

# Southern Union

State Community College  
Health Sciences Division

## Radiography Program Student Handbook



Fall 2023

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## INTRODUCTION

Welcome to Southern Union! You join a very select group of students who have attended Southern Union's Radiography Program. Many men and women have graduated from Southern Union with an Associate in Applied Science in Radiography, have passed the national registry, and have entered the employment setting with skills second to none. Southern Union has an excellent reputation, primarily because of the graduates' performance and attitude following graduation.

Southern Union values every student who attends the College and respects every student's rights and privileges. This *Student/ Clinical Handbook* has been prepared to allow you to carefully review the opportunities, rights, responsibilities, and policies that apply to you as a radiography student. Unless otherwise designated in a radiography course syllabus, these policies apply to each radiography course in which you enroll. If, for any reason, routine progression through the program is interrupted, policies in the *Student/Clinical Handbook* and *College Catalog* at the time of readmission will apply.

After you have read this handbook, please sign the agreements in the back of this handbook and return the form to the program faculty. These signed agreements will be placed in your permanent file.

The graduates who preceded you significantly shaped this Radiography Program by offering valuable observations, opinions, suggestions, criticisms, and insight from a student's perspective. Your input as a student, and later as a graduate, is equally important to this program, college, and community.

Each person at the College is committed to your success – as a student, a professional, and most importantly, as an individual. If you need additional assistance, our doors are always open to you. Again, welcome to Southern Union.

Rhonda Davis, MSN  
Dean, Health Science Division

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Program Director, Radiography

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Clinical Coordinator, Radiography

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Instructor, Radiography

## **State Approval & National Accreditation Status**

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

20 North Wacker Drive, Suite 2850

Chicago, IL 60606-3182

(312) 704-5300

Fax: (312) 704-5304

E-mail: [mail@jrcert.org](mailto:mail@jrcert.org)

The mission of the Radiography Program is to prepare entry level radiographers with the knowledge and skills to competently and safely perform diagnostic radiologic imaging procedures fulfilling the needs of the medical community in the service area.

### **Goal 1:**

To provide the health care community with graduate, entry-level radiographers competent in diagnostic imaging procedures.

*Outcomes:*

1. Graduates will be clinically competent.
2. Students will be satisfied with their education.
3. Employers will be satisfied with the graduate's performance.

### **Goal 2:**

Students will competently perform radiologic imaging procedures on patients while also maintaining radiation safety.

*Outcomes:*

1. Students will competently position patients.
2. Students will use gonadal shielding.

### **Goal 3:**

Students will communicate effectively.

*Outcomes:*

1. Students will modify exams based on the patient.
2. Students will feel confident in applying critical thinking skills during medical emergencies.

### **Goal 4:**

Students will demonstrate the importance of professional growth and development.

*Outcomes:*

1. Students will become a member of a professional organization associated with Radiologic Technology.
2. Students will develop a resume.
3. Students will demonstrate clinical progress.

### ***College Activities***

Students have the opportunity to participate in College wide activities which serve to broaden the total academic experience. Activities vary from campus to campus and appeal to a variety of interests. Activities are described in the *College Catalog*, coordinated through the Student Services Office on the Wadley Campus, and posted on bulletin boards and/or announced in class.

College sponsored clubs and organizations provide opportunities to share similar interests and work toward common goals. Clubs sponsored at Southern Union are the Student Government Association, Baptist Campus Ministries, Circle K, College Bowl Team, Global Environmental Organizations of Students (GEOS), Interclub Council, Letterman's Club, Music Club, Phi Beta Lambda, Phi Theta Kappa, and Southern Union Players. Faculty is flexible with student's class and clinical schedule when absence is due to attendance at state and national meetings.

Radiography students particularly may be interested in belonging to the Association of Radiologic Technology Students (ARTS). The faculty encourages students to become active in professional organizations, and this is a good way to start!

### ***Participation in Program of Learning***

Students have the opportunity to participate in the development, conduct, and evaluation of the program. The students may contribute through semester evaluation of the course work and instructors and through evaluation of the program and curriculum after completion of the program.

The semester evaluation is distributed at the end of the semester to all college students and solicits anonymous comments regarding course content, instructors, instructional tools, assigned course work, and examinations. Also, at each midterm conference, students are asked if the course work, clinical, and instructional objectives could be changed to enhance their learning. Students are asked to evaluate the entire curriculum at the completion of the program and one year after graduation.

### ***Legal Limitations for Licensure and Employment***

According to the American Registry of Radiologic Technologists, application for certification to practice as a Radiographer may be denied if a person has been convicted of a felony, is guilty of a crime involving moral turpitude, and/or has displayed other grounds for denial as specified by law. Additionally, many health care facilities will not employ a person, even if fully certified and/or licensed, who has been convicted of a felony or who has unfit personal habits including alcohol or drug abuse. Students are encouraged to contact the ARRT at 651-687-0048 to discuss any questionable past behavior.

### ***Where to Find It! - Opelika Campus***

#### **Counseling Services**

Director of Student Development

#### **Tuition Information**

Student Services

Administrative Building

#### **Transcript Request**

Student Services

Administrative Building

#### **Part-Time Work**

Financial Aid

Administrative Building

#### **Hair Styling**

Cosmetology Department

Downtown Opelika Campus

#### **Tutorial Information**

Learning Resource Center

#### **Placement Testing**

Assessment Center

Technical Building

#### **Catalog and College Application**

Student Services

Administrative Building

#### **Extracurricular Activities**

Director of Student Life, Wadley

#### **Career Planning Information**

Career Development/Placement Office

Administrative Building

#### **Library Information**

Learning Resource Center

#### **Parking Permit**

Business Office

Administrative Building

#### **Students with Disabilities**

Gary Branch - HAC Building

#### **Financial Aid, Loan, Scholarship Information**

Financial Aid Office

Administrative Building

#### **Health Insurance**

Student Services

Administrative Building

#### **Health Sciences Registration**

Health Sciences Office

Health Sciences Building

### ***Got A Problem? - Opelika Campus & All Radiography Courses***

#### **Your Problem**

#### **Where to Go**

Academic Probation/Suspension .....	Student Services
Add a Class .....	Health Sciences Office
Admission Information .....	Admissions Office
Academic Advisement.....	Advisor – Chiquita Brooks
Drop a Class.....	Health Sciences Office
Drop-Add From .....	Health Sciences Office
GI Bill, Veteran's Benefits .....	Financial Aid Office
Grade Report (Transcript).....	Student Services
I.D. Card .....	Learning Resource Center
Library Fines.....	Learning Resource Center
Register for Classes .....	Health Sciences Office
Scholarship Information .....	Financial Aid Office
Student Loan.....	Financial Aid Office
Math Tutoring.....	Learning Resource Center



## **STUDENT POLICIES**

**Non-Discrimination Policy:** It is the official policy of the Alabama State Board of Education and Southern Union State Community College that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, marital status, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Persons requiring reasonable accommodations under the Americans with Disabilities Act (ADA) should contact the Southern Union State Community College ADA Coordinator at (334) 745-6437 extension 5354.

### ***Health Policy***

All students admitted to programs of study in the Health Sciences Division are required to receive certain vaccines (see health record requirements).

Students entering any program in the Health Sciences Division must be aware that they may be exposed to various contagious diseases during their clinical education and career. Precautions to be taken are outlined in the introductory patient care courses. Additional information may be provided by each clinical facility. Students are required to use available protective devices and to use standard (universal) precautions.

Students, upon diagnosis of communicable disease(s) (i.e., chicken pox, measles, flu, etc.), must contact the Clinical Coordinator immediately. Based on current medical knowledge, the Clinical Coordinator will make judgment of communicability and advise the student regarding attendance.

Students in all health care programs must comply with Public Law #102-141, Section 633 and "The Alabama Infected Health Care Worker Management Act." The law requires that the HIV or HBV infected health care worker report to the State Health Officer his/her condition within 30 days of the time s/he is aware of his/her infection. The infected health care worker must realize that any physician providing care to an infected health care worker must notify the State Health Officer of the infected status within seven days of the time s/he diagnoses or provides such care.

Students who give birth or experience an illness or injury which requires, but is not limited to, hospitalization, surgery, or more than one week's absence may be required to provide a physician's statement which verifies:

1. That returning to routine class, lab, and clinical activities does not pose undue risk or harm to the student or others with whom the student will come in contact.
2. Compliance with the *Essential Functions* established for the program of study

**Students must keep a copy of all pertinent health records, malpractice insurance and CPR verification. These must be up-to-date at all times.**

### ***Annual Health Questionnaire***

Students are required to submit a completed Health Questionnaire. A TB skin test is required annually and immunizations are expected to be current. Students should use the following form (a copy can be found in the back of this handbook) in the event of a positive TB skin test.

### **Malpractice Insurance**

Each student must maintain current malpractice insurance throughout enrollment in any Health Sciences Division Program, including semesters without a clinical component. Malpractice Insurance is charged to the student fees each semester and is put in with the RAD program code.

### **CPR Certification**

All Health Sciences Division students are required to be certified in Basic Cardiopulmonary Resuscitation (CPR) at the Health Care Provider (American Heart Association) level prior to registration each semester. Certification must be maintained while enrolled in the program. CPR is current for two years (24 months) from the issue date and must remain current throughout the semester. The cost associated with CPR certification or recertification is responsibility of the student.

### **Criminal History Record Check: Eligibility for Clinical Rotation**

Southern Union is contractually obligated to comply with requirements set forth by agencies used for clinical rotations. Students are required to have background checks completed to meet the requirements of clinical agencies in accord with The Joint Commission (TJC) standards. **Background, checks done by any vendor or agency that is not approved will not be accepted.**

**STUDENTS WILL USE ACEMAPP FOR HEALTH RECORD TRACKING.**

## **Drug Screening Information**

The cost to the student will cover the initial drug screen and also any random drug screens that may occur throughout the duration of the program.

**Question:** What drugs will the drug screen test for?

**Answer:**

- Amphetamine
- Barbiturate
- Benzodiazepine
- Cannabinoid
- Cocaine
- Metabolite
- Opiate
- Phencyclidine (PCP)
- Methadone

### **Americans with Disabilities**

The Rehabilitation Act of 1973 (Section 504) and the American with Disabilities Act of 1990 state that qualified students with disabilities who meet the essential functions and academic requirements are entitled to reasonable accommodations. It is the student's responsibility to provide appropriate disability documentation to the College. Please contact the ADA representative.

### **Substance Abuse Policy**

Student Drug Screen Guidelines As stipulated by the appropriate discipline specific licensure agency, students must perform in the clinical setting in such a manner that will promote safe patient care. In addition, clinical agencies are obligated to assure that patients are protected to the extent reasonably possible from possible harm due to completion of clinical rotations. This includes drug screening prior to the first clinical experience, random drug screening at intervals and drug screening should a student exhibit behaviors indicative of substance abuse.

#### ***Pre-Clinical/Random Screening***

All students will receive the drug screening guidelines prior to clinical rotation in the Health Science Programs. Drug screening will be scheduled and conducted by a designated laboratory determined by the school. The fee for testing is to be paid by the student. Any student failing to report for random screening at the designated time must complete testing with the designated laboratory within 24 hours or they will be dismissed from the program. Failure to complete drug screening as required will prohibit the student from completing the required health science courses. Positive drug screens are confirmed by the Medical Review Officer (MRO).

### ***Readmission to the Program***

A student who is unable to complete the required courses due to a positive drug screen may apply for readmission to the Health Science Programs. To be considered for readmission following a positive drug screen, the student must:

- Submit a letter from a treatment agency verifying completion of an approved substance abuse program that meets licensure guidelines for the respective discipline.
- Submit to an unannounced drug screen at the student's expense prior to readmission. A positive screen will result in ineligibility for readmission.
- Submit to an unannounced drug screen at the student's expense prior to readmission and random drug screen throughout the program. Any additional positive drug screen will result in ineligibility for readmission. 44 Substance Abuse Verification Process The Health Science Programs, for the protection of patients, faculty, staff, and students, has the right to require a student to submit to testing for substance abuse at the student's expense when the health science program has reasonable cause to believe that a student is abusing controlled substances. Reasonable cause is defined as, but not limited to, the following:
  - Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug, such as, but not limited to, slurred speech, noticeable change in grooming habits, impaired physical coordination, inappropriate comments or behaviors, and /or papillary changes;
  - Abnormal conduct or erratic behavior, absenteeism, tardiness, or deterioration in performance.
  - A report of drug use.
  - Evidence of tampering with a drug test.
  - Information that the individual has caused or contributed to harm of self, visitors, faculty, other staff, or patient as a result of being under the influence of drugs.
  - Evidence of involvement in the use, possession, sale, solicitation, or transfer of drugs. If a faculty member observes such behavior, and if such behavior is observed or validated by another faculty member or clinical agency staff member, the faculty member must dismiss the student from the educational or patient setting immediately and contact the Department Chair/Program Director/designee in order to review the situation. The Department Chair/designee or program director/designee will then determine if there is "reasonable cause" to test the student for substance abuse. If another student, or any other individual other than an instructor observes abnormal conduct or erratic behavior of a health science student, the observation must be reported immediately (or as soon as possible) to the appropriate instructor. Once the department chair is notified, the appropriate measures will be taken. If the decision is made to test the student, the Division Chair, Program Director, or designee will direct the faculty member to make arrangements to have the testing performed immediately within the clinical facility if possible. The student will be requested to sign an informed consent to be tested before the specimen is collected. The student's failure to consent to the substance abuse test shall result in immediate termination from the Health Science Programs.

## **Essential Functions**

Students must be able to perform certain psychomotor, cognitive, and affective skills that are required in the program and, upon graduation, in the profession. The following examples of criteria are not intended as a complete listing of practice behaviors, but are a sampling of the types of abilities needed by the student to meet program objectives and requirements. The Department or its affiliated agencies may identify additional critical behaviors or abilities needed by students to meet program or agency requirements. The Department reserves the right to amend this listing based on the identification of additional standards or criteria for students. Students are required to complete the “Essential Functions Verification Form.” You must respond on the form if you fully meet the criteria (100%) or are unable to fully meet the criteria (less than 100%). If you respond less than 100% to any criterion, an explanation and/or additional information will be required. You may ask for reasonable accommodations. The Dean of Health Sciences and ADA coordinator will determine if the accommodations can be met.

## Essential Functions Verification Form

		Yes	No	If no, please comment
Mobility	1. Have physical stamina to stand and walk for 8 hours or more in a clinical setting.			
	2. Can stand on both legs, move from room to room, and maneuver in small spaces. <i>(Physical disabilities must not pose a threat to the safety of the student, faculty, patients, or other health care workers.)</i>			
Flexibility	1. Can bend the body downward and forward by bending at the spine and waist. <i>(This factor requires full use of lower extremities and back muscles.)</i>			
	2. Can flex and extend all joints freely.			
Strength	1. Can raise objects from a lower to a higher position or move objects horizontally from position to position. <i>(This factor requires the substantial use of the upper extremities and back muscles.)</i>			
	2. Possess mobility, coordination and strength to push, pull or transfer heavy objects. (Strength to lift 50 lbs. to 150 lbs. frequently.)			
Fine Motor Skills, Hand/Eye Coordination	1. Possess manual dexterity, mobility, and stamina to perform CPR.			
	2. Can seize, hold, grasp, turn and otherwise work with both hands.			
	3. Can pick, pinch, or otherwise work with the fingers.			
Auditory Ability	1. Possess sufficient hearing to assess patient's needs, follow instructions, communicate with other health care workers, as well as respond to audible sounds of radiographic equipment. <i>(Please comment if corrective devices are required.)</i>			
Visual Acuity	1. Possess the visual acuity to read, write and assess the patient and the environment. <i>(Please comment if corrective devices are required.)</i>			
Communication	1. Possess verbal/nonverbal and written communication skills adequate to exchange ideas, detailed information, and instructions accurately.			
	2. Able to read, comprehend, and write legibly in the English language.			
Interpersonal Skills	1. Able to interact purposefully and effectively with others.			
	2. Able to convey sensitivity, respect, tact, and a mentally healthy attitude.			
	3. Oriented to reality and not mentally impaired by mind-altering substances.			
	4. Able to function safely and effectively during high stress periods.			

These examples of criteria are not intended as a complete listing of Radiography practice behaviors, but are a sampling of the types of abilities needed by the Radiography student to meet program objectives and requirements. The Radiography Department reserves the right to amend this listing based on the identification of additional critical behaviors or abilities needed by students to meet program or agency requirements.

**Read** the declarations below and sign only **one** option. *If you are **unable** to **fully** meet **any** criterion, you will need to direct your request to the College ADA Coordinator.\**

\_\_\_\_\_ I have reviewed the Essential Functions for this program and I certify that to the best of my knowledge **I currently have the ability to perform these functions.** I understand that further evaluation of my ability may be required and conducted by the Radiography faculty if deemed necessary to evaluate my ability prior to admission to the program and for retention and progression through the program.

\_\_\_\_\_ I have read the Essential Functions for this program and **I currently am unable to fully meet the items indicated without accommodations.** I am requesting the following reasonable accommodations: Attach additional sheet

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Student ID

\_\_\_\_\_  
Physicians Signature

\_\_\_\_\_  
Date

\* An individual who discloses a disability may request reasonable accommodations. Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. Documentation should address the specific accommodation and be dated within three years of the enrollment date. Once the documentation is filed with the College ADA Coordinator, the student's instructors will be notified of the requested accommodation. Students should update their information with the College ADA Coordinator by the courses for which they are seeking accommodations each semester.

## **Registration Requirements**

(After admission to a program and prior to registration each semester)

1. Current student malpractice insurance.
2. *Annual Health Questionnaire* specific to the program of study verifying
  - a. a state of physical and mental health such that the student is able to complete all program requirements without presenting undue risk/harm to the student or other persons;
  - b. skin test for TB within the past year;
  - c. ability to meet Technical Standards requirements as specified in the program of study; and
  - d. current immunizations, including Hepatitis B vaccinations. (The first Hepatitis B vaccination is due prior to the first term of registration; the second Hepatitis B vaccination is due one month later; and the third Hepatitis B vaccination is due six months after the first vaccination.)
3. Current CPR certification at the Health Care Provider or Professional Rescuer level.

## **Progression Requirements**

To progress through and graduate from the Radiology Technology Program, the student must:

1. Progress through the required radiology curriculum in the prescribed sequence.
2. Attain a grade of 75% or higher in each required radiology course, and a grade of 70% or higher in all general education courses.
3. Maintain ability to meet the *Essential Functions* for a Radiologic Technology Program with or without reasonable accommodations.
4. Successfully complete the Program within 33 months from the initial semester of RAD courses.
5. Maintain current CPR at the health care provider level as outlined by the Program.
6. Maintain current professional liability insurance as outlined by the College.
7. Abide by the policies, procedures, and rules of behavior of the clinical agencies (which may include drug screening and background checks at the student's expense) and by the prescribed dress code for clinical education.
8. Abide by the policies, procedures, and rules of behavior of the Radiologic Technology Program as published in the Program and College Student Handbooks and as specified in other materials provided.
9. Follow established guidelines required by the College for maintaining accidental and health insurance.
10. Maintain a personal radiation monitoring device and radiographic identification markers as outlined by the Program.
11. Read and sign the Student Clinical Rotation Contract as outlined by the College.

*Students who do not meet progression requirements must withdraw from the Radiography Program and apply for readmission. Students cannot apply for new admission to any health science program while still enrolled in the Radiography program.*

## ELIGIBILITY FOR CLINICAL ROTATIONS

Southern Union is contractually obligated to comply with requirements set forth by agencies used for clinical rotations. All Health Science students are required to have background checks and drug screens completed to meet the requirements of clinical agencies in accordance with The Joint Commission (TJC) standards. Background checks and drug screens will be conducted by one vendor approved by the Health Care Agencies, Division Chair and/or Dean of Health Sciences. Background checks or drug screens conducted by any vendor or agency that is not approved will not be allowed. Clear background check results must be received before newly admitted or returning Health Science students will be allowed to register for courses. Students who have been out of the Health Science program sequence for one semester or more must repeat the criminal background check and drug screen. The student is responsible for paying for all background and drug screens required by the clinical agencies. Some clinical settings may require a separate background check, including fingerprints. Students contract directly with the approved vendors and confidential results are maintained by the Health Records Coordinator.

### **Student Denial/Refusal by Clinical Agency**

The clinical agency (ies) reserve the right to approve or deny the student for clinical privileges. Refusal of a clinical agency to accept a student for clinical rotations will prevent a student from enrolling in or participating in any of the SUSCC Health Sciences programs. The student is solely responsible for clearing any refusals/denials reported from the clinical agency. Students who are unable to resolve any denials will be dismissed from the Health Science Program and administratively withdrawn from all enrolled Health Science courses.

### **Student Dismissal**

The clinical agency (ies) reserve the right to dismiss a student from clinical due to unprofessional or unethical behaviors. Any time the student cannot meet the clinical requirements of the clinical agency the student will be dismissed from the Health Science Program and administratively withdrawn from all Health Science courses at the time the event occurs. **Any Health Science student who is dismissed by a clinical agency is not eligible for admission into a SUSCC Health Science Program at any time.**

### **Readmission**

Students who interrupt the progression in the Radiography Program must apply for re-admission to the Program. A student who fails to progress during the first semester of the Program must reapply for acceptance as a new student. Students must submit a re-admission request no later than mid-term of the term prior to a planned re-entry. The Program may provide the student a plan for re-admission based on clinical availability. The student may be considered for re-admission only once. Students cannot apply for admission as a new student while still enrolled in the program.

Re-admission to the Program also depends upon the availability of clinical space. Students in regular progression will have first option of readmissions based on clinical availability.

Re-admission requires:

1. A 2.0 cumulative GPA in all course work.
2. That no longer than 33 months may elapse from initial admission term to date of graduation.
3. All students who are readmitted may be required to audit other courses that were previously completed as prescribed by the Program, and successfully complete all RAD course in which a "D" or "F" were received.
4. Ability to meet and comply with standards and policies in the current *College Catalog* and *Student/Clinical Handbook*.
5. Students who have been dismissed from a clinical facility are ineligible for re-admission.



6. Any student dismissed for academic or disciplinary reasons from the College will not be considered for re-admission.

### **Transfer Policy**

Transferring into the Radiography Program requires:

1. Unconditional admission to the College with clear academic status.
2. Ability to meet and comply with standards and policies in the current *College Catalog and Student/Clinical Handbook*.
3. Minimum cumulative grade point average of 2.5.
4. No longer than 33 months elapse from the initial admission term to date of graduation.
5. Official transcripts verifying a minimum grade of “C” earned in courses which represent collegiate coursework relevant to the degree with course content and level of instruction resulting in student competencies at least equivalent for those matriculating students. Verification of knowledge and/or skills may be required.
6. Eligibility to return to previous Radiography Program in good standing. A letter of good standing from previous program must be included in the transfer request.
7. No more than one semester in which a grade of “D” or “F” has been earned in a Radiography course.
8. Completion of 25% of total required hours for the A.A.S. Degree in Radiography at institution conferring degree.

### **Degree Requirements**

1. Earn a minimum of 25% of all credits applied to the degree at Southern Union.
2. Complete at least 19 semester hours in discipline-specific courses required in the program of study at Southern Union.
3. Successfully complete an exit examination, if required by the program.
4. Earn total credit hours (including transfer and native) equal to the minimum number of credit hours required in the program at the time the degree is granted.
5. Complete all requirements for graduation at Southern Union within a calendar year from the last term of attendance.
6. Comply with all formal procedures for graduation in accordance with Southern Union State Community College policy.

### **Administrative Withdrawal/Drop**

A student may be dropped administratively from any course for (1) failure to complete college registration properly; (2) failure to fulfill conditions of registration in those cases when a student may have been allowed to register on a conditional basis; (3) falsification of application and/or records (4) failure to fulfill other conditions of admissions and/or registration; (5) failure to comply with student conduct standards; (6) failure to attend class (es)/laboratory or clinical assignments; and (7) failure to comply with “Standards or Scope of Practice” as established by the Alabama Board of Nursing, American Registry of Radiologic Technologist, National Registry of Emergency Medical Technicians, Association of Surgical Technology, Alabama Office of EMS and Trauma or the National Registry of Emergency Medical Technicians or other regulatory or licensing agencies for programs of study in the Health Sciences Division.

### **Clinical Failure**

Clinical Failure is given for **repeated, uncorrected unsatisfactory clinical performance**. When a clinical failure is given the student will receive a grade of "F" for the course. Readmission to the program will be determined by the Admission/Progression Committee. If readmitted, prior clinical unsatisfactory/failure will remain in the student's file and will be considered in any future clinical performance reviews/evaluations. Students will also receive a clinical failure for falsification of clinical records and clocking in as an employee while completing clinical hours as a student.

**\*Note: At no time will radiologic exams done while at work be counted for school. Nor should the student ever clock in to work while completing clinical hours. If this occurs, the student will be dismissed from the program.**

### **Missed Examinations**

If the student is absent on the testing date, the student forfeits that testing opportunity and may be required to take a different version of the original test. The instructor must be notified **prior** to testing date and/or time to qualify for makeup exam. Only in the most extreme circumstance will a student be allowed to make up an exam without prior notification. Approval for a make up exam when the instructor has not been notified ahead of time must go through the admission progression committee. Only one (1) makeup test is permitted per term, per class. Approval for more than one make up exam when must go through the admission progression committee. This opportunity is allowed only under the most extreme circumstances.

### **VISITOR POLICY**

Southern Union State Community College welcomes visitors. However for the safety of our campus all visitors are to report to Campus Security. Campus security and Student services will determine if a visitor has a valid reason for contacting a student during class time. At no time are visitors allowed on campus without permission from student services. At no time are visitors allowed to interrupt class without a college official and/or security present. Visitors are expected to abide by the regulations of the college. Students are held responsible for the conduct of their guests. **CHILDREN MUST BE UNDER THE SUPERVISION OF THEIR PARENTS AND ARE NOT TO ATTEND CLASSES.**

### **Quizzes**

Announced or unannounced quizzes will be given during lecture at any time for students who are present.

### **Comprehensive Exam**

At the end of each semester students will be given a comprehensive exam. This exam will be administered in the clinical education course for that semester. The exam will be based on all course work for that

semester and all (if any) previous course work. The percentage will be defined in the clinical education syllabus for that course.

Semester 1 Comprehensive Exam – RAD 111, RAD 112, RAD 113, RAD 114

Semester 2 Comprehensive Exam - RAD 111, RAD 112, RAD 113, RAD 114, RAD 122 , RAD 125

Semester 3 Comprehensive Exam - RAD 111, RAD 112, RAD 113, RAD 114, RAD 122 , RAD 125  
RAD 135, RAD 136

Semester 4 Comprehensive Exam - RAD 111, RAD 112, RAD 113, RAD 114, RAD 122 , RAD 125  
RAD 135, RAD 136, RAD 212

### **External Standardized Comprehensive Exam**

Students will take a standardized comprehensive exam during their 4<sup>th</sup> semester. Students will also take 2 standardized comprehensive exams during their fifth semester of the Radiography Program.

### **HIPAA – Health Insurance Portability and Accountability Act of 1996**

# **Southern Union**

**State Community College  
Health Sciences Division**

## ***CONFIDENTIALITY/HIPAA***

**All patient/client information is confidential.** Protecting patient confidentiality is the law. The Health Insurance Portability and Accountability Act (HIPAA) of 1996 came into effect in April 2003. Noncompliance can result in monetary, civil and criminal penalties.

Southern Union State Community College Health Science division takes HIPAA violations very seriously. In order to help preserve patient confidentiality, levels of HIPAA violations have been developed and will be strictly enforced for every student that is enrolled in Health Science courses at Southern Union. This policy consists of 3 levels of violations with repercussions outlined in each level.

Records of student violations of the SUSCC Confidentiality/ HIPAA policy will be maintained in the student's health science file.

**LEVEL 1:** Constitutes an act of negligence.

– Examples of a level one violation include but are not limited to:

- Leaving patient information unattended.
- Turning in assignments with a patients name attached
- Sharing passwords with other classmates.
- Not signing off of a computer in the clinical setting.
- Not password protecting any personal device that is used to record patient information

The Level 1 violation will result in a student being given a reprimand (STA, Clinical unsatisfactory etc.) and counseling by instructor. A Level one violation **carries** over to subsequent semesters.

## **LEVEL 2**

- Repeat violation of a level one incident within the **same semester** or **subsequent semester** in a Health Science program (does not have to be the same incident) will result in a level two violation
  - Intentional violation of the SUSCC Confidentiality/ HIPAA policy.
- Examples of a level 2 violation include but are not limited to:
- Unauthorized access to patient records.
  - The discussing of Patient's, Patient's family and or visitors information with others not involved in the patient's care
  - Discussing Patient, Patient's family and or visitors information on social media sites
  - Discussing of Patient's, Patient's family and or visitors information where as others not involved in the direct care of the pt may overhear your conversation.
  - Sharing/Discussing the identity of a Patient, Patient's family and or visitors outside of the clinical setting, even if not discussing information regarding their care.

The level 2 violation will result in the student receiving a clinical failure for the course that the offense took part in. Additionally the student will be academically withdrawn from all health science courses. The student will have to go through the application process for possible re-admission to the program. This offense will stay in the student's permanent file. If readmitted to a health science program, any further violation of the SUSCC HIPAA policy will automatically move the student to a Level 3 violation.

## **LEVEL 3:**

- Additional violation of the SUSCC Confidentiality/ HIPAA policy after already receiving a Level 2 violation.
  - Or a malicious offense used to cause harm to a person, or used for personal gain
- The level 3 violation will result in student receiving a clinical failure for the course that the offense took part in. Additionally the student will be academically withdrawn from all health science courses. The student will not have the option of returning to that program or any program of study in the Health science division.

**All violations of the SUSCC confidentiality/ HIPAA will remain active for two years after the incident or until the completion of the currently enrolled program (whichever is longer) regardless of the program. The active violation will transfer to any Health Science program from any other Health Science program.**

## **The following are some general guidelines for students regarding HIPAA compliance**

- Students should not discuss patient/client information with anyone except for clinical personnel and those in the Health Science program who are involved in your education and adhere to the same confidentiality (e.g., faculty, graduate colleagues).
- Client records should never leave the clinical agency.

- Students should never save patient/client sensitive information (with identifying information) on their computers.
- E-mail correspondence with faculty should also be treated confidentially and identifying information about patients/clients should not be included.
- All documentation related to clinical clients must be treated as a legal document and confidentiality respected and maintained.
- Client names should not be included in clinical paperwork, case presentations, or on notes.
- Photocopying client records is **NOT** permitted in any clinical setting.
- Records should not have client's names or initials when turned in for clinical paperwork
- Students should NEVER discuss ANY information, no matter how insignificant it may seem, on any social media site.
- For more information regarding HIPAA please visit <http://www.hhs.gov/ocr/privacy/>

Title II of the Health Insurance Portability and Accountability Act of 1996 requires the protection of all individually identifiable health information. This protected health information must be kept confidential whether electronic, paper, or oral. In order to satisfy HIPAA compliance the Southern Union State Community College Radiography Program requires all phones to be password protected, and all images to be de-identified. Due to the seriousness of this policy HIPAA violations will be considered a severe offense and therefore the consequences will be severe.

### **HARASSMENT POLICY**

Southern Union State Community College is committed to protecting its students, staff, and visitors from harassment, intimidation, and exploitation as prohibited by Title IX of the Education Amendments of 1972 and of Title VII (Section 703) of the Civil Rights Act of 1964.

Harassment includes, but is not necessarily limited to, slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, gender, religion, national origin, age, or disability. Harassment also includes unwelcome sexual advances, requests for sexual favors, and other verbal, graphic, or physical conduct of a sexual nature.

Sexual harassment refers to behavior of a sexual nature which interferes with the work or education of its victims and their co-workers or fellow students. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite sex, when

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational opportunities;
- b. Submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting that individual;
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creates an intimidating, hostile, or offensive work or educational environment.

Harassment of employees or students by employer, other employees, other students, or non-employees is a violation of this policy. Any person who believes herself or himself to be subjected to such harassment, intimidation, and/or exploitation should first tell the person responsible to stop the action. In addition the person should contact a college official (faculty member or staff member) as promptly as possible after the harassment occurs. The college official will take appropriate action to resolve the complaint which may include a referral to the Coordinator of Title IX and College Grievance Officer. The telephone number is (334) 745-6437.

## **Computer Labs and Internet**

Use of Southern Union State Community College's computers to access software or information on the Internet indicates that the user will comply, both in letter and spirit, with the policies established for the College's computer labs. Students are not to reconfigure, load, download, copy, delete, or in any way alter the software programs or computer configurations.

Internet access is limited to instruction purposes and is not to be used for entertainment. The user must be aware that information retrieved from the Internet may not have been verified, validated, or authenticated by a properly credentialed source to assure its accuracy. Information accessed on the Internet or other computer software available is to be used in a professional and responsible manner. Southern Union State Community College is not responsible for information which is considered offensive in nature or is misused by the user.

Information accessed on the Internet is not to be used for illegal purposes and is not to be used to transmit threatening, obscene, pornographic, or harassing materials. Users of the Internet are not to interfere with or disrupt network users, services, or equipment. Disruptions include, but are not limited to, unsolicited advertising, propagation of computer worms or viruses, and using the network to make unauthorized entry to other machines accessible via the network.

Southern Union State Community College and The Alabama Supercomputer authority reserve the right to monitor and review all traffic for potential violations of this policy and have final authority for the determination of violations and subsequent penalties. Penalties include, but are not limited to, disciplinary action by the College.

## **Health Sciences Division Computer Labs**

1. Software is not to be loaded, unloaded, downloaded, or reconfigured.
2. Computers are not to be turned off while a program is running.
3. Food, drink, and children are not allowed in computer labs.
4. Computer space must be cleaned-up prior to leaving the lab.
5. Printing for research and courses will be done in the Learning Resource Center, not in the Health Sciences lab.

All computers are loaded with Microsoft Office, and email can be accessed on all computers. Health Sciences software is loaded on computers in room 113 and room 115. If a CD must be inserted to run the program (as indicated by "Requires CD"), see personnel in the computer control room. Software may be loaded and unloaded only by the MIS Department of Southern Union.

## **Radiography Laboratory Policies**

The laboratory is an educational environment and students are encouraged to utilize the lab outside of the scheduled class time. Appointments should be made with the Course Instructor. While in the lab, the student must comply with the following rules and regulations:

1. No student is allowed in the lab at any time without permission of the program faculty or Program Director.
2. Students must get approval to use the lab for anything other than assigned projects.
3. If a student is absent from lab s/he will receive a grade of zero (0) for that lab day. If the student missed an evaluation on that day s/he must request in writing permission to make up the lab.
  - The request must contain date of missed lab, reason lab was missed and student signature.
  - Eligibility for lab make up is solely the discretion of the Course Instructor.

- If a student goes over the amount of absences allowed, the student must write a written request to the admission/progression committee to make up the lab.
4. No eating, drinking or smoking is allowed in the lab. Exceptions can be made at the discretion of the program faculty.
  5. The student's lead markers must be visible on all images taken in the lab.
  6. Phantoms must be treated with care to prevent damage. Replacement costs range from \$500 to \$20,000.
  7. Locks must always be released before moving the x-ray tube to prevent damage.
  8. Each group of students is responsible for straightening the room at the end of each lab session.
  9. All accessories, phantoms, cassettes, cassette holders, grids etc will be returned to storage at the end of each lab use.
  10. The x-ray tube must always be placed over the table with the collimator pointed toward the tabletop (as for a vertical x-ray beam) before the power is shut off.
  11. Electrical power to the energized x-ray units including the circuit breakers must be turned off when leaving the area.
  12. Any radiographic malfunctions must be reported to the program faculty.
  13. Students will not attempt to repair malfunctioning equipment. All maintenance should be conducted by qualified service engineers.

### **Laboratory Safety Policies**

(Also see Radiation Dosimeter Policy)

1. A radiation dosimeter must be worn during lab classes. Students will not be allowed in the radiation lab without their dosimeter.
2. No student will remain in the room during x-ray exposure.
3. No exposure will be made on human subjects.
4. Students will not be allowed to take x-rays in the laboratory setting without a faculty member being within shouting distance. If a student wants to use the x-ray machine for practice without a faculty member being available, the exposure mechanism will remain disabled.
5. If at any time, a student exposes a human subject, the student will receive a grade of zero (0) for the day and further disciplinary action will result.

**Failure to use appropriate radiation safety procedures may result in disciplinary action, which may include dismissal from the program.**

### **Radiation Safety Practices Policy**

Students must NOT hold image receptors during ANY radiographic procedure in the clinical setting. Students should not hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care.

## Use of Tobacco Products

"Because Southern Union State Community College is committed to providing a safe and healthy working and learning environment for the students, faculty, and staff on its campuses, it became a Smoke-Free and Tobacco-Free Environment beginning Fall 2015."

The use of all forms of tobacco products on property owned, leased, rented, in the possession of, or in any way used by Southern Union is expressly prohibited. **"Tobacco Products" is defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco such as hookahs or simulate the use of tobacco such as electronic cigarettes.**

Further, this policy prohibits any advertising, sale, or free sampling of tobacco products on Southern Union properties. This prohibition includes but is not limited to all areas indoors and outdoors, buildings and parking lots owned, leased, rented or otherwise used by Southern Union. The use of tobacco products is prohibited in all vehicles – private or public vehicles - located on Southern Union properties.

This policy applies to all persons who enter the areas described above, including but not limited to students, faculty, staff, contractors and subcontractors, spectators, and visitors. All events hosted by a Southern Union shall be smoke and tobacco-free.

In addition, **students are prohibited from using tobacco products while in SUSCC Clinical Uniform.**

## Calculators/Tape Recorders

The policy regarding use of calculators and/or tape recorders varies with each course. See each instructor and/or course syllabus for course policy.

## CELL PHONES

Cell phones must be turned on silent or vibrate during class time. Students are not allowed to use cell phone during class time. Communication by any inappropriate means of communication during class is strictly prohibited and could be construed as cheating. If a student has a situation in which they expect a call during class time, then it is the student's responsibility to alert the faculty member. The student will be asked to step outside the class to take the call. If this situation occurs during a test, the student should arrange with the faculty member to answer the call. **At no time should the student have the cell phone on the desk or in use in the class or at clinical. Taking a picture during class or clinical is considered a violation of HIPAA and privacy.**

## Fundraising

The Dean of Health Sciences and Dean of Students must approve all fund raising activities *in advance*. Fundraising is allowed only by organizations/clubs which are officially recognized by the College. The president of the organization should gain approval from the Faculty Advisor and then submit a written request (forms are available from the Health Sciences Division) to the Dean of Health Sciences. Upon approval by the Dean of Health Sciences, the request will be forwarded to the Dean of Students. Following approval from the Dean of Students, fundraising activities may proceed.



The Radiography Program currently has one student organization: Association of Radiologic Technologist Students (ARTS)

The primary goal of The Association of Radiologic Students is to promote the progression of Radiologic Technology, through the sharing of ideas and information. Through attendance at regularly announced meetings and other continuing education seminars, members have a means of defining their role as an integral member of the health care team. Members of this organization raise money to cover the costs of the Annual ALSRT meeting, registry review seminars, and program activities. Members must fully participate in all fundraising activities to gain benefits from the monies raised.

### **Academic Integrity**

If a student is found cheating on an exam, quiz, or assignment or committing plagiarism, a grade of zero “0” will be assigned for that exam, quiz, or assignment. Further disciplinary action may be taken at the discretion of the Dean of Students. Refer to the Southern Union State Community College’s catalog for more information.

### **Communication Channels**

Should a problem arise during the semester, you should first strive to solve it with the instructor or student involved. If no agreement is reached or dissatisfaction results, consult the Program Director/Chair. The Dean of Health Sciences is then consulted if the problem remains unresolved. The formal due process procedure may be found below.

### **Catastrophic Event Policy**

In any case of emergency, the Radiologic Technology Program will follow any guidance provided by the Alabama Community College System’s (ACCS) Chancellor, the SUSCC President, the SUSCC Emergency Plan, and the JRCERT. Any plan developed is always contingent on the Dean of Health Sciences and SUSCC President approval.

### **Academic/Clinical Appeal Policy/ Formal Due Process Procedure**

The College has established a grade appeal procedure to be used if a student has a valid reason to believe that a grade he/she received for an examination, a written/oral presentation, a clinical, a lab, or a project is inaccurate or an inaccurate grade has influenced the final grade in the class. This procedure will be followed for all students whether enrolled in courses held on campus in a traditional classroom setting or courses that are delivered via distance learning formats.

Formal appeals are accepted only when a student believes the instructor did not assign the grade correctly based on the syllabus guidelines. Students may also appeal the final grade in the class if he/she believes the final grade is inaccurate.

To initiate the formal Academic Appeal process, a student must file the Academic Appeal Form **within ten (10) days of the College’s *scheduled faculty duty* days** after the student has the received the grade in question. If the student is appealing the final course grade, the ten (10) *scheduled faculty duty* days period will begin on the first class day of the next academic term for

full term or second mini term classes or the first class day of the second mini term for first mini term classes.

The student will initiate the formal appeal by following the procedure outlined below. The student must demonstrate proof that the instructor did not assign the course grade correctly based on the syllabus guidelines. The burden of proof is the responsibility of the student when appealing a grade. A student who receives a failing grade because he/she was unaware of the procedure or deadline for withdrawing from a course does not have the right to appeal the grade.

Thereafter, each subsequent appeal must occur **within ten (10) of the College's scheduled faculty duty days** after the respective decision is emailed to the student's official SUSCC email address (SUSCC will use the institutional student email as its official form of communication). If a student does not meet the deadline for appealing a grade, the right to appeal will be waived.

### **Appeal Procedure:**

In appealing a grade, the student may have his or her concern about the grade reviewed through the following procedures:

#### **1. Initiation of appeal**

To initiate a grade appeal, the student must complete the Grade Appeal Form Level 1, and include a written statement describing why he/she believes that the grading procedures outlined in the class syllabus were not appropriately followed, attaching all relevant evidence to the form.

The completed form and evidence must be submitted in person or by email to the Assistant or Secretary to the Dean of Academic, Health Sciences, or Technical Services, as appropriate. The **ten (10) scheduled faculty duty days** period will begin on the first class day of the next academic term for full term or second mini term classes or the first class day of the second mini term for first mini term classes. The assistant/secretary will log the appeal into the database and give a copy of the student's form to the course instructor.

#### **2. Instructor response:**

The instructor will prepare a written response **within (10) scheduled faculty duty days** of the receipt of the grade appeal and submit the response to the appropriate Dean's secretary or assistant.

The Instructional Dean's Assistant/Secretary will notify the student of the response from the instructor via the college email system and/or the phone number supplied by the student on the Academic Appeal Form.

The student may pick up a copy of the instructor's response from the Assistant/Secretary to the Instructional Dean or the response will be sent to the SUSCC email address.

#### **3. Department Chair/Program Director response:**

If the student does not feel the issue has been resolved by the instructor, he/she may submit a written request using the Academic Appeal Form, Level 2, for the department chair/program director to review the appeal to the appropriate dean's assistant/secretary **within 10 scheduled faculty duty days** of notification of the instructor's response. The completed appeal form may be emailed to the correct assistant/secretary by reviewing the list on the Appeal Form.

The dean's assistant/secretary will deliver copies of all documents to the department chair/program director who will analyze the appeal and provide a written response to the secretary/assistant **within (10) scheduled faculty duty days**.

The chairperson/director has the authority to call in the instructor, to ask for the assistance of another SUSCC instructor or seek the opinion of an expert in the subject area under review.

The assistant/secretary will deliver the response from the department chair/program director to the student in the same manner indicated above.

#### **4. Dean's/Academic Appeal Committee Decision:**

If the student still believes there is a problem, he/she has **(10) scheduled faculty duty days** from notification of the chair/director's response to request in writing a review by the instructional dean.

The student has the choice for the appeal to be considered either by the instructional dean or by the Academic Appeal Committee. The preference of the student should be indicated on the Academic Appeal Form, Final Level. The Committee will have a representative from the instructional area but not the department or discipline in question, unless a subject matter expert is requested by the committee. If a choice is not indicated, the decision of whether to use a committee will be made by the instructional dean.

The dean's assistant/secretary will give a copy of all materials that had been submitted by the student, instructor, and chair/director by the appropriate deadline to either the appropriate dean or to the Appeal Committee.

If chosen, the committee will review documents and make a recommendation to the dean.

The dean's assistant/secretary will deliver the response from the dean/Appeal Committee to the student in the same manner indicated in step 2 listed above.

The instructional dean/Appeal Committee's written decision cannot be appealed under the Academic Appeal Policy.

*\*The student may investigate the College Grievance process outlined in the College Catalog for additional options or the Appeal Process of the Alabama Community College System.*

#### **Grade Appeal Decision: Subsequent Terms**

If the grade being appealed was earned in a full-term class during the fall, spring, or summer, the succeeding semester will be considered to be the spring, summer, or fall, respectively. If the grade being appealed is for a first split-term course, the succeeding semester will be considered to be the second split-term of that semester. If the grade being appealed is for a second split-term course, the succeeding semester will be considered to be the same as if it were a full-term course.

If the grade appeal is in a course which is a prerequisite to a follow-up course for which the student is enrolled in the succeeding semester, the student will be allowed to enroll in the follow-up course if the student signs a statement that says:

I acknowledge that I am being allowed to enroll in <name of follow-up course(s)> pending the outcome of my grade appeal for <appealed course>. I understand that if my grade appeal for <appealed course> does not result in a change of grade that would qualify me to take <name of follow-up course(s)> I will be administratively withdrawn from the follow-up course(s) with full refund of tuition and fees. I acknowledge that the return of any books and supplies associated with the follow-up course(s) is entirely my responsibility, and that if those books were paid through financial aid, I must return that aid money. I also acknowledge that I am fully responsible for returning any financial aid refunds if withdrawal from courses results in a reduction in my aid amount.

If an unsuccessful grade appeal would result in the student being placed on academic suspension, the student will be allowed to enroll in the succeeding semester if the student signs a statement saying:

I acknowledge that I am being allowed to enroll in <term> pending the outcome of my grade appeal for <name of course>. If the grade appeal does not result in a change of grade that would preclude suspension, I will be administratively withdrawn from the college with full refund of tuition and fees. I acknowledge that the return of any books and supplies associated with the courses I was enrolled in for <term> is entirely my responsibility, and that if those books were paid through financial aid, I must return that aid money. I also acknowledge that I am fully responsible for returning any financial aid refund associated with <term>.

- ☐ Once the student has exhausted all the SUSCC appeal processes the student may choose to appeal to the Alabama Community College System. The student must use the System's official Student Complaint Form, which is available online at the ACCS website ([www.accs.cc](http://www.accs.cc)). Students may submit completed complaint forms by printing the form, signing it, and then either (1) scanning it and e-mailing it to [complaints@accs.edu](mailto:complaints@accs.edu) or (2) mailing it to:

Alabama Community College System  
Attention: Division of Academic and Student Affairs  
P.O. Box 302130  
Montgomery, AL 36130-2130

- ☐ The Division of Academic and Student Affairs will investigate the complaint within 30 days of receipt.
- ☐ The institution which is the subject of complaint has 30 days to provide a written response to questions and/or concerns raised during the investigation. Such response may or may not contain a resolution.
- ☐ The Division of Academic and Student Affairs will adjudicate the matter and write a report or letter to the institution and student detailing corrective action, if any is necessary, or stating that the school has no violation of policies.
- ☐ If corrective action is needed the institution will have 30 days to comply or develop a plan to comply with the corrective action.
- ☐ The System Office will monitor the institution's compliance to ensure the completion of any required corrective action.

Southern Union State Community College (SUSCC) promotes the open exchange of ideas among all members of the Southern Union State Community College community, students, faculty, staff, and administration. An environment conducive to the open exchange of ideas is essential for intellectual growth and positive change. Southern Union State Community College recognizes that in order to efficiently and effectively carry out its mission, its employees and students must feel confident that any valid complaint or grievance an employee or student may make concerning the College will be promptly addressed by the appropriate authorities.

Therefore, the following procedures for resolving such complaints and grievances have been adopted by the College.

### **1. Complaint.**

For purposes of this policy, a complaint shall mean a specific event, activity, or occurrence within the scope of the authority of the College's administration or faculty about which an individual has a specific concern.

#### 1.1 Employees.

Any college employee making a complaint shall report that complaint in writing to her/her immediate supervisor. The complaint shall be made within ten (10) business days of the event, activity, or occurrence prompting the complaint.

If, after discussion between the employee and the supervisor, it is determined that the complaint can be resolved immediately and informally, the supervisor will take action to resolve the complaint. However, if the complaint involves a charge of physical abuse, racial or other discrimination, sexual or other harassment, or if the complaint relates to a disability, or if the complaint relates to a matter involving theft or any other act of dishonesty, the supervisor shall submit a written report within ten (10) business days of the filing of the complaint to the College Grievance Officer, detailing both the complaint and the resolution of the complaint.

#### 1.2 Students.

1. Complaint Related to Academic Matters. All complaints involving academic disputes must follow the college "Academic Appeal Policy", and the Instructional Dean's decision will be final.

2. Complaint Related to Disability. Complaints related to a disability should be reported orally or in writing to the College ADA Coordinator within ten (10) business days of occurrence of the event prompting the complaint.

3. Other Types of Complaints. Complaints related to any matter other than academic or disability should be reported orally or in writing to the Dean of Students within ten (10) business days of the event prompting the complaint.

If, after discussion between the student and the respective college official, it is determined that the complaint is valid and can be resolved immediately and informally, the college official will take action to resolve the complaint. However, if the complaint involves a charge of physical abuse, racial, or other discrimination, sexual or other harassment, or if the complaint relates to a disability, or if the complaint relates to a matter involving theft or any other act of dishonesty, the respective college official will submit a written report within ten (10) business days of the filing of the complaint to the College Grievance Office, detailing both the complaint and its resolution.

#### 1.3 Plan of Resolution.

If the student's or employee's complaint cannot be resolved immediately and informally, but requires instead a "Plan of Resolution", the appropriate college official to whom the complaint was made shall submit a written report to the College Grievance Officer. The report shall be submitted within ten (10) business days of the complaint and shall detail the complaint and the plan to resolve the complaint. If the

Plan of Resolution does not result in satisfactory solution to the complaint, the complainant may choose to pursue a grievance.

## **2. Grievance Procedures.**

An employee or student who submits a written complaint to the appropriate college official, and who is not informed of a satisfactory resolution or plan of resolution of the complaint within ten (10) business days, shall then have the right to file a grievance with the College Grievance Officer. The written grievance statement shall be filed using Grievance Form A, which will be provided by the Grievance Officer and shall include at least the following information:

1. Date the original complaint was reported;
2. Name of person to whom the original complaint was reported;
3. Facts of the complaint; and
4. Action taken, if any, by the receiving official to resolve the complaint.

The grievance statement may also contain other information relevant to the grievance that the Grievant wants considered by the Grievance Officer.

If the grievance involves a claim of discrimination based on sex, race, age, national origin, religion, handicap, or disability, the complaining party should state with particularity, the nature of the discrimination and, if known, a reference to any statute, regulation, or policy which the Grievant believes to have been violated. The Grievant shall file any claim involving discrimination as described above within thirty (30) calendar days of the occurrence of the alleged discriminatory act or of the date on which the Grievant became aware that the alleged discriminatory act took place.

## **3. Investigation:**

Hearing and Findings. The College shall have thirty (30) calendar days from the date of the receipt by the College Grievance Officer of the grievance to conduct an investigation of the allegation(s), hold a hearing (if requested) on the grievance, and submit a written report to the Grievant of the findings arising from the hearing. Grievance Form A shall be used to report both the grievance and the hearing findings. The hearing findings shall be reported by the President (or his/her designee) to the Grievant by either personal service or certified mail sent to the Grievant's home address.

### **3.1 Investigation Procedures.**

The Grievance Officer, either personally or with the assistance of such other persons as the President may designate, shall conduct a factual investigation of the grievance allegations and shall research the applicable statute, regulation, and/or policy, if any. The College Grievance Officer shall determine, after completion of the investigation, whether there is substantial evidence to support the grievance. The factual findings of the investigation and the conclusions of the Grievance Officer shall be stated in a written report which shall be submitted to the Grievant and to the party or parties against whom the complaint was made (the "Respondent") and shall be made a part of the hearing record, if a hearing is requested by the Grievant. Each of the parties shall have the opportunity to file written objections to any of the factual findings and, if there is a hearing, to make their objections part of the hearing record. Publications or verified photocopies containing relevant statutes, regulations, and policies shall also be prepared by the Grievance Officer for the hearing record. If the Grievance Officer finds that the grievance is supported by substantial evidence, he or she shall also make a recommendation in the report as to how the grievance should be resolved. Upon the receipt by the Grievant of the Grievance Officer's report, the Grievant shall have five (5) business days to notify the Grievance Officer whether or not the Grievant demands a hearing on the grievance. The failure by the Grievant to request a hearing by the end of the fifth business day shall constitute a waiver of the opportunity for a hearing. However, the College Grievance Officer may, nevertheless, at his or her

discretion schedule a hearing on the grievance if to do so would appear to be in the best interest of the College. In the event that no hearing is to be conducted, the Grievance Officer's report shall be filed with the President, and a copy provided to the Grievant and each Respondent.

### 3.2 Hearing Procedures.

In the event that the Grievant requests a hearing within the time frame designated by the Grievance Officer, the President shall designate a qualified, unbiased person or committee to conduct each grievance hearing. The hearing officer and/or committee members will generally be employees of SUSCC. However, the President shall have the discretion to select other than SUSCC employees to serve as a hearing officer or as a committee member. The hearing officer and/or committee shall notify the Grievant, and each Respondent, of the time, place, and subject matter of the hearing at least seventy-two (72) hours prior to the scheduled beginning of the hearing. The hearing shall be conducted in a fair and impartial manner and shall not be open to the public unless both parties agree in writing for the hearing to be public.

At the hearing, the Grievant and the Respondent shall be read the grievance statement. After the grievance is read into the record, the Grievant shall have the opportunity to present such oral testimony and offer such other supporting evidence as he/she shall deem appropriate to his/her claim. Each Respondent shall then be given the opportunity to present such oral testimony and offer such other evidence as he/she deems appropriate to the Respondent's defense against the charges. In the event that the College, or the administration of the College at large, is the party against whom the grievance is filed, the President shall designate a representative to appear at the hearing on behalf of the respective College.

Any party to a grievance hearing shall have the right to retain, at the respective party's cost, the assistance of legal counsel or other personal representative. However, the respective attorney or personal representative, if any, shall act in an advisory role only and shall not be allowed to address the hearing body or question any witnesses. In the event that the College is the Respondent, the College representative shall not be an attorney or use an attorney unless the Grievant is also assisted by an attorney or other personal representative.

The hearing shall be recorded either by a court reporter or on audio or video tape or by other electronic recording medium. In addition, all items offered into evidence by the parties, whether admitted into evidence or not, shall be marked and preserved as part of the hearing record.

### 3.3 Rules of Evidence.

The hearing officer or committee shall make the participants aware that the rules relating to the admissibility of evidence for the hearing will be similar to, but less stringent than, those which apply to civil trials in the Circuit Courts of Alabama.

Generally speaking, irrelevant or immaterial evidence and privileged information (such as personal medical information or attorney-client communications) shall be excludable. However, hearsay evidence and unauthenticated documentary evidence may be admitted if the hearing officer or chairperson determines that the evidence offered is of the type and nature commonly relied upon or taken into consideration by a reasonably prudent person in conducting his affairs.

In the event of an objection by any party to any testimony or other evidence offered at the hearing, the hearing officer or committee chairperson shall have the authority to rule on the admissibility of the evidence, and this ruling shall be final and binding on the parties.

### 3.4 Report of Findings and Conclusions of Law.

Within five (5) working days following the hearing, there shall be a written report given to the College. Any party to a grievance hearing shall have the right to retain, at the respective party's cost, the assistance of legal counsel or other personal representative. However, the respective attorney or personal

representative, if any, shall act in an advisory role only and shall not be allowed to address the hearing body or question any witnesses. In the event that the College is the Respondent, the College representative shall not be an attorney or use an attorney unless the Grievant is also assisted by an attorney or other personal representative.

The hearing shall be recorded either by a court reporter or on audio or video tape or by other electronic recording medium. In addition, all items offered into evidence by the parties, whether admitted into evidence or not, shall be marked and preserved as part of the hearing record.

Grievance Officer (with a copy to the President, the Grievant, and each Respondent) of the findings of the hearing officer or the chairperson of the hearing committee, whichever is applicable, and the report shall contain at least the following:

1. Date and place of the hearing;
2. The name of the hearing officer or each member of the hearing committee, as applicable;
3. A list of all witnesses for all parties to the grievance;
4. Findings of fact relevant to the grievance;
5. Conclusions of law, regulations, or policy relevant to the grievance; and
6. Recommendation(s) arising from the grievance and the hearing thereon.

Least the following:

### 3.5 Conciliation of Grievance.

In the event of a finding by the hearing officer/committee that the grievance was unfounded or was not supported by the evidence presented, the College Grievance Officer shall notify the Grievant of any appeal that may be available to the Grievant.

In the event of a finding that the grievance was supported, in whole or in part, by the evidence presented, the College Grievance Officer shall meet with the Grievant and the appropriate college representative(s) (which may include the Respondent[s]) and attempt to bring about a reasonable resolution of the grievance.

## **4. Available Appeals**

### 4.1 Presidential Appeal.

If the grievance does not involve a claim of illegal discrimination based on gender, race, or disability, the findings of the hearing officer/committee shall be final and non-appealable. However, if the grievance involves such a claim, the Grievant shall have the right to appeal the decision of the hearing officer or committee to the President of Southern Union State Community College, provided that:

1. A notice of appeal is filed, using Grievance Form B, with the College Grievance Officer and the President within fifteen (15) calendar days following the Grievant's receipt of the committee report; and
2. The notice of appeal contains clear and specific objection(s) to the finding(s), conclusion(s), and/or recommendation(s) of the hearing officer or committee. If the appeal is not filed by the close of business on the fifteenth (15th) day following the Grievant's receipt of the report, the Grievant's right to appeal shall have been waived. If the appeal does not contain clear and specific objections to the hearing report, it shall be denied by the President.

### 4.2 President's Review.

If an appeal is accepted by the President, the President shall have thirty (30) calendar days from his/her receipt of the notice of appeal to review and investigate the allegations contained in the grievance, to review the hearing record, to hold an appellate hearing (if deemed appropriate by the President), and to produce a



report of the President's findings of fact and conclusions of law. The President shall have the authority to (1) affirm, (2) reverse, or (3) affirm in part and reverse in part the findings, conclusions, and recommendations arising from the college grievance hearing. The President's report shall be served to the Grievant and Respondent(s) by personal service or by certified mail, return receipt requested, at their respective home addresses.

#### 4.3 Appeal to the Chancellor.

Except in cases involving a claim alleging a violation of Title IX of the Civil Rights Act of 1964, as amended, the

President's findings and conclusions shall not be appealable. However, pursuant to State Board of Education policy, a Grievant who is alleging a claim of illegal discrimination based on a violation of Title IX may file an appeal to the Chancellor of the Alabama Department of Postsecondary Education for a review of the President's report and the findings arising from the college grievance hearing.

A Grievant who has ground for appealing the findings of the President to the Chancellor may do so by:

1. Filing the notice of appeal, using Grievance Form C, to the Chancellor and the President of SUSCC within fifteen (15) calendar days following the Grievant's receipt of the report of the President's findings; and
2. Specifying in the notice of appeal clear and specific objection(s) to the findings(s), conclusion(s), or recommendation(s) affirmed by the President.

If the appeal is not filed with the Chancellor by the close of business on the fifteenth (15th) day following the Grievant's receipt of the President's report, the Grievant's opportunity to appeal shall have been waived. If the appeal does not contain clear and specific objections to the President's report, it shall be denied by the Chancellor.

#### **5. Review by Chancellor.**

If an appeal is accepted by the Chancellor, the Chancellor shall have thirty (30) calendar days following his/her receipt of the Grievant's notice of appeal to investigate and review the allegations contained in the grievance, to review the reports of the President and the college hearing officer/committee, to hold an appellate hearing, (if he/she deems such appropriate), and to issue a report of his/her findings of fact and conclusions of law. The Chancellor shall have the authority to (1) affirm, (2) reverse, or (3) affirm in part and reverse in part the findings, conclusions, and recommendations of the President and/or the hearing officer/committee. The report of the Chancellor shall be served to the Grievant and Respondent(s) by personal service or by certified mail, return receipt requested, to the respective home addresses of the parties. The report of the Chancellor shall not be further appealable with the Alabama two-year college system. However, the Grievant shall not be precluded from filing his or her grievance with an appropriate court or administrative agency.

#### **6. General Rule on Filings.**

If the last date for filing a document under this procedure falls on a Saturday, Sunday, or legal holiday, the date of the first business day following the respective Saturday, Sunday, or legal holiday shall be considered the deadline date.

#### **7. List of Responsible Officials.**

Below is a list of officials who have been referenced herein above as responsible for responding to complaints and grievances.

Below is a list of officials who have been referenced herein above as responsible for responding to complaints and grievances.

President

Dean of Academics

Dean of Student Development

Dean of Students

Dean of Health Sciences

Dean of Technical Education and Workforce Development

Director of Adult Education

### **College Grievance Officers**

Mr. Gary Branch, Opelika

Mr. Steve Spratlin, Wadley

Ms. Robin Brown, Valley

ADA Grievance Officer Mr. Joseph Halsey

Each of these officials is charged with the responsibility of assisting in every reasonable way to resolve any valid complaint and to assist when one has been unable to resolve a complaint and desires to file a formal grievance. The President reserves the right to make such changes or substitutions to the above list of officials as he/she deems appropriate in order to avoid conflicts of interest or any potential appearance of bias or prejudice.

### **JRCERT Non-Compliance Issues**

Included in the back of this handbook is a copy of the JRCERT Standards for an Accredited Educational Program in Radiologic Sciences. If at anytime during enrollment in the Radiography Program a student feels the program is not in compliance, these noncompliant issues must be in writing and first discussed with the Program Director. The due process and or grievance procedure will be followed. At any time the student can contact the JRCERT at the address provided in this handbook. The student's written allegation of noncompliance and resolution will be filed and held in strictest confidence.

### **Pregnancy Policy**

It is the policy of Southern Union State Community College (SUSCC) to keep individual exposure to ionizing radiation to the absolute minimum, especially during pregnancy. The following procedures are provided to protect both the female student radiographer and SUSCC. Questions or concerns about any policy or procedure regarding pregnancy should be addressed to the student's physician and/or the Radiation Safety Officer (Buddy Glidewell) at SUSCC 334-745-6437. Reference material about radiation safety and other related information is available in the Clinical Coordinator's office.

### **Procedure**

1. A pregnant Radiography student may voluntarily disclose their pregnancy to the Clinical Coordinator in writing if they so choose. Student radiographers who become pregnant at any time during their 2-year tenure in the Radiography Program will be counseled and advised of their rights if it has been declared.
2. A pregnant student radiographer reserves the right to remain in the program unless it can be determined that unsafe radiation levels are likely to be exceeded.

3. The choice to remain in the program or be temporarily disenrolled is ultimately up to the student in question.
4. The pregnant student radiographer may be required to sign a statement of understanding regarding the risks involved should they choose to remain in the program.
5. If the pregnant student radiographer chooses to remain in the program, they will be required to continue to practice all radiation safety and protection techniques. Additionally, they will be required to wear a second radiation detection monitor at the abdomen level beneath the lead apron. The exposure will be recorded as “abdomen dose” and will be monitored monthly for the entire gestation.
6. The student also has the option to withdraw their declaration of pregnancy. Withdrawal of declaration of pregnancy must be done in writing.

# **DIDACTIC EDUCATION**

## ***Study Skills - Note Taking***

- I. What to Study
  - A. Vocabulary - Keep a list, review daily
  - B. Formulas, laws, rules - Keep a list, review daily
  - C. Famous people and important dates - How they relate
  - D. Relationships - Know how facts are related to one another
  - E. Predict questions - Notice what the instructor emphasizes in class
  - F. Main headings - Study questions and summaries at the end of the sections or chapters
- II. How to Take Notes
  - A. Lecture
    - 1. Write down key words
    - 2. Listen for clues
    - 3. Note major conclusions
    - 4. Emphasis - note when teacher gives special points or write on the board
    - 5. Review notes taken daily in class
  - B. Books
    - 1. Read assignments as assigned
    - 2. Get the big picture - what is the chapter about?
    - 3. Note chapter headings or subheadings
    - 4. Read and write down important or key ideas or facts - actively involved
    - 5. Read summary sections at the end of the chapter to get general idea
    - 6. Review notes taken daily on reading
  - C. Note-Taking Summary
    - 1. Purpose - read for plots, ideas, facts
    - 2. Words - look up words you do not know
    - 3. Why - relationships of ideas
    - 4. Summarize - the "so what"
    - 5. Explain - to someone else about subject
- III. Good Study Habits
  - A. Have a study schedule written down and stick to it
  - B. Schedule at least 45 minutes to 1 hour per study session
  - C. Take study breaks and move around and then go back to studying
  - D. Keep in good shape physically and mentally
    - 1. Sleep
    - 2. Exercise
    - 3. Have fun
    - 4. Eat good, regular meals

### **Evaluation**

A minimum grade of “C” is necessary in order to achieve passing status in all RAD.

No rounding of test scores is done (ex. 78.6 is 78.6). Only the final course grade is rounded: 0.5 or higher is raised to the next whole number.

A = 90-100

B = 80-89

C = 75-79

D = 60-74

F = 59 and below

### **Approved Humanities Electives**

In addition to Literature, disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Music and Music History, Philosophy, Ethics, Religious Studies, Theater, and Dance. Southern Union offers the following classes that are transferable to four-year institutions.

● ART 100 Art Appreciation ● ENG 271 World Literature I ● ENG 272 World Literature II ●  
MUS 101 Music Appreciation ● HUM 101 Intro to Humanities ● IDS 102 Ethics ● THR 120  
Theater Appreciation

## Radiography Curriculum

<b>First Term Courses</b>	<b>Theory</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>	<b>Contact</b>
MTH 100	3	0	0	3	3
BIO 201	3	1	0	4	6
RAD 111 Introduction to Radiography	2	0	0	2	2
RAD 112 Radiographic Procedures I	3	1	0	4	6
RAD 113 Patient Care	1	1	0	2	4
RAD 114 Clinical Education I	0	0	2	2	6
Total	12	3	2	17	27
<b>Second Term Courses</b>	<b>Theory</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>	<b>Contact</b>
BIO 202	3	1	0	4	6
RAD 122 Radiographic Procedures II	3	1	0	4	6
RAD 125 Imaging Equipment	3	0	0	3	3
RAD 124 Clinical Education II	0	0	5	5	15
Total	9	2	5	16	30
<b>Third Term Courses</b>	<b>Theory</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>	<b>Contact</b>
ENG 101	3	0	0	3	4.5
RAD 135 Exposure Principles	2	1	0	3	7.5
RAD 136 Radiation Protection and Biology	2	0	0	2	3
RAD 134 Clinical Education III	0	0	5	5	22.5
Total	7	1	5	13	37.5
<b>Fourth Term Courses</b>	<b>Theory</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>	<b>Contact</b>
RAD 212 Image Evaluation and Pathology	1	1	0	2	3
ENG 102 or SPH 106	3	0	0	3	3
RAD 214 Clinical Education IV	0	0	8	8	24
PSY 200	3	0	0	3	3
Total	7	1	8	16	33
<b>Fifth Term Courses</b>	<b>Theory</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>	<b>Contact</b>
RAD 227 Review Seminar	2	0	0	2	2
RAD 224 Clinical Education V	0	0	8	8	24
Humanities Elective	3	0	0	3	3
Total	5	0	8	13	29

## Course Descriptions

DPT	CRS	COURSE TITLE	THEORY	LAB	CLINIC	COURSE
RAD	112	Radiography Procedures I	3	1	0	4
Course Description				Updated		
<p>Prerequisites: Admission into the program.</p> <p>Co-requisites: As required by program.</p> <p>This course provides the student with instruction in anatomy and positioning of the Chest and Thorax, Upper and Lower Extremities, and Abdomen. Theory and laboratory exercises will cover radiographic positions and procedures. Upon completion of the course the student will demonstrate knowledge of anatomy and positioning skills, oral communication and critical thinking in both the didactic and laboratory settings.</p>						

DPT	CRS	COURSE TITLE	THEORY	LAB	CLINIC	COURSE
RAD	113	Patient Care	1	1	0	2
Course Description			Updated			
<p>Prerequisites: As required by program.</p> <p>Co-requisites: As required by program.</p> <p>This course provides the student with concepts of patient care and pharmacology and cultural diversity. Emphasis in theory and lab is placed on assessment and considerations of physical and psychological conditions, routine and emergency. Upon completion, students will demonstrate / explain patient care procedures appropriate to routine and emergency situations.</p>						

DPT	CRS	COURSE TITLE	THEORY	LAB	CLINIC	COURSE
RAD	114	Clinical Education I	0	0	2	2
Course Description				Updated		
<p>Prerequisites: Successful completion of all required previous semester courses.</p> <p>Co-requisites: As required by program.</p> <p>This course provides the student with the opportunity to correlate instruction with applications in the clinical setting. The student will be under the direct supervision of a qualified practitioner. Emphasis is on clinical orientation, equipment, procedures, and department policies. Upon completion of the course, the student will demonstrate practical applications of specific radiographic procedures identified in RAD 112. Students will have completed a minimum of 4 observations by the end of this course.</p>						

DPT	CRS	COURSE TITLE	THEORY	LAB	CLINIC	COURSE
RAD	122	Radiographic Procedures II	3	1	0	4
Course Description				Updated		
Prerequisites: As required by program.						
Co-requisites: As required by program.						
This course provides the student with instruction in anatomy and positioning of spine, cranium, body systems and special procedures. Theory and laboratory exercises will cover radiographic positions and procedures with applicable contrast media administration. Upon completion of the course the student will demonstrate knowledge of anatomy and positioning skills, oral communication and critical thinking in both the didactic and laboratory settings.						

DPT	CRS	COURSE TITLE	THEORY	LAB	CLINIC	COURSE
RAD	124	Clinical Education II	0	0	5	5
Course Description			Updated			
<p>Prerequisites: Successful completion of all required previous semester courses.</p> <p>Co-requisites: As required by program.</p> <p>This course provides students with the opportunity to correlate previous instruction with applications in the clinical setting. Students will be under the direct supervision of a qualified practitioner. Practical experience in a clinical setting enables students to apply theory presented thus far and to practice radiographic equipment manipulation, radiographic exposure, routine radiographic positioning, identification, and patient care techniques. Upon completion of the course, students will demonstrate practical applications of radiographic procedures presented in current and previous courses. Students will have completed a minimum of 32 competencies by the end of this course.</p>						



DPT	CRS	COURSE TITLE	THEORY	LAB	CLINIC	COURSE
RAD	125	Imaging Equipment	3	0	0	3
Course Description				Updated		
<p>Prerequisites: Successful completion of all required previous semester courses.</p> <p>Co-requisites: As required by program.</p> <p>This course provides students with knowledge of basic physics and the fundamentals of imaging equipment. Topics include information on x-ray production, beam characteristics, units of measurement, and imaging equipment components. Upon completion, students will be able to identify imaging equipment as well as provide a basic explanation of the principles associated with image production.</p>						

DPT	CRS	COURSE TITLE	THEORY	LAB	CLINIC	COURSE
RAD	134	Clinical Education III	0	0	5	5
Course Description					Updated	
<p>Prerequisites: Successful completion of all required previous semester courses.</p> <p>Co-requisites: As required by program.</p> <p>This course provides students with the opportunity to correlate previous instruction with applications in the clinical setting. Students will be under the direct supervision of a qualified practitioner. Practical experience in a clinical setting enables students to apply theory presented thus far and to practice radiographic equipment manipulation, radiographic exposure, routine radiographic positioning, identification, and patient care techniques. Upon completion of the course, students will demonstrate practical applications of radiographic procedures presented in current and previous courses. Students will have completed a minimum of 32 competencies by the end of this course.</p>						

DPT	CRS	COURSE TITLE	THEORY	LAB	CLINIC	COURSE
RAD	135	Exposure Principles	2	1	0	3
Course Description					Updated	
<p>Prerequisites: Successful completion of all required previous semester courses.</p> <p>Co-requisites: As required by program.</p> <p>This course provides students with the knowledge of factors that govern and influence the production of radiographic images and assuring consistency in the production of quality images. Topics include factors that influence exposure, contrast and radiographic quality as well as quality assurance, image receptors, intensifying screens, processing procedures, artifacts, and state and federal regulations.</p>						





## **PROFESSIONAL INFORMATION**

### ***American Society of Radiologic Technologists***

The mission of the American Society of Radiologic Technologists is to advance and elevate the medical imaging and radiation therapy profession and to enhance the quality and safety of patient care.

ASRT strives to be the premier professional association for the medical imaging and radiation therapy community through education, advocacy, research and innovation.

American Society of Radiologic Technologists  
15000 Central Ave. SE  
Albuquerque, NM 87123-3909  
505-298-4500 · 800-444-2778 · Fax 505-298-5063  
[www.asrt.org](http://www.asrt.org)

### ***Alabama Society of Radiologic Technologists***

The mission of this Society shall be to advance the profession of medical imaging and radiation therapy; to maintain high standards of education; to enhance the quality of patient care; and to further the welfare and socioeconomics of radiologic technologists.

[www.alsrt.org](http://www.alsrt.org)

### ***American Registry of Radiologic Technologists***

Our mission is to promote high standards of patient care by recognizing qualified individuals in medical imaging, interventional procedures, and radiation therapy.

In support of this mission, we:

- Adopt and uphold standards for educational preparation for entry into the profession
- Adopt and uphold standards of professional behavior consistent with the level of responsibility required by professional practice
- Develop and administer examinations that assess the knowledge and skills underlying the intelligent performance of the tasks typically required by professional practice in the discipline

In addition to offering initial recognition, ARRT provides a way to recognize individuals who continue to demonstrate their qualifications by adhering to the standards of professional behavior and by complying with continuing education requirements.

The American Registry of Radiologic Technologists®  
1255 Northland Drive  
St. Paul, Minnesota 55120-1155 USA  
Phone (651) 687-0048

[www.arrt.org](http://www.arrt.org)

### **ARRT Code of Ethics**

<https://assets-us-01.kc-usercontent.com/406ac8c6-58e8-00b3-e3c1-0c312965deb2/dcebc3ce-1df6-4ae0-9c59-b66241d9a1d9/code-of-ethics.pdf>

### **JRCERT Standards**

<https://www.jrcert.org/wp-content/uploads/Documents/Resources/Standards-PDFs/2021-Radiography-Standards.pdf>

## **CLINICAL EDUCATION**

During the two year period in the Radiography Program at Southern Union State Community College, students will participate in laboratory and clinical experiences to:

1. Acquire expertise and proficiency in a wide variety of diagnostic radiographic procedures by applying classroom theory to the actual practice of technical skills on specified levels of competence.
2. Develop and practice professional work habits and appropriate interpersonal relationships with patients and other members of the health care team.

Students will gain competence through an integrated system of classroom, laboratory, and clinical experiences. To that end, the structure of this curriculum is designed such that the student will have the opportunity to acquire the necessary cognitive, affective, and psychomotor skills to become a qualified radiographer. Through accomplishment of the behavioral objectives, the student will move from the passive mode of observation of a registered technologist [R.T.(R)] to the more active mode of clinical performer. The radiography student will gradually become independent in the performance of radiographic procedures.

Prior to demonstrating competence, students may only perform examinations under **direct supervision** (a registered technologist must be present in the room during the entire examination). After demonstrating competence, students may be permitted to perform procedures with **indirect supervision** (a registered technologist must be readily available for assistance and within shouting distance). All repeat examinations must be performed under **direct supervision**. Students are ultimately responsible for making sure that they are performing exams under the appropriate type of supervision. Portable and surgical x-ray exams should always be completed under direct supervision.

### **Attendance Policy**

It is expected that the student will assume responsibility for punctual and regular clinical attendance. When it is impossible for the student to attend a clinical session or for the student to arrive on time, it is the student's responsibility to call the assigned clinical site prior to the beginning of the clinical experience. Students must also notify the Clinical Coordinator of their clinical absence and tardies in writing (email or remind app).

All notifications of clinical absences must be made prior to the beginning of the clinical session. Any notifications made after the beginning of the clinical session will be awarded a grade of zero (0) for that day.

Students are expected to attend **all** clinical rotations required for each course. Failure to complete clinical rotations will prohibit progression in the Radiography Program.

**A student is considered tardy 10 minutes after the beginning of clinical.** Tardiness in excess of 50 minutes will be considered an absence. Students may still complete competencies. The student has a total of 3 tardies each semester to use at his or her discretion. If more than 3 tardies are used the student will be charged with an absence no matter the circumstance of the tardy.

**A student is also considered tardy if he/she leaves clinic (no matter the reason) up to 50 minutes early.** If a student must leave clinic early, he/she must notify the program faculty (via email or remind app) and clinical site. If a student leaves clinic more than 50 minutes early, he/she will be counted absent. Students may still complete competencies. The student has a total of 3 tardies each semester to use at his or her discretion. If more than 3 tardies are used the student will be charged with an absence no matter the circumstance of the tardy.

**Due to the importance of the clinical experience to the profession, student may miss no more than the designated number days per semester in each course; however students must also have a 75% average for the overall clinical grade at the end of the semester.**

RAD 114 – 1<sup>st</sup> year – Fall Semester – 1 day

RAD 124 – 1<sup>st</sup> year – Spring Semester – 2F days

RAD 134 – 2<sup>nd</sup> year – Summer Semester – 3 days

RAD 214 – 2<sup>nd</sup> year – Fall Semester – 3 days

RAD 224 – 2<sup>nd</sup> year – Spring Semester – 3 days

Students are expected to attend all classes for which they are registered. Each student should recognize at the beginning of his/her college career that a mature acceptance of his/her academic responsibilities is a requisite for accomplishment in college; this applies particularly to class attendance. Any class sessions missed, regardless of cause, reduces the academic opportunities of the student. In the event of excessive absences, the student **will** be dropped administratively for failure to attend class when the student has missed more than 20% of the total number of hours that the lecture class meets.

For example in RAD 113 the student will be dropped when he /has missed 9 hours of class or 6 class periods respectively. The faculty member will determine if the absence is excused

- a. An absence **may** be excused due to **extenuating circumstances.**
- b. Excused absences include, but may not be limited to:
  - i. Active military duty
  - ii. Jury duty/court appearance
  - iii. Death in the immediate family - This includes: husband, wife, father, mother, son, daughter, brother, sister, or on an individual with a close personal tie to the employee. For purposes of application of this policy, an individual with a close personal tie to the employee is limited to the following: a person standing *in loco parentis*; where unusually strong personal ties exist due to an employee's having been supported or educated by a person; father-in-law; mother-in-law; son-in-law; daughter-in-law; brother-in-law; sister-in-law; nephew; niece; granddaughter; grandson; grandfather; grandmother; aunt; uncle.
  - iv. Illness - Students who give birth or experience an illness or injury which requires, but is not limited to, hospitalization, surgery, or more than one week's absence may be required to provide a physician's statement.

2. Appeal Process:

- a. Students that go over their absences must appeal to the admission progression committee to be allowed to continue in the program.

## **General Plan for Clinical Education**

Each clinical education center has a clinical preceptor responsible for supervision. The Clinical Preceptor, or a designated technologist, supervises the student in the clinical education center. Supervision may be direct or indirect, depending on the progress of the student in the program.

Students are assigned to different clinical education centers. Clinical assignments will begin with the fall semester of the program. Students will rotate through the different diagnostic areas to facilitate the transfer of knowledge from theory to application of skills by performing diagnostic radiographic procedures.

During the clinical orientation course, students are oriented to fire safety, infection control, back safety, MRI safety, radiation safety, and CPR. Following orientation, students begin attending clinical.

At each site, students are oriented to the department which includes but is not limited to the emergency room, portable equipment, individual radiography rooms, the area supervisors and the department directors. At the end of each clinical rotation, students are evaluated using a clinical progress evaluation form.

During initial rotations, students will be primarily engaged in observation. Students will become proficient and gain competence through practice and experience. The clinical competencies that follow are designed to prepare the student for job entry-level competence upon graduation. Specific category competency requirements are listed in the respective clinical education course syllabus provided by the instructor as required by ARRT.

Opportunities for attaining competence in pediatric, trauma, surgical, and bedside procedures are provided. Simulation is utilized for infrequent or limited volume examinations and will comprise a minor component of clinical education. Opportunities are provided for observation in various modalities.

## **Simulation Center Confidentiality Statement**

In order to preserve the realism of the scenarios used in the simulation center and to provide an equitable learning experience for each student, all persons using the simulation center will be required to sign a confidentiality agreement. Because every simulation will be recorded, the statement also includes an agreement to be filmed and recorded. This confidentiality statement applies to the simulation itself, as well as all patient information made available to the students. Violation of this confidentiality statement will be considered a violation of the school's code of conduct.

## **Phone Policy for SUSCC Health Sciences Students**

In the performance of their duties, students in training at the various clinic affiliates of SUSCC are often permitted to have unrestricted access to confidential information regarding patient's medical history and other proprietary patient information. They may also become aware of confidential information pertinent to the operations of the various clinical affiliates of SUSCC including proprietary business, financial, and personal information.

Those people working as students in training at the various clinical affiliates of SUSCC should be aware of the sensitive nature of all this information. They will treat all information learned through their clinical with the various affiliates with the utmost confidentiality.

Students are also not allowed to take pictures with their electronic device of any patients, images, or patient information. Students should not have their devices out while taking care of their patient. Taking a picture of private patient information is considered a violation of HIPAA.

*While at Clinical all students are subject to the College Computer Lab and Internet Policy found in the SUSCC Catalog. Pay special attention to acceptable and unacceptable uses according to the SUSCC policy.*

All users of Southern Union State Community College's computers are expected to comply, both in letter and spirit, with the policies established for the College's computer labs. To be eligible to use the open labs, students must sign-in and provide a current Southern Union identification.

**Acceptable Uses:**

All Internet/Network use by administration, students, faculty and staff at Southern Union State Community College should be for and in support of 1)research, 2)education, 3)local, state, or national government affairs, 4)economic development, 5)public service in relation to College support activities.

**Unacceptable Uses:**

The use of internet resources should comply with ethical and legal standards. The following will be considered as unacceptable uses:

- 1) It is not acceptable to use the Internet/Network for purposes which violate any federal or state law or College Policy.
- 2) It is unacceptable to use the Internet/Network for illegal purposes which would include but not be limited to, harassing, threatening, stalking, pornographic or obscene materials.
- 3) It is unacceptable to use the Internet/Network in a manner that disrupts normal network use and service. Such disruption would include, but it not limited to: the propagation of computer viruses, the violation of personal privacy, the unauthorized access to protected and private network resources, and the altering of system software and hardware configuration.
- 4) It is not acceptable to use the Internet/Network for commercial activities, including but not limited to commercial solicitation for business.
- 5) Use for private or personal business is prohibited.
- 6) Copyright infringement.

### **Responsibility for Teaching and Learning**

The main purpose of instruction is to promote student learning. This means that teachers direct all matters dealing with courses. That does not mean that teachers bear sole responsibility for students' education. Students need to follow a teachers' guidance, study, do homework, and prepare for class to master the information and skills being taught. Students cannot expect a good grade in a course without putting in several hours of studying for each hour of scheduled class time. Extra-curricular activities, including jobs, should not effect teachers' expectations or interfere with students' preparation for classes. Teachers should use their expertise and experience to prepare and present the subject of a course in the best possible way.

Teachers (that is, *anyone* who teaches) will do their best to provide a disciplined yet comfortable and supportive classroom environment. They will encourage questions and questioning, although students should remember that insight often comes from struggling with a problem rather than being given the answer.

The ultimate responsibility for learning lies with the student. Although faculty members will teach, guide, assist, and encourage, learning is the responsibility of the student. Learning is hard work, and full-time students should consider "studenting" to be a full-time job.

Students are responsible for evaluating their instructors honestly and candidly to contribute to each teacher's effectiveness and professional growth.



## Clinical Rotations

Clinical rotations will be broken down into five week rotations. Students are assigned to clinical sites randomly with the intention that all students will visit like clinical sites at least once during the duration of the program. (i.e. each student will attend a large hospital, orthopaedic clinic, and a outpatient clinic during the length of the program). Clinical rotations are determined by the Clinical Coordinator.

**\*The length of each clinical rotation is subject to change.**

## Clinical Competencies

All procedure and patient care competencies must be demonstrated by each student prior to being recommended for graduation. The process for proving competency will be described later in this handbook. The following competencies are the general category clinical competencies required. See the clinical education course syllabus for specific examination requirements.

1. Upper Extremity
2. Lower Extremity
3. Chest/Thorax
4. Spine/Pelvis
5. Head/Neck
6. Abdomen
7. Fluoroscopy
8. Mobile/Surgery
9. Electives
10. Computed Tomography

## Evaluation

All required procedure and patient care comps must be demonstrated by each student prior to being recommended for graduation. The process for proving competency will be described later in this handbook. The following is the required number of observations, performances, and competencies for each clinical course (these numbers may change; always refer to your course syllabus for confirmation):

RAD 114 Clinical Education I	4 observations, 2 performances, 1 competency Tu or Th 7:30am – 2:30pm**
RAD 124 Clinical Education II	13 observations, 30 performances, 13 competencies Tu & Th 7:30am – 4:00pm**
RAD 134 Clinical Education III	15 observations, 30 performances, 15 competencies M, Tu, & Th 7:30am – 4:00pm **
RAD 214 Clinical Education IV	20 observations, 30 performances, 15 competencies M, W, & F 7:30am – 4:00 ** (30 minute lunch) CT rotation and competencies **
RAD 224 Clinical Education V	7 observations, 10 performances, 15 competencies

M, W, & F 7:30am – 4:00pm (30 minute lunch); includes modality rotations \*\*

\*\*Above times are subject to change. See the appropriate course/clinical syllabus for the specific evaluation criteria.

### **Mammography Competency Policy**

In an effort to provide equal educational opportunity to both male and female students, mammography clinical rotations are optional for all radiography students. Every effort to place interested male and female students in a mammography clinical rotation if requested is made; however, the Southern Union Radiography program will not override clinical site policies that restrict mammography rotations to female students.

### **Injury During Clinical**

If a student is injured during clinical experiences (needle stick, back injury, etc), he/she must:

1. Notify your clinical site's Clinical Preceptor and Clinical Coordinator immediately.
2. Complete an appropriate incident report.

The student will be referred to an Emergency Room to be examined by a physician. The hospital will provide immediate care.

Students who incur a needle stick or any other type of direct risk exposure with a patient may be advised by the clinical agency, to begin immediate treatment for HIV. For most effective results, treatment must be started within two (2) hours of exposure. The cost for laboratory tests and medications (until test results are obtained) may be as high as \$1000.00.

The student is financially responsible for any illness or injury occurring during clinical rotations; therefore, it is strongly recommended that students have health, hospitalization, and accident insurance. During clinical rotations, students are not employees of the clinical agency or the college. *If injured during clinical rotations, students are not entitled, and will not receive, workman's compensation from either the institution or the health care facility.*

### **MRI Safety**

Students will be taught proper MRI safety during their 5 week orientation to clinicals at the beginning of the program. During this orientation a video about MRI safety will be watched, the clinical coordinator will discuss MRI safety, and students will complete an MRI safety form. Students should complete another form anytime there is a change to what is originally recorded on the form submitted to the clinical coordinator.

### **Becoming Sick During Clinical**

If a student should become sick during clinical and cannot perform 100%, the student must go home and will receive a clinical absence for the day.

Students, upon diagnosis of communicable disease(s) (i.e., chicken pox, measles, flu, etc.), must contact the clinical site's Clinical Preceptor and Clinical Coordinator immediately. Based on current medical knowledge, the Clinical Coordinator will make judgment of communicability and advise the student regarding attendance.

### **Transportation**

Transportation to and from class and clinical experiences is the responsibility of the student.

### **Clinical Facilities and Mileage**

Students enrolled in the Southern Union State Community College Radiography Program will be scheduled to rotate through the various rooms and/or departments within the clinical affiliates of the program. Clinical sites may change at any point in the program.

<b>Clinical Site</b>	<b>City/State</b>	<b>Miles From Opelika Campus</b>
Hughston Clinic Montgomery	Montgomery, AL	60
The Freestanding ED (owned/operated by EAMC)	Auburn, AL	6
AU Medical	Auburn, AL	10
Bullock County Hospital	Union Springs, AL	49
Bridgeway Diagnostics	Phenix City, AL	25
Tanner Medical Center	Wedowee, AL	54
Tanner Primary Care of Wedowee	Wedowee, AL	54
Wellstar West Georgia	Lagrange, GA	35
Carmichael Imaging	Montgomery, AL	60
CDC Northside	Columbus, GA	30.6
Columbus Diagnostic Center	Columbus, GA	28
Community Hospital	Tallasse, AL	47
Coosa Valley Medical Center	Sylacauga, AL	68
East Alabama Medical Center	Opelika, AL	3
East Alabama Orthopedic and Sports Medicine	Opelika, AL	3
Hughston Clinic	Auburn, AL	15
Hughston Clinic Lagrange	Lagrange, GA	36
Jackson Hospital	Montgomery, AL	64
Lake Martin Community Hospital	Dadeville, AL	28
EAMC-Lanier	Valley, AL	17
Montgomery VA Clinic	Montgomery, AL	55
Russell Medical Center	Alexander City, AL	44
VA-Montgomery	Montgomery, AL	62
VA-Tuskegee	Tuskegee, AL	30.2

Clay County Hospital	Ashland, AL	63
Internal Medicine Associates	Opelika, AL	4
Medical Center Barbour	Eufaula, AL	64
The Orthopaedic Clinic - Auburn	Auburn, AL	7

## Clinical Preceptors and Department Heads

### Auburn/Opelika

<p>Rohan Lloyd, RT(R) Diagnostic Amy Rudd, RT(R) Diagnostic Austin Fetner, RT(R) Surgery <b>East Alabama Medical Center</b> 334-749-3411</p> <p>Heather Hardin, RT(R) <b>East Alabama Orthopedics and Sports Medicine</b> 2000 Pepperell Parkway Opelika, Alabama 36801 (334)528-2663</p>	<p>Kelsey Wilder, RT(R) <b>Internal Medicine Associates</b> 121 North 20<sup>th</sup> Street, Bldg. 6 Opelika, Alabama 36801 (334)749-3385</p> <p>Kris Perry, RT(R) <b>AU Medical</b> Medical Clinic, 400 Lem Morrison Dr, Auburn, AL 36849 (334) 844-4416</p>	<p>Lesley Odom, RT(R) <b>Freestanding ED</b> 900 Camp Auburn Road Auburn, Alabama 36849 (334)364-3000</p> <p>Mary Kookan, RT(R) <b>Hughston Clinic</b> 161 East University Drive Auburn, Alabama 36832 (334) 826-2090</p>
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### Valley//Phenix City/Wedowee/GA Locations

<p>Ashley Beck, RT(R) Ashley Duck, RT(R) <b>EAMC Lanier</b> 4800 48th Street Valley, Alabama 36854 (334)756-9180</p> <p>Jason Moore, RT(R) <b>Wellstar West Georgia</b> 1514 Vernon Road, Lagrange, GA 30240 (706) 882-1411</p> <p>Quadreka Williams, RT(R) <b>Hugston Clinic Lagrange</b> 107 Calumet Center Road, Lagrange, GA 30240 (706) 884-3274</p>	<p>Alex Holloway, RT(R) <b>Columbus Diagnostic Center</b> 2040 10<sup>th</sup> Avenue Columbus, Georgia 31901 (706) 322-3000 ext 134</p> <p>Paula Wolfe, RT(R) <b>CDC Northside</b> 7500 Veterans Pkwy, Columbus, GA 31909 (706) 323-7622</p>	<p>Lindsey Riddle, RT(R) <b>Bridgeway Diagnostics</b> 5007 Summerville Rd, Phenix City, AL 36867 (334) 408-2854</p> <p>Tammy Wood, RT(R) <b>Tanner Medical Center</b> 1032 Main St. S, Wedowee, AL 36278 (256-357-2111)</p>
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### Alexander City/Sylacauga

<p>Amy Hyland, RT(R) <b>Russell Medical Center</b> U.S. 280 Bypass Alexander City, AL 35010 (256) 329-7100</p>	<p>Tanya Reese, RT(R) <b>Coosa Valley Medical Center</b> 315 Hickory St Sylacauga, AL 35150 (256)401-4000</p>	<p>Candice Reeves, RT(R) <b>Lake Martin Community Hospital</b> 201 Mariarden Rd Dadeville, AL 36853 (256)825-7821</p>
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### Tallasse/ Montgomery & Tuskegee/Union Springs

<p>Allison Stewart, RT(R) <b>Community Hospital</b> P.O. Box 780700 805 Friendship Road Tallasse, AL 36078 (334) 283-6541</p> <p>Bethany Gunter Chris Sawyer, RT(R) Caitlin McDougald, RT(R), surgery <b>Jackson Hospital</b> 1725 Pine Street Montgomery, Alabama 36106 (334) 293-8000</p>	<p>Hailey Southerland, RT (R) <b>Carmichael Imaging Center</b> 4147 Carmichael Road Montgomery, AL 36106 (334) 387-1100</p>	<p>Amanda Wheat, RT(R) <b>Montgomery VA Clinic</b> Chantilly Pkwy, Montgomery, AL 36117 (800) 214-8387</p> <p>Brandy Stanley, RT(R) <b>VA Hospital Montgomery</b> 215 Perry Hill Road Montgomery, AL 36106 (334) 272-4670</p> <p>Sharonda Brown, RT(R) <b>VA Hospital Tuskegee</b> 2400 Hospital Rd Tuskegee, AL 36083</p>
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Caroline Lee, RT(R) <b>Hugston Clinic Montgomery</b> 4294 Lomac St, Montgomery, AL 36106 (334) 245-6605		(334) 727-0550 ext 1538 (334) 332-2247
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### **Clinical Course Objectives**

During the Radiography Program at Southern Union State Community College, the student will participate in laboratory and clinical experiences to:

1. Acquire expertise and proficiency in a wide variety of diagnostic radiographic procedures by applying classroom theory to the actual practice of technical skills on specified levels of competence.
2. Develop and practice professional work habits and appropriate interpersonal relationships with patients and other members of the health care team.

### **Clinical Expectations**

1. Upon arrival, check your room. Students should arrive 15 minutes early so that they are ready to participate in their clinical experience by **7:30 a.m.\***.
2. Clean your room (wipe off the table and wall bucky).
3. Stock linen.
4. Hang aprons and gloves in proper place.
5. Check supplies and stock if necessary (gloves, paper towels, soap, KY Jelly, alcohol, medicine cups, Styrofoam cups, straws, etc.,).
6. Warm up the tube (in each clinic that has it as a part of its protocol).
7. Check the bathroom to make sure it is clean for the patients.

**The above needs to be completed at 7:30 a.m. and 15 to 30 minutes before you leave in the afternoon.**

8. Lunch break at all clinical sites is 1 hour for semesters 1-3 and 30 minutes for semesters 4-5.
9. Two fifteen-minute breaks are allowed during the day; 1 in the morning and 1 in the afternoon. These breaks are not to be used in conjunction with arrival/departure times or lunch breaks. Students must ask the Clinical Preceptor or technologist in charge for permission to take a break; breaks should be taken during non-busy times. These two breaks are not in addition to smoke breaks. Please be aware of the time you leave and return from breaks and lunch.

### **Clinical Start Time**

7:30 Central time, unless change made by clinical site, student, and CI because of work schedule difference.

\*If a student is attending a clinical site that begins 30 minutes after the regular clinical beginning time, that student must stay 30 minutes after the regular clinical ending time.

### **Holiday Information**

Southern Union State Community College Radiography Program recognizes the following holidays:

Labor Day  
Veteran's Day  
Thanksgiving  
Christmas  
New Year's Day  
King/Lee Day  
Juneteenth  
Independence Day

Students will not attend clinical on these holidays.

### **Lead Markers**

Students should order their own markers during the 1st semester that have their three initials on them. Positioning beads are recommended.



## **General Clinical Objectives**

Stated objectives will comply according to each clinical facility's practices. For each required radiographic examination, the student will demonstrate an acceptable level of competence when he/she can:

1. Maintain radiographic room cleanliness:
  - a. change linens.
  - b. Maintain aseptic conditions for radiographic equipment and instruments.
2. Prepare the room and equipment and obtain necessary supplies for the radiographic examination.
3. For contrast studies:
  - a. prepare contrast for patient exams using aseptic technique under technologist supervision.
  - b. administer contrast media appropriately, under technologist supervision, with concern for patient comfort.
  - c. recognize a contrast media reaction or other patient emergency.
  - d. assist and anticipate physician needs during exam.
4. Perform tube warm-up procedure when necessary.
5. Discuss and demonstrate the proper communication skills when receiving a patient to include:
  - a. informal introduction - address the patient in the proper manner by use of surname, title or complete name.
  - b. general courtesy to patient.
  - c. an explanation of the examination.
6. Check the patient's identification with the requisition.
7. Discuss the importance of maintaining confidentiality of patient's charts and request forms.
8. Discuss medical-legal and personal consequences when confidentiality is breached.
9. Assist the patient to the radiographic area.
  - a. Demonstrate the proper handling of wheelchairs or stretchers.
  - b. Demonstrate the proper body mechanics for lifting.
10. Remove all unnecessary or interfering clothing and/or accessories (e.g. dentures, jewelry, hairpins, wigs, etc.)
11. Maintain the modesty of the patient by keeping the patient covered at all times.
12. Manipulate the patient for proper projections required for the examination being evaluated.
13. Perform accurate measurement of the part to be radiographed.
14. Communicate proper instructions to the patient clearly and audibly.
15. Use immobilization techniques properly.
16. Provide support which may alleviate patient discomfort and/or provide needed modifications for projections desired.
17. Align the central ray properly to the Image Receptor and body part.
18. Use the proper SID according to the Image Receptor and projection taken.
19. Operate the tube and/or table locks accurately.



20. Collimate properly to the appropriate exposure area.
21. Produce the proper number of combined projections on a cassette, if applicable.
22. Use markers accurately.
23. Operate control panel accurately.
24. Make proper exposure according to the technique chart, using judgment to alter factors for pathological conditions.
25. Use appropriate gonadal shielding when needed.
26. Close the radiographic door during the exposure.
27. Wear lead apron and/or gloves when appropriate.
28. Apply appropriate principles of radiation protection to both patient and co-workers.
29. Turn radiographic equipment off when appropriate.
30. Perform appropriate handling techniques for image processing.
31. Evaluate the resulting radiograph for technique and positioning.
32. Maintain and use a notebook of procedures and techniques.

## **Clinical Objectives - Emergency Rotation**

Objectives: The student will

1. Practice correct trauma patient care which will include patient analysis, observation and verification of exam correctness.
2. Observe the proper manner in which to respond to medical emergencies.
3. Identify common injuries from different types of trauma.
4. Observe and practice methods of radiographing trauma patients. This will include radiographing cervical spines, thoracic spines, lumbar spines, ribs, sternum, shoulders, hips, decubitus abdomen, and decubitus chest.
5. Observe and perform portable radiographic methods.
6. Demonstrate organizational skills, planning skills, verbal and nonverbal communication skills.
7. Observe and practice basic radiation protection.

## **Fluoroscopy Assisting Objectives**

Upon completion of the fluoroscopy rotation, the student will demonstrate an acceptable level of competence when he/she can:

1. correctly mix the appropriate barium mixture.
2. gather and organize the appropriate supplies for easy access during the process.
3. attach the footboard and check it for safety when it is needed for the procedure.
4. place the table in the correct position with the Bucky tray at the end of the table.
5. prepare pillow and additional clean linens as appropriate for the procedure.
6. make sure that all radiation safety devices are in place and aprons and gloves are available for all personnel.
7. correctly set the control panel for fluoroscopy.
8. correctly identify the patient according to accepted practice.
9. give the patient correct dressing instructions.
10. explain the procedure fully to the patient in such a way that the patient understands.
11. take a pertinent and complete history.
12. correctly and carefully insert enema tip for BE exams.
13. properly introduce the patient to the doctor.
14. adequately protect the patient's modesty.
15. correctly assist with barium administration and patient positioning during fluoroscopy.
16. practice good radiation safety for patient, self, and others.
17. provide appropriate supportive patient care during the procedure.
18. maintain aseptic condition of equipment and general fluoroscopy suite environment.

## **Clinical Objectives – Portables and Surgery**

Upon completion of a portable rotation, the student will demonstrate an acceptable level of competence when he/she can:

1. locate the mobile equipment and operate it safely and appropriately.
2. manipulate the locks carefully and easily.
3. set up the equipment efficiently.
4. maintain cleanliness of the mobile equipment.
5. communicate effectively with nursing staff before beginning all mobile procedures.
6. follow appropriate infection control procedures.
7. clearly explain the procedure to the patient.
8. show concern for patient care and comfort.
9. make adjustments in tube/part/IR alignment to compensate for patient position.
10. select an appropriate technique to compensate for atypical situations, i.e., grid, patient pathology, casts, patient variations.

Upon completion of a surgery rotation, the student will demonstrate an acceptable level of competence when he/she can:

1. differentiate between sterile and non-sterile areas.
2. move efficiently while maintaining a sterile field.
3. manipulate equipment efficiently while maintaining a sterile field.
4. make correct placement of the cassette in sterile conditions.
5. operate the C-arm effectively.
6. perform surgical radiographic procedures of all types.

## **CT Objectives**

Upon completion of Computed Tomography (CT), the student will demonstrate an acceptable level of competence when he/she can:

1. perform scanner warm-up procedures.
2. position patient properly.
3. prepare contrast media as needed.
4. adjust technique & gantry based on patient condition and body type.
5. practice radiation protection for self, patient, and others.
6. maintain cleanliness of room and equipment.
7. complete departmental paperwork.
8. practice medical ethics and professionalism.
9. use basic patient care techniques.
10. identify cross-sectional anatomy on finished scans.
11. satisfactorily completes one (1) brain without contrast, one (1) brain with contrast, one (1) chest with or without contrast, one (1) abdomen with or without contrast, and one (1) pelvis with or without contrast exams. The contrast exams will need the assistance of a RT(R) for the administration of contrast media.

## Uniform Guidelines

<b>Women</b>	Uniform of navy pants (1 <sup>ST</sup> year) or royal blue pants (2 <sup>nd</sup> year) that are clean and wrinkle-free. Tight knit, stretch, or sweat pants are unacceptable. Tops must be a navy (1 <sup>st</sup> year) or royal blue (2 <sup>nd</sup> year). No jersey or knit tops. Tops must not be low cut or revealing in any way. Neutral hose should be worn with dress style uniforms. All tops must have the approved Southern Union Health Sciences identification embroidered on the right side.
<b>Men</b>	Uniform of navy pants (1 <sup>st</sup> year) or royal blue pants (2 <sup>nd</sup> year) and navy (1 <sup>st</sup> year) or royal blue (2 <sup>nd</sup> year) shirts which are clean and wrinkle-free. All tops must have the approved Southern Union Health Sciences identification embroidered on the right side.
<b>Shoes</b>	Clogs are not acceptable. Shoes must have a complete back. Must be leather, or a material that does not absorb liquids.
<b>Jewelry</b>	Limited to wedding ring ( <b>with no stones</b> ), watch, official Southern Union State Community College name badge, and one pair of small plain, stud earrings. Badge holder must be appropriate and approved. Earrings, and other types of jewelry, may be worn only in pierced earlobes and may not be worn in any other area of the body that may be pierced and visible to others. No necklace or bracelet of any type shall be permitted.
<b>Perfume</b>	Perfume or cologne shall not be worn in the clinical area.
<b>Hair</b>	Clean, confined so that it does not interfere with patient care. Hair must be kept off the shoulders and collar. If hair can be worn up, it must be done. Hair color must be naturally occurring to humans and style should be within accepted societal norms.
<b>Nails</b>	Short and clean; clear or neutral polish only. No artificial nails or nail tips.
<b>Personal</b>	Students are expected to maintain necessary personal hygiene including bathing daily, shampooing hair, and using underarm deodorant.
<b>Lab Coat</b>	White, navy blue, or royal blue (depending on your year) lab coats can be worn over uniforms for clinicals. They are to have the approved Southern Union Health Sciences identification embroidered on the right side. White, black, navy blue, or royal blue (depending on your year) solid color sleeves can also be worn under the uniform.
<b>Name Badge</b>	Official Southern Union State Community College picture ID is to be worn on the left side of the chest on the uniform.
<b>Dosimeter</b>	A radiation monitoring device will be issued prior to the beginning of laboratory and clinical experiences. The device must be worn at all times in clinical and laboratory areas. They serve to monitor radiation exposure and are for the students' safety and protection. Not having your radiation monitor will result in being considered "out of uniform" and the student will not be allowed to participate in the clinical/lab experience.
<b>Markers</b>	A right and left marker must be with the student as part of the uniform. Markers must have the initials of the student.
<b>Tattoos</b>	Visible tattoos must not be offensive. If offensive, they must be covered.
<b>*NOTE</b>	Violation of this policy will result in student being sent home from clinicals for the day.

## **Radiation Dosimeter Policy**

### **Method of Payment**

All radiography students are required to have dosimeters in order to participate in laboratory and clinical exercises. The dosimeter cost is added into the student fees each semester. Dosimeters will be ordered by the clinical coordinator. The cost is part of the student fees when registering.

### **Use, Wear and Storage of Your Monitor**

Your radiation monitor is a precision instrument that must be used, worn and stored properly for you to receive maximum benefits its purpose is to measure how much ionizing radiation you are exposed to over a specified period of time (three months). The accuracy of the dosimeter reading depends on you. Each quarter (every three months) the dosimeters are collected and sent off for a reading or analysis which tells the amount of radiation exposure. This dosimeter report of exposure can be viewed at any time by students and the RSO. Your readings will be available and will be viewed with your clinical coordinator/Radiation safety officer, Mr. Glidewell. Any exposure that exceeds the 1250 quarterly is investigated promptly by the Radiation Safety Officer/Clinical Coordinator. The RSO will notify the student or faculty member if he or she exceeds ALARA notification level. Students can be assured that the quarterly reports are closely monitored by the RSO. **Students are not allowed to perform Radiologic examinations without their dosimeters. Appropriate deductions will be taken on the clinical progress evaluation if a student is without his/her dosimeter at clinical. Upon completion of the Radiography Program, the student can print their dose report from Landauer using MyLDR.**

### **Radiation Exposure Can Be Reduced By**

1. Time                      Reduce the time you spend at or near a radiation source
2. Distance                Increase the distance between yourself and the source of radiation
3. Shielding                Use appropriate shielding (lead aprons, gloves, etc.)

### **Methods to Assure Accuracy of Your Radiation Dosimeter Reports**

The radiation dose equivalents shown on your radiation dosimeter reports should reflect your radiation dose received during the three month quarter. These numerical values will accurately represent occupational radiation dose received provided several simple precautions are observed:

1. Wear your dosimeter when performing duties which involve x-ray exposure or radioactive sealed or unsealed sources.
2. Wear only the dosimeter which is assigned to you. Do not wear anyone else or allow anyone else to wear yours.
3. Wear your dosimeter clipped to your collar near the throat. Do not wear your dosimeter under the lead apron.
4. Great care should be taken not to lose your assigned dosimeter. If lost or misplaced, report this immediately to the RSO to obtain a replacement prior to working with any radiation source.
5. If you have work in another facility, wear only the dosimeter provided by that institution.
6. Do not wear your dosimeter during your own routine medical or dental x-ray examination.
7. Dosimeters should not be exposed to extreme heat such as in an automobile during the heat or summer, or in a clothes dryer.

**Dosimeters must be turned in at the end of each quarter (wear period). Dosimeters must also be turned in to the Clinical Coordinator before each semester break.**

### **My LDR.com**

Landauer provides a secure, easy and convenient way for your students to access their dose history online with My LDR.com. It provides you with more time to concentrate on other tasks, instead of the time-consuming efforts to distribute information to each department. With MyLDR.com, students can view current exposure levels online anytime, anywhere. It gives real-time access to dose history in an easy-to-read-format. Whether one badge or several are worn, the history for each badge is listed separately. Students can also print their dose records with ease by clicking on the "Print Results" button. When updates occur to the dose history records, an email notification is sent to alert employees to view their results.

#### **Registration:**

**Step 1:** Launch your web browser and enter the following web address: [www.mylldr.com](http://www.mylldr.com).

**Step 2:** *Register as a New User.*

**Step 3:** *Login.*

**Step 4:** *Permanent Password.*

#### **PRINTING REPORTS**

To print a copy of your dose history, simply click on the "print results" button. To log out of the system, click on the "log off" tab.

## **Competency Outline**

### **Patient Care**

- ☐ Student will accurately identify patient.
- ☐ Student will accurately identify the patient and explain the procedure to the patient.
- ☐ Student will practice safe infection control procedures.
- ☐ Student will practice safe radiation protection procedures. (PATIENT)
- ☐ Student will practice safe radioation protection procedures. (SELF and TECHNOLOGIST)

### **Exam Performance**

- ☐ Student will perform exams in a timely manner and logical sequence.
- ☐ Student will manipulate the tube and table locks properly.
- ☐ Students will use the correct angle and SID for each exam.
- ☐ Students will select the appropriate size cassette; and accurately place cassette in bucky or on table top.

### **Image Production**

- ☐ Student will select correct exposure factors before positioning patient.
- ☐ Students will position the patient properly.
- ☐ Student will give proper breathing instructions.
- ☐ Student will use proper collimation.

### **Image Evaluation**

- ☐ Students will be able to identify all anatomy.
- ☐ Students will be able to evaluate radiographs and make adjustments if needed.
- ☐ Students will be able to select appropriate technical factors so that radiographs possess adequate contrast and exposure.
- ☐ Students will be able to modify routine exams based on circumstance, pathology, or patient condition.



Date: \_ \_ \_ \_ \_

**Clinical Progress Evaluation**

Student(print): \_\_\_\_\_

Site: \_ \_ \_ \_ \_ CI Signature: \_ \_ \_ \_ \_

Please check the column that reflects the students observed behavior. These evaluations are very helpful to the student and the instructor and we appreciate your time, help, and interest in the betterment of the student and program. Please calculate upon completion.

4 - Excellent (No mistakes) 3-Satisfactory(25%error)	2-Below Satisfactory(50% error) 1- Needs improvement	4	3	2	1
1. Keeps rooms stocked (supplies, barium, and linen) & cleans when needed.					
2. Seeks assistance when needed.					
3. Initiates and completes procedures within a reasonable amount of time <i>for skill level</i> .					
4. Demonstrates knowledge of work flow within the department.					
5. Understands and follows directions given by the clinic instructor or other staff.					
6. Operates all radiographic equipment correctly and safely.					
7. Quantity of work is appropriate <i>for skill level</i> .					
8. Demonstrates knowledge and use of universal precautions.					
9. Recognizes limitations and maintains motivation.					
10. Demonstrates effective communication with patients.					
11. Demonstrates effective communication with clinical staff.					
12. Maintains ability to adapt the exam to patient's condition <i>for skill level</i> .					
13. Demonstrates proper knowledge of facility protocols and procedures.					
14. Demonstrates and applies principles of radiation protection.					
15. Demonstrates adequate knowledge of anatomy <i>for skill level</i> .					
16. Demonstrates adequate knowledge of positioning <i>for skill level</i> .					
17. Demonstrates knowledge of radiology/medical terminology appropriate <i>for skill level</i> .					
18. Demonstrates appropriate relationships and communication with clinic staff.					
19. Maintains professional behavior at all times.					
20. Uses constructive criticism to improve performance.					
21. Adheres to facility policies.					
22. Adheres to attendance policy: regularly arrives on time.					
23. Adheres to attendance policy: reports absences correctly.					
24. Adheres to attendance policy: adheres to dress code					
25. Maintains a positive attitude with patients and clinical staff.					

**Points possible: 100****Points received:****Score: \_ \_ \_ \_**

### **Health Records Documentation**

You must maintain current documentation of your health records in ACEMAPP for the entire length of the program. Health Records should be submitted to ACEMAPP and must be on file before the student is allowed to register.

- Immunization records and/or titers for:
  - Hepatitis B (series of 3), MMR (2), Varicella (2)
- Physical Health Form signed by HCP
- Essential Functions Form signed by HCP
- American Heart Association CPR Certification:
  - Healthcare Provider or Basic Life Support
- Annual TB skin test or neg. chest x-ray results
- Proof of TDAP within last 10 years
- Annual Flu immunization- October 1st through March 31st
- Proof of current individual medical health insurance
- Background Check and Urine Drug Screen through Advantage Students every 18 months
- COVID vaccinations (full series), boosters not required at this time \*\*\*COVID Vaccines are not required at the moment.

## **CLINICAL COMPETENCIES**

Students are to participate in as many procedures as possible to gain the necessary experience to become a successful radiographer, and their progression during clinical will be logged using this booklet.

The stages of competency include:

1. Exam Observation
2. Exam Performance
3. Exam Competency

### **Exam Observation**

This stage allows the student to become familiar with the projections necessary for the exam. Students will see how the exam is performed by a professional. Not only is it important for the student to see the appropriate method of radiographing the anatomy, but they must also see how to appropriately interact with the patient, radiologist, other radiographers, etc. Image evaluation is important so that students can become familiar with the anatomy on radiographs.

Students will use this step to observe and/or assist the radiographer with the exam. Direct supervision is required in this stage. Students must complete the appropriate area and have the supervising radiographer sign in the space provided.

Students can also use the space provided to write tips from the radiographer for the exam.

### **Exam Performance**

This stage allows the students to become familiar performing the exam itself. Students will perform the exams under direct supervision. The supervising radiographer will provide feedback to the student on their performance so that they may improve. The student will be informally evaluated on patient care skills, actual performance of exam, anatomy, image evaluation, etc. Students must use manual technique during this stage, where applicable.

Evaluators should use the space provided to write any pertinent comments, helpful tips, etc.

Students cannot perform an exam until that exam type has been observed and is documented. Students will use this step to “perfect” their skills on the exam. Direct supervision is required in this stage. Students must complete the appropriate area and have the supervising radiographer sign in the space provided.

It is the evaluator’s decision as to whether or not the student can count the exam as a performance.

The number of performances required will depend on the exam. This will be denoted on comprehensive clinical record listed at the end of this handbook.

### **Exam Competency**

This stage allows the student to prove competency on exams. Students will perform the exams under direct supervision and **MUST** notify the evaluator of such before beginning the exam. The supervising radiographer will evaluate the student’s overall performance. Students cannot be evaluated for competency until all performances have been completed. Students must score a 75% on the clinical component for the competency to count towards the student’s overall competency requirements for the SUSCC Radiography Program graduation requirements and the ARRT certification requirements.

## Competency Evaluation

**\*\*All competencies must earn a score of 75% to be considered satisfactory.**

## Competency Record

Use the following sheets to maintain a compiled list of your observations, performances, & competencies.

General Patient Care		Date	Verification
CPR			
Handwashing			
Gloving			
Contact Precautions Technique			
Vital Signs			
Blood Pressure			
Pulse			
Respiration			
Temperature			
Pulse Oximetry			
Sterile and Aseptic Technique			
Sterile Draping/Package			
Sterile Gowning/Gloving			
Venipuncture			
Transfer of Patient			
Wheelchair Transfer			
Two-Person Lift			
Stretcher Transfer			
Assisted Pt Transfer (e.g., slider board, mechanical lift, gait belt)			
Care of Patient Medical Equipment (e.g., oxygen tank, IV tubing, NG tube, Urinary catheter)			

Upper Extremity		Date	Code	Technologist	Verification
Finger or Thumb	Observation				
Finger or Thumb	Performance				
Finger or Thumb	Performance				
Finger or Thumb	Competency				
Hand	Observation				
Hand	Performance				
Hand	Performance				
Hand	Competency				
Wrist	Observation				
Wrist	Performance				
Wrist	Performance				
Wrist	Competency				
Forearm	Observation				
Forearm	Performance				
Forearm	Performance				
Forearm	Competency				
Elbow	Observation				
Elbow	Performance				
Elbow	Performance				
Elbow	Competency				
Humerus	Observation				
Humerus	Performance				
Humerus	Performance				
Humerus	Competency				
Shoulder	Observation				
Shoulder	Performance				
Shoulder	Performance				
Shoulder	Competency				
Clavicle	Observation				
Clavicle	Performance				
Clavicle	Competency				
Trauma Shoulder	Observation				
Trauma Shoulder	Performance				
Trauma Shoulder	Competency				
Trauma Extremity (non shoulder)	Observation				
Trauma Extremity (non shoulder)	Performance				
Trauma Extremity (non shoulder)	Competency				
Geriatric 65 and older	Observation				

Geriatric 65 and older Performance					
Geriatric 65 and older Competency					
<b>Lower Extremity</b>					
		<b>Date</b>	<b>Code</b>	<b>Technologist</b>	<b>Verification</b>
Foot	Observation				
Foot	Performance				
Foot	Performance				
Foot	Competency				
Ankle	Observation				
Ankle	Performance				
Ankle	Performance				
Ankle	Competency				
Knee	Observation				
Knee	Performance				
Knee	Performance				
Knee	Competency				
Tibia Fibula	Observation				
Tibia Fibula	Performance				
Tibia Fibula	Performance				
Tibia Fibula	Competency				
Femur	Observation				
Femur	Performance				
Femur	Performance				
Femur	Competency				
Trauma Extremity	Observation				
Trauma Extremity	Performance				
Trauma Extremity	Competency				
Geriatric 65 and older Observation					
Geriatric 65 and older Performance					
Geriatric 65 and older Competency					
<b>Chest/Thorax</b>					
		<b>Date</b>	<b>Code</b>	<b>Technologist</b>	<b>Verification</b>
Chest	Observation				
Chest	Performance				
Chest	Performance				
Chest	Performance				
Chest	Performance				
Chest	Performance				
Chest	Performance				
Chest	Performance				
Chest	Competency				
Chest, wheelchair or stretcher	OBS				
Chest, wheelchair or stretcher	PER				
Chest, wheelchair or stretcher	PER				
Chest, wheelchair or stretcher	COMP				

Age 6 and Younger	Observation			
Age 6 and Younger	Performance			
Age 6 and Younger	Competency			
Geriatric 65 and older	Observation			
Geriatric 65 and older	Performance			
Geriatric 65 and older	Competency			
Ribs	Observation			
Ribs	Performance			
Ribs	Performance			
Ribs	Competency			
<b>Spine/Pelvis</b>				
		<u>Date</u>	<u>Code</u>	<u>Technologist</u>
				<u>Verification</u>
Cervical Spine	Observation			
Cervical Spine	Performance			
Cervical Spine	Performance			
Cervical Spine	Competency			
Thoracic Spine	Observation			
Thoracic Spine	Performance			
Thoracic Spine	Performance			
Thoracic Spine	Competency			
Lumbosacral Spine	Observation			
Lumbosacral Spine	Performance			
Lumbosacral Spine	Performance			
Lumbosacral Spine	Competency			
Cross Table Lat spine	Obsevation			
Cross Table Lat spine	Performance			
Cross Table Lat spine	Competency			
Pelvis	Observation			
Pelvis	Performance			
Pelvis	Performance			
Pelvis	Competency			
Hip	Observation			
Hip	Performance			
Hip	Performance			
Hip	Competency			
Trauma Hip (cross-table lateral)	OBS			
Trauma Hip (cross-table lateral)	PER			
Trauma Hip (cross-table lateral)	COMP			



<b>Abdomen</b>				
	<u>Date</u>	<u>Code</u>	<u>Technologist</u>	<u>Verification</u>
Abdomen, supine (KUB) Observation				
Abdomen, supine (KUB) Performance				
Abdomen, supine (KUB) Performance				
Abdomen, supine (KUB) Performance				
Abdomen, supine (KUB) Performance				
Abdomen, supine (KUB) Performance				
Abdomen, supine (KUB) Performance				
Abdomen, supine (KUB) Competency				
Abdomen Upright & Abdomen Supine Observation				
Abdomen Upright & Abdomen Supine Performance				
Abdomen Upright & Abdomen Supine Performance				
Abdomen Upright & Abdomen Supine Performance				
Abdomen Upright & Abdomen Supine Performance				
Abdomen Upright & Abdomen Supine Performance				
Abdomen Upright & Abdomen Supine Performance				
Abdomen Upright & Abdomen Supine Performance				
Abdomen Upright & Abdomen Supine Performance				
Abdomen Upright & Abdomen Supine Comp				
<b>Mobile/Surgial</b>				
	<u>Date</u>	<u>Code</u>	<u>Technologist</u>	<u>Verification</u>
Chest      Observation				
Chest      Performance				
Chest      Performance				
Chest      Performance				
Chest      Performance				
Chest      Competency				
Abdomen      Observation				
Abdomen      Performance				

Abdomen	Competency				
Upper or Lower Extremity	Observation				
Upper or Lower Extremity	Performance				
Upper or Lower Extremity	Performance				
Upper or Lower Extremity	Competency				
C-Arm (surgical)	Observation				
C-Arm (surgical)	Performance				
C-Arm (surgical)	Competency				
C-Arm(more than 1 projection)	Observation				
C-Arm(more than 1 projection)	Performance				
C-Arm(more than 1 projection)	Competency				
<b>Electives (17)</b>					
		<b>Date</b>	<b>Code</b>	<b>Technologist</b>	<b>Verification</b>
Chest, lateral decubitus	Observation				
Chest, lateral decubitus	Performance				
Chest, lateral decubitus	Competency				
Sternum	Observation				
Sternum	Performance				
Sternum	Competency				
Sternoclavicular Joints	Observation				
Sternoclavicular Joints	Performance				
Sternoclavicular Joints	Competency				
Scapula	Observation				
Scapula	Performance				
Scapula	Competency				
Acromioclavicular Joints	Observation				
Acromioclavicular Joints	Performance				
Acromioclavicular Joints	Competency				
Patella	Observation				
Patella	Performance				
Patella	Competency				
Toes	Observation				
Toes	Performance				
Toes	Competency				
Os Calcis	Observation				
Os Calcis	Performance				

Os Calcis	Competency				
Facial Bones	Observation				1 elective must be from this section.
Facial Bones	Performance				1 elective must be from this section.
Facial Bones	Competency				1 elective must be from this section.
Skull	Observation				1 elective must be from this section.
Skull	Performance				1 elective must be from this section.
Skull	Competency				1 elective must be from this section.
Paranasal Sinuses	Observation				1 elective must be from this section.
Paranasal Sinuses	Performance				1 elective must be from this section.
Paranasal Sinuses	Competency				1 elective must be from this section.
Orbits	Observation				1 elective must be from this section.
Orbits	Performance				1 elective must be from this section.
Orbits	Competency				1 elective must be from this section.
Zygomatic Arches	Observation				1 elective must be from this section.
Zygomatic Arches	Performance				1 elective must be from this section.
Zygomatic Arches	Competency				1 elective must be from this section.
TMJ's	Observation				1 elective must be from this section.
TMJ's	Performance				1 elective must be from this section.
TMJ's	Competency				1 elective must be from this section.
Nasal Bones	Observation				1 elective must be from this section.
Nasal Bones	Performance				1 elective must be from this section.
Nasal Bones	Competency				1 elective must be from this section.
Mandible	OBS				1 elective must be from this section.
Mandible	PER				1 elective must be from this section.
Mandible	COMP				1 elective must be from this section.
Scoliosis Series	Observation				
Scoliosis Series	Performance				
Scoliosis Series	Competency				
Sacrum and/or Coccyx	Observation				
Sacrum and/or Coccyx	Performance				
Sacrum and/or Coccyx	Competency				
Sacroiliac Joints	Observation				
Sacroiliac Joints	Performance				
Sacroiliac Joints	Competency				
Intravenous Urography	Observation				
Intravenous Urography	Performance				
Intravenous Urography	Competency				
Soft Tissue Neck (airway)	OBS				

Soft Tissue Neck (airway) PER				
Soft Tissue Neck (airway) COMP				
Decubitus Abdomen Observation				
Decubitus Abdomen Performance				
Decubitus Abdomen Competency				
Small Bowel Series Observation				Do UGI or BE+1 more from this sec.
Small Bowel Series Performance				Do UGI or BE+1 more from this sec
Small Bowel Series Competency				Do UGI or BE+1 more from this sec
Esophagus/ Barium Swallow OBS				Do UGI or BE+1 more from this sec
Esophagus/ Barium Swallow PER				Do UGI or BE+1 more from this sec
Esophagus/ Barium Swallow COMP				Do UGI or BE+1 more from this sec
Upper Gastrointestinal (UGI) OBS				Do UGI or BE+1 more from this sec
Upper Gastrointestinal (UGI) PER				Do UGI or BE+1 more from this sec
Upper Gastrointestinal (UGI) COMP				Do UGI or BE+1 more from this sec
Barium Enema Observation				Do UGI or BE+1 more from this sec
Barium Enema Performance				Do UGI or BE+1 more from this sec
Barium Enema Competency				Do UGI or BE+1 more from this sec
Cystography or Cystourethrography OBS				Do UGI or BE+1 more from this sec
Cystography or Cystourethrography PER				Do UGI or BE+1 more from this sec
Cystography or Cystourethrography COMP				Do UGI or BE+1 more from this sec
HSG Observation				Do UGI or BE+1 more from this sec
HSG Performance				Do UGI or BE+1 more from this sec
HSG Competency				Do UGI or BE+1 more from this sec
ERCP Observation				Do UGI or BE+1 more from this sec
ERCP Performance				Do UGI or BE+1 more from this sec
ERCP Competency				Do UGI or BE+1 more from this sec
Myelography Observation				Do UGI or BE+1 more from this sec
Myelography Performance				Do UGI or BE+1 more from this sec
Myelography Competency				Do UGI or BE+1 more from this sec
Arthrography Observation				Do UGI or BE+1 more from this sec
Arthrography Performance				Do UGI or BE+1 more from this sec
Arthrography Competency				Do UGI or BE+1 more from this sec
Age 6 and Younger Upper Ext Observation				
Age 6 and Younger Upper Ext Performance				
Age 6 and Younger Upper Ext Competency				

[illegible]

# Southern Union State Community College

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## Health Sciences Division **Declared Pregnant Student**

In accordance with current State regulations, I wish to declare that I am pregnant. My estimated date of delivery is

\_\_\_\_\_.

In making this declaration, I wish to be afforded the protection which is specified under this regulation specifically that the unborn child shall not receive in excess of 500 mrem during the term of the pregnancy. I understand that if records show that the unborn child has received 450 mrem at the time of this declaration, the unborn child is permitted to receive an additional dose of no more than 50 mrem during the term of the pregnancy. I also understand that I must consult with my physician and provide proof of this consultation to the SUSCC Radiography Program regarding radiation safety and exposure to the unborn child. Furthermore, I will be required to provide the Radiography Program with a medical release in order to continue clinical education.

\_\_\_\_\_  
*Signature of Student*

\_\_\_\_\_  
*Date*

### **Receipt of Declaration Acknowledged:**

\_\_\_\_\_  
*Signature of Clinical Coordinator*

\_\_\_\_\_  
*Date*

# Southern Union

## State Community College

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Health Sciences Division

### ***Grounds for Dismissal from Radiography Program***

The grounds for dismissal from the Radiography Technology Program at Southern Union State Community College are listed below. I realize I will be dismissed from the program at any time during training for violation of any one of the grounds listed below.

1. Failing grades in Radiography or related courses
2. Insubordination
3. The conviction and/or known use of, distribution of, or possession of illegal drugs or controlled substances
4. The possession and/or use of alcoholic beverages before or during classroom or clinical experiences
5. Failure to accomplish clinical assignments and objectives
6. Unprofessional or unethical conduct
7. Cheating in any courses
8. Providing false documentation of any kind
9. Falsifying clinical forms
10. If any of the clinical affiliates refuse to allow a student on hospital property or asks that the student be removed from their site for violations such as theft, misconduct, or poor performance, the student will be dismissed from the program.
11. Students clocking in as an employee when on the clock as a clinical student

\*Students who receive a clinical failure prior to the withdrawal date published in the yearly college calendar will receive a course grade of F on their transcript at the time the grade is earned. The student will not be allowed to withdraw from the course."

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*Signature of Student*

---

*Date*

# Southern Union

## State Community College

Health Sciences Division

### *Student Employment Policy*

Students who elect to work in any capacity must do so around the normal academic day.

The College neither encourages nor recommends that students work while attending school because of the rigors of the curriculum.

Students who elect to work should do so only after careful consideration due to the demands of the educational program. Financial hardship and extenuating circumstances would be the exception.

**At no time will radiologic exams done while at work be counted for school. Nor should the student ever clock in to work while completing clinical hours. If this occurs, the student will be dismissed from the program.**

### Waiver

I understand that if I elect to be employed while attending this program of study that my hours of employment will not adversely affect the time I am required to participate in didactic, laboratory or clinical education activities.

---

*Signature of Student*

---

*Date*



# Southern Union

State Community College

Health Sciences Division

## **Non-Disclosure and Confidentiality Agreement for Students of the Radiography Program**

In the performance of their duties, students in training at the various clinic affiliates of SUSCC are often permitted to have unrestricted access to confidential information regarding patient's medical history and other proprietary patient information. They may also become aware of confidential information pertinent to the operations of the various clinical affiliates of SUSCC including proprietary business, financial, and personnel information.

Those people working as students in training at the various clinical affiliates of SUSCC should be aware of the sensitive nature of all this information. They will treat all information learned through their clinicals with the various affiliates with the utmost confidentiality.

As someone who is allowed to work as a student in training at the various affiliates, I agree to maintain complete confidentiality pertaining to all information learned through the course of my clinicals with any and all affiliates. I also agree that I will abide by this confidentiality agreement for a term of one (1) year after the end of my student training with the SUSCC Radiography Program.

---

Student Signature

---

Date

---

Witness Signature

---

Date

# Southern Union

State Community College

Health Sciences Division

## **Acknowledgement of Drug Screen Requirement**

I understand that during the first semester and random thereafter, I must submit to a drug screen at a certified laboratory chosen by the school. I further understand that if I fail to provide a certified negative drug result I will be unable to participate in the Health Science Programs at Southern Union State Community College Health Science Programs.

**By signing this document, I am indicating that I have read, understand and voluntarily agree to the requirement to submit to a drug screen.**

**A copy of this signed and dated document will constitute my consent for the certified laboratory performing the drug screen to release the original results of any drug screen to Southern Union State Community College. I direct that the certified laboratory hereby release the results to Southern Union State Community College.**

I further understand that my continued participation in Southern Union State Community College Health Science Programs is dependent upon satisfaction of the requirements of the Southern Union State Community College drug-screening program.

---

Signature

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Printed Name

---

Date

## **Agreements**

**Policies** I have read the policies set forth in the "Southern Union State Community College Radiography Student/Clinical Handbook". I understand and agree to abide by each of the policies. I have been informed of the legal limitations of licensure.

**Potential Health and/or Safety Hazards** I understand that the nature of a proper education in radiography is such that I may be exposed to potential health and/or safety hazards while participating in clinical training. With that knowledge and understanding, and on behalf of myself, my heirs, and administrators, I hereby release Southern Union State Community College, its employees, officials, agents, and representatives from any claim of liability for injury, loss, damage, or death that may result or arise from my experience as a student in the clinical agency. I further understand that, if injured at a clinical agency while participating in clinical activities, the clinical agency is not responsible for providing workman's compensation benefits.

\_\_\_\_\_  
*Student's signature*

\_\_\_\_\_  
*Date*

\*\*\*\*\*

**Clinical Rotations** I understand that it is necessary that I complete clinical hours in a health care facilities, and those experiences are educational in nature and are designed to develop skills necessary for entry-level competencies. I further understand that (1) I am not expecting and will not receive compensation for participation in clinical courses from either the institution or the health care facility; and (2) I have not been promised, and I am not expecting, a job at the health care facility as a result of participation in clinical experiences at a health care facility.

**Representation as a Radiography Student-** Students may not represent themselves as radiography students or engage in client/patient care except as part of an assigned, planned learning activity in a practice/clinical setting.

\_\_\_\_\_  
*Student's signature*

\_\_\_\_\_  
*Date*

\*\*\*\*\*

### **Release of Information**

I give Southern Union State Community College permission to release information regarding my clinical and classroom performance to clinical agencies, including those with whom I apply for employment. This includes information released when instructors provide references for employment and also radiation exposure records.

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

## Student Signature Form

I have read the policies set forth in the "Southern Union State Community College Radiography Program Student Handbook. I understand that my initials by each statement below and signature at the bottom of page indicates that I have read, understand, and agree to abide by each of the policies outlined and listed below. In addition, my initials by each individual statement provides documentation that I have been informed and understand the consequences of not following each of the policies which are required to participate in the Radiography Program at Southern Union State Community College.

- \_\_\_\_ Legal limitations of licensure/ certification
- \_\_\_\_ Simulation procedures (confidentiality statement for debriefing and videotaping)
- \_\_\_\_ Potential Health and Safety Hazards & Laboratory/Radiation Safety Policy
- \_\_\_\_ HIPAA policy
- \_\_\_\_ Program requirements for graduation
- \_\_\_\_ Clinical requirements required for registration for health science classes
- \_\_\_\_ Clinical rotations and clinical grading policies
- \_\_\_\_ Class and clinical absentee policy
- \_\_\_\_ Essential Functions updated annually
- \_\_\_\_ Drug Screening appeal policy and procedures for random and admission drug screens
- \_\_\_\_ Tobacco Policy
- \_\_\_\_ Final academic grade appeal procedures
- \_\_\_\_ Responsibility for learning
- \_\_\_\_ Academic Appeals policy (not final grade appeal)/ Formal due process policy
- \_\_\_\_ Academic Honesty/ Integrity/ Cheating/Plagiarism
- \_\_\_\_ Laboratory Skills lab policy
- \_\_\_\_ Release of clinical information such as but not limited to criminal background checks, drug screens, lab tests, and health forms to clinical agencies required for you to participate in clinical rotations.
- \_\_\_\_ Acceptability for clinical rotations is determined by clinical agency
- \_\_\_\_ Dismissal from one clinical agency results in dismissal from the program
- \_\_\_\_ Location of student handbook
- \_\_\_\_ Harassment policy
- \_\_\_\_ Social Media policy
- \_\_\_\_ Student work policy
- \_\_\_\_ Pregnancy Policy
- \_\_\_\_ Phone policy
- \_\_\_\_ Mammography Competency policy
- \_\_\_\_ MRI Safety
- \_\_\_\_ Direct/Indirect/Repeat Supervision Policy
- \_\_\_\_ Grounds for dismissal policy
- \_\_\_\_ Not clocking in as an employee while on the clock as a RAD student

Signed \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_