

**SOUTHWEST TENNESSEE  
COMMUNITY COLLEGE  
RADIOLOGIC TECHNOLOGY PROGRAM**

**Student Handbook**

## **EEO/Title IX/Section 504/ADA**

Southwest Tennessee Community College and the Radiologic Technology Program do not discriminate based on race, sex, color, religion, national origin, age or disability. This policy extends to employment by, admission to, or educational opportunities and benefits provided by the College.

Inquiries concerning EEO, Title IX, the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 should be directed to the EEO Officer. For specific information on services for students with disabilities, refer to that section. Southwest is an affirmative action/equal opportunity college. It is committed to the education of a non-racially identifiable student body.

Failure to read this publication does not excuse students from the requirements and regulations described herein.

## Contents

EEO/Title IX/Section 504/ADA .....	2
Content.....	3
Institutional Mission Statement.....	8
Radiologic Technology Program Mission .....	10
Program Goals and Outcomes .....	10
Accreditation.....	12
Notice to Students .....	13
Preface .....	14
Introduction .....	16
Philosophy of the Program .....	17
Organization Chart.....	18
Academic Professionalism .....	19
Classroom, Clinical, & Laboratory Demeanor .....	19
Parking .....	20
Instructional Methods.....	20
Attendance .....	20
Punctuality .....	21
Evaluation .....	21
Program Grading Policy.....	22
Dismissal Policy .....	23

Testing Policy .....	26
Readmission .....	26
Academic Guidance and Academic Counseling.....	27
Grievance and Complaint Procedures.....	28
Student Records .....	28
Transfer Policy.....	29
Due Process.....	29
Practicum Issues and Academic Issues .....	30
Health Services/Insurance .....	26
Pregnancy Policy .....	27
Pregnancy/Radiation Safety Protection Verification Form .....	30
Liability (malpractice) Insurance .....	35
Criminal Background Checks .....	35
Weather/Emergency Closings.....	35
Accident & Emergency Procedures .....	36
Jury Duty .....	36
Medical Appointments.....	36
Additional Costs .....	36
Transportation/Confidentiality .....	37
Withdrawal from the Program.....	38
Refunds .....	39

Conduct.....	39
Academic Expectations .....	39
Discrimination .....	44
Harassment .....	45
Process for Discrimination and Harassment .....	46
JRCERT Standards.....	47
Additional Complaints.....	48
ASRT Code of Ethics .....	49
Practicum Education Procedures, Policies, Guidelines .....	51
STCC Radiology Practicum Education.....	51
Practicum Education Plan .....	54
Practicum Attendance Policy .....	55
Absences .....	56
Practicum Make up Policy.....	57
Unauthorized Presence.....	57
Dress Code .....	59
Electronic Communication.....	60
Radiation Monitors .....	61
Radiation Protection Procedures .....	62
Radiation Safety .....	64
Excessive Radiation Exposure Policy .....	65

Documentation of Miriom Insatdose Badge Readings Over 10 mR.	66
Use of Energized Labs .....	67
Practicum Behavior .....	67
Practicum Procedures .....	70
The Practicum Plan .....	72
Trajecsys Record .....	74
Practicum Assignment Guidelines.....	74
Student Responsibilities.....	75/76
Practicum Grading.....	77
Infection Control .....	78
Communicable Diseases .....	80
Unusual Incident Reporting .....	84
COVID 19 Guidelines .....	84
Practicum Supervision Policy .....	85
Practicum Course Outlines.....	87
Practicum Supervision Acknowledgement Form .....	106
Handbook Acknowledgement Form .....	107
Course Sequence .....	108
Radiology Energized.....	110

You forfeit your chance for life at its fullest when you withhold your best effort in learning. When you give only the minimum to learning you receive only the minimum in return. Even with your parent's best example and your teachers' best efforts, in the end it is your work that determines how much and how well you learn. When you work to your full capacity, you can hope to attain the knowledge and skills that will enable you to create your future and control your destiny. If you do not, you will have your future thrust upon you by others. Take hold of your life, apply your gifts and talents, and work with dedication and self-discipline. Have high expectations for yourself and convert every challenge into opportunity.

-The National Commission on Excellence in Education

The Radiography Program reserves the right to make any revisions, deletions or additions to the Policies or procedures which, in the opinion of the Program Officials and/or Southwest Tennessee Community College, serve the best interest of the Program and its students.

Revised 08/15/2023 TFJ

## **Institutional Mission Statement**

Our mission is to provide the citizens of Shelby and Fayette counties and the surrounding Mid-South region with a high quality and affordable post-secondary education that prepares them for associate degrees, future educational opportunities, and successful employment.

As a comprehensive, open-access, culturally diverse, public two-year college, Southwest is committed to meeting the educational needs of individual students, communities, and employers through credit and non-credit instruction using both distance learning technology and traditional campus-based classes. Southwest promotes student success in a supportive teaching and learning environment designed to raise educational levels, promote work readiness skills, enhance career advancement, prepare for university transfer, and enrich personal lives.

To fulfill its mission, the college provides:

- University parallel courses and programs leading to Associate of Arts, Associate of Science and Associate of Fine Arts degrees that meet the requirements of the first two years of a baccalaureate degree.
- Career technical curricula leading to employment-related certificates and Associate of Applied Science degrees.
- Continuing education, workforce development, and public service programs for community citizens and businesses.
- Learning support programs for academically disadvantaged students.
- Highly qualified full-time and adjunct faculty in all academic programs and disciplines.



- Student support services that assist both students and alumni with their attainment of educational and career goals.
- Student learning enrichment through honors programs, service-learning activities, tutoring, library services, cultural events, international studies, and extracurricular activities.
- Administrative and financial services that support student enrollment, faculty and staff employment, college management, and organizational development.
- Institutional partnerships and activities that advance community relations, public awareness and support, resource development, and inter-institutional collaboration and articulation.
- Physical facilities and learning environments that are modern, comfortable, secure, and technically advanced for student, employee, and public use.
- Assessments of institutional effectiveness to ensure continuous improvement; and
- Campus culture that promotes diversity, learning, and student success.

Southwest Tennessee Community College is committed to the education of a non-racially identifiable student body and promotes diversity and access without regard to race, gender, religion, national origin, age, disability, or veteran status.

Southwest Tennessee Community College is a member of the College System of Tennessee under the governance of the Tennessee Board of Regents.

## **Radiologic Technology Program Mission**

Radiologic Technology Program's mission is derived from that of Southwest Tennessee Community College whose mission is to anticipate and respond to the educational needs of students, employers, and communities in Shelby and Fayette counties and the surrounding Mid-South region. This program offers an opportunity to develop skills necessary to assure comprehension, application, and evaluation of clinical information; competent clinical proficiency; and acceptable professional behavior in their roles as medical radiographers. Upon completing degree requirements, students may sit for the national certification examination administered by the American Registry of Radiologic Technologists. To fulfill its mission, the college offers associate degrees, certificates, and courses to prepare students for employment, career advancement, personal enrichment, and college and university transfer.

### **Program Goals and Outcomes:**

In support of its mission statement, the program has established the following goals and outcomes:

**Goal:** Students will be qualified, competent, entry-level radiographers.

#### **Student Learning Outcomes:**

Students will demonstrate proper patient positioning

Students will select appropriate radiographic techniques

Students will practice radiation protection.

**Goal:** Students will apply critical thinking and problem-solving skills.

**Student Learning Outcomes:**

Students will be able to adapt positioning for trauma patients.

Students will demonstrate problem-solving skills for non-routine imaging scenarios.

**Goal:** Students will communicate effectively orally and in writing.

**Student Learning Outcomes:**

Students will demonstrate oral communication skills

Students will practice written communication skills.

**Goal:** Students will outline a plan to develop and remain current in professional practice.

**Student Learning Outcomes:**

Students will identify the roles and benefits of professional organizations.

Students will recognize professional ethics and obligations.

## **Accreditation**

Southwest Tennessee Community College is accredited  
by: Commission on Colleges.

Southern Association of Colleges and Schools

1866 Southern Lane

Decatur, Georgia 30303-4097

404-679-4501

## **Notice to Students**

It is the Radiologic Technology student's responsibility to read this manual, be knowledgeable of its contents and adhere to the policies, regulations, rules, and guidelines stated herein.

The program and the college reserve the right to modify the contents of this manual as conditions demand. Timely notification will be provided to students when modifications and changes are instituted.

College-wide academic and student affairs policies apply to all enrolled students of Southwest. These policies, also, may be modified as deemed necessary. Please consult the Southwest Community College Catalog and the Student Handbook and become familiar with these policies and procedures.

## Preface

Southwest Tennessee Community College offers a two-year Associate of Applied Science Degree in Radiologic Technology, designed to provide students with the basic knowledge and principles required of entry-level radiologic technologists.

Students who successfully complete all program and college requirements for graduation are eligible to sit for the national certification examination administered by the American Registry of Radiologic Technologists (ARRT).

Information concerning this organization and the examination it administers are available at its web site ([www.arrt.org](http://www.arrt.org)).

Candidates for the ARRT examination must comply with the “Rules of Ethics” in the ARRT Standard of Ethics. This includes, but is not limited to, compliance with state and federal laws. A conviction of, or plea of guilty to, or a nolo contendere plea to a crime that is either a felony or is a crime of moral turpitude must be investigated by the ARRT to determine eligibility.

Individuals who have been convicted of, or plead guilty to, or nolo contendere plea to a crime may file a pre-application with the ARRT to obtain a ruling on the impact of their eligibility for examination. The individual may submit the pre-application any time after the first day of attendance in the professional phase of an accredited educational program. This process may enable the individual to

avoid delays in processing the application for examination that is made at the time of graduation. The pre-application must be requested directly from the ARRT. Submission of the pre-application does not waive the application for examination fee, the application deadline, or any other of the application procedures.

Students accepted in the Southwest Radiologic Technology program are regarded as mature, responsible individuals seeking a formal education in the radiologic sciences. They are not considered employees of the program's designated practicum education facilities.

## **Introduction**

This Radiologic Technology Student Manual has been developed as a supplement to the Southwest Tennessee Community College Catalog, web site ([www.southwest.tn.edu](http://www.southwest.tn.edu)), Student Handbook, etc. Radiography students are responsible for understanding and adhering to the policies, rules, regulations, and guidelines stated therein. Any student needing clarification concerning the content of these documents should contact a member of the Radiologic Technology Program faculty.

This manual has been prepared to facilitate your introduction to the Radiologic Technology Program. On the pages that follow you will find important information about the College and the program, as well as a summary of practicum policies and procedures that affect you as a student.



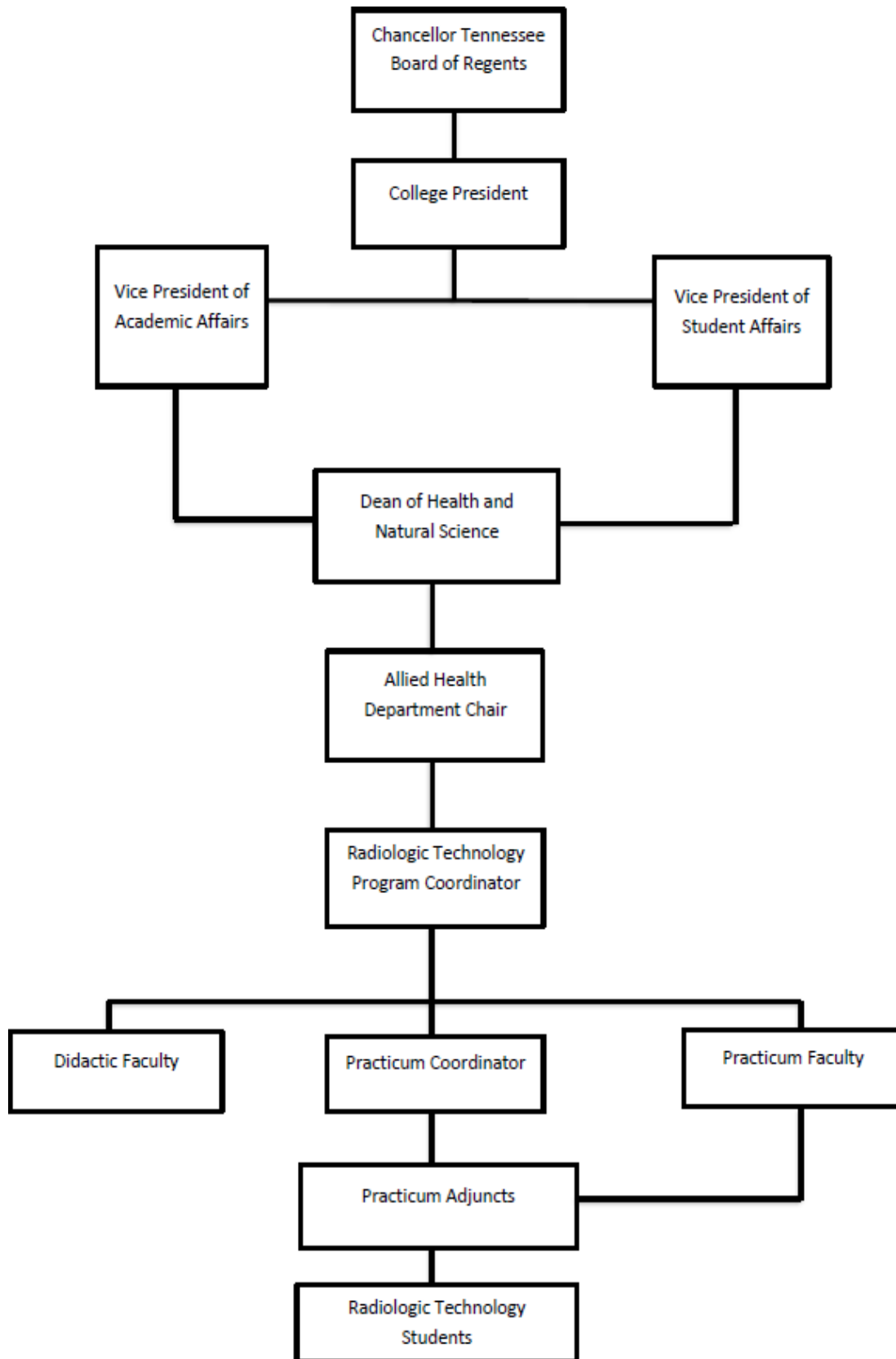
## **Philosophy of the Program**

The Radiologic Technology Program faculty believes that learning is a dynamic, lifetime growth process. An attempt to facilitate this process, the faculty attempts to integrate the natural sciences, behavioral sciences, and humanities with the body of knowledge specific to radiography.

The faculty recognizes that characteristics and needs of allied health students change as society changes, and therefore attempts to foster an environment for discovering, integrating, and disseminating knowledge related to the health care concerns of society.

Through faculty guidance, support, and motivation, students are provided an opportunity to develop professional commitment, accountability, autonomy, leadership, and communication skills to meet healthcare needs of individuals, families, and groups.

The Radiologic Technology Program faculty recognizes the sanctity of individual rights. Therefore, all students are assured of equal treatment, and all students shall have the right to review all records maintained by the program which pertain to him/her. Any decision made concerning the student shall have the right of appeal as outlined by program and college policies.



## **Academic Professionalism**

As participants in a professional education program, radiologic technology students are expected to conduct themselves in a professional manner during all classes, labs, and clinics. Academic professionalism includes respect for the faculty and the rights of other students, prompt attendance for all classes and practicums, and avoidance of any behavior which disrupts or interferes with academic proceedings. Radiologic technology students are expected to exhibit mature and responsible behavior. Justification of nonprofessional behavior or attitudes based on the assumption that “someone else does it” is not acceptable. Development of professional attitudes and ethical standards is a part of the education process.

## **Classroom, Practicum, & Laboratory Demeanor**

Students interrupting the learning environment by behaving in an unprofessional manner during lecture, lab or practicum sessions may be dismissed from the session. Re-admittance is at the discretion of the instructor.

## **Parking**

Parking on the campus is available for an annual fee paid to Southwest. Parking is restricted to the designated areas. Parking at practicums is the responsibility of the student.

## **Instructional Methods**

Most classroom presentations are conducted in the standard lecture/discussion method. The content of each academic course is broken down into units of study with written objectives given to students for each unit. A variety of audio visual and electronic aids are used to augment instruction when appropriate. Readings

and other assignments may also be assigned. Written objective tests follow the completion of each unit and comprehensive exams may also be given. The dates of final exams are announced in advance following the college wide schedule.

The radiographic lab has 4 radiographic units capable of full simulations of standard radiographic procedures. The instructor supervises students as they participate in lab activities.

A computer lab with a variety of computer assisted instructional programs and practice tests is available for student use. This lab is used as part of course requirements and is open to students between 8:00 A.M. and 4:00 P.M., Monday through Friday when there is no conflict with other classes.

All required and recommended textbooks for radiologic technology courses are available at the college bookstore. Many of these books are used in more than one course. Because of this and because of the need for study references in preparation for the ARRT certification exam, students are advised to keep all their books for future reference.

Additional educational resources are available through the Southwest Tennessee Community College Library.

## **Attendance**

The attendance policy for didactic courses is determined by course instructors. This policy will be published and discussed on the first day of class of each semester. Attendance policy for practicum courses is uniform within the program. This policy is published in each Student Radiography Practicum Handbook and in the practicum education portion of this manual.

College students are capable of mature judgment and are accountable for their own decisions. The decision on whether to not to attend class ultimately rests with the student. However, it should be kept in mind that the classroom is the center of instruction, and it is the place where reference information is discussed, supplemented, given proper emphasis, and clarified.

It should also be understood that radiologic technology classes cannot be made up and when a student is absent, the learning experience is lost. Absences may seriously affect the students' final grade.

Students are expected to attend every class session and practicum rotation. If unavoidable circumstances occur, students are expected to call or leave a message on the individual instructor's voice mail to report absences or late arrivals before they occur. Each faculty member has a voice mail system so that you may leave a message if there is no answer. The student may also text the STCC practicum instructor.

If you are to be absent from a practicum assignment you must also notify the practicum instructor at your assigned practicum site before you are scheduled to begin your assignment for the day.

## **Punctuality**

Punctuality is also important. Students must arrange to be in class and practicum on time. If parking lots or traffic cause delays in arrival, then additional time should be allowed to avoid such problems. Not only is information missed by arriving late, but also it is disruptive and a discourtesy to the instructor and other classmates to enter a class late. Again, each instructor sets this policy and advises students that this policy will be in effect

at the time the class syllabus is handed out. This only applies to didactic courses, as practicum attendance policy is established for ALL practicum assignments.

## **Evaluation**

Evaluation techniques and tools have been developed to encompass all areas of the curriculum. Examinations based on course objectives are generated by the faculty. Sources for evaluation items include faculty, textbooks, workbooks, laboratory manuals, students' input, and registry review materials.

Laboratory skills, practicum competency and affective domain competencies are evaluated as a part of the practicum assignment. Documents are designed to identify students' strengths and weaknesses, thus providing useful feedback for further development. The plan for completion of practicum competencies is included in the student radiology practicum handbook for each radiologic practicum course and in the practicum section of this manual. This practicum material is given to students at the beginning of each practicum course.

## **Program Grading Policy**

The Radiography Program requires a full day of commitment. Generally, students must be willing to commit to program participation between the hours of 8:00 am and 4:00 pm 2 - 5 days per week for didactic courses. For the fall and Spring semester, your practicum education will follow the same time frame. During the summer sessions of the second year, students are required to register for practicum courses scheduled from 8:00 am- 4:00 pm or 1 pm to 9:00 pm Monday through Friday. At no time is the student required to devote more than 40 hours per week to the educational program.

Students must successfully complete all the radiologic technology (RADT prefix) courses with a grade of “C” or higher (78%). If a student receives a grade lower than a “78%” in any RADT course, he/she may not continue in the program this includes the Practicum courses.

Students may apply for readmission to the program according to published procedures.

The following grading scale is used for all didactic courses in the program:

A = 92-100

B = 85-91

C = “78”-84 (Lowest Passing Grade in all RADT Courses)

D = 70-77

F = Below 70

## **Dismissal Policy**

Students in the Southwest Radiography Program should understand that they will be held to a high standard of ethical and professional conduct. A student may be dismissed from the program if academic and/or practicum standards are not met. The following are examples of behavioral expectations violation of which may result in dismissal:



1. Violations of rules, regulations, and/or policies of the student's assigned practicum education site.
2. Possession and/or distribution of alcohol, illegal narcotics/drugs, or controlled substances, as well as a positive drug test administered by the school or any of the program's practicum affiliates.
3. Reporting to class or practicum under the influence of alcohol, illegal narcotics/drugs, or controlled substances.
4. Malicious destruction or theft of property of Southwest Tennessee Community College, or of a practicum site.
5. Refusal to comply with the Programs policies and/or requirements.
6. Habitual absences (see attendance policy).
7. Academic dishonesty.
8. Sleeping in a scheduled practicum education shift.
9. Unprofessional or unethical conduct
10. Overt threats, acts of personal violence, or mistreatment of patients, personnel, and others involved in the educational process.
11. Unauthorized possession of weapons.
12. Gambling on premises.
13. Participation in any activity which could or does lead to disruption of the care of patients or personnel.
14. Dishonesty (stealing or deliberate falsification of records).
15. Divulging confidential information.

16. Insubordination, refusal to accept performance assignments or use of profane or obscene language towards personnel, patients, or faculty.
17. Disorderly conduct.
18. Any gross negligent, careless, or willful act that may result in personal injury or personal damage.

## **Testing Policy**

While each instructor is responsible for stating their test makeup policy in the course syllabus, there are general policies that apply to testing for the Radiologic Technology Program. Students that feel they are unable to attempt a test on the scheduled date due to extenuating circumstances must discuss the situation with their instructor prior to attempting the test. Once a student has been given a test that test score must stand.

Students that hand in an incomplete test and leave the classroom may not return to the classroom to complete it. It is the student's responsibility to make sure they have completed the entire test.

## **Readmission**

A student withdrawing from the program or dismissed from the Program for academic reasons may be considered for readmission the following year.

Students dismissed for disciplinary violations may not be eligible for readmission, depending on the nature of the violation. To re-enter the program, the student must contact the Program Coordinator 60 days prior to the first day of registration for that term. Space must also be available in the practicum sites.

### **To be eligible for re-admission the student must:**

1. Comply with the procedures for regular admission.
2. Submit an essay stating that the conditions which led to the academic dismissal and indication that these reasons no longer exist, and the student is now prepared to make satisfactory progress in the program.
3. Submit a letter and the above statement to the Program Coordinator.

Readmission to a specific class will be offered on a “space available” basis only. Those requesting readmission will be considered in the order in which the letters are received. Students who are denied readmission because of lack of practicum space may reapply the following year. The Program Coordinator will respond in writing to all formal requests for readmission. Students that are dismissed from the program a second time are not eligible for readmission.

### **Academic Guidance and Academic Counseling**

Each student at Southwest Tennessee Community College is assigned to an academic advisor. Once admitted to the Radiologic Technology Program, a member of the program faculty will serve as your faculty mentor for the duration of the program.

## **Grievance and Complaint Procedures**

A formal process for resolving complaints/grievances has been established.

Processes for academic and disciplinary appeals are outlined in the Southwest College Catalog and the College Policy Manual. Procedures and timelines must be followed. Failure to do so may result in loss of the right to appeal. Students should always discuss the issues in question with the involved parties (i.e., instructor, practicum instructor, etc.) before initiating this process.

### **The appropriate sequence of review is:**

1. Instructor or practicum coordinator
2. Program Coordinator Radiologic Technology
3. Allied Health Department Chair
4. Health and Natural Science Division Dean

The final appeal for all matters will reside outside the program.

## **Student Records**

All records pertaining to students shall be maintained in accordance with the Federal Family Educational Rights & Privacy Act of 1974. All records are considered confidential and will not be revealed to any unauthorized person without the student's knowledge and written consent. Students may review any record which pertains to them with advanced notice in the program coordinator office during regular office hours.

## **Transfer Policy**

Transfer students from other accredited college-based Radiologic technology Programs will be considered for advanced standing only after evaluation of courses completed at that institution. Limited license courses are not considered for advance placement. Space must also be available in Southwest's practicum.

## **Due Process**

If at any time a student has evidence that he/she has been evaluated or disciplined unfairly in the academic or clinical setting, he/she may exercise his/her right of due process. The procedure is outlined below. Each step of the process from initiation to resolution must be completed within a maximum of 5 days.

For alleged violation of regulations related to the program:

1. Consult with the faculty member or practicum instructor and attempt to resolve the issue.
2. If a resolution is not reached, submit a written summary of the issue to the next in the chain of command.
3. That individual will investigate the situation and decide, communicating that decision to both parties within 5 days.
4. The student may then proceed up the chain of command using the same time frame until a final resolution is reached.

## **Practicum Issues and Academic Issues\***

Facility Technologist

Facility Adjunct Instructor

Practicum Instructor of Record or Course Instructor\*

Southwest Practicum Coordinator

Southwest Program Director

Allied Health Department Chair

Division Dean

Students' Academic Appeals Committee

Disciplinary infractions covered in the Southwest Student Handbook must follow the procedure outlined in that publication.

Individual test grades **MAY NOT** be appealed. Decisions concerning individual test scores reside solely with the instructor of record.

## **Health Services/Insurance**

Prior to enrollment in radiography courses, students must submit documentation verifying that established technical and health standards have been met. The standards include health evaluation by a physician, a series of laboratory tests that indicate freedom from infectious diseases, background checks and a negative drug screen.

Southwest Tennessee Community College does not provide student health care services. However, the college has established procedures for dealing with medical emergencies, including transportation to local hospitals in case of accident or severe illness.

If a medical emergency arises at a practicum, the student is responsible for obtaining care through the emergency department of the facility to which he/she is assigned. In all cases, the student is solely responsible for all expenses incurred.

The student is strongly encouraged to purchase health insurance at his/her own expense if not covered by parents' or spouse's plan.

### **Pregnancy Policy**

Notification provided to program officials regarding pregnancy is voluntary. However, if a student wishes to notify the program of a pregnancy, it must be done in writing. The student is required to follow federal guidelines regarding occupational exposure for the pregnant radiation worker. A copy of this publication is available in the office of Dr. Thaddeus Wilson, Radiation Safety Officer. Once written notification is received, the student must then follow the procedure outlined below:

1. Written notification received by the program.
2. The student and practicum instructor will meet with the radiation safety officer to discuss concerns, possible issues, and ramifications.



3. The student must choose from the options below:

a. Continue in the program throughout the pregnancy.

- All didactic courses and clinical competencies must be completed as scheduled.
- Appropriate accommodations will be made to assure fetal protection as outlined in federal guidelines.
- The student must review and implement radiation safety practices as outlined by the radiation safety officer.
- The student will be provided an additional radiation monitoring device as stipulated in federal guidelines.

b. Withdraw from the program (With this option, the student may reenter the program at the corresponding point during the next cohort unless program capacity will be exceeded.)

4. The practicum coordinator will maintain all documentation relating to decisions and requirements related to the pregnancy.

5. A second Mirion badge to be worn at the waist will be issued.

6. Dose limits for pregnant students will be monitored according to guidelines established by the National Council on Radiation Protection and Measurements. Monthly limit of embryo-fetus exposure is 50 mrem (0.5mSv). The total equivalent dose to the embryo/fetus during the entire period of pregnancy shall not exceed 0.5 rem or 500 mrem (5 mSv).

7. In all cases, the school requires that radiation doses to the student as well as to the unborn child shall be maintained, “As Low As Reasonably Achievable (ALARA)”.
8. At any time, a student may retract their declaration of pregnancy by providing written documentation to the Program Coordinator or Practicum Coordinator.

# Pregnancy/Radiation Safety Protection Verification Form

I verify by my signature below that:

1. I have voluntarily notified the Southwest Tennessee Community College Radiography Program of my pregnancy.
2. I have been advised by the Radiation Safety Officer regarding to protective measures as well as the risks associated with radiation exposure to the fetus. I have also been advised of and have read the appropriate federal guidelines regarding the declared pregnant radiation worker.
3. I have been advised by the Radiation Safety Officer that I should wear an additional radiation monitor for radiation dose to the fetus and I agree to wear such monitor at the level of the pelvis.
4. It has been explained to me that by wearing a 0.5mm lead equivalent protective apron, that the dosage to the abdomen/pelvis can be reduced by more than 88% at 75KvP. It has also been explained to me that a lead apron with 1.0 mm of lead equivalent should be worn when the beam is over 75 kVp.
5. I have had the opportunity to discuss questions concerning radiation safety during my pregnancy with the Radiation Safety Officer. Furthermore, I understand that should additional questions arise, I should consult the Radiation Safety Officer.
6. I understand I have the option to withdraw this declaration at any time.

\_\_\_\_\_ I do understand the risks involved to the fetus and me during my pregnancy regarding pregnancy-related radiation safety. I elect to remain in the program and to adhere to the requirements stated.

\_\_\_\_\_ I do understand the risks involved to the fetus and me regarding pregnancy-related radiation safety. I elect to withdraw from the program. I also understand my readmission to the next program cohort is dependent upon space available.

---

Print Student Name

---

Student Signature

Date

---

Department Coordinator

Date

## **Liability (malpractice) Insurance**

Each student is required to purchase medical liability insurance through the college, which has contracted with an independent insurance carrier. Fees for malpractice insurance will be collected with tuition and fees for the Fall Semesters. All registration and insurance fees must be paid before a student may begin practicum assignments. Time lost due to non-payment of fees will be considered unexcused.

## **Criminal Background Checks and Drug screen**

All students must pay for a criminal background check and drug screen prior to beginning practicum rotations. Based on the results of these checks, an affiliated practicum may determine not to allow your presence at their facility. If a student is not allowed at their assigned clinical setting the program does not guarantee placement at a different facility. This could result in your inability to complete the requirements of the program. Additionally, a criminal background may preclude licensure or employment. More information is available from the Program Coordinator.

## **Weather/Emergency Closings**

In the event of college closing any or all facilities because of inclement weather, every effort will be made to inform students as early as possible in advance of the closing. Announcements will be relayed to the local radio and television stations by a designated college administrator. Such announcements will also be posted on the College's public web site. ([www.southwest.tn.edu](http://www.southwest.tn.edu)).

## **Accident & Emergency Procedures**

While in the practicum environment, students are responsible for acquainting themselves with the accident and emergency policies and procedures of the site. Orientation to these policies and procedures will be available during the initial site orientation by the practicum technologist. In addition, if the student is involved in an accident at the practicum, it must be reported immediately, in writing, both to the college faculty assigned to the practicum section and to the program coordinator. A copy of the site Incident Report completed at the practicum must be provided to the Program Coordinator.

## **Jury Duty**

Official notification of jury duty must be provided to the Practicum Coordinator upon receipt.

## **Medical Appointments**

Students should schedule medical/dental appointments on non-practicum days. Exceptions to this requirement must be approved in advance.

## **Additional Costs**

Additional costs to radiologic technology students include, but may not be limited to the following:

- medical malpractice insurance
- criminal background checks
- practicum uniforms, shoes, lab coats
- initial health evaluation, lab tests, drug screen
- Basic Life Support (CPR) certification

- transportation between the college and practicums
- parking at practicum
- practicum student radiology handbook and supplies
- school patches for uniforms
- radiology textbooks and electronic resources

## **Transportation**

Students are responsible for providing their own transportation to and from Southwest Community College and to and from your assigned practicum facility. No transportation will be provided by the college or college faculty.

## **Confidentiality**

All hospital and patient records are confidential in nature. Students are expected to maintain the confidentiality in a professional manner. Failure to adhere to privacy laws is grounds for dismissal and may result in criminal prosecution by the practicum facility where the violation occurred.

## **Withdrawal from the Program**

Students have the right to withdraw from the program or from the college at any time. However, withdrawal may have a serious effect on a student's financial obligations. Non-attendance of classes does not constitute withdrawal and will result in a grade of "F" being assigned if all conditions of withdrawal are not met. These policies, dates and deadlines are set forth in the college catalog.

Students accepted into the Radiologic Technology program may not withdraw from individual courses, since the program is offered as a cohort. The only option is withdrawal from the program. Radiologic Technology students are encouraged to consult with program faculty before withdrawing from any course. Students who withdraw from the program must reapply for the next class according to established procedures.

## **Refunds**

Refund policy and dates are set by the college administration. These are published in the college catalog or on the web site.

## **Conduct**

All students at Southwest Tennessee Community College are expected to behave in an ethical and moral fashion, respecting the human dignity of all persons and to resist behavior that may cause harm or endanger others. While a student's commitment to honesty and personal integrity is assumed and expected, health care professionals commit to an even greater standard of care in this area due to their commitment to patient care. Students in the Radiologic Technology Program promise to discharge the duties of their discipline in accordance with the high standards outlined in the American Society of Radiologic Technologists Code of Ethics.

## **Academic Expectations**

Southwest students recognize their responsibilities to the learning process and agree to

- Arrive for class punctually and attend class regularly.
- Acquire the necessary materials for class and come to class prepared.
- Identify and use all academic support services necessary to achieve learning success.
- Observe the standards of academic performance described by the instructor.



- Abide by the standard of conduct established in the classroom to ensure freedom of the instructor to teach and freedom of others in the class to learn.

Southwest faculty members are committed to student success and will:

- Define the content and goals (objectives) of the class.
- Describe expectations and class requirements.
- Describe how the student will be evaluated.
- Be good role models.
- Display integrity

Southwest faculty post office hours and are available for individual consultation outside the classroom during office hours or during scheduled appointment times.

Southwest students are expected to assume full responsibility for their behavior and will be held accountable for their individual and/or collective actions. There are two areas of academic misconduct to include:

- Academic dishonesty
- Disruptive behaviors

## **Academic dishonesty includes cheating and/or plagiarism.**

Cheating includes:

Knowingly discovering or attempting to discover the content of an examination before the examination is given. Obtaining or attempting to obtain or use an unauthorized device or material when taking an examination. Using or attempting to supply another with an unauthorized device or material for an examination. Willfully receiving or supplying any aid not authorized by the instructor Intentionally sharing information or working together in an academic exercise when such collaboration was not approved by the instructor. Plagiarism includes:

- Representing to be his/her own, any work which is not the product of one's own effort or study, if the work will affect one's grade, credit, or status in the class.
- Using another person's or a group of persons' words or ideas without clearly acknowledging the source of that information, resulting in the false impression that the work is one's own individual work.
- Plagiarism may be either deliberate or unwitting; that is, it is the responsibility of the student to know what constitutes plagiarism so that ignorance is not a legitimate defense against a charge of plagiarism.

Academic sanctions for the above are penalties imposed by an instructor in response to a student's academic misbehavior and may include, but are not limited to, lowering a grade, assigning extra work, giving a re-test, or assigning a grade of "0" on an assignment or course.

The instructor has the primary responsibility for control of classroom behavior. Certain behaviors are disruptive to the learning process and are prohibited. These include:

#### Use of Electronic Devices

The following behavior is disruptive:

1. the use of electronic devices (cellular phones, text messaging devices, iPods, MP3 players, laptops, etc.) during class
2. unexcused exits.
3. leaving to retrieve sodas, snacks, or other items.
4. leaving class to engage in a conversation, phone, or person-to-person.
5. leaving class before class is finished for any reason without prior permission.
6. Non-Permitted Communication during Classroom Instruction
7. talking before being recognized by the instructor.
8. talking while the instructor is talking.
9. talking without permission during classroom instruction
10. mimicking and consistently repeating an instructor's words.
11. Overt Inattentiveness

12.sleeping in class or practicum

13.reading a newspaper

14.any other behavior that prevents others from concentrating on classroom instruction

The following behaviors are not only disruptive but are so objectionable, they are strictly prohibited:

1. Engaging in these behaviors may also result in temporary and/or permanent expulsion from the classroom:

2. Personal Attacks

Personal attacks are prohibited and include:

1. questioning an instructor's authority in front of the class

2. continuing to insist on speaking with an instructor during classroom instruction.

3. telling an instructor to "shut-up."

4. engaging in abusive or mean-spirited criticism of an instructor or another

## **Threatening Behaviors**

Threatening behaviors are prohibited and include:

1. abusing an instructor or another student verbally by cursing or by extremely loud talking directed at any person.
2. threatening to physically harm an instructor or student through verbal or body gestures.
3. intimidating through body gestures/posture or persistent staring at an instructor or student.

## **Discrimination**

It is the intent of Southwest Tennessee Community College to be free of discrimination regardless of sex, race, color, religion, ethnic or national origin, age, sexual orientation or gender identity, disability, or any other protected status. Southwest will not tolerate harassment of any faculty member, staff, or student. Southwest condemns any acts in its academic or work environments that create the potential for illegal harassment, both in terms of individual faculty members, staff or student morale and in violation of applicable federal, state and local laws.

## Harassment

Sexual harassment is illegal discrimination that creates an unpleasant, hostile, disrespectful, unfair work environment. All claims of harassment will be taken seriously to maintain a workplace that complies with the law and is free from offensive behavior of a sexual nature. Sexual harassment is behavior based on gender, sexuality, sexual identity or person that prevents or impairs their full realization of educational or occupational opportunities or benefits. Not every act that might be offensive to an individual or a group will be considered harassment. Whether the alleged conduct constitutes sexual harassment depends on the record as whole and the totality of circumstances, such as the nature of the conduct or the sexual advances in the context within which the alleged incident occurs. Harassment does not include verbal expressions or written materials that are relevant and appropriately related to course subject matter or curriculum.

Racial harassment is defined as any person's conduct which unreasonably interferes with an employee's or student's status or performance by creating an intimidating, hostile or offensive working or educational environment.

Harassment regardless of race, color, or national origin, includes offensive or demeaning treatment of an individual, where such treatment is based on prejudiced stereotypes of a group to which that individual may belong.

Consensual relationships are intimate relationships between faculty members and students which are strongly discouraged due to the inherent inequality of power in such situations. These relationships could lead to undue favoritism or the

perception of undue favoritism, abuse of power, compromised judgment or impaired objectivity.

## **Process for Discrimination and Harassment**

Any employee, student or applicant for employment who believes he/she has been the subject of, has been notified about or has observed sexual harassment as defined in this policy should report the alleged conduct immediately to the Title IX Coordinator. This procedure does not cover academic matters including grades or requirements for acceptance/retention in any academic major or program.

### **Title IX Coordinator**

**Tameka Perry**

**Director of Equity and Compliance**

**737 Union Avenue, Memphis, TN 38103**

**Parrish Building - Room 221**

**(901) 333-5005**

**[equityandcompliance@southwest.tn.edu](mailto:equityandcompliance@southwest.tn.edu)**

To appeal assignment of a course grade the student believes is based on discrimination, the student should file a Grade Appeal form which is available through the offices of Deans and Department Coordinators.

The College encourages the resolution of all grievances at the lowest level in the most equitable way possible.

## **Additional Complaints**

It is the goal of the Radiography Program at Southwest to provide a safe and positive environment that is conducive to learning. Complaints or problems outside of the realm of the grievance committee, such as classroom temperature, building safety and lighting, classroom waste baskets, etc. should be brought to the attention of the appropriate instructor or personnel. If a satisfactory resolution is not reached, then the Program Director should be contacted. If necessary, the student may proceed up the chain of command by contacting the Department Chair, the Dean of Health and Natural Science, the Vice President of Academic or Student Affairs and then the College President.



## **ASRT Code of Ethics**

1. The radiologic technologist conducts herself or he in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.
2. The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The radiologic technologist delivers patient care and service unrestricted by concerns of personal attributes or the nature of the disease or illness, and without discrimination regardless of sex, race, creed, religion, or socio-economic status.
4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts uses equipment and accessories consistent with the purpose for which they were designed and employs procedures and techniques appropriately.
5. The radiologic technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice forth profession.

7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the health care team.

8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.

9. The radiologic technologist respects confidences entrusted in professional practice that respects the patient's right to privacy and reveals confidential information only as required by law or to protect the welfare of the individual or the community.

10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.

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## **The practicum component of the Southwest Tennessee Community College**

**Radiologic Technology Program** utilizes a competency-based system designed to provide students with necessary knowledge and skills for successful entry into the field of radiography. Specific details are provided in each Student Practicum Manual, but, in general, competency is assured by mastery at several levels:

1. Classroom instruction in anatomy, positioning, and procedures in the classroom. Verification of required knowledge must be documented.
2. Documentation of “pre-comps” prior to procedure evaluation attempt.
3. Documentation of procedure evaluations prior to competency evaluation.
4. Documentation of final competency.

### **STCC Radiology Practicum Education**

Your practicum education begins with classroom and x-ray lab instructions in anatomy & physiology, with the positioning the standard procedures along with practicum education. The apprentice training in the practicum setting is a competency basis for your positioning skills. These skills will be discussed in detail during the fall semester and sequentially for the entire radiology program.

Practicum education is divided into 6 semesters for the completion of a total of 60 or more competencies by the end of practicum VI. Practicum hours are 8:00 am to 12 noon or 12 noon to 4 pm during both fall and spring semesters and 8:00 am to 4:00 pm or 1: 00 pm to 9:00 pm for both summer semesters.

Your practicum days will start in fall with M, W or T, R morning during the first year of the program, summer practicums are M-F, and practicum V and VI are M, W,F or T,R,F.

Practicum attendance is considered mandatory, and the rules and expectations are strictly enforced. The practicum absence will be fully disclosed in the first week of fall semester.

The dress code will be enforced as prescribed in this handbook.

You are not allowed to have cellphones and other electronics in the practicum setting, although you will see technologist using theirs.

Mirion Radiation monitors (instadose) are worn on your collar area while in practicum or lab areas. You will learn the ALARA principles and practice radiation protection in the practicum rotations.

We will explain student responsibilities, practicum behavior, competency expectations, procedures and practicum grading in depth starting in the first fall semester.

You will begin with a practicum competency documented online in Trajecsys. As a student in the radiologic technology program, you must produce verifiable documentation of your practicum attendance and accomplishments by maintaining your Trajecsys record. This will be started in the fall semester. You will bring a 1" notebook plus 5-tab dividers on the first day of the fall semester to start this process.

You will learn radiation safety and infection control before you can go to practicums. Some practicums have documentations that must be completed so you can be accepted to rotation through that facility.

A copy of our course curriculum is follows in this handbook.

Although you legally do not have to reveal pregnancy status, it is advisable to let the practicum coordinator know so we can obtain a fetal instadose should you decide to remain in the program during the pregnancy. Everything above will be explained with complete detail in the fall semester during the appropriate course.

## **Practicum Education Plan**

Southwest's practicum education plan is semester-based. Each semester, the student will master specific objectives and competencies for each practicum assignment. There are six (6) practicum courses in the program.

### **First Year**

RADT 1260 Radiographic Practicum I September-December

RADT 1270 Radiographic Practicum II January-April

RADT 2460 Radiographic Practicum III May-June

### **Second Year**

RADT 2470 Radiographic Practicum IV July-August

RADT 2380 Radiographic Practicum V August-December

RADT 2390 Radiographic Practicum VI January-May

Fall and Spring first year practicums meet two days per week from

8:00 am—12:00 Noon or 12 Noon—4:00 pm

Fall and Spring second year practicums meet three days per week from 8:00 am -

12:00 Noon or 12 Noon—4:00 pm

During the summer terms, practicums meet from 8:00 am---4:00 pm

or 1:00 pm -9:00 pm Monday through Friday.

## **Practicum Attendance Policy**

Because of the importance of the practicum education experience, students must attend all practicum assignments as scheduled in accordance with the following guidelines:

1. Students must attend the sections for which they have registered.
2. Students are expected to adhere to dress code regulations at all practicums.
3. Students are expected to sign in at the beginning of each practicum day. Falsification of practicum records or attendance records is a serious offense and will result in dismissal from the program.
4. Students are expected to be present at their assigned areas or stations at 8:00 am, ready to begin their assignment.
5. Students are expected to remain in their assigned area for the duration of their practicum time. In cases where the workload is light in an assigned area, reassignment to other areas may be made only by the approved practicum supervisor or a member of Southwest's faculty.
6. The performance of the tasks related to the Radiography profession includes potentially strenuous physical skills to include, but not limited to, heavy lifting/moving patients and equipment utilizing proper body mechanics.
7. Any student with a problematic injury and that cannot perform the physical task in the practicum setting will still adhere to the attendance policy of make-up time that "no more than 8 hours can be made-up" will be enforced.
8. Funeral leave for a student will also adhere to the attendance policy of make-up time that "no more than 8 hours can be made-up" will be enforced.

9. Students may not be dismissed from practicums assignments by any person other than a member of the Southwest Radiologic Technology faculty.

10. Students are not permitted to attend practicums on unscheduled days and times.

11. Time spent in practicums as an employee may not be used as a substitute for program practicum rotations.

## **Absences**

Students are expected to promptly notify appropriate individuals of all absences. These absences must be reported as follows:

1. Notify the instructor of your practicum section.
2. Notify the practicum technologist/supervisor at the practicum.
3. These notifications must occur no later than (8:00am).
4. If a student fails to notify both the instructor and practicum supervisor, he/she must meet by appointment with the instructor of record prior to returning to the practicum.

Punctuality is important. Habitual tardiness is not acceptable. Late is late. While traffic delays may occasionally be unavoidable, most late days are not traffic related.

**1. Three late days will count as one day's absence and must be made up in accordance with the make-up policy.**

**2. Late arrivals of 30 minutes or more will be counted as an absence and must be made up in accordance with the make-up policy.**



**3. Leaving before the end of a scheduled practicum without permission of the Southwest instructor of record is a serious offense and will be dealt with accordingly.**

### **Practicum Make up Policy**

- ❖ One absence in practicum is allowed without penalty.
- ❖ All other absences must be made up as a part of the practicum requirements.
- ❖ All make up days must be scheduled after the scheduled last day of class each semester.
- ❖ Absences beyond the 8-hour limit will result in a grade of “F” being assigned to the practicum. “F” grades are not acceptable for continuation in the program.
- ❖ Absences caused by extenuating circumstances may be considered by the instructor of record on an individual basis. (Extended illnesses, death of an immediate family member may be considered.)

6. Students must schedule make up time with the practicum instructor of record at least one week prior to exam week. After a definite date has been scheduled as make up, the student must notify the practicum technologist at the facility.

### **Unauthorized Presence**

A student’s presence in a practicum setting under the following conditions will constitute an unauthorized presence at the practicum.

1. A student is present in an assigned practicum outside the assigned practicum education hours.
2. A student remains at the practicum education site after suspension from the practicum education course by a member of the Southwest faculty.

3. A student remaining at the practicum after dismissal from the facility by supervisory, administrative, or security officials of the practicum.

An unauthorized presence, such as unlawful trespassing at the practicum will result in immediate suspension from the Radiologic Technology Program, pending a disciplinary hearing on the student's case. The student may also be prosecuted by the practicum facility under criminal charges.

No student will be assigned to a practicum where he/she is employed. It is the student's responsibility to notify the program of such employment.

If a student seeks medical attention at a practicum, such a presence will not constitute an unauthorized presence.

## Dress Code

Students of Southwest's Radiography Program are viewed as its representatives and should always present a neat and tidy appearance. The following attire is acceptable:

- Galaxy blue scrubs, or smock-style top
- If a jacket is worn, it must be a galaxy blue lab coat –no sweaters, sweatshirts, or jackets of any kind.
- Students' tops must have a Southwest radiology program patch – if a lab coat is worn it must have a patch.
- White low heeled hospital shoes or all white conservative tennis shoes
- White socks
- No sweatshirts or t-shirts
- No street clothes type blouses or tops
- No hospital scrubs unless in surgery rotation
- Southwest College IDs are required at all practicums. Your name should be visible all the time.
- Uniforms are to be freshly cleaned and pressed, not wrinkled.
- Shoes are to be kept clean all the time (including shoelaces) when in the practicum.
- Avoid excessive and large jewelry.
- Long hair should be restrained.
- Facial hair must be kept clean and neatly trimmed.
- Long fingernails are not acceptable. **No false fingernails of any kind: no shellac, gel, acrylic, silk, wrapped, nail tips, or nail appliques may be worn.**
- No perfume or cologne may be worn at practicums.
- Tattoos are to be covered up and not visible at practicums.

If a member of the Southwest faculty is approached by a practicum official concerning the dress of a student, the faculty member will enforce the desires of the practicum. That is, the college will suspend the student from the practicum until the student can present himself/herself dress in acceptable attire. Practicum hours missed because of removal from a practicum must be made up according to established make up policy.

## **Electronic Communication**

No telephones or other electronic communication devices may be utilized by students in the practicums. Students may not use computers or phones in the practicums for any reason other than those required for business.

Students are reminded that while some practicum affiliates may be lenient in allowing their employees to carry phones, school policy forbids the use of cell phones in the practicum. Students reported using their phones during practicum hours will receive a written warning. This includes texting and browsing the internet. A repeat offense will result in a grade of "F" for practicum for the semester and subsequent dismissal from the program.

**Students will be allowed to use practicum computers or personal phones to use Trajecsys student record for arrival, departure, evaluation, and competency documentation.**

## **Mirion Instadose Radiation Badges**

Each student is responsible for wearing his/her Mirion instadose badge while in practicum areas and while in the x-ray lab on campus. Students will not be allowed to participate in practicum and lab activities without monitoring devices. Mirion instadose badges are to be worn outside the lead garment at the student's collar level. Failure to wear the current radiation monitor as described above will result in suspension from practicum education until the student can present himself/herself with the current monitor worn in the proper manner. Attendance credit will not be allowed unless the Mirion Instadose Badge is not worn during practicum education. Damage to or loss of a radiation monitor must be reported to a Southwest faculty member and to the Radiation Safety Officer. The cost for replacing a lost monitor (\$25.00) will be the responsibility of the student. Students are responsible for instadose reading at the first of each month. Each student must assume the responsibility of instadose readings. Records of cumulative radiation exposure are maintained in the instadose record. The radiation safety officer will contact the Practicum Coordinator of Southwest's Radiologic Technology program for doses above 10 mR/month. The practicum coordinator is responsible for notifying students of their radiation exposure.

Radiation monitors must be submitted to the Instructor of Record at the final practicum conference of the sixth semester. Failure to comply with this requirement will result in the assignment of “I” in lieu of a final grade. The “I” grade is counted toward satisfactory academic progress for financial aid purposes, graduation, and prohibit the student from being eligible to take the registry exam.

## **Radiation Protection Procedures**

Students are required to exercise accepted radiation protection practices that follow the ALARA philosophy (to keep radiation exposure As Low As Reasonably Achievable). At no time may a student participate in a procedure utilizing unsafe radiation protection practices.

Southwest Tennessee Community College Radiologic

Technology students:

- Are not permitted to hold patients while an exposure is occurring.
- Are not permitted to be exposed to or stand in the primary beam.
- Will apply the principles of time, distance and shielding.
- Will wear a Southwest issued Mirion instadose badge on the collar outside the lead apron.

- Will never leave their Mirion instadose badge inside the radiographic room.
- Must never remain in the radiographic room while the exposure is being made without practicing proper radiation protection.
- Must always wear a lead apron when performing mobile (portable) radiography.
- Will not wear a Mirion instadose badge at times other than when participating in practicum or x-ray labs.
- Must always stand behind a lead barrier when making an exposure.
- Will always maximize the use of collimation.
- Will never make a radiographic exposure while the door of a radiographic room is open.
- Will provide radiation protection for the patient (when appropriate).
- Will follow pregnancy guidelines when applicable.

## **Radiation Safety**

Personnel must be completely within the control booth and observe through the leaded window when the x-ray tube is activated.

Immobilization procedures or devices are to be used whenever possible for patients who cannot cooperate or when the examination requires strict motion control. Personnel must never hold or support a patient or cassette during exposure. Gonadal shields are to be used on patients if the presence of the shield will not obscure clinically significant information. Personnel operating mobile equipment are responsible for the safety of themselves and others in the immediate area of ionizing radiation. As a minimum requirement, personnel will: wear a lead apron and provide lead aprons for hospital personnel assure that only the patient is in the primary beam stand as far from the patient and the tube as possible during exposure, consistent with performance of the examination remove all other individuals to a minimum distance of six (6) feet from the patient during exposure. Collimation is to be used to restrict the primary beam to the area of interest. Grids are to be used only when specifically indicated. Protective apparel is to be worn by personnel conducting or assisting in fluoroscopic examinations. Doors to radiographic and fluoroscopic rooms are to be closed during all radiologic exposures.

**Any film repeated by a student radiographer must be completed under the direct supervision of a technologist.**



## **Excessive Radiation Exposure Policy**

Both the Radiation Safety Officer and the Practicum Coordinator will review the monthly radiation reports for exposure. If a student or school employee has a radiation badge reading over 10 mR for any month, the following procedure will be followed and documented:

- The student or school employee will meet with the program coordinator explaining the rationale of the meeting and concerns of over exposure.
- The individual will meet with the practicum coordinator to determine possible reasons for over exposure.
- The practicum coordinator will make recommendations to prevent future overexposure.

The process will be recorded in the form on the following page.

# Documentation of Mirion Instadose Badge Readings Over 10 mR

## Radiologic Technology Program

STUDENT \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

PRACTICUM SITE \_\_\_\_\_

Mirion Instadose Badge Reading \_\_\_\_\_ mR for the month of \_\_\_\_\_.

If a student's radiation badge reading is over 10 mR for any month, the following procedure will be followed and documented.

1. Discussion between student and program coordinator concerning reason and concerns of over exposure.
2. Discussion with the practicum coordinator concerning possible reasons for over exposure.
3. Recommendations made by the practicum coordinator to prevent future overexposure.

POSSIBLE REASON AND RECOMMENDATIONS:

## **Use of Energized Labs**

The school has four energized labs. These labs are for use during class time, under the supervision of the course instructor. Fall and spring semesters will include x-ray lab evaluation of practicum skills. At no time are students to make exposures unless a qualified radiographer/instructor is readily available. Should a student make an unauthorized exposure they will be given a written warning. A subsequent offense will result in dismissal from the program.

**Please note;** at no time, ever, is a student or technologist to expose another human being to ionizing radiation in the Southwest Tennessee Community College radiology lab. Such actions will result in immediate of dismissal from the radiography program. See Lab Policy attachment.

## **Practicum Behavior**

Respect for health-care professionals should be extended to hospital personnel. Common sense dictates that you demonstrate respect, concern, and courtesy to all patients and their families in a professional and diplomatic manner.

Patients are present in the practicums due to some medical problem and sometimes do not understand exactly what all this means. If some patients appear upset, irritable, or difficult, there is probably some a good reason. Patients sometimes need your help and understanding. Always remember to introduce yourself to the patient and, if appropriate, explain what you are doing while working with him/her. The equipment you are using may be massive and may look frightening to a patient. Never question the reason a technologist performs an examination in the presence of a patient.

Question the technologist in private concerning why he/she chose to do what he/she did. You will be directly responsible to the technologist with whom you are working. If the technologist asks you to perform an examination in a certain way, do it the way you are told. The technologist is also responsible for what you do, and there is most likely a good reason why it must be done the way you have been requested. If appropriate, ask your instructor for his/her advice.

**In the clinical education settings please observe the following:**

- Upon arrival at the practicum, use Trajecsys to record the area assigned, time of your arrival, and the date.
- Do not leave the practicum area without the knowledge of the practicum technologist and the practicum supervisor.
- If it becomes necessary to leave the practicum, obtain permission and inform the practicum instructor and the supervisor in your area.
- During periods of inactivity, simulation of examinations and studying for didactic classes is acceptable. Novels or crafts are not appropriate in the practicum areas.
- At no time, for any reason leave a patient unattended on an examination table.
- Breaks and lunch will be scheduled by the practicum supervisor.
- Do not gather and have social conversation in the patient area. Most practicums have an area or lounge is provided for this.
- Upon departure from the practicum, use Trajecsys to record and document the time of your departure.

- Signing in and out may not be done by proxy. Students may not perform this activity for each other. It must be done by each student. Falsifying your attendance record is grounds for dismissal from the program.
- Most practicums are designated as smoke free. No smoking is permitted when working around patients.
- Food and drink are generally not allowed in patient areas. There may be designated areas for them.

## **Practicum Procedures**

Practicum education is divided into semesters that complement class work. Each semester, practicum objectives and responsibilities are assigned. Practicum objectives are designed to allow the student to attain practicum competency.

Before the student will be allowed to begin the practicum competency process, he/she is required to demonstrate a cognitive level of knowledge by successfully completing didactic testing. Once the didactic component has been successfully completed, the student may then proceed with the psychomotor phase of competency. This phase includes observation, assisting, procedure evaluations, and competency evaluations.

Students must be supervised with direct supervision until competency has been demonstrated.

The parameters of direct supervision are:

- a technologist reviews the request for examination in relation to the student's achievement.
- a technologist evaluates the condition of the patient in relation to the student's knowledge.
- a technologist is present during the conduct of the examination.
- a technologist reviews and approves the radiographs.

After the student has demonstrated competence, examinations may be performed with indirect supervision. Indirect supervision is that supervision provided by a technologist immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the physical presence of a technologist adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use. Specifically, portable radiography requires that a technologist accompany all students when patients are outside the imaging department. In support of professional responsibility, for the provision of quality patient care, for radiation safety, all unsatisfactory radiographs, regardless of the student's level of competence, must be repeated with the technologist present in the room. Failure to comply with this requirement will result in serious consequences.

## **The Practicum Plan**

### **RADT 1260 Practicum I**

Minimum competencies 3

Maximum competencies 15

Students must demonstrate mastery of processing procedures and administrative functions required for efficient operation of a radiology department. Based on didactic instruction, competency requirements are limited to chest, abdomen, and upper and lower extremities. A student's practicum rotation will determine the availability of examinations.

### **RADT 1270 Practicum II**

Minimum competencies 5

Maximum competencies 15

Based on didactic instruction, competency requirements may include upper and lower extremities, vertebral column, digestive tract, urinary tract, and thorax. Portable chest, abdomen, and extremities may be included.

### **RADT 2460 Practicum III**

Minimum competencies 7

Maximum competencies 20

Continued Competencies 5



### **RADT 2470 Practicum IV**

Minimum competencies 7

Maximum competencies 20

Continued Competencies 10

These summer assignments require are daily 8-hour assignments in which students are to complete competency requirements and gain valuable practical experience. Additional competencies to be demonstrated include trauma and surgical procedures.

### **RADT 2380 Practicum V**

No Minimum competencies required.

Maximum competencies 20

Students continue to gain competency in digestive and urinary tract procedures, portable and surgical procedures. Additional competencies to be demonstrated include cranial studies, some “special examinations (i.e. myelography, ERCP, hysterosalpingography).

### **RADT 2390 Practicum VI**

Practicum VI assignments include final competency evaluations and completion of program and ARRT requirements. The final competency evaluations provide the program with information utilized in verifying that the requirements for ARRT eligibility have been met, including computed tomography of head and abdomen. Included in this course are limited rotations in other imaging modalities (MRI, Angiography, etc.) deemed appropriate. This practicum rotation may require that students be assigned to multiple sites housing those modalities.

## **Trajecsys Record**

Students must maintain a Trajecsys record documenting practicum education activity. All radiographic examinations observed, assisted, and performed must be recorded in Trajecsys. Your Trajecsys record should be current and be available at all practicum times. You will also maintain an ARRT/ Radiology Program Competency form.

## **Practicum Assignment Guidelines**

Students will be scheduled at practicums by the Program Practicum Coordinator. Rotations within each practicum will be scheduled by the facility technologist or facility supervisor. Students without an established competency for the exam in progress will remain under direct supervision of a technologist. Students with an established competency for the examination in progress may be under indirect supervision of a technologist who is available in an area directly adjacent to the radiographic room and available for immediate assistance to the students. This includes all portable radiography.

**ALL REPEAT RADIOGRAPHS MUST BE PERFORMED IN THE PRESENCE OF A TECHNOLOGIST (UNDER DIRECT SUPERVISION).**

First year students are scheduled only in the general diagnostic section of the department. Other imaging modalities and special procedures are scheduled during the second year. Students are expected to provide services to patients and to the department, as necessary. However, continuous, and extended assignment as patient transporters and clerical personnel will not be made.

Copies of student rotation schedules are available at each practicum and in the radiology department at the college.

## **Student Responsibilities**

Specific objectives to be met are included in individual student practicum manual. However, these general responsibilities are outlined for your information.

Room preparedness and organization are major factors in expediting procedural activities and coping with minor or major emergencies as they occur. To familiarize you with the basic need of a radiographic room, the following list of student responsibilities has been prepared.

## **Student Responsibilities:**

- Identify and become familiar with the location of linens and radiographic accessory items.
- Check and replenish the stock of linens and disposable items at the start and conclusion of each practicum day.
- Help keep the radiographic room, accessory equipment, dressing rooms and adjoining restroom clean and neat.
- Change the linens after each patient.
- Use appropriate cleaning material after each patient as required by department policy.
- Become familiar with patient dress requirements for common room related studies.
- Keep patients well covered and all doors closed out of respect for privacy.
- Complete clerical requirements associated with department procedures.
- Know the location of emergency equipment and supplies.
- Know how to summon help.
- Know the location of the machine's master switch.
- Be courteous and considerate to patients and their families all the time.
- Be responsible for all technical assignments given by practicum supervisors.
- Assist with all duties assigned in the practicum area.
- Do not leave the assigned area without the knowledge of practicum supervisors.
- Know how to prepare solutions/contrast materials necessary for examinations.

## **Practicum Grading**

Practicum education courses are evaluated as “A, B, and C.”

All practicum courses must be completed with a minimum grade of “78” to be eligible to continue in the program.

**The final practicum grade is determined by student compliance with the following:**

1. Attendance
2. Mirion Instadose Badge Results
3. Completion of Tennessee Clinical Placement Exam each fall.
4. Completion of myclinicaexchange for students going to ROH rotation.
5. Completed practicum education objectives.
6. Trajecsys Record for practicum documentation and evaluations
7. Completed practicum education assignments.
8. Completion of Trajecsys records
9. Completion of critical thinking scenarios

All items must be completed with a satisfactory rating to receive the “78” or better for the course. If one of the items is not satisfactorily completed, the grade may be result in LOWER than 78 points.

## **Infection Control**

Medical and surgical aseptic techniques are to be used while in the practicum education sites for the well-being of patients, clients, personnel, and students.

Infection control policies and standard precaution procedures may be specific to individual practicums. These policies and procedures will be reviewed by each facility to which students are assigned. Students are required to have certain laboratory tests performed upon acceptance to the program. These results, with the permission of the individual, become a part of the student's record for future reference. All medical records are strictly confidential and will not be released to anyone without the individual's written authorization.

**The following general policy on infectious diseases is established for faculty and students in the Radiologic Technology Program.**

1. Students will be taught the precautions and practices to be taken to prevent the transmission of infectious diseases. These learning activities will take place during the first semester of the student's program of study. The student will satisfactorily demonstrate skill in standard precautions prior to assignment to a patient or client.

2. Standard precautions will be followed in all practicum areas and campus laboratories.

- Blood and body fluids precautions: blood and body secretions shall be considered infectious in all cases.
- Life threatening conditions: patients should be aerated with Ambu-bag rather than mouth to mouth.

- Care/disposal of equipment and specimens in special containers
  - ❖ Needles
  - ❖ Blood and other specimens
  - ❖ Soiled linens
  - ❖ Surgical/invasive patient care equipment

Individuals involved with health care-giving services who know they are infected with a communicable disease are ethically and legally obligated to conduct themselves responsibly in accordance with the following protective behaviors:

1. Seek medical advice.
2. Follow college and/or other agency guidelines when involved in direct patient care.
3. Be knowledgeable about the practical measures to prevent transmission of infectious disease.
4. No specific or detailed information concerning complaints or diagnosis will be provided to individuals without the expressed, written permission of the individual in each case.

## **Communicable Diseases**

Radiology personnel may be exposed to a wide variety of microorganisms through the blood and other body fluids of patients they encounter in the radiology department, as well as the emergency room, operating room, recovery room, and patient rooms. You should be aware that radiology students take part in invasive procedures. During student experiences in the practicum, students may possibly come in contact with diseases, equipment, and treatments that may be hazardous to the individual and/or to an unborn fetus. Infections may be transmitted in the practicum environment by blood, saliva, or other body fluids. This may occur through direct contact, droplets, or aerosols. There is also the potential for transmission of infection through indirect contact. Because of the number of people using the practicum facilities, it is critical that every student and faculty member who delivers patient care practice effective infection control procedures. It is expected that students will use common sense, and good patient care procedures, related to bloodborne pathogens that minimize risks. To minimize the possibility of transmitting disease in the practicum setting, certain procedures will be practiced by students. Therefore, students of the Radiologic Technology Program shall follow the precautions recommended by the Association for Practitioners in Infection Control (APIC), the Occupational Safety and Health Administration (OSHA), and the policies for exposure control at the affiliate site.



The APIC recommends the use of universal precautions where the handling or exposure to blood and body fluids are concerned. The following are guidelines recommended by the APIC:

- ❖ Hands should always be washed before and after contact with patients. Hands should be washed even when gloves have been used. If hands encounter blood, body fluids, or human tissue, they should be washed immediately with soap and water.
- ❖ Gloves should be worn when contact with blood, body fluids, tissues, or a contaminated surface is anticipated.
- ❖ Gowns are indicated if blood splattering is anticipated.
- ❖ Masks and protective goggles should be worn if aerosolizing or splattering are likely to occur.
- ❖ Emergency mouth-to-mouth resuscitation, mouth pieces, resuscitation bags, or other ventilation devices should be strategically located and available to use in areas where the need for resuscitation is predictable.
- ❖ Sharp objects should be handled in such a manner as to prevent accidental cuts or punctures. Used needles should not be bent, broken, reinserted into their original sheath, or unnecessarily handled. They should be discarded intact immediately after use into an impervious needle disposal box, which should be readily accessible. All needle stick accidents, mucosal splashes, or contamination of open wounds with blood or body fluids, should be reported immediately.
- ❖ Blood spills should be cleaned up promptly with a disinfectant solution.
- ❖ All blood and body fluid specimens should be considered biohazardous.

- ❖ If a student has an incident occur involving contact with bloodborne pathogens, it is expected that the student will immediately see their own physician to establish baseline testing. They should then seek any required follow-up. Tuberculosis exposure should be immediately followed with another PPD test and a three (3) month follow-up after that.

There is also the chance that students/personnel may transmit diseases to patients. The following conditions may be symptoms of possible infectious diseases and should be considered before reporting to practicum education sites:

- Diarrhea
- Vomiting
- Upper respiratory infection
- Fever
- Rash on any part of the body
- Open sores on any part of the body
- Herpes
- Parasitic infection
- Strep or staph infection
- Infectious mononucleosis

As a result, it is expected that students follow the policies in effect at the facility where they are assigned, in addition to the following guidelines:

- ❖ Students with communicable diseases that are transferred by air or contact, and are of short duration, may not attend practicum courses. They must inform the Practicum Coordinator of their absence from practicum. Make-up time must be arranged with the Practicum Coordinator.
- ❖ If a student has any of the following conditions, he/she is to notify the Practicum Coordinator prior to practicum assignment: chicken pox, shingles, scabies, lice, hepatitis, eye infection, tuberculosis, measles, mumps, or rubella, cold sores (herpes simplex infection, influenza, or strep throat).
- ❖ Students with communicable diseases that have a long duration must present a written diagnosis to the Practicum Coordinator. Dependent upon the diagnosis, the student may be able to perform practicum assignments with restrictions regarding patient contact, or they may be asked to discontinue practicum activities until the illness is resolved. Each reported incident will be handled on a case-by case basis, with respect for the person's right to privacy, and with consideration for protecting his/her own welfare, as well as the welfare of others. All information will remain confidential and will not be released unless mandated by law.
- ❖ Persons having AIDS, or a positive antibody test for AIDS, shall be treated as any other student or employee on campus.

- ❖ Students participating in course work or activities in which there exists a reasonable potential for the exchange of certain body fluids, shall be made aware of any departmental policies and procedures concerned with communicable diseases, by the responsible faculty.

## **Unusual Incident Reporting**

While in a practicum environment, students are responsible for acquainting themselves with the accident and emergency policies and procedures of their assigned clinical site. An orientation to these policies and procedures will be provided during the initial site orientation. If a student is involved in an incident at a practicum, the incident must be reported to the Program Coordinator immediately. A written summary of the facts of the incident must be provided as well as a copy of any Incident Report filed at the practicum. If medical care is required for the student, he/she is solely responsible for all costs incurred.

## **COVID 19 Guidelines:**

Southwest Tennessee Community College continues to monitor the 2019 Novel Coronavirus and the disease it is causing (COVID-19). The College has an emergency preparedness plan designed to respond to all manner of crises, including the outbreak of infectious disease. The Radiologic Technology Program follows the guidelines presented by Southwest. Those guidelines and the latest information can be found at the following website:

**<https://wwwprox.southwest.tn.edu/coronavirus/>**

Currently, the Radiologic Technology program is not requiring Covid-19 testing or vaccination. Some of the healthcare institutions we have clinical affiliation agreements with are requiring students have COVID testing and/or COVID vaccinations. In the event you are schedule to a site that requires testing and/or has mandated the vaccination, you will be expected to comply with the site's requirements. If you, the student, choose not to comply with the requirements, then the program cannot guarantee clinic site placement which can result in your inability to complete the program requirements.

### **Covid-19 Radiologic Technology attendance policy.**

The program will follow the school and the CDC's policy about quarantining for 5 days. It is the policy of the program that if a student test positive for Covid-19 or is exposed to someone who has it and have to quarantine, the following guidelines will be strictly enforced:

- Students must be up-to-date on COVID 19 vaccinations. (Every year after initial vaccination)
- Students will self-report exposures (close contact with someone with COVID-19 or positive COVID-19 test) to the Radiologic Technology Program.
- Students will not be able to return to Practicum courses until they have provided a negative test result and meet the affiliation sites COVID 19 policy requirements.
- Students **without** symptoms, will able to attend in-seat Radiologic Technology program courses while wearing a well-fitted mask for 5 days in class and on campus. Provided no symptoms have developed during the 5 day period.
- Students **with** symptoms, will be able to attend in-seat Radiologic Technology program courses after a period of isolation (5 days) and a negative test result. Students must isolate until the test results are known.
- Students will communicate with each course instructor to arrange how to obtain content covered during any time and classes missed due to isolation or illness. In-seat classes may be available via Microsoft Teams.
- Students will be allowed to make-up assessments and assignments missed at a time designated by each course instructor.

- Make-up for Practicum course depends on program and affiliate liability and personnel available.
- Students must adhere to the attendance policy. Covid-19 is an extenuating circumstance. Therefore, it is imperative that the students not be **absent from practicums unnecessarily**. Students can make-up Practicum at the end of the semester, provided enough time remains after the semester is over to make up all the time missed. This will be handled on an individual basis. The Clinical Coordinator will obtain approval from the affiliation site and provide the student with a make-up schedule. Students are expected to comply with all practicum policies while making up missed time.
- Students will not be able make-up Practicum, if not enough time remains after the semester is over to make up all the time missed. The student will have to withdraw from the program and request to reenter in accordance with the program re-entry policy.

## **Southwest Tennessee Community College Radiologic Technology Program Practicum Supervision Policy**

In accordance with the Joint Review Committee on Education in Radiologic Technology and Southwest Tennessee Community College the policies and procedure regarding the supervision of radiography students must be strictly adhered to.

The terms of supervision are defined as follows:

### **Direct Supervision**

Supervision is provided by a technologist. It is the responsibility of the radiographer to:

- ✓ review the examination in relation to the student's level of achievement.
- ✓ evaluate the condition of the patient in relation to the student's

knowledge.

- ✓ be physically present in the radiography room while the student performs the radiographic examination.

### **Indirect Supervision**

Supervision is provided by a technologist who is **immediately available** to assist student, regardless of the level of student achievement. It is the responsibility of the radiographer to:

- ✓ review the examination in relation to the student's level of achievement.
- ✓ evaluate the condition of the patient in relation to the student's knowledge.
- ✓ be **immediately available** while the student performs the radiographic examination review and approve the final radiographs.

"Immediately available" is interpreted as the presence of a radiographer in or adjacent to the room or location where the procedure is being performed. The radiographer should not be involved in an additional radiographic procedure, as this could render the radiographer not immediately available under some circumstances.

- ✓ review and approve the final radiographs.

## **Repeat Radiographs**

Unsatisfactory radiographs shall be repeated only in the presence of a technologist, regardless of the student's level of competency.

No matter what the student's level of competency or length of time in the program, when a radiographic procedure is being performed a radiographer must be **immediately available**.

*If the technologist is called away for any reason it is the responsibility of the student to stop the examination until a radiologic technologist is immediately available.*

### **Students Not Adhering to this Policy**

First Offense: Written Warning

Second Offense: Dismissal from the Program

## **Practicum Outlines**

On the following pages, you will find the curriculum outlines for the 6-practicum course that you will participate in during your program duration. The outlines serve as a syllabus to each practicum each semester. These outlines will be explained in detail at the beginning of each semester starting in the fall semester.



## **Associate of Applied Science (A.A.S.)**

### **Degree in Radiologic Technology**

#### **Course Summary**

**Program of Study:** Radiologic Technology

**Course Rubric/Title:** RADT 1260/Radiographic Practicum I

**Credit hours:** 2

**Prerequisite Course:** Formal acceptance into the Radiologic Technology Program

**Industry Certification: Is there an applicable industry certification opportunity for this course? (Y/N) If yes, please list here:**

The American Registry of Radiologic Technologists Certification and Registration

#### **Course Description:**

This introduction course is designed for students to participate in radiographic examinations under approved supervision in the clinical setting. Experience in a variety of procedures will assist students in applying theory and developing specified levels of competence. Students will be engaged with the proper use of radiographic equipment, along with the development of skills in positioning, patient care, interpersonal communications, image analysis, and radiation safety practices. Competence at this introductory level will be evaluated and documented for a selected category of exams.

## Student Learning Outcomes:

Students will be able to:

1. Demonstrate correct positioning skills while utilizing appropriate radiation safety techniques.
2. Properly manage communications with the patient, their family, and all members of the health care team.
3. Evaluate images and determine corrective measures for improving less than optimum quality radiographs.

## Procedural Performance

Scheduling and sequencing of exams Order/requisition

evaluation and corrective

Measures Facilities setup

Patient assessment, clinical history, education, and care

- Patient monitoring – emergency and nonemergency
  - ✓ Vital signs
  - ✓ Assessment and clinical history
  - ✓ Equipment
  - ✓ Patient emergencies
- Patient privacy and confidentiality
- Documentation and charting
- Infection control
- Patient education
  - ✓ Communication style
  - ✓ Age-specific
  - ✓ Cultural and socioeconomic sensitivity
  - ✓ Patient-focused care
- Medical error reduction

Imaging

- Positioning considerations
- Technical considerations
- Image acquisition
- Image analysis

## Radiation protection

- Principles
- Equipment and accessories

## Clinical Competency

ARRT Competency Requirements (refer to the document located at [www.rrt.org/pdfs/Disciplines/Competency-Requirements/RAD-Competency-Requirements-2012.pdf](http://www.rrt.org/pdfs/Disciplines/Competency-Requirements/RAD-Competency-Requirements-2012.pdf)) \*

**Radiographic Practicum I** will introduce the student to the practice of Radiologic Technology. Those theories and principles learned and practiced in the classroom and laboratory may now be applied in the patient care setting. The student will also become familiar with the routines and policies of the Radiology Department and the various health care units within the hospital.

## Goals

- ❖ To learn the Radiology Department and Program Policies.
- ❖ To develop a caring but assertive manner with patients.
- ❖ To develop organizational skills.
- ❖ To understand the functioning a team in the Radiology Department.
- ❖ To develop critical thinking for patient variations.
- ❖ To demonstrate competence in chest, abdomen, and/or upper and lower extremity.
- ❖ To develop radiation protection methods.
- ❖ To initiate ALARA practices.
- ❖ To assess needs for the requirements for Clinic II.

## **Associate of Applied Science (A.A.S.)**

### **Degree in Radiologic Technology**

#### **Course Summary**

**Program of Study:** Radiologic Technology

**Course Rubric/Title:** RADT 1270/Radiographic Practicum II

**Credit hours:** 2

**Prerequisite Course:** Formal acceptance into the Radiologic Technology Program

**Industry Certification: Is there an applicable industry certification opportunity for this course? (Y/N) If yes, please list here:**

The American Registry of Radiologic Technologists Certification and Registration

#### **Course Description:**

This course is a continuation of Radiographic Practicum I and is designed for students to participate in radiographic examinations under approved supervision in the clinical setting. Experience in a variety of procedures will assist students in applying theory and developing specified levels of competence. Students will build upon their foundation and continue the proper use of radiographic equipment, along with the development of skills in positioning, patient care, interpersonal communications, image analysis, and radiation safety practices. Competence at this continued level will be evaluated and documented for a selected category of exams.

## Student Learning Outcomes:

Students will be able to:

1. Demonstrate correct positioning skills while utilizing appropriate radiation safety techniques.
2. Properly manage communications with the patient, their family, and all members of the health care team.
3. Evaluate images and determine corrective measures for improving less than optimum quality radiographs.

## Procedural Performance

Scheduling and sequencing of exams Order/requisition

evaluation and corrective

Measures Facilities setup

Patient assessment, clinical history, education, and care

- Patient monitoring – emergency and nonemergency
  - ✓ Vital signs
  - ✓ Assessment and clinical history
  - ✓ Equipment
  - ✓ Patient emergencies
- Patient privacy and confidentiality
- Documentation and charting
- Infection control
- Patient education
  - ✓ Communication style
  - ✓ Age-specific
  - ✓ Cultural and socioeconomic sensitivity
  - ✓ Patient-focused care
- Medical error reduction

Imaging

- Positioning considerations
- Technical considerations
- Image acquisition
- Image analysis

## Radiation protection

- Principles
- Equipment and accessories

## Clinical Competency

ARRT Competency Requirements (refer to the document located at [www.arrt.org/pdfs/ Disciplines/Competency-Requirements/RAD-Competency-Requirements-2012.pdf](http://www.arrt.org/pdfs/ Disciplines/Competency-Requirements/RAD-Competency-Requirements-2012.pdf)) \*

**Radiologic Clinic II** the student will continue to master proficiency in routine radiographic examinations of the upper and lower extremities, spines, as well as any competencies not yet performed in the thoracic and abdominal cavities. The student will also assist and perform contrast studies for competence as they arise in assigned areas.

## Goals

- ❖ To accept increased professional responsibilities.
  - ❖ To refine organizational skills.
  - ❖ To continue improvement of empathy and emotional support skills.
  - ❖ To apply classroom and laboratory knowledge to an increasing range of diagnostic procedures.
  - ❖ To perform at competency level in the areas of thorax, abdomen, upper and lower extremities, spines, and/or contrasted studies.
  - ❖ To observe, assist, and perform portable procedures.
  - ❖ To improve radiation protection methods and practice ALARA.
- To improve critical thinking skills

## **Associate of Applied Science (A.A.S.)**

### **Degree in Radiologic Technology**

#### **Course Summary**

**Program of Study:** Radiologic Technology

**Course Rubric/Title:** RADT 2460/Radiographic Practicum III

**Credit hours:** 4

**Prerequisite Course:** Formal acceptance into the Radiologic Technology Program

**Industry Certification: Is there an applicable industry certification opportunity for this course? (Y/N) If yes, please list here:**

The American Registry of Radiologic Technologists Certification and Registration

#### **Course Description:**

This course is a continuation of Radiographic Practicum II and is designed for students to participate in radiographic examinations under approved supervision in the clinical setting. Experience in a variety of procedures will assist students in applying theory and developing specified levels of competence. Students will continue the progressive use of radiographic equipment, along with enhanced development of skills in positioning, patient care, interpersonal communications, image analysis, and radiation safety practices. In addition, improvement of critical thinking and problem-solving skills for non-routine situations will be highlighted. Competence at this progressive level will be evaluated and documented for a selected category of exams.

## Student Learning Outcomes:

Students will be able to:

1. Demonstrate correct positioning skills while utilizing appropriate radiation safety techniques.
2. Properly manage communications with the patient, their family, and all members of the health care team.
3. Evaluate images and determine corrective measures for improving less than optimum quality radiographs.

## Procedural Performance

Scheduling and sequencing of exams Order/requisition

evaluation and corrective

Measures Facilities setup

Patient assessment, clinical history, education, and care

- Patient monitoring – emergency and nonemergency
  - ✓ Vital signs
  - ✓ Assessment and clinical history
  - ✓ Equipment
  - ✓ Patient emergencies
- Patient privacy and confidentiality
- Documentation and charting
- Infection control
- Patient education
  - ✓ Communication style
  - ✓ Age-specific
  - ✓ Cultural and socioeconomic sensitivity
  - ✓ Patient-focused care
- Medical error reduction

Imaging

- Positioning considerations
- Technical considerations
- Image acquisition
- Image analysis



## Radiation protection

- Principles
- Equipment and accessories

## Clinical Competency

ARRT Competency Requirements (refer to the document located at [www.rrt.org/pdfs/ Disciplines/Competency-Requirements/RAD-Competency- Requirements-2012.pdf](http://www.rrt.org/pdfs/ Disciplines/Competency-Requirements/RAD-Competency-Requirements-2012.pdf)) \*

**Radiologic Clinic III** the student will continue to master proficiency in routine radiographic examinations of the upper and lower extremities, spines, as well as assisting and performing contrast studies for competencies not yet performed. In addition, the students will continue to show competence in the form of 5 Continued Competency Examinations. Although under direct supervision until competency is achieved, the student will be performing under conditions that are very similar to those experienced by a staff radiographer.

## Goals

- ❖ To accept increased professional responsibilities.
- ❖ To refine organizational skills.
- ❖ To continue improvement of empathy and emotional support skills.
- ❖ To apply classroom and laboratory knowledge to an increasing range of diagnostic procedures.
- ❖ To perform at competency level in the areas of thorax, abdomen, upper and lower extremities, and contrasted studies.
- ❖ To observe, assist, and perform portable procedures.
- ❖ To improve radiation protection methods and practice ALARA.
- ❖ To increase critical thinking skills
- ❖ To assess needs for Clinic IV.

## **Associate of Applied Science (A.A.S.)**

### **Degree in Radiologic Technology**

#### **Course Summary**

**Program of Study:** Radiologic Technology

**Course Rubric/Title:** RADT 2470/Radiographic Practicum IV

**Credit hours:** 4

**Prerequisite Course:** Formal acceptance into the Radiologic Technology Program

**Industry Certification: Is there an applicable industry certification opportunity for this course? (Y/N) If yes, please list here:**

The American Registry of Radiologic Technologists Certification and Registration

#### **Course Description:**

This course is a continuation of Radiographic Practicum III and is designed for students to participate in radiographic examinations under approved supervision in the clinical setting. Experience in a variety of procedures will assist students in applying theory and developing specified levels of competence. Students will demonstrate intermediate use of radiographic equipment, along with enhanced development of skills in positioning, patient care, interpersonal communications, image analysis, and radiation safety practices. In addition, continued improvement of critical thinking and problem-solving skills for non-routine situations will be highlighted, along with special exams. Competence at this intermediate level will be evaluated and documented for a selected category of exams.

## **Student Learning Outcomes:**

Students will be able to:

1. Demonstrate correct positioning skills while utilizing appropriate radiation safety techniques.
2. Properly manage communications with the patient, their family, and all members of the health care team.
3. Evaluate images and determine corrective measures for improving less than optimum quality radiographs.

## **Procedural Performance**

Scheduling and sequencing of exams Order/requisition

evaluation and corrective

Measures Facilities setup

Patient assessment, clinical history, education, and care

- Patient monitoring – emergency and nonemergency
  - ✓ Vital signs
  - ✓ Assessment and clinical history
  - ✓ Equipment
  - ✓ Patient emergencies
- Patient privacy and confidentiality
- Documentation and charting
- Infection control
- Patient education
  - ✓ Communication style
  - ✓ Age-specific
  - ✓ Cultural and socioeconomic sensitivity
  - ✓ Patient-focused care
- Medical error reduction

Imaging

- Positioning considerations
- Technical considerations
- Image acquisition
- Image analysis

## Radiation protection

- Principles
- Equipment and accessories

## Clinical Competency

ARRT Competency Requirements (refer to the document located at [www.arrt.org/pdfs/Disciplines/Competency-Requirements/RAD-Competency-Requirements-2012.pdf](http://www.arrt.org/pdfs/Disciplines/Competency-Requirements/RAD-Competency-Requirements-2012.pdf)) \*

**Radiologic Clinic IV** the student will continue to master proficiency in routine radiographic examinations of the upper and lower extremities, spines, and contrast examinations for competencies not yet performed. In addition, the students will continue to show competence in the form of 10 Continued Competency Examinations. Although under direct supervision until competency is achieved, the student will be performing under conditions that are very similar to those experienced by a staff radiographer. In essence, the student will be filling the role of a primary care giver for extended periods of time.

## Goals

- ❖ To accept increased professional responsibilities.
- ❖ To refine organizational skills.
- ❖ To continue improvement of empathy and emotional support skills.
- ❖ To apply classroom and laboratory knowledge to an increasing range of diagnostic procedures.
- ❖ To perform at competency level in the areas of thorax, abdomen, upper and lower extremities, and contrasted studies.
- ❖ To perform radiographic procedures under indirect supervision.
- ❖ To improve radiation protection methods and practice ALARA.
- ❖ To increase critical thinking skills
- ❖ To assess needs for Clinic V.

## **Associate of Applied Science (A.A.S.)**

### **Degree in Radiologic Technology**

#### **Course Summary**

**Program of Study:** Radiologic Technology

**Course Rubric/Title:** RADT 2380/Radiographic Practicum V

**Credit hours:** 3

**Prerequisite Course:** Formal acceptance into the Radiologic Technology Program

**Industry Certification: Is there an applicable industry certification opportunity for this course? (Y/N) If yes, please list here:**

The American Registry of Radiologic Technologists Certification and Registration

#### **Course Description:**

This course is a continuation of Radiographic Practicum IV and is designed for students to participate in radiographic examinations under approved supervision in the clinical setting. Experience in a variety of procedures will assist students in applying theory and developing specified levels of competence. Students will demonstrate advanced use of radiographic equipment, along with the display of professional level skills in positioning, patient care, interpersonal communications, image analysis, and radiation safety practices. Advanced improvement of critical thinking and problem-solving skills for non-routine situations will be exhibited along with exposure to special exams. Competence at this advanced level will be evaluated and documented for a selected category of exams.

## Student Learning Outcomes:

Students will be able to:

1. Demonstrate correct positioning skills while utilizing appropriate radiation safety techniques.
2. Properly manage communications with the patient, their family, and all members of the health care team.
3. Evaluate images and determine corrective measures for improving less than optimum quality radiographs.

## Procedural Performance

Scheduling and sequencing of exams Order/requisition

evaluation and corrective

Measures Facilities setup

Patient assessment, clinical history, education, and care

- Patient monitoring – emergency and nonemergency
  - ✓ Vital signs
  - ✓ Assessment and clinical history
  - ✓ Equipment
  - ✓ Patient emergencies
- Patient privacy and confidentiality
- Documentation and charting
- Infection control
- Patient education
  - ✓ Communication style
  - ✓ Age-specific
  - ✓ Cultural and socioeconomic sensitivity
  - ✓ Patient-focused care
- Medical error reduction

Imaging

- Positioning considerations
- Technical considerations
- Image acquisition
- Image analysis

## Radiation protection

- Principles
- Equipment and accessories

## Clinical Competency

ARRT Competency Requirements (refer to the document located at [www.arrt.org/pdfs/Disciplines/Competency-Requirements/RAD-Competency-Requirements-2012.pdf](http://www.arrt.org/pdfs/Disciplines/Competency-Requirements/RAD-Competency-Requirements-2012.pdf))

**Radiologic Clinic V** the student will strive to complete all required radiographic examinations of the upper and lower extremities, spines, skull and contrasted studies. Simulation of rare examinations as well as any competencies not yet achieved will be performed by the student in the radiology lab with assigned clinical instructor. Although under direct supervision until competency is achieved, the student will be performing under conditions that are very similar to those experienced by a staff radiographer. In essence, the student will be filling the role of a primary care giver for extended periods of time.

## Goals

- ❖ Refine and reinforce radiographic skills under indirect supervision.
- ❖ Appreciate the diversified field of Radiologic Technology.
- ❖ Identify potential career choices within the field.
- ❖ To use radiation protection skills and practice ALARA.
- ❖ Demonstrate competence in required examinations.
- ❖ Complete all assignments.
- ❖ To improve critical thinking skills.
- ❖ Assess needs to meet requirements for Clinic VI.
- ❖ Assess needs to meet requirements for graduation.

## **Associate of Applied Science (A.A.S.)**

### **Degree in Radiologic Technology**

#### **Course Summary**

**Program of Study:** Radiologic Technology

**Course Rubric/Title:** RADT 2390/Radiographic Practicum VI

**Credit hours:** 3

**Prerequisite Course:** Formal acceptance into the Radiologic Technology Program

**Industry Certification: Is there an applicable industry certification opportunity for this course? (Y/N) If yes, please list here:**

The American Registry of Radiologic Technologists Certification and Registration

#### **Course Description:**

This course is a continuation of Radiographic Practicum V and is designed for students to participate in radiographic examinations under approved supervision in the clinical setting. Experience in a variety of procedures will assist students in applying theory and developing specified levels of competence. Students will demonstrate use of radiographic equipment, along with the display of professional level skills in positioning, patient care, interpersonal communications, image analysis, and radiation safety practices that technologists would use at entry-level. Advanced improvement of critical thinking and problem-solving skills for non-routine situations will be exhibited along with exposure to special exams. Competence at this final level will be evaluated and documented for a selected category of exams.



## Student Learning Outcomes:

Students will be able to:

1. Demonstrate correct positioning skills while utilizing appropriate radiation safety techniques.
2. Properly manage communications with the patient, their family, and all members of the health care team.
3. Evaluate images and determine corrective measures for improving less than optimum quality radiographs.

## Procedural Performance

Scheduling and sequencing of exams Order/requisition

evaluation and corrective

Measures Facilities setup

Patient assessment, clinical history, education, and care

- Patient monitoring – emergency and nonemergency
  - ✓ Vital signs
  - ✓ Assessment and clinical history
  - ✓ Equipment
  - ✓ Patient emergencies
- Patient privacy and confidentiality
- Documentation and charting
- Infection control
- Patient education
  - ✓ Communication style
  - ✓ Age-specific
  - ✓ Cultural and socioeconomic sensitivity
  - ✓ Patient-focused care
- Medical error reduction

Imaging

- Positioning considerations
- Technical considerations
- Image acquisition
- Image analysis

## Radiation protection

- Principles
- Equipment and accessories

## Clinical Competency

ARRT Competency Requirements (refer to the document located at [www.arrt.org/pdfs/Disciplines/Competency-Requirements/RAD-Competency-Requirements-2012.pdf](http://www.arrt.org/pdfs/Disciplines/Competency-Requirements/RAD-Competency-Requirements-2012.pdf)) \*

**Radiologic Clinic VI** the student will be evaluated by final observation of and participation in all aspects of diagnostic imaging, including CT examinations. General Radiography rotations will continue in the form of 9 Final Competency Examinations. Student selected rotations in MRI, Ultrasound, Nuclear Medicine, and Interventional Procedures will begin after program requirements are met. The student will also demonstrate mastery of general radiographic studies during final clinic lab competency with assigned clinic instructor in the radiology lab.

## Goals

- ❖ Refine and reinforce radiographic skills as an entry level technologist.
- ❖ Appreciate the diversified field of Radiologic Technology.
- ❖ Identify potential career choices within the field.
- ❖ Demonstrate competence in required ARRT and program examinations.
- ❖ Complete a minimum of 60 competencies.
- ❖ Demonstrate radiation protection practices, ALARA.
- ❖ Complete all Clinic assignments.
- ❖ To continue use of critical thinking skills.
- ❖ Assess needs to meet requirements for graduation.

## Practicum Supervision Acknowledgement Form

I verify by my signature below that:

- I have received a copy of the Southwest Tennessee Community College Radiologic Technology Program Practicum Supervision Policy.
- I have read and understand the rules in this policy.
- I understand that failure to abide by this policy will result in my dismissal from the Southwest Tennessee Community College Radiologic Technology Program.

I agree to abide by the rules, policies and procedures stated in the Southwest Tennessee Community College Radiologic Technology Program Practicum Supervision Policy.

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Print Student Name

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Student Signature

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Signature Date

## Handbook Acknowledgement Form:

I verify by my signature below that:

- I have received a copy of the Southwest Tennessee Community College Radiologic Technology Program Student Handbook.
- I have read and understand the rules in this handbook.
- The program director has reviewed and explained these rules to me.

I agree to abide by the rules, policies and procedures stated in the handbook.

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Print Student Name

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Student Signature

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Signature Date

**Course sequence:**

<b>Summer II</b>	<b>RADT 1330 Radiographic Procedures I</b>	<b>3</b>
	<b>RADT 1215 Introductions to Radiography</b>	<b>2</b>
<hr/>		
<b>Fall 1<sup>st</sup> year</b>	<b>BIOL 2010 Anatomy and Physiology</b>	<b>4</b>
	<b>MATH 1530 or Higher</b>	<b>3</b>
	<b>RADT 1340 Radiographic Procedures II</b>	<b>3</b>
	<b>RADT 1380 Radiographic Physics</b>	<b>3</b>
	<b>ENGL 1010 English Composition I</b>	<b>3</b>
	<b>RADT 1260 Radiographic Practicum I</b>	<b>2</b>
<hr/>		
<b>Spring 1<sup>st</sup> year</b>	<b>RADT 1390 Principles of Image Acquisition</b>	<b>3</b>
	<b>RADT 1270 Radiographic Practicum II</b>	<b>2</b>
	<b>RADT 2330 Radiographic Procedures III</b>	<b>3</b>
	<b>RADT 1385 Radiographic Equipment Operation</b>	<b>3</b>
<hr/>		
<b>Summer I 1<sup>st</sup> year</b>	<b>RADT 2460 Radiographic Practicum III</b>	<b>4</b>
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<b>Summer II 2<sup>nd</sup> year</b>	<b>RADT 2470 Radiographic Practicum IV</b>	<b>4</b>
<hr/>		
<b>Fall 2<sup>nd</sup> year</b>	<b>RADT 2335 Radiographic Procedures IV</b>	<b>3</b>
	<b>RADT 1225 Radiation Biology and Safety</b>	<b>2</b>
	<b>RADT 1350 Radiographic Digital Imaging</b>	<b>3</b>
	<b>RADT 1235 Radiographic Image Critique</b>	<b>2</b>
	<b>RADT 2380 Radiographic Practicum V</b>	<b>3</b>
<hr/>		
<b>Spring 2<sup>nd</sup> year</b>	<b>RADT 2210 Radiographic Pathology</b>	<b>2</b>
	<b>RADT 2390 Radiographic Practicum VI</b>	<b>3</b>
	<b>RADT 2385 Radiographic Capstone</b>	<b>3</b>
	<b>Social Science Elective</b>	<b>3</b>
	<b>Humanities Elective</b>	<b>3</b>
<hr/>		
<b>Total Credits</b>		<b>69</b>
<b>With RADT 1300 and ALHS 1020 the total credits to be earned for Graduation</b>		<b>75</b>

## **Radiology Energized Lab Policy**

### **Students**

- 1. Must wear STCC ID and Mirion Instadose Badges to create images.**
- 2. Must use R or L lead markers for film identification.**
- 3. Must be able to turn on imaging equipment.**
- 4. Must be able to correctly activate imaging receiver.**
- 5. Must use radiation safety practices using collimation and door closure.**
- 6. Must be able to correctly choose imaging part in digital system.**
- 7. Must be able to perform procedure exposure.**
- 8. Will clean room and equipment after procedures are finished.**
- 9. Will not expose fellow students at any time esp. during laboratory evaluations**

Handbook Revised 06/28/2023 TFJ

