCC counselor. The student may elect to bring a support person with them, but this person is there for support only and will not actively take part in the meeting.
6. Following the conference, the Heartland Community College representatives listed above will meet to discuss consequences. Possible consequences include, but are not limited to, a behavior probation agreement up to immediate dismissal from the program.
7. The student will be notified in writing of the decision within 5 business days of the meeting.
8. In the event a student tested positive on the drug and/or alcohol screen and remains in the program on a behavior program agreement, a random drug screen and/or alcohol test may be conducted at any time. All costs will be the student's responsibility.
9. The students may appeal the committee's decision by following the Students Appeals Procedure as outlined in the Heartland Community College Student Handbook.
10. The drug screening report and any written correspondence will be retained in a secure file in the Program Director/Coordinator's office.

Heartland Community College Effective Date: 4-30-2014
Approved: Dr. Rick Pearce/VP for Learning and Student Success
Revision Dates: 04-04-2016 / 12-17-16/9-20-2018

Dismissal From the Program

Dismissal from the program will take effect immediately. The student may appeal the dismissal decision following the Student Appeals Procedure as outlined in the Heartland Community College Catalog and Student Handbook.

In the case of withdrawal or dismissal from the program, the student must turn in his or her clinical binder, radiation badge, image markers, and name tags including all hospital access tags immediately.

Ethical Behavior

1.While enrolled in the radiography program, all students must conduct themselves professionally. Students must abide by the American Registry of Radiologic Technologists' Code of Ethics, (http://www.arrt.org/ethics/standardethic.pdf)

2.Honesty is expected of every student. The following behavior is illustrative of the kind of conduct, which can result in the dismissal of a student from the radiography program:

- Students involved in cheating of any kind on any assignment.
- Falsification of information in any classroom or clinical setting.
- Taking supplies or equipment from the college or health agency without permission of the instructor.
- Plagiarism – "the act of stealing or passing off (ideas or words of another) as one's own, use (a created production) without crediting the source and/or to commit literary theft."
- A violation of confidentiality related to client care or clinical setting.

3.Students will demonstrate respect for all persons in words and actions.

4.Students who do not comply with the above criteria may be subject to dismissal from the radiography program. Radiography students are also subject to the general disciplinary rules of the college and clinical facilities. These are outlined in the college catalog, college student handbook and clinical agency policy manuals.

Radiation Protection Policy

Students are required to adhere to safe radiation protection practices at all times. Student participation in unsafe protection practices is prohibited and may constitute dismissal from the program. This includes, but is not limited to:

- Attempting any procedure under indirect supervision before Level 2 Competency has been demonstrated.
- Repeating images without the direct supervision of a registered staff technologist.
- Taking exposures, whether intentionally or unintentionally, on another student or when another student is in the radiographic room during lab sessions.

During fluoroscopy, students must wear lead aprons; full wraps (front and back side covered) are encouraged. If wearing two-piece aprons, both top and bottom must be worn. If half wraps (front-covered only) are worn, the student is reminded that when their back is turned towards the radiation they are not protected. **Thyroid collars** are also to be worn. During mobile exams, students are **required** to wear aprons and thyroid shields.

Reasons for exposing anyone to radiation at any time must be medically valid. Radiation badges must be worn **on the collar or outside of the thyroid collar** at all times while in clinic or at lab. Radiation badges must be changed by the **first day** of each month.

Loss or accidental exposure of the radiation badge must be reported to the Clinical Coordinator immediately. Loss of a radiation badge will require the student to be **removed from all radiation areas** until a replacement radiation badge can be obtained. **All costs to replace the radiation badge are the responsibility of the student.**

Dosimeter reports are reviewed by the clinical coordinator, the program coordinator, and the student. Every month, the students will be informed verbally of their radiation exposures. Copies of the monthly badge report are also located on the bulletin board in ICB 1709 Radiography lab. Students are required to initial the report signifying they have received the information. They may also request this information in writing at any time. The program has set the following limit for exposure that should not be exceeded:

- 30mrem/month of deep, whole-body radiation according to the badge report.

Counseling and possible removal from radiation areas will follow a reading above this level. Students shall not exceed state and federal guidelines for radiation exposure. Student radiation exposure records are retained permanently by the school.

Energized Campus Lab and Equipment

The energized lab is a useful tool for students to obtain hands on training by learning all aspects of how radiographs are produced. The lab is located in ICB 1709. The students may only use the campus energized laboratory and equipment while under the supervision of a qualified Radiographer employed by the College. **The lab door will be closed during all exposures.** Students will only be positioning other students or phantoms. Students will not perform x-rays on human bodies or tissue. All persons in the lab will stand behind the protective barriers while a x-ray is performed. When using the mobile equipment (portable and c-arm), those present are required to wear lead aprons and thyroid shields. Students are required to have their radiation dosimeter on during all lab sessions. Failure to follow these rules will result in a dismissal from the program as this would be against IEMA regulations.

During off hours, the laboratory is locked and secured. The equipment will undergo proper maintenance to ensure adequate performance and will be routinely inspected by IEMA. When the Lab session is completed, the x-ray equipment is turned off, as well as the main breaker to the machine. The lab is a limited access area requiring a special key and the space can only be reserved/utilized by the Radiography program in the scheduling system.

Radiation Badge

Radiation badges are to be worn **AT THE NECK AT ALL TIMES** while in clinical areas and during Radiation Exposure and Positioning Labs. The only exception to this is during MRI clinical rotations. The badge is to be worn on the outside of lead aprons and thyroid collars.
Students who do not have their radiation badge may receive a reduction in their clinical grade. Furthermore, **no one is permitted to be in a radiation area without a radiation badge**. Accidental exposure of the badge must be reported to the CCE **IMMEDIATELY**.
If a student loses his or her radiation badge, he or she must:

1) report the loss to the CCE **IMMEDIATELY**.
2) be removed from all radiation areas until a replacement radiation badge can be obtained. The time missed will need to be made up.
3) be responsible for all costs to replace the radiation badge. This can include the cost of the radiation badge, badge holder, and shipping.

Radiation badges are changed the first class day of each month. Students must remember to bring badges to class that day. The dosimeter board in the lab is the location to return/exchange badges.

Radiation badges should not be left in direct sun light, in cars, or on top of anything that gets warm to the touch. Radiation badges should not by washed or put in the dryer. Notify the CCE if either of these occur.

The radiation badge can be damaged so treat it carefully.

Name Tags/Secure Student Access Tags

Photo ID badges issued by Heartland Community College must be displayed above the waist with the picture facing outward for each clinical experience. Some of our clinical partners require additional security tags with student's picture on them. These will be arranged as needed throughout the radiography program clinical experience. These are also to be worn above the waist when at that clinical site. The Clinical Coordinator is to be notified immediately by the student if the name tag or access badge is lost or stolen. These will be replaced at the students cost. Any student without their name tag/student access tag will be sent home from clinical site to get it.

Secure student access tags provided by clinical partners are to be returned to the Radiography Program at Heartland Community College upon any of the following reasons:

1) Completion of the program
2) Withdrawn from the program
3) Dismissed from the program

Failure to return these will result in a charge being placed on your bill with student accounts. If a student account is not paid off, you will not be able to register for classes at HCC and transcripts cannot be obtained or sent.

05

Appendix A

Clinical Education Flow Chart

Orientation to Clinical Education Settings (Observation Period)

1 Classroom — COGNITIVE | Lecture, Demonstration, Image Evaluation, Objective Test

2 Laboratory — PSYCHOMOTOR/AFFECTIVE | Laboratory Practice

3 Laboratory — Laboratory | Level 1 Competency Evaluations

4 Clinical — Direct Supervision by Clinical Preceptors

5 Clinical — Level 2 Competency Evaluations

6 Clinical — Level 3 Proficiency Evaluations

Completes Requirements for Clinical Performance

Level 1 Competency Check-Off Sheet Example

PHYSICAL FACILITIES READINESS				
Have appropriate size image receptor available.	Unacceptable	Requires Major Improvement	Requires Minor Improvement	Acceptable
Locate accessories and supplies as necessary.	Unacceptable	Requires Major Improvement	Requires Minor Improvement	Acceptable
Position tube appropriately for examination to be performed.	Unacceptable	Requires Major Improvement	Requires Minor Improvement	Acceptable
PATIENT-RADIOGRAPHY RELATIONSHIP/COMMUNICATION				
Communicate appropriate instructions for moving, breathing, etc. to patient in terms they would understand.	Unacceptable	Requires Major Improvement	Requires Minor Improvement	Acceptable
POSITIONING SKILLS				
Position patient correcntly on table (head at appropriate end, prone or supine, etc).	Unacceptable	Requires Major Improvement	Requires Minor Improvement	Acceptable
Properly align anatomic structure to image receptor.	Unacceptable	Requires Major Improvement	Requires Minor Improvement	Acceptable
Center central ray appropriately to part and image receptor.	Unacceptable	Requires Major Improvement	Requires Minor Improvement	Acceptable
EQUIPMENT MANIPULATION				
Turn tube appropriately for required examination (horizontal to vertical, 25° cephalic angle, etc).	Unacceptable	Requires Major Improvement	Requires Minor Improvement	Acceptable
Move bucky tray and utilize lock.	Unacceptable	Requires Major Improvement	Requires Minor Improvement	Acceptable
Correctly identify and utilize tube and table locks.	Unacceptable	Requires Major Improvement	Requires Minor Improvement	Acceptable
Student set proper technical factors for each projection.	Unacceptable	Requires Major Improvement	Requires Minor Improvement	Acceptable
IMAGE IDENTIFICATION				
Correctly identify the image with "R" or "L".	Unacceptable	Requires Major Improvement	Requires Minor Improvement	Acceptable
RADIATION PROTECTION				
Collimate to part.	Unacceptable	Requires Major Improvement	Requires Minor Improvement	Acceptable
Use gonad shields or other protective apparatus as necessary.	Unacceptable	Requires Major Improvement	Requires Minor Improvement	Acceptable
GENERAL CRITERIA				
Student was able to complete procedure in given time frame.	Unacceptable	Requires Major Improvement	Requires Minor Improvement	Acceptable

Level 2 Competency Check-Off Sheet Example

SETUP			
ROOM PREP - linens and table / chest stand clean	NO	YES	N/A
PEDIATRICS - utilize appropriate immobilization devices and techniques	NO	YES	N/A
ID - verify the patient orders and identification	NO	YES	N/A
INTERACTION WITH PATIENT - positive attitude, caring, concern, comfort, modesty			
PROCEDURE			
HX - obtain appropriate history	NO	YES	N/A
POSITIONING & EQUIPMENT - position patient and equipment properly and precisely	NO	YES	N/A
COLLIMATION - adjust field size for area being imaged	NO	YES	N/A
RADIATION PROTECTION - practice appropriate radiation protection and safety at all times	NO	YES	N/A
PATIENT COMMUNICATION & MONITORING - communicate and monitor patient while making exposure	NO	YES	N/A
SPEED - complete projections in a reasonable amount of time (depending on pt. condition)	NO	YES	N/A
PATIENT ASSISTANCE - assist patient where necessary during and after the procedure	NO	YES	N/A
IMAGE ASSESSMENT			
EXPOSURE INDEXES - within acceptable range	NO	YES	N/A
IMAGE(S) ACCEPTABLE - positioned correctly, collimation correct, free of artifacts, correct markers	NO	YES	N/A
CORRECTIVE MEASURES - how could image/positioning be improved	NO	YES	N/A
KNOWLEDGE BASE - correctly answer questions about anatomy and/or pathology	NO	YES	N/A
POST PROCEDURE			
HX - writes or coneys appropriate history	NO	YES	N/A
PROCEDURE COMPLETION - verify completion of procedure and check for additional tests or procedures	NO	YES	N/A
ROOM PREP - return room to clean and ready condition	NO	YES	N/A
TECHNIQUE			
Set an approximate technique for procedure, projection, and patient size	NO	YES	N/A
Student is able to adjust technique to stay within accepted exposure range	NO	YES	N/A

Timetable for Level 2 Competencies

SEMESTER	COMPETENCY RANGE	RECOMPETENCY RANGE
2	6 - 12	0
3	16 - 24	8 - 16
4	12 - 20	15 - 30
5	all required level 2s	15 - 30
6	17 level 3s	15 - 30

These numbers are subject to change by the Clinical Coordinator.

Recomps do not carry over.

Minimum number of competencies equals 75% for level 2 competency portion of clinical grade.

Maximum number of competencies equals 97% for level 2 competency portion of clinical grade.

Required Level 2 Competencies

(to be completed by end of 5th semester)

THORAX

Routine Chest
Chest AP (Wheelchair or Stretcher)
AP Supine Chest
Ribs

ABDOMEN/PELVIS

Supine Abdomen (KUB)
Decubitus Abdomen
Upright Abdomen
Abdomen Series (2 view or 3 view)
Pelvis
Hip (Non-trauma)
Hip - Trauma

UPPER EXTREMITY

Finger
Thumb
Hand
Wrist
Forearm
Elbow
Humerus
Shoulder (Internal/External)
Trauma: Shoulder or Humerus (Scapular Y, Transthoracic or Axial)
Clavicle
One Trauma Upper Extremity (Non Shoulder)

LOWER EXTREMITY

Toes
Foot
Ankle
Calcaneus
Tibia-Fibula
Knee (Non-trauma)
Knee (Trauma)
Patella – Merchant/Sunrise
Femur
One Trauma Lower Extremity (Non Knee or Hip)

Required Level 2 Competencies

(to be completed by end of 5th semester)

CONTRAST STUDIES
Esophagus
UGI
Small Bowel

SPINE
Cervical Spine with Obliques
X-Table Lateral C-spine
Thoracic Spine
Lumbar Spine with Obliques

HEAD
Skull
Paranasal Sinuses
Orbits

PEDIATRIC PATIENT (age 6 yrs or younger)
Chest Routine
2v. Pig-O-Stat or 2v. Supine Chest
Abdomen
Upper Extremity
Lower Extremity
Mobile (Portable or C-arm)

GERIATRIC PATIENT (65 yrs or older)
Chest Routine
Upper Extremity
Lower Extremity
Hip

MOBILE STUDIES
Chest – Port Erect
Chest – Port Supine
Chest – Port in ICU
Upper Extremity
Lower Extremity
Abdomen

Required Level 2 Competencies

(to be completed by end of 5th semester)

MOBILE C-ARM STUDIES

C-Arm Procedure (Requiring Manipulation to Obtain More Than One Projection)
C-Arm Procedure (Requiring Manipulation Around a Sterile Field)

MUST OBSERVE, ASSIST, OR COMPLETE PRIOR TO GRADUATION

Note: You can get a Level 2 on these procedures only if you do the procedure completely!

2 - O-Arm
2 - Video Esophagus
2 - Retrograde Pyelogram
2 - Operative Cholangiogram
2 – Myelogram/Lumbar Puncture (any combination of the two)

List of Level 3 Proficiency Evaluation

(17 procedures in the 6th semester)

PROCEDURES

- 1 headwork procedure
- 2 spine procedures (one of these must be a c-spine with obliques
- 2 chest procedures (chest routine | portable chest)
- 2 thorax / abdominal procedures (1 each)
- 2 upper extremity procedures
- 2 lower extremity procedures
- 2 contrast media procedures
  - upper GI
  - esophagogram
- 2 c-arm procedures
  - requiring manipulation to obtain more than one projection
  - requiring manipulation around a sterile field
- 2 pediatric procedures (6 years old or less)
  - chest routine
  - extremity

ARRT Radiography Didactic & Clinical Requirements

*Eligibility Requirements Effective January 2022**

Can be found at:

https://assets-us-01.kc-usercontent.com/406ac8c6-58e8-00b3-e3c10c312965deb2/f1e4aa08-a672-4098-89a2-cad4cff97b75/RAD_CC_2022.pdf

Or at:

www.arrt.org

- Earn credential
- Radiography
  - Read the document section on the radiography page
    - Didactic and clinical competency requirements

Copyright of ARRT prevents it from the document being published in the radiography program handbook.

Example Clinical Concern Report Form

Clinical Site: _____

Student Name: _____ Date: _____

Please check the box below that best corresponds to the issue/concern:	
	Professionalism (**including communication**)
	Technical skills
	Safety (**patient** | **staff** | **student** | **radiation**)
	Clinical site specific policy
	Other (**please list**):

Specific details (including immediate action taken)

Use additional pages if needed

Staff Member Name and Title: _____
completed by HCC faculty- Investigation notes on back of form with date completed

Form is located in Trajecsys online clinical system. Copy is placed in student record. If concern is regarding staff performance, copy is given to management of the clinical setting.

Example HCC Student Area Objectives

Diagnostic Equipment Manipulation in the Main Department

FIRST CLINICAL ROTATION at _____

Please indicate the objectives the student is able to perform during this clinical rotation.
May be verified by Clinical Preceptor (CP) signatures

Using basic knowledge of diagnostic radiographic equipment, the student is able to:

Control Panel Area

Check Off
_____ Explain how to turn on the control panel.
_____ Complete the warm up procedure with direct supervision (CI).
_____ Activate the rotor and exposure switch.
_____ Change exposure mode (i.e. bucky, table top)
_____ Select protocol menu for Routine Chest and AP Abdomen – if appropriate

Verified by: _____

Locate, Activate, & Change setting of the following on the Control Panel

Check Off
_____ mA
_____ Fixed / AEC
_____ Sensors
_____ Tube selectors

Check Off
_____ kVp
_____ Timer
_____ Density Controls
_____ Exposure switch

Verified by: _____

Example HCC Student Area Objectives

In the X-ray Room

Check Off

_____ Change table top position (long. and trans.) as requested.
_____ Change table position (vertical to horizontal) as requested.
_____ Manipulate the bucky tray: open & close, lock & unlock IR, move & lock bucky.
_____ Place 14 x 17 IR in chest stand crosswise correctly centered vertically in tray.
_____ Locate SID indicator for vertical positioning.
_____ Set overhead tube to 44/40" SID to the table and center with transverse lock.
_____ Locate tube angle indicator.
_____ Locate table angle indicator.
_____ Identify all tube locks.
_____ Operate the collimation devices correctly.
_____ Explain the collimation key locks and buttons correctly.
_____ Operate locks on wall bucky / chest stand properly.
_____ Find and operate table foot stand – try to angle table with foot stand out.
_____ Foot board – demonstrate how to attach, test, and remove.
_____ Find and demonstrate how to use calipers.

Verified by: _____

Example Image Analysis Critique Sheet

- These are images reviewed on a PACS workstation under direct supervision.
- Students are encouraged to use the patients they were involved with before using case studies.
- Both sides must be filled out, signed by the student and clinical instructor.
- Students must complete 4 of these this semester - one in each of the following exams (CIRCLE ONE):
  CHEST, ABDOMEN, ANY UPPER EXTREMITY, ANY LOWER EXTREMITY

Due Date: **end of week 14**

Student Name: _____ Date: _____

Procedure: _____ Patient ID/MRN: _____

Projection Being Reviewed: _____ Patient DOB: _____

Clinical Site: _____ Patient Sex: _____

Patient Height: _____ Patient Weight: _____ EI Value: _____

Patient History: _____

IMAGE CHECKPOINTS	YES	NO	N/A
Respiration acceptable? (if applicable)			
Penetration acceptable?			
Motion/blur seen on image?			
Appropriate central ray placement?			
Appropriate brightness for body part imaged?			

Example Image Analysis Critique Sheet

If there is pathology, what is it? _____

Signature of Student:_____ Date:_____

Clinical Preceptor Reviewing:_____

STUDENTS REFLECTION: Utilize the radiography positioning criteria used in the positioning classes and lab to fill in the following table. ALL QUESTIONS MUST BE ANSWERED.

Complete Central Ray		
Appropriate Collimation Size for Image		
Anatomy of Interest for Projection		
Appropriate central ray placement		
Appropriate brightness for body part imaged		
List the Image Checkpoints Used (if applicable)	Rotation	
	F/E	
	Tilt	
	Penetration	
	Respiration	

Example Image Analysis Critique Sheet

What instructions would be given to the patient for this projection?

_____

_____

Any additional information or challenges with this radiograph or procedure being reviewed (ex: patient care, patient condition, etc.)?

_____

_____

Should this radiograph have been repeated based on your review criteria?

YES NO

What could be done to fix/improve the image (even if it does not need to be repeated)?

_____

_____

HCC Faculty Reviewing	Very knowledgeable of image critique and positioning (100%)	Adequate information provided; key elements listed not completely explained (85%)	Missing one or more key elements and the correct explanations (75%)	Not enough information provided. Missing several key elements and explanations (50%)

Example HCC Student Self Evaluation

Student Name: _____ Date: _____

Instructions: in order to monitor your progress during your Radiographic education it is important for us to see how you perceive your experience and ability. This evaluation asks you to candidly discuss you current progress. Please check the appropriate column or columns which best describes your feelings about your level of proficiency at this point in your education.

At this point in your training how would you judge yourself in each of the following areas:

	Always	Most of the Time	Usually	Often Forget	Rarely	Comments
1. Professional Conduct						
2. Attitude & Self-Confidence						
3. Communication Skills						
4. Patient Care Skills						
5. Responsibility & Organization of Duties						
6. Adaptability						
7. Positioning						
8. Radiation Protection/ALARA						

Example HCC Student Self Evaluation

1.On most ambulatory / walking, talking patients do you feel confident doing procedures that you have “comped” on by yourself / without direct supervision? Circle one.

ALL MOST SOME FEW NONE

2. List the procedures/situation you require the most help with or find most difficult at this time.

3. Goals: Please list in space provided goals for you in the upcoming term. One goal from each category:

A. Academic/professional

B. Clinical

C. Personal/ for yourself

4. Please add any additional comments which you deem important.

General Job Description of a Radiographer

Basic Function |

Using independent judgement, perform radiographic and fluoroscopic procedures utilizing a variety of radiology equipment in applying prescribed ionizing radiation to patients for diagnosis and treatment. Demonstrate knowledge of the principles of growth and development over the life span. Possesses the ability to assess the data reflective of the patients' status and interpret the appropriate information needed to identify each patient's requirements relative to their age-specific needs. The role of the radiology technologist is to ensure customer satisfaction, to support an atmosphere of respect and professionalism among other associates, including students from the school of radiography along with performing advanced imaging in surgery and fluoroscopy.

Specifications | Knowledge, Training, Work Experiences

1. Registered Radiographer (ARRT-R) in good standing or registry eligible. If not otherwise specified by the licensing body, the maximum allowable time to practice in a "registration pending" status is three months.
2. Active license required in radiography for the IEMA Division of Nuclear Safety
3. Excellent interpersonal and guest relations skills
4. AHA Healthcare Provider or Instructor BLS certification is required within 30 days of hire.
5. Must be a graduate from an accredited Radiography program

Principle Responsibilities |

1. Position patient and/equipment to efficiently obtain high quality radiographs and perform the proper views for each exam according to department protocol.
2. Under the direction a physician, administer appropriate contrast agents according to department protocol and maintain current knowledge of these agents and their indications/contraindication
3. Ensure appropriate consent forms are signed by the patient or responsible party for contrast procedures
4. Assist physician/students/technologists with radiologic procedures
5. Coordinate procedures with appropriate departments and personnel as needed
6. Utilize knowledge of anatomy and pathology in order to produce high quality images and select proper technical factors (i.e. boluses, filters) to obtain quality images. Use protective devices (i.e. aprons, gloves) to follow radiation safety guidelines. Also, review images and adjust technical factors or patient position to assist in diagnosis.
7. Ensure exams are completed in a prompt manner from receipt of requisition, imaging, and image handling for interpretation- on site and off site.

General Job Description of a Radiographer

8. Utilize effective patient care and communication skills to obtain optimum patient rapport.
9. Monitor patient condition and take appropriate action to ensure continuity of patient care.
10. Ensure patient comfort, safety and modesty throughout procedures.
11. Identify images with accurate, complete, and readable information (patient ID information, L/R, time, supine/upright, etc.)
12. Record patient history and exam information on the requisition as required (including in the electronic medical record); consistently monitor requisitions for completeness and accuracy of information.
13. Wears radiation dosimeter to assure compliance with ALARA standards
14. Ensure safety of other personnel and visitors required to remain in unshielded areas.
15. Use beam restriction devices consistently minimize radiation exposure to patients
16. Participate in routine call assignments
17. Participate in team efforts to reduce wait times, report turnaround times
18. Maintains cleanliness of rooms, equipment and other work areas
19. Perform clerical and receptionist tasks, including scheduling of exams and faxing results
20. Assist with the transportation of patients to and from the Radiology department as required.
21. Maintain security of patient records by logging off computer systems before leaving the area.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by the incumbents of this job. Incumbents may be requested to perform tasks other than those specifically presented in this description.

HCC RAD Program Advisory Committee Charter Template

PUPROSE

The Radiography Program (RAD) at Heartland Community College (HCC) collaboratively works with local and regional health care business and industry to ensure the program contributes to current community health care and occupational needs. The RAD Program Advisory Committee is one of the most effective methods of establishing and strengthening these partnerships. Advisory Committees are required by the Illinois Community College Board for all certificate and degree programs with an Occupational/Technical Instruction code (1.2).

Consistent with the program's mission:

The Heartland Community College Radiography Program is a two-year, associate degree program of education in diagnostic medical radiography. Program faculty are committed to excellence in the preparation of competent and compassionate graduates. The program's purpose is to provide each student with the knowledge, ability and attitude necessary for effective performance as an essential member of the health care team. The faculty and clinical staff strive to prepare the student in a timely manner as an entry-level staff radiographer and to instill a sense of ethical behavior, initiative, responsibility and professionalism. To ensure that these purposes are achieved, the student is offered a planned, integrated and relevant course of study. An atmosphere conducive to learning is maintained with the emphasis on individual progress, attention and encouragement. The faculty and staff strive to provide the guidance, motivation and preparation required for a successful career in radiography and service to the community.

As natural extensions of this mission, the goals of the radiography program are:

1. *Graduates will be employable and meet the needs of the healthcare community.*
2. *Students will demonstrate problem solving/critical thinking skills.*
3. *Students will be able to communicate effectively with faculty, peers, medical staff and patients.*
4. *Students will grow and develop professionally.*
5. *Students will demonstrate clinical competence.*

The program will assemble an Advisory Committee that will provide guidance to the development, maintenance, and progression of the RAD program in meeting the mission and goals.

HCC RAD Program Advisory Committee Charter Template

FUNCTIONS

1. Promote and assist in maintaining a quality Radiography educational program spanning K-12 to baccalaureate through expertise and/or resource support.
2. Provide a communication link between the HCC RAD Program and the business/industry community, including data sharing.
3. Review curriculum for currency and identify any needed modifications.
4. Assist in identifying work-based learning experiences and placement opportunities for both students and faculty.
5. Inform short-term and long-term program planning.
6. Provide input on equipment needs.
7. Assist in securing needed equipment.
8. Assist in developing competency assessments.
9. Provide input during program reviews.
10. Serve as a resource for speakers, site visits, fieldtrips, etc.
11. Assist in maintaining recognition by the Joint Review Committee on Education in Radiologic Technology.

MEMBERSHIP

1.Chair – HCC RAD Program Coordinator
2.Vice Chair – HCC RAD Program Coordinator Clinical Education (CCE)
3.Secretary – HCC Divisional Secretary
4.Program Faculty
5.HCC - Vice President for Learning and Student Success or designee
6.HCC – HHS Dean
7.HCC Advising / Admissions / Career Connections staff
8.Appointed Radiography Club Student Liaison or designee (second year student)
9.Alumnus of the Radiography program
10.Business/Industry content experts
a.Identified business/industry partners who we believe should have ongoing representation
b.Others from business/industry may serve to represent their personal or professional interest, but are not ongoing representatives of a specific business/industry partner
11.Secondary School representative(s)
12.University representative
13.Career Center representative
14.Continuing Education representative
15.Business/Industry human resources expert(s)

Members are replaced as needed due to vacancies on the committee

HCC RAD Program Advisory Committee Charter Template

ROLES & RESPONSIBILITIES

1. The Chair – HCC RAD Program Coordinator will host and facilitate the advisory meetings by:
   a. Setting meeting dates
   b. Developing and organizing agendas
   c. Facilitating meeting discussions
   d. Following up as necessary with committee members between meetings
2. Vice Chair – HCC RAD Program Coordinator Clinical Education (CCE)
   a. Assists Program Coordinator with above responsibilities
   b. Engages faculty and staff in implementing committee recommendations
3. Secretary – HCC Divisional Secretary
   a. Collaborative development and maintenance of membership directory with RAD Program Coordinator
   b. Collaborative development of meeting dates, times, location with RAD Program Coordinator
   c. Collaborative development of meeting agendas with RAD Program Coordinator
   d. Membership emails to include but not be limited to:
      i. Meeting date, time, location "Save the Date"
      ii. Dissemination of agenda to membership prior to the meeting
      iii. Dissemination of special announcements
      iv. Dissemination of meeting minutes
4. Committee Membership
   a. Fulfills roles identified in the section entitled FUNCTIONS.

HCC RAD Program Advisory Committee Charter Template

MEETING STRUCTURE

1.Committee will meet once in the spring and fall semesters or more often as needed.
2. Meetings will be conducted utilizing Robert's Rules of Order.
3. Meeting agendas will include:
   a. Welcome and Introductions
   b. Review and approval of previous meeting minutes
   c. Establishment of additional agenda items
   d. HCC Updates
   e. HCC RAD Program updates
      i. Operational
      ii. Faculty
      iii. Student
      iv. Budgetary
      v. Curriculum
      vi. Clinical Education
      vii. Program Assessment & Planning
      viii. Accreditation
   f. Information from non-HCC members (clinical partners, community liaisons, industry liaisons, students, etc.)

Participation

Members of the committee may participate in meetings through the use of conference telephone or similar communication equipment by means of which all persons participating in the meeting can hear each other, and such participation in a meeting shall constitute presence in person at the meeting.

Heartland Community College
RAD Program
Advisory Committee Charter
Originated: 3-15-18

Example Medical Exam Form

Heartland Community College - Health Programs Medical Exam Form

Return by designated deadline: Heartland Community College – HHS • 1500 W. Raab Rd. • Normal, IL 61761 • Fax: (309-268-7958)

Section 1 – Personal Information *Student completes this section.*

Student Name (Last, First, Middle):_____

Street Address:_____ Phone Number:_____

City, State, Zip:_____ Date of Birth:_____

HCC Student Email Address:_____@my.heartland.edu

Emergency Contact

Name:_____ Phone:_____

Relationship: ☐ Spouse ☐ Parent ☐ Other:_____

Section 2 – Health Self-Disclosure *Student completes this section.*

Do you have any health problems, illness, or disability that would interfere with your ability to perform safely in the classroom, lab, or clinical environment? ☐ Yes ☐ No

If yes, please explain:_____

Do you take any medications that would interfere with your ability to perform safely in the classroom, lab, or clinical environment? ☐ Yes ☐ No

If yes, please explain:_____

Do you have any allergies (food, drug, or environmental) or known rashes? ☐ Yes ☐ No

If yes, please explain:_____

Section 3 – Latex Screening *Student completes this section.*

	Yes	No	If yes, explain
Are you allergic to any foods, especially bananas, avocados, kiwi, or chestnuts?	☐	☐	
Do you experience rash, oral itching, swelling, or wheezing when exposed to these foods?	☐	☐	
Are you exposed to any products that contain latex, including gloves, at work?	☐	☐	
If you have had a rash on your hands after wearing latex gloves, how long after putting on the gloves did the rash develop?	☐	☐	
Have you ever had an allergic reaction of unknown cause, especially during a medical or dental procedure?	☐	☐	
Have you ever had swelling, itching, hives, shortness of breath, cough, or other allergic symptoms during or after blowing up a balloon, undergoing a procedure, using condoms, diaphragms, or following a vaginal or rectal examination?	☐	☐	
Have you ever had an allergic reaction to something in the healthcare environment?	☐	☐	

Medical provider recommendation if yes to any of the above:_____

Section 4 - Signature *Student completes and signs this section.*

The information I have provided is complete and accurate to the best of my knowledge, and I have attached all laboratory results. I understand that failure to complete this form correctly may jeopardize my participation in the clinical portion of this program.

Signature:_____ Printed Name:_____ Date:_____

Page 1 of 4

Example Medical Exam Form

Section 5 – Physical Examination *Medical provider completes this section.*

Height:_____ Weight:_____ BMI:_____ Vision:_____

Temperature:_____ Pulse:_____ Respiratory Rate:_____ Blood Pressure:_____

System Name	Normal Findings?	Comments/Description
Eyes	☐ Yes ☐ No	
Ears	☐ Yes ☐ No	
Nose	☐ Yes ☐ No	
Mouth/Throat	☐ Yes ☐ No	
Head/Face/Neck	☐ Yes ☐ No	
Breasts	☐ Yes ☐ No	
Lungs	☐ Yes ☐ No	
Cardiovascular	☐ Yes ☐ No	
Extremities	☐ Yes ☐ No	
Abdomen	☐ Yes ☐ No	
Gastrointestinal	☐ Yes ☐ No	
Endocrine	☐ Yes ☐ No	
Musculoskeletal	☐ Yes ☐ No	
Integumentary	☐ Yes ☐ No	
Renal/Urinary	☐ Yes ☐ No	
Reproductive	☐ Yes ☐ No	
Lymphatic	☐ Yes ☐ No	
Nervous System	☐ Yes ☐ No	

Additional Comments:_____

Section 6 – Functional Requirements *Medical provider completes this section AND* ***recommendations for latex screening (Section 3, page 1).***

Based upon your physical examination, is the student free of any restrictions in his/her ability to turn, push, and/or move heavy objects? If not, please explain:_____	☐ Yes ☐ No
Is the student able to see, hear, and feel adequately to practice a health care profession? If not, please explain:_____	☐ Yes ☐ No
Is the student free of any pathological conditions either physical or mental that would interfere with the practice of a health profession? If not, please explain:_____	☐ Yes ☐ No

Additional concerns:_____

Section 7 – Medical Examiner Verification & Contact Information *Medical provider completes and signs this section.*

I verify that I have reviewed this completed form with the student. I consider the student:

☐ Mentally and physically able to undertake this program. ☐ Not mentally and physically able to undertake this program.

Signature:_____ Printed Name:_____ Date:_____

Office Name: _____

Address: _____

City, State, Zip: _____ Phone: _____

Page **2** of **4**

Example Medical Exam Form

Heartland Community College – Clinical Education Participation Requirements
(Test Results, Immunizations, Other Required Documentation)

Section 8 – Tests/Immunizations *UPLOAD EVIDENCE OF YOUR IMMUNIZATION TO YOUR VIEWPOINT ACCOUNT*

A **Rubella Titer:** *(A rubella titer is mandatory. Neither MMR vaccinations nor titers satisfy this requirement.)*

Date:_____ Immune?

(upload results) ☐ Yes ☐ No

B **TDaP (Tetanus, Diptheria, and Pertussis)**

Date:_____

(within the last 10 years - UPLOAD RESULTS)

C **MMR (Measles, Mumps, and Rubella):** Student must provide documentation of 2 doses **OR** titers for both measles and mumps reflecting immunity.

Dose 1:____/____/____ Dose 2:____/____/____

(Upload Vaccinations)

OR

Titers *(upload results for both)*	Immune?
Measles ☐	☐ Yes ☐ No
Mumps ☐	☐ Yes ☐ No

D **Varicella (Chicken Pox):** Student must provide documentation of 2 doses **OR** provide a titer reflecting immunity.

Dose 1:____/____/____ Dose 2:____/____/____

(Upload Vaccinations)

OR ☐ Titer *(upload results)* Immune? ☐ Yes ☐ No

E **Hepatitis B:** Student must start the 3-dose process (complete at least one dose) by the designated due date, complete the 3-dose vaccination series, **AND** provide a titer reflecting immunity. If titer does not show immunity, student must repeat 3-dose process and titer.

Dose 1:____/____/____ (Started by designated due date)

Dose 2:____/____/____ (Due one month after Dose 1)

Dose 3:____/____/____ (Due 5 months after Dose 2)

(Upload Vaccinations)

AND ☐ Titer (Due 30 - 60 days after Dose 3) *(upload results)* Immune? ☐ Yes ☐ No

F **Tuberculosis Screening**: Student must upload documentation of **ONE** of the following: 1) a two-step tuberculosis skin test dated within the past year, 2) a one-step TB test from each of the past three years (for those who receive annual screening), 3) a QuantiFERON TB Gold test dated within the past year, or 4) a T-Spot test dated within the past year.

A chest x-ray demonstrating lack of symptoms is required if a student tests positive to tuberculosis.

Two-step TB Screening

1st Date:___/___/___ Result:_____

2nd Date:___/___/___ Result:_____

Annual TB Screenings

1st Date:___/___/___ Result:_____

2nd Date:___/___/___ Result:_____

3rd Date:___/___/___ Result:_____

QuantiFERON TB Gold

Date: :___/___/___ Result:_____

T-Spot

Date: :___/___/___ Result:_____

(Upload results to Viewpoint)

Chest x-ray conducted due to known positive TB skin test? ☐ Yes ☐ No Results: ☐ Negative for symptoms ☐ Positive for symptoms

(upload an official radiology report documentation)

Page **3** of **4**

Example Medical Exam Form

Section 10 – Ishihara (Color Blind) Test	*Medical provider completes and signs this section.*

Date:_____ Result:_____

I verify the above Ishihara (Color Blind) Test information is complete and accurate to the best of my knowledge.

Signature:_____ Printed Name:_____

Heartland Community College Radiography Program RELEASE OF INFORMATION

PRINTED NAME: _____

RELEASE OF PERSONAL INFORMATION FOR TEACHING PURPOSES

This section authorizes the faculty of the RAD program to utilize my HCC email and Canvas accounts to send and receive information. Faculty has my permission to issue information such as my phone number and email address to other students enrolled in the program for the purposes of notification regarding a school matter, such as in the event of cancellation of learning activities or if a fellow student needs to contact me.

Signature: _____ Date: _____

RELEASE OF STUDENT INFORMATION TO CLINICAL SITES

This section authorizes the faculty of the RAD program to furnish clinical affiliation sites with the following: date of CPR certification and MRI screening tool while enrolled in the RAD program. Additionally, students may be required to prove vaccination/health status, criminal background and/or drug screening results to a clinical site upon request. Failure to provide this information to the clinical site may result in removal of student from the clinical site.

Signature: _____ Date: _____

HANDBOOK RECEIPT RADIOGRAPHY PROGRAM

I have received my copy of the Heartland Community College "Radiography Student Handbook". I understand that it is my responsibility to read and be accountable for the material contained within. I am aware that it is my responsibility to ask questions about the contents of the Radiography Student Handbook and have those questions answered to my satisfaction.
The policies and procedures set forth herein may be changed from time to time as the Radiography Program officials determine appropriate. Addendums will be provided, which should be added to the handbook, as changes are approved. I understand that failure to follow any of the policies in the Radiography Student Handbook may result in my dismissal from the Radiography Program.

Signature: _____ Date: _____

Heartland Community College Radiography Program
STATEMENTS OF UNDERSTANDING

PRINTED NAME: _____

PHOTOGRAPH/VIDEO/DIGITAL RECORDING RELEASE FORM (marketing 2022)

The undersigned does hereby agree that Heartland Community College (HCC), its employees and agents have the unrestricted right to take photographs, capture video, and/or conduct digital recordings of me (and/or my family members under the age of 18 years identified below) for instructional purposes or publication, promotion, placement, illustration and advertising in any manner or in any medium. I hereby irrevocably release HCC, its employees and agents from any and all claims of liability relating to the use of such images, video, and/or recordings, and I waive my right to compensation for such use and any subsequent publication or transmission thereof.

Signature: _____ Date: _____

TRANSPORTATION

I understand that I am responsible for my own transportation to all clinical settings and any other educational opportunities arranged by the program including but not limited to seminars, conferences, clinical tours, and guest speakers at locations off campus.

Signature: _____ Date: _____

LAB PARTICIPATION/DEMONSTRATION STATEMENT OF UNDERSTANDING

I agree to fully participate in the lab portion of the Radiography Program. I understand that this requires hands-on participation and parts of my body will be touched by peers and faculty during demonstration and practice. No ionizing exposures will be taken. No invasive procedures will be performed on students.

Signature: _____ Date: _____

Heartland Community College Radiography Program
STATEMENTS OF UNDERSTANDING

PRINTED NAME: _____

PROFESSIONAL BEHAVIORS STATEMENT OF UNDERSTANDING

I agree that while enrolled in the radiography program I will treat my studies, campus labs, and clinical experiences as an employee would treat job responsibilities, recognizing that my instructor assumes the role of supervisor. I will attempt to learn the technical skills required of a Radiographer, but also strive to develop professional behaviors and attitudes.

Signature: _____ Date: _____

COMPETENCY BASED CLINICAL AGREEMENT

A radiography student may attempt to obtain competency for a radiologic exam/skill once the student has covered the specific material in the classroom/lab, been successfully tested on it, and feels confident in his/her technical and patient care abilities.

I understand that this policy means that I may not attempt any competency in clinical education on a procedure/skill that has not been covered in the following courses: RAD 111, RAD 112, RAD 121, RAD 122, and RAD 132 covering radiographic positioning and patient care.

Signature: _____ Date: _____

STUDENT IDENTIFICATION STATEMENT OF UNDERSTANDING

I understand that I must have my Heartland Community College Radiography student ID visible on my person at all times when in the clinical affiliates. I realize that I am also responsible for wearing any secure access tags given to me by the assigned clinical affiliate. If I do not have my clinical ID tag I will not be allowed to participate in the clinical setting. If IDs are lost, the student must let the Clinical Coordinator know immediately and pay the cost of replacement. I understand that I will surrender all ID tags used for the Radiography program upon either request of the program officials, clinical affiliate, withdrawal, dismissal or completion of the program.

Signature: _____ Date: _____

Heartland Community College Radiography Program STATEMENTS OF UNDERSTANDING

PRINTED NAME: _____

RADIATION DOSIMETER STATEMENT OF UNDERSTANDING

All radiography students are required to wear their radiation dosimeters during clinical visits, clinical education hours and in the campus lab. If the student does not have their radiation dosimeter with them, they will be sent home and will not be allowed to participate in those activities without it. I realize that if I (the student) misplace/lose my dosimeter that I must notify the Clinical Coordinator immediately and will not be allowed to participate in lab or clinical until I receive a replacement. Replacements are ordered at the students cost and may include a rush fee. This cost is charged to the student account. If I have an accidental exposure to my dosimeter, I will notify the program administration immediately. I also realize that dosimeter reports are given monthly verbally to me, posted in the radiography lab ICB1709 on campus, and available in writing upon request. Terminal reports are mailed to my address on file with the program and also kept as part of my permanent record with my transcript.

Signature: _____ Date: _____

STUDENT ACKNOWLEDGMENT OF PREGNANCY POLICY- All students
I have received instruction regarding my options should I become pregnant during the radiography program. I have read information documents dealing with pregnancy in diagnostic imaging. I have been informed that additional reading material is available from the Program Coordinator. Any questions concerning health risks to children of women exposed to radiation during pregnancy will be directed to the Program Coordinator. I understand that should I become pregnant, if I choose to inform the Program Coordinator of my condition, it must be in writing and then additional counseling and protective measures can be taken. I understand that choosing not to declare my pregnancy will absolve both the program and the clinical education settings of any responsibility from an assignment to a radiation area.

Signature: _____ Date: _____

Heartland Community College Radiography Program
STATEMENTS OF UNDERSTANDING

PRINTED NAME: _____

EMPLOYER EVALUATION OF GRADUATE

Per JRCERT standards, the program is required to conduct employer follow up studies. An employer questionnaire is available to review in the Program Coordinator's office. I hereby give my permission to the Heartland Community College Radiography Program to contact my employer(s) approximately six to nine months after graduation. I give my permission to my employer to complete the employer questionnaire.

Signature: _____ Date: _____

ARRT Ethics Review Committee Statement of Understanding

PRINTED NAME: _____

Any conviction, felony, or misdemeanor must be investigated by the ARRT Ethics Committee. A Heartland Community College prospective student should write to the ARRT Registry Ethics Review Committee regarding any conviction. At this time, The ARRT will require information about the student, the conviction, and how the student's conduct has been since the conviction.

The Heartland Community College Radiography program does not guarantee that if the student with a prior conviction does complete the two-year program, that the student will be able to sit for the registry.

The ARRT ethics committee is a group of individuals that will make the decision about student eligibility to take the Registry. Heartland Community College does not make that decision. It is only the ARRT Ethics committee that will make the final decision. If the student had any arrests and convictions since the conviction, these may not be favorable circumstances as the case is presented to the ARRT.

It is strongly recommended that a student admitted to the program who has a previous conviction should be a model student during the training period. All students are required to report ARRT ethical violations within 30 days. These new finding must be submitted to ARRT for review to allow continuation in the program. According to ARRT, failure to report violations is a felony charge that will prevent the candidate from being able to sit for the registry.

I have read the above information and understand its content.

STUDENT'S SIGNATURE: _____

DATE: _____

Heartland Community College Radiography Program STUDENT CONFIDENTIALITY AGREEMENT

I, (Print Name) _____, acknowledge that my signature below indicates the following:

1.I agree to abide by the standards and the related program policies and procedures designed to comply with the laws and regulations to protect the privacy and security of patient information.
2.I understand no patient, employee or other confidential business information is to be discussed in public areas such as hallways, elevators, shuttles, cafeteria or lobbies.
3.I understand that, during the course of my clinical assignment, I may come in possession of confidential information including, but not limited to, patient or employee information; that such information will be kept in the strictest confidence and will not be used or disclosed (shared) except for the sole purpose of my assignment. This includes posting on social media.
4.I understand that photocopying of patient information is strictly prohibited.
5.I understand that I must ensure that any information that I am permitted to remove should not contain any individual patient identifying information (including but not limited to name, initials, address, clinical number, admissions number, social security number, etc.). In addition, I understand that the information should be disposed of in a secure and confidential manner using a cross-cut shredder.
6.I understand that only authorized healthcare providers may divulge laboratory, medical or surgical findings to a patient or their designated care providers.
7. A violation of confidentiality related to patient care, or the clinical setting is subject to immediate dismissal from the program, per the Radiography program handbook.
8.I understand that the College reserves the right to revise, add, change or update the documents I received and related policies and procedures as may be required from time to time.
9.I agree to submit this signed Agreement to a member of the Heartland Community College Radiography faculty responsible for my education in the Radiography Program.

STUDENT'S SIGNATURE: _____

DATE: _____

Heartland Community College - Radiography Program
This is signed upon admission/re-entry and annually by all students in the radiography program.

GLOSSARY

Clinical Coordinator of Education (CCE): organizes and directs the clinical experience of the radiography students. This position is held by a faculty member who also has teaching responsibilities.

Clinical Preceptor/Staff: an ARRT registered Technologist working in the clinical site. This does not include "Limited License" or "Registry Eligible" Technologists. Also referred to as "Tech" or "Technologist" in this handbook.

Onsite Clinical Lab Facilitator: an ARRT registered Technologist employed by the clinical site, working on behalf of Heartland Community College in a role to provide a positive environment for student learning and instructional support to faculty in the Radiography Program. Serve as a resource person to Radiography students 2 hours per week of each semester when first year students are scheduled to be in the clinical setting (if available)

Campus Clinical Lab Facilitator: an ARRT registered Technologist employed Heartland Community College in a role to provide a positive environment for student learning and instructional support to faculty in the Radiography Program. Serve as a resource person to Radiography students 2 hours per week of each semester when first year students are scheduled to be in the lab setting.

Direct Supervision: the JRCERT defines direct supervision as student supervision by a qualified practitioner who: reviews the procedure in relation to the student's achievement; evaluates the condition of the patient in relation to the student's knowledge; is present during the conduct of the procedure; and reviews and approves the procedure and/or image. Students must be directly supervised until competency is achieved.

Electronic Device: any device that can be used to access the internet, post to social media, initiate and receive phone calls, send text/multimedia messages, instant messaging, record audio and/or video, ability to take pictures. This list includes but is not limited to: cell phones, tablets, laptops, e-readers, recorders, smart watches, and other technologies as they develop. Electronic communication can present a violation in patient privacy.

Geriatric Patient: as defined by ARRT "at least 65 years old and physically or cognitively impaired as a result of aging".

GLOSSARY

Head Clinical Preceptor: **an actively ARRT registered Technologist employed by the Clinical setting and possesses a valid IEMA License. Designated by the Radiography Program Officials and Management of the Radiography clinical setting who has more student responsibility. They serve as a liaison between technologists, students, and Radiography program officials and/or faculty. Also serving as a member of the clinical education committee.**

Indirect Supervision: **the JRCERT defines indirect supervision as that supervision provided by a qualified practitioner immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the physical presence of a qualified practitioner adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use.**

Joint Review Committee on Education in Radiologic Technology (JRCERT): **the only accrediting body recognized to accredit educational radiologic technology programs. We are seeking accreditation by the JRCERT (also known as JRC), so we follow many of their policies.**

Mock Registry: **a simulated exam(s) for the ARRT credential exam. This is used to gauge student progress within the Radiography curricula. They vary in length depending on the vendor and are used throughout the program.**

Navigate: **program used by HCC to communicate between student services, faculty, and others related to students needs and/or performance challenges.**

Pediatric Patient: **a patient is considered pediatric when six years-old or less.**

Program Director: **also known as the program coordinator, is the administrator of the program, responsible for day-to-day operations, and creates and enforces policies with input from other faculty members. This position is held by a faculty member who also has teaching responsibilities.**

RAD Tech Bootcamp: **online software system utilized during instructional courses and registry review prep in final semester. CT bootcamp is also included in this computer program for the students enrolled in the program.**

GLOSSARY

Success Coach : academic support coach is available to help a student navigate academic and personal obstacles and get back on the path of success. They are located in SCB2400 and appointments are made through the students myHeartland account.Success Academic support coaching is utilized during the radiography program to assist in maximizing student success. Due to the intense pace and challenging material involved in the course work students may work with academic success coaches during the two-year program.

Trajecsys: secure web based clinical tracking software used by the program to document clinical time/attendance, evaluations, objectives, and competency requirements of the students. It is a required element for all students in the clinical portion of the program. www.trajecsys.com

Viewpoint: secure web based student screening platform used by the program to document healthcare and other screening requirements of the students. It is a required element for all students in the program. www.ViewpointScreening.com