

POLICIES

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POLICY: <i>Alternate Shifts</i>	Radiologic Technology Program Division of Allied Health
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POLICY STATEMENT:

The alternate shifts are designed to ensure students adequate opportunities to gain competencies in portable and trauma situations. The alternate shifts will allow the student to see how the responsibilities of each shift are different and be fully prepared clinically upon graduation.

Clinical Objectives:

1. Work toward the following competencies as listed in the Master List of Clinical Objectives:
 - a. trauma shoulder
 - b. trauma upper extremity
 - c. trauma lower extremity
 - d. mobile chest, abdomen, and orthopedics
 - e. surgical c-arm cases after hours

2. Observe the different shifts to understand the different responsibilities of each shift and to make an informed decision of job offers after graduation.

PROCEDURE:

Students will be required to complete 3 alternate shifts to include: (1) 3pm-11pm; (1) 11pm-7am; and (1) Weekend Shift of student’s choice in each of the following semesters:

- Summer (1st year)
- Fall (2nd year)

Students must schedule the alternate shifts with their **home** clinical site and gain approval. The Clinical Instructor and Clinical Coordinator must be aware of the scheduled times and dates. Students will document on the attendance sheet that it is an alternate shift. Students are not allowed to be scheduled in clinic/class more than **40 hours per week. When you complete an alternate shift you must take time-off within the same week.** Alternate shifts **will not** count as make-up time for absences.

Upon completion of each alternate shift students will prepare a **one-page** written account of what was learned and accomplished during each alternate shift and their opinion on whether they liked or disliked the shift and why.

A traditional shift is defined by the JRCERT as any scheduled clinical hours between 5:00 AM and 7:00 PM weekdays. All other hours are considered alternate shifts.



POLICY: <i>Appeal of Student Grievance & Complaints (Due Process)</i>	Radiologic Technology Program Division of Allied Health
Effective date: 08/20/2007 Revision date: 04/08/2021	Page 1 of 3

PROCEDURE:

The student must file a grievance of an academic or non-academic decision within 15 business days of the date the student first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance. The student must submit the appeal in writing on the Grievance Form. No anonymous grievances will be accepted. Documentation that supports the grievance should be submitted with the Grievance Form. If unable to submit documents at that time, documents may be presented at the Level One conference; however, no new documents may be submitted by the student after the Level One conference unless the student did not know the documents existed before the Level One conference. The written appeal must state:

- a description of the decision being challenged and
- the action or outcome the student is seeking.

The College encourages students to discuss an academic concern with the appropriate instructor or a non-academic concern with the campus administrator who has the authority to address the concern. This informal resolution shall not extend any deadlines in the appeal process, except by mutual written consent. Either party may invite a witness or mediator to attend any meetings in which the appeal is discussed. A student whose concern is resolved in the informal resolution may withdraw a formal complaint at any time. The appropriate administrator shall investigate an appeal as necessary and schedule a conference with the student within 10 business days after receipt of the written complaint. The student will be notified in writing of a decision within 10 business days following the conference. Any further appeals must be initiated within 10 business days of the date of the written response from the previous appeal or, if no response was received, within 10 business days of the response deadline.

1. **Level One:** Appeal to the Division Chair for Academic or Dean of Student Success (Dean) for Non-Academic

- a. If the student is not satisfied with the decision of the instructor (academic) or campus administrator (non-academic), the student may appeal in writing to the Division Chair (academic) or Dean of Student Success (non-academic).
 - b. The student may provide supporting documents prior to or during the conference.
2. **Level Two:** Appeal to the Vice President of Instruction
- a. If the student is not satisfied with the decision of the Division Chair/Dean, the student may appeal in writing to the Vice President of Instruction (VPI).
 - b. The Division Chair/Dean forwards Level One records to include the Grievance Form, any documents submitted by the student at Level One, Division Chair/Dean written response noting the basis of the decision, and any other documents relied upon by the Division Chair/Dean in reaching the decision.
3. **Level Three:** Appeal to the College President
- a. If the student is not satisfied with the decision of the VPI, the student may appeal in writing to the College President.
 - b. The VPI forwards the Level One records, the written response of the VPI, and any other documents relied upon by the VPI in reaching the decision.
4. **Level Four:** Appeal to the Board
- a. If the student is not satisfied with the decision of the President, the student may appeal in writing to the Board.
 - b. The President forwards the Level One and Level Two records, the written response of the President, and any other documents relied upon by the President in reaching the decision.
 - c. The President informs the student of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.
 - d. The Board determines if the complaint will be presented in open or closed meeting. The presiding officer may set reasonable time limits and guidelines for presentations.
 - e. The Board shall prepare a separate record of the Level Four presentation and all components of presentations and questions shall be recorded.
 - f. The Board may give notice of its decisions orally or in writing at any time up to and including the next regularly scheduled Board meeting. Lack of response by the Board upholds the administration decision at Level Three.

Other Processes

1. If a student fails to appear at a scheduled conference, the College may hold the conference and issue a decision in the student's absence.
2. The day a complaint or document is filed is day zero; the following day is day one.
3. All time limits shall be strictly followed unless modified by mutual written consent.

4. If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student, at any point during the complaint process. The student may appeal the dismissal by seeking review in writing within 10 days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.



POLICY: <i>Attendance and Tardiness</i>	Radiologic Technology Program Division of Allied Health
Effective date: 08/20/2007 Revision date: 8/22/2022	Page 1 of 3

POLICY STATEMENT:

Attendance and punctuality is an essential part of professional development of all students in the health care field. Chronic tardiness and absenteeism are considered examples of irresponsibility and unprofessional attitude and will not be tolerated.

PROCEDURE:

Regular attendance of lecture and clinical classes is required for all Radiologic Technology students unless illness or some emergency exists. Students are expected to report promptly to class or their clinical instructor/designated technologist at the time they arrive for their clinical assignment, before leaving for lunch, and before leaving the department for home or class.

CLINICAL SITE ATTENDANCE AND TARDINESS:

Clinical Site Attendance-Should the student need to be absent during a clinical assignment, it is the student’s responsibility to phone and speak directly to their Clinical Instructor **and** the Clinical Coordinator. The call should be prior to the scheduled arrival time, but if it is not possible to reach both persons, the call will be accepted no later than **one hour** after scheduled arrival time. Voicemail or text is an acceptable method of communication, if student is unable to reach the Clinical Coordinator or Instructor. Once the student has contacted the Clinical Coordinator regarding the need to be absent, the student should generate a time exception within Trajecsys to log the absence. Failure to log an absence in Trajecsys will result in the student receiving demerits (See Clinical Make-up time Policy).

Students will be allowed two absences per semester without a penalty of make-up time. The first two absences will not require that the student do make-up time. However, should the student miss more than two days, make-up hours will be required for any time missed over the initial two allowed days. The missed clinical time requiring make-up hours must be made up on a **weekend** and must be **pre-approved** by the Clinical Instructor and Clinical Coordinator prior to make-up. A one-to-one technologist /student ratio must be maintained. **Total classroom/clinical hours will not exceed 40 hours per week.**

Should the student miss 5 or more days of a clinical course during a semester the student will automatically receive an “F” for that clinical course and will be dismissed from the program, unless extenuating circumstances apply. The Program Director and Clinical Coordinator will make determinations of extenuating circumstances on a case by case basis.

Clinical Site Tardy- A student is considered tardy after 5 minutes past the scheduled arrival time for clinic. The clinical instructor will document the tardy on the student’s clinical attendance sheet for every tardy.

All absences and tardies will be reflected in the Students Clinical Performance Evaluations, which could reduce the students overall clinical performance grade and ultimately affect their final grade. Absences and tardies will be deducted for the first half of the semester on the Mid –Semester Clinical Performance Evaluation while absences and tardies occurring the second half of the semester will be deducted on the End of Semester Clinical Performance Evaluation. Points will be deducted for **each** tardy and **each** absence. Students who exceed a total of two (2) clinical absences and/or three (3) tardies **per semester** will be given a “0” for the attendance portion of the Clinical Performance Evaluations for the semester in which the absences and/or tardies occurred. The faculty has the right to revise the Attendance and Tardy section of any Clinical Performance Evaluation based on the student’s time logs which are in Trajecsys.

CLASSROOM ATTENDANCE AND TARDINESS:

Classroom Absences-Students will be allowed two (2) classroom absences per class per semester without penalty. Upon the third absence, **10 points** will be deducted from the student’s final course grade. Each additional absence will warrant an additional point off the student’s final course grade. This applies to all radiology classes the student is enrolled in. It is the sole responsibility of the student to contact the instructor regarding the need to be absent from class and for instructions regarding missed course work.

Classroom Tardy- Any student arriving more than 5 minutes late to class will be considered tardy. Three classroom tardies will result in a **5 point deduction** from the students’ final grade for that course. For every additional tardy, **1 point** will be deducted from the final course grade. The student will be considered tardy for each class if not in class within 5 minutes of the starting time for each course as stated in the syllabus. Course work missed with no excuse will result in points deducted from the final grade.

Both doors leading into the Radiology/Lab will be locked at all times with a proximity lock. To gain access to these spaces, the student will need to request access from either a faculty member or the program secretary, but be aware that the door will lock

behind you upon leaving. For security reasons, the doors are not to be propped open at any time.

Clinical assignments and class hours will not be shifted to accommodate the student who has failed out of the supporting course work.



POLICY: <i>Attendance-Adverse Weather</i>	Radiologic Technology Program Division of Allied Health
Effective date: 8/20/2007 Revision date: 04/08/2021	Page 1 of 1

PROCEDURE:

In the event of adverse (snow, ice, flooding, hurricane, etc) weather, Wharton County Junior College will send out information regarding delays/closures via the emergency alert service, RAVE. Students must register with RAVE in order to receive these important notifications. See link below on information on how to register.

(<https://www.wcjc.edu/About-Us/administration/offices/security/emergency-alert.aspx>)

If you are unable to drive to your clinical site or class due to weather conditions in your area, you must notify your clinical or didactic instructor. No penalties will apply, however students will be responsible for making up time missed in the clinical setting and/or missed classroom assignments.

Should WCJC be closed for any amount of time, the Program Director may adjust the didactic and/or clinical schedule as necessary.



POLICY: <i>Attendance-Special Circumstances</i>	Radiologic Technology Program Division of Allied Health
Effective date: 8/20/2007 Revision date: 8/18/2021	Page 1 of 1

Bereavement Leave:

- The Program Director must be contacted immediately in the event of need for bereavement leave for an immediate family member (spouse, parent, child).
- The student must request bereavement leave prior to or on the first day of leave and it must be no more than 2 days in duration.
- When the student returns from the approved leave, a meeting will be held with the Program Director and Clinical Coordinator to schedule make up time for the student.
- The academic and clinical demerit system will not apply during approved Bereavement Leave.

Jury Duty

- Should a student in the Radiology Program receive a jury summons, the Program Director must be notified immediately so that the student’s schedule can be adjusted accordingly. The Program Director will schedule a meeting with the student and the Clinical Coordinator to schedule make up time for the jury duty absence.
- A copy of the jury summons and proof of serving as a juror are required.
- If a student is released early from jury duty, the Program Director or Clinical Coordinator should be contacted to determine whether the student should report to the school/clinical site for the remainder of the scheduled day.
- Make up time is scheduled at the discretion of the program.
- The academic and clinical demerit system will not apply during Jury Duty.

Military Leave

- Should a student in the Radiologic Technology program be called to active or reserve duty, the
- Program Director must be notified immediately.
- Documentation must be provided to the Program Director.
- Upon return from military leave, an appointment will be made to determine program placement.
- The academic and clinical demerit system will not apply during Military Leave.



POLICY: <i>Clinical Assignments</i>	Radiologic Technology Program Division of Allied Health
Effective date: 08/20/2007 Revision date: 08/22/2022	Page 1 of 1

PROCEDURE:

The assignment to specific locations for clinical education is done solely by the Program Director and Clinical Coordinator based on the following JRC criteria and current utilization of clinical affiliates:

5 students	Citizens Medical Center
8 students	Matagorda County Hospital District
8 students	CHI St. Luke’s Brazosport Regional
4 students	OakBend Medical Center-Jackson Street
2 students	OakBend Medical Center-Williams Way
8 students	Methodist Health Care System-Sugar Land
8 students	DeTar Hospital-Main
2 students	DeTar Hospital-North
3 students	Memorial Medical Center
2 students	El Campo Memorial Hospital
1 student	Sweeny Community Hospital

Students will be assigned to a home clinical site for the first year of their education. The location of the affiliate nearest to the student's residence will be taken into consideration. However, due to the unique dynamic of each class, a student may not always be assigned the affiliate closest to their home. During the second year of the program, students will be required to rotate to other clinical sites and a reasonable amount of driving time should be expected.

All clinical rotation hours will be from 8:00 am to 4:30 pm and half days will be either 8:00 am to 12:00 pm or 1:00 pm to 5:00 pm, depending on the semester. ***The clinical hours listed above are for all students and will not vary.*** Schedules will be provided in advance to students, so travel arrangements can be planned.



POLICY: <i>Clinical Behavior</i>	Radiologic Technology Program Division of Allied Health
Effective date: 8/20/2007 Revision date: 5/27/2008	Page 1 of 2

POLICY STATEMENT:

Your actions are a direct reflection of the standards and priorities of WCJC. While the student is participating in their education at their assigned clinical site, although the student is not an employee of that facility, the student is expected to comply with the facilities personal and professional conduct guidelines. You should not engage in inappropriate or unprofessional conduct that:

- Attracts undue attention
- Disrupts the workplace
- Discredits WCJC’s good name
- Jeopardizes the public’s trust in our institution

Examples of inappropriate or unprofessional conduct in the workplace include, but are not limited to:

- Using profane, vulgar, sexually explicit, or sexually suggestive language (see the Harassment policy)
- Fighting in the clinical setting
- Failing or refusing to work cooperatively with coworkers and classmates
- Displaying rude or discourteous behavior

Conduct outside the clinical setting

Generally, outside of the clinical setting, your conduct is your business, not ours. You should be sensitive to the possibility that inappropriate behavior of any nature could jeopardize the public’s trust in WCJC and the radiologic technology program, especially if you are wearing a uniform, logo or photo identification (ID) badge that would associate you with the health care profession or WCJC. You are expected not to engage in inappropriate or unprofessional conduct or behavior, which could be disruptive to the workplace or discredit the program and WCJC’s good name.

Responsibilities

You are responsible for maintaining appropriate and professional conduct while at school and your clinical site. Personal behavior is particularly important to remember when you are wearing your uniform or ID badge.

PROCEDURE:

Students need to display professional behavior at all times while attending clinical rotations. Failure to comply with this policy may lead to corrective action, up to and including dismissal from the program.

Any student that is **removed** from their clinic site due to behavioral problems will receive an automatic "F" in that clinical course resulting in immediate dismissal from the program.



POLICY: <i>Clinical Course Grades</i>	Radiologic Technology Program Division of Allied Health
Effective date: 08/20/2007 Revision date: 8/23/2021	Page 1 of 3

POLICY STATEMENT:

Each of the five practicum courses will require demonstration of competency in specific exams, either on actual patient situations or in simulation.

PROCEDURE:

The assignment to a specific clinical site is the decision of the Program Director and Clinical Coordinator only.

Prior to participation in the clinical setting, the student must submit to the program via CastleBranch a completed health form and immunization records.

Clinical course grades are based on completion of the assigned portions of the Master List for the semester, professionalism and the evaluation forms filled out by the clinical instructor. For the Master List, points are awarded based on the number of exams that are simulated from the Mandatory Comps as follows:

- 0-1 simulated exams = 50 points
- 2 simulated exams = 45 points
- 3 simulated exams = 40 points
- 4 or more = 0 points

Simulations:

Any exam not performed on a patient is considered a simulation. All simulations will be demonstrated to the instructor, by appointment only. This applies only to the freshmen students. **Sophomore students will demonstrate simulations to the Clinical Instructors only by appointment. Simulations should be completed one week prior to the end of the semester.**

The student should simulate only if the exam is eligible for simulation. Exams eligible for simulation are listed on the Master List of Clinical Objectives. Simulations will not help the student’s grade and are not considered equal to competencies.

Should a student attempt but fail a simulation, 5 points will be deducted from the above scale for each failed simulation. Furthermore, should a student not complete the required Mandatory exams within any given semester, 10 points will be deducted for each exam.

Electives:

A total of 10 points will be awarded for the completion of the Electives section of Master List of Clinical Objectives. If all elective comps are completed, the student will be awarded 10 points. Should the student not complete the Electives section, points will be deducted proportional to the number of completed electives. For example, if the Master List for the semester has 5 elective exams listed, and the student only completes 4 of those exams, the student will receive 8 points for the electives portion of their grade.

Furthermore: Students should have a minimum of 12 completed electives at the end of the first year of the program (Summer 1st year) and 24 by the end of their second year of the program (Summer 2nd year). Should the student not have the above totals by the end of the Summer Clinical courses, 10 points will be deducted from the Clinical Course grade (Summer 1st year) and should the student not have 24 by the end of the program, the student will not be eligible for graduation and will fail the Clinical Course (Summer 2nd year).

Professionalism points:

A total of 10 points will be awarded from faculty based on how well the students displays professional behavior throughout the semester. The following is the how the 10 points will be awarded:

Evaluations 0-2 points
Time exceptions 0-2 points
Demerits 0-2 points
Professional Conduct 0-4 points

Evaluations shall be turned in and signed in a timely manner. All evaluations shall be entered into the Trajecsys system and signed by the student no later than the last clinical day or points will be deducted from the clinical course grade.

Students are allowed 4 time exceptions per semester. No more than 4 time exception reports should be filed within any semester. Should there be more than 4 time exception reports filed or egregious abuse of the time records policy, it is the discretion of the Clinical Coordinator or Program Director to issue demerits, reduce clinical course grade and/or reduce the professionalism portion of the clinical course grade.

Points will also be deducted if the student receives any demerits within the semester.

And lastly, should the student display any unprofessional behavior or conduct themselves in an unprofessional manner either at clinic or in class, points will be deducted from the clinical course grade.

It is solely the discretion of the Program Director and/or Clinical Coordinate to deduct points based on the student's performance throughout the semester.

Evaluations:

A maximum of 100 points are possible on the evaluation form currently used. Students are evaluated by the clinical instructor twice a semester. Points for each evaluation are assigned as follows:

MID-SEMESTER EVALUATION:

<u>SCORE</u>	<u>POINTS</u>
92-100	15
83-91	12
75-82	9
74 and below	3

END OF SEMESTER EVALUATION:

<u>SCORE</u>	<u>POINTS</u>
92-100	15
83-91	12
75-82	9
74 and below	3

The points from the Master List (competencies) will be added to the points from each evaluation along with the points for professionalism and then all four scores added together and a final grade is assigned based on the following scale:

92-100	A
91-83	B
82-75	C
74.9 and below	F

The master list of clinical objectives has undergone several revisions and will continue to do so in the future. The requirements for any one course will be clearly defined on the syllabus of that course.

EXAMPLE OF CALCULATION:

Mandatory Comps with 2 simulation =	45 points
Elective comps-all performed =	10 points
Professionalism- late paperwork turned in =	8 points
Evaluations-	
12 on Mid semester and 15 on end of semester	<u>27 points</u>
Total	90 or B



POLICY: <i>Communicable Diseases</i>	Radiologic Technology Program Allied Health Division
Effective date: 08/20/2007 Revision date: 09/16/2010	Page 1 of 1

PROCEDURE:

Some patients in the hospital can be particularly susceptible to infections and illness and needless to say, we do not want to expose them to another communicable disease.

In the event that you become ill with a communicable disease that could be transmitted to others in the clinical or classroom environment, you may be required to obtain medical treatment and clearance from your physician prior to re-entering the class or clinical areas depending upon the severity of the illness, duration of symptoms and/or the policy of the clinic site.

If clearance documents are required, they must be turned in to the Program Director **PRIOR** to returning to class or clinic.



POLICY: <i>Competency Evaluation</i>	Radiologic Technology Program Division of Allied Health
Effective date: 08/20/2007 Revision date: 08/18/2021	Page 1 of 4

POLICY STATEMENT:

The competency evaluation is utilized as a means for the clinical instructor or designated registered technologists to assess the competency level of a student radiographer in each procedure assigned by semesters. The competency evaluation process is divided into three levels:

- Level One:** *Observation of Procedure*
- Level Two:** *Competency Evaluation*
- Level Three:** *Proficiency Evaluation*

PROCEDURE:

Level One—*Observation of Procedure*

The student radiographer is required to observe each procedure as listed on the Form A before advancing to level two. After observing the clinical instructor or designated registered technologist in the performance on each procedure, the student should document the date of observation and have the performing technologist initial the appropriate box on Form A. Once proper documentation has been established **and** the student has had classroom and lab instruction on that procedure, the student can then progress to level two. The only exceptions to the above procedure are in mobile and surgery procedures.

Mobile Exams:

For the required mobile procedures (Chest, Abdomen and Ortho), the student is required to observe 5 procedures and document the observations. Of the 5 observations, there must be at least 1 for chest, 1 for abdomen and 1 ortho procedure. The remaining 2 are the choice of the student, but must be documented as above. After the observation of the above 5 procedures, the student will then progress to the assisting phase of portable exams. In this phase, the student will assist the clinical instructor or designated registered technologist in performing portable procedures (Chest, Abdomen, and Ortho).

The student is required to document 10 assisted portable procedures using the same process as listed above. Of the 10 assisted procedures, any combination of procedures is acceptable; however one assist in each category is required. (i.e. one chest, one abdomen, and one ortho). Once the student has documented the 10 assisted portable procedures, he/she may move on to Level Two.

Surgeries:

The student is required to observe 5 surgeries. Any combination of surgical procedures is acceptable; however, it is strongly suggested that the student observe a variety of cases (i.e. orthopedic and non-orthopedic cases). Once the student has completed the 10 surgery observations, he/she may move on to Level Two.

Level Two—Competency Evaluation

This phase is conducted by the Clinical Instructor or by a designated registered technologist. In this phase, the student radiographer is observed in performing a procedure on a patient. The procedure is to be performed in the imaging department x-ray room, unless specifically labeled as a portable on the Master List.

The Competency Evaluation Form in Trajecsys is to be used by the clinical instructor or designated registered technologist observer for the purpose of evaluating one (1) specific radiographic exam to be performed on a patient by the student radiographer. The evaluator is requested to check the Y (yes) box if the student properly demonstrated the skill or N (no) box if the student did not adequately demonstrate the skill. If the student fails to demonstrate a skill, he/she is allowed to correct his/her mistake (1st attempt). In this case please check the C (corrected). The student will pass the competency if all areas are marked within the Y (yes) or C (corrected) columns.

Upon successful completion of a level two competency evaluation, the student radiographer will then advance to Level Three (Proficiency Evaluation).

Level Three—Proficiency Evaluation

Proficiency by definition is an advancement of skill. One gains proficiency through repeated experience. Proficiency is only achievable after competency has been attained.

In this phase the student radiographer is required to show proficiency on procedures from previous semesters. The Competency Evaluation Form in Trajecsys is to be used by the clinical instructor or designated registered technologist observer for the purpose of Proficiency Evaluation (Type" changed to Proficiency). Successful completion of

level three certifies that the student can perform tasks at the level required of graduates from the program.

Proficiency procedures are listed at the bottom of each semester Master List of Clinical Objectives and are to be performed within that semester. ***Students may not perform proficiency competencies before the semester they are due.***

For each **unsuccessful** proficiency level evaluation, the student must return to level two and repeat the relevant evaluation at that level.

MAINTAINING COMPETENCY:

At any given time, the Program Director and/or Clinical Coordinator have the authority to ask a student to demonstrate any previously comped procedure. Should the student fail to demonstrate competency with the faculty, the competency will be taken away and the student will then be required to attend a lab remediation for that procedure. Only after remediation, can the student attempt to regain competency at the clinical site.

If the Clinical Instructor or designated registered technologist determines that a student is not competent in an exam, the Clinical Instructor/Technologist has the authority to take any previous competencies for that examination away from the student. The student will then be required to perform at least three consecutive exams demonstrating competency for the Clinical Instructor/Technologist. After at least three consecutive satisfactory exams are performed, the student will be allowed to attempt to re-comp on the exam with the Clinical Instructor/Technologist.

MAINTAINING PROFICIENCY:

In addition, during any semester, the Program Director and/or Clinical Coordinator has the authority to randomly ask a student to demonstrate competency on any procedure that the student has gained proficiency on. These random re-comps ensure that the student maintains proficiency on procedures. If the student fails to demonstrate competency, the original Level Two competency will be taken away from the student. The student will then return to Level Two and will be required to perform at least three consecutive procedures demonstrating competency. After at least three consecutive satisfactory exams are performed, the student will be allowed to attempt to re-comp on the exam with the Clinical Instructor/Technologist, to regain competency at Level Two. Once Level Two competency is regained, the student will then be allowed to proceed to Level Three to regain proficiency on the procedure and will be subject to a random re-comp by faculty.

COMPETENCY FORM:

This form analyzes the student's performances in three areas:

1. Preliminary evaluation
2. The examination
3. The image

Preliminary Evaluation:

1. Evaluated requisition and/or old report, check for patient age, name, diagnosis, prior diseases
2. Prepared table for patient
3. Prepared ID – either within the computer or with flash card
4. Changed pillow case and/or sheet
5. Straightened room – proper supplies available, positioning aids, contrast materials, injection supplies, cups, straws, emesis basin, etc.
6. Greeted patient – made proper introduction, and explained procedure to patient
7. Checked patient identification using two identifiers
8. Checked LMP - if applicable, and filled out proper forms if not within 10 day rule
9. Gave proper dressing instructions

The Examination:

1. Used correct tube-part-film alignment
2. Considered patients comfort
3. Communicated effectively
4. Used correct SID and CR angulations
5. Collimated properly
6. Shielded patient
7. Protected self and others
8. Used proper technical factors to produce the proper exposure index
9. Used technique chart or notes
10. Adjusted for patient's conditions (adjusted views, tube angulations, etc.)

The Image:

1. Used correct film size
2. Accomplished correct projections
3. Used ID properly
4. Demonstrated desired anatomy
5. Produced image with adequate technical quality
6. Showed evidence of radiation protection
7. Properly manipulated the image



POLICY: <i>Dishonesty</i>	Radiologic Technology Program Division of Allied Health
Effective date: 8/20/2007 Revision date: 5/21/2014	Page 1 of 1

POLICY STATEMENT:

Dishonesty is defined as cheating, plagiarism, or knowingly furnishing false information to college. Plagiarism and cheating refer to the use of unauthorized books, notes, or otherwise securing help during a test; copying tests, assignments, reports, or term papers, or being in unauthorized places, such as offices or buildings after hours, or an instructor's office without permission, falsifying paperwork such as: Clinical timesheets, competency forms, or any other clinical documentation.

PROCEDURE:

A student found guilty of the above behavior will be referred to the program director and a decision will be made as to what consequence the student will receive. The consequence will depend on the circumstances and severity of the case.

The consequences for any of the above behavior may include any or all of the following:

- 1.) Final Course Grade reduction
- 2.) Failure of the course with dismissal
- 3.) Immediate dismissal from the program
- 4.) Ineligibility to take the ARRT exam upon graduation

Dishonest behavior violates the ethics portion of the ARRT testing requirements and may render the student found guilty ineligible to take the ARRT exam.

POLICY: <i>Dress Code</i>	Radiologic Technology Program Allied Health Division
Effective date: 8/28/2023 Revision date: 08/23/2023	Page 1 of 2

POLICY STATEMENT:

Professional attire is a reflection of a student’s attitude and willingness to abide by the guidelines as set forth by the Radiologic Technology Program. Students are required to adhere to certain standards at the clinical education affiliate and in the classroom.

PROCEDURE:

- Class Dress Code: Uniforms will be worn to class and proper undergarments should be worn at all times.
- Clinic Dress Code includes but is not limited to the following:

ARTICLE	DESCRIPTION	COLOR
Shoes & Socks	Tennis or Nursing shoes. Shoes and socks must be clean at all times	All White
Scrubs	Must be neat and clean and be tailored to fit the student properly. This includes a top and pants. A white t-shirt may be worn under the scrub top if necessary. No designs or logos on the t-shirt must be visible. Scrubs must be purchased from the designated program vendor. WCJC Radiologic Technology patches are to be worn on the right sleeve of your scrubs and on the left the colored band that represents your level of education. Name badge must be visible at all times.	Charcoal grey pants and tops with badges.
Lab Coat	Must be neat and clean and be tailored to fit the student properly. Must be purchased from the designated program vendor. A WCJC Radiologic Technology patch must be visible. No other outer wear may be worn during clinical education. This includes such items as sweaters, jackets, hoodies, sweatshirts, etc. Name badge must be visible at all times.	White
Jewelry	Jewelry should be worn in moderation, and must	

	not present a safety hazard or attract undue attention. Jewelry must not be worn on the nose, Eyebrow, lip or tongue.	N/A
Body Piercing and Tattoos	Any piercing other than ear lobe piercing. Tattoos should not be visible and covered.	Not Visible
Grooming	<p>Hair: Neat, clean and well groomed, as well as out of the student's face. Hair, even up in clips, must not be able to swing or drop into the patient's face. Hair color and accessories that may present a safety hazard or attract undue attention are not permitted.</p> <p>Facial Hair: Beards and mustaches are permitted as long as they are neatly trimmed.</p> <p>Makeup: Should be worn in a tasteful manner.</p> <p>Personal Hygiene: Should be maintained in an appropriate manner. Perfume, cologne, scented body lotions and body sprays shall not be worn.</p>	Natural hair colors: black, blonde, brown, auburn, grey, and white

- Cellular Phones may **not** be carried and must be turned **off** while in the student's backpack or purse during **class and clinic** education. All non-medical electronic devices are not allowed in classroom (phones, tablets, etc.).

The student will be supplied name tags and radiation monitoring devices in the first semester. *Name tags and radiation monitoring devices* will be worn every clinic day, **without fail.**

If a student is in violation of the Dress Code Policy, he/she will be sent home to obtain the proper attire. The Attendance Policy and/or demerits will apply.

POLICY: <i>Drug Screening</i>	Radiologic Technology Program Division of Allied Health
Effective date: 08/20/2007 Revision date: 06/07/2010	Page 1 of 3

PROCEDURE:

Introduction

Clinical facilities are requiring that drug screening be completed prior to allowing students to participate in clinical training at their facilities. The rationale for this requirement from clinical agencies is based on the concept of due diligence and competency assessment of all individuals whose assignments bring them in contact with patients and employees. In addition, Wharton County Junior College's Radiologic Technology Program has a zero tolerance for drug usage.

Applicants:

Applicants conditionally accepted in the Radiologic Technology program will be required to complete a drug screening consisting of a Health Care Professional Panel. Full acceptance into the program is contingent upon a negative drug screen. Only drug screenings conducted through a College-approved agency will be accepted.

Students:

Beginning Fall 2008, currently enrolled senior students will be required to complete drug screening consisting of a Health Care Professional Panel for continuation in the program. Only drug screenings conducted through a College-approved agency will be accepted. **Please refer to "Positive Drug Screen" and "For Cause Drug Screen".**

Costs:

The cost of the drug screen will be at the applicant's/student's expense. The anticipated cost for the drug screen is approximately \$50.00. Results of the screen are sent directly to the program director. The applicant/student pays the cost of the drug screen directly to the agency.

Positive Drug Screen:

An applicant with a positive drug screen will not gain acceptance into the program for that application period and all future applications will not be consideration for admission into the program.

A currently enrolled student with a positive drug screen will not be allowed to progress in the radiology program and will immediately be withdrawn from all program classes and practicum. Readmission to the program will not be granted under any circumstances.

If any results of the drug screening are considered non-negative, they will be sent to the Medical Review Officer (MRO). If a MRO has to be utilized, there may be a separate cost to the student, since it is a separate service. The MRO is considered to be the bona fide expert in the field and will provide the **final determination** of the test results.

For Cause Testing:

A clinical affiliate reserves the right to remove a student from the facility for suspicion of substance use or abuse. The affiliate reserves the right to request that a student submit to a repeat drug screen at the student's expense on the same day the student is removed from the clinical facility. The student will be required to make reasonable attempts to contact a significant other to provide transportation from the clinical facility. The repeat drug screen must be done by a College-approved agency. Failure to comply with for cause testing will result in the student's immediate expulsion from the clinical facility and render the student unable to progress in the program. A positive "for cause" drug screen will result in the student being immediately withdrawn from all program classes and practicum and readmission to the program will not be granted under any circumstances.

Break in Enrollment/Duration:

The drug screen will be honored for the duration of the student's enrollment in the program if the participating student has not had a break in the enrollment of the program or has not had a "for cause" testing request. A break in enrollment is defined as nonattendance of one full semester or more. As stated above, upon re-entry into the program, a negative drug screen will be required.

Consent Form for Drug Testing

See attached.

WHARTON COUNTY JUNIOR COLLEGE-ALLIED HEALTH DIVISION

**Consent Drug Screening, Statement of Acknowledgement and Understanding,
Release of Liability Form**

I have read, understand and agree to Radiologic Technology drug screening policy and procedure. I understand that the purpose of this policy is to provide a safe working and learning environment for patients, clients, students, clinical and institutional staff and property. Accordingly, I understand that for continued participation in clinical, internship, externship, and/or practicum experiences; I am required to undergo drug testing on my urine. I also understand that a positive drug test may exclude me from clinical placement and make it impossible for me to complete the clinical competency required for graduation from the program to which I have been admitted. In addition, I understand that a final decision on a non-negative result as determined by the Drug Screening Provider be cause for dismissal from a program. I further understand that I am also subject to retesting at any time for cause (i.e. reasonable suspicion that I am using or am under the influence of drugs or alcohol).

My signature below indicates that:

1. I consent to urine drug testing as required by clinical agencies and directed by Wharton County Junior College, Allied Health Division.
2. I authorize the release of all information and records, including test results of the screening or testing of my urine specimen to the Program Director.
3. I understand that all costs incurred with the drug testing will be my responsibility.
4. I hereby release Wharton County Junior College, the Allied Health Division, their officers, employees, and agents ("releases") from any and all claims arising from the administering of such tests, the analysis of test results, and the use and disclosure of said results, *except* claims based on the releases' negligence or intentional wrongdoing.

My signature indicates that I have read and understand this consent and release form, and that I have signed it voluntarily.

Print Name

Student's Signature

Date



POLICY: <i>Emergency Health Care</i>	Radiologic Technology Program Division of Allied Health
Effective date: 8/20/2007 Revision date: 5/21/2014	Page 1 of 1

PROCEDURE:

Each clinical affiliate has agreed to provide the student with emergency care should he/she be injured while attending clinical classes in the affiliation agreement. Report any incident to the administrative head of the department to begin the process.

It is the policy of WCJC that each student is responsible for providing his/her own health insurance. Any treatment provided shall be at the expense of the individual treated.

Neither the hospital nor the college assumes liability for injury, sickness, disease, or death of any student while using the resources of the affiliated hospital.

The Program does provide a policy to assist the student with expenses should an injury occur at their clinical assignment or on the way to any clinical assignment. Additional information regarding this policy can be obtained from the Program Director.



POLICY: <i>Employment</i>	Radiologic Technology Program Division of Allied Health
Effective date: 8/20/2007 Revision date: 8/20/2008	Page 1 of 2

POLICY STATEMENT:

In recent years, it has become increasingly necessary for many students to work in order to continue their education. It has been our experience in the past that some students who work part-time or full-time while in the program may experience difficulties due to the rigorous demands of the clinical and academic courses as well as their employment.

PROCEDURE:

Although this program DOES NOT in any way discourages a student's employment, we do however require that any employment be scheduled around the program schedule in order to avoid any schedule conflict.

Use of work for pay hours as clinic hours will not be tolerated. If you work for the x-ray department, your clinic hours must be kept separate. There are NO EXCEPTIONS to this policy. Anyone caught violating this policy can and will be suspended for their clinical rotation. THIS SUSPENSION WILL RESULT IN FAILURE OF THE PRACTICUM OF THAT SEMESTER AND SUBSEQUENT WITHDRAWAL FROM THE PROGRAM.

Under the State Licensure Guidelines, Occupations Code, Subtitle K., Professions Related to the Use of Certain Medical Equipment, Chapter 601, Medical Radiologic Technologists, Subchapter A., General Provisions, the following applies to students:

Subsection (e) sets out an exemption from the Act for Radiologic Technology Students (Act) who are performing radiologic procedures on human beings for medical purposes while they are in an academic or clinical setting as part of the radiologic technology education program. A person is not required to hold a certificate issued under this chapter or to comply with the registration requirements adopted under Section 601.252 if the person:

- (1) is a student enrolled in a training program that meets the minimum standards adopted under Section 601.201; and
- (2) is performing a radiologic procedure in an academic or clinical setting as part of the training program.

What the exemptions DO NOT cover:

The exemptions DO NOT cover students who perform radiologic procedures outside of an RT education program. Students who are employed to perform radiologic procedures must comply with the Act. They are NOT exempt.

Example: A student is employed to perform radiologic procedures. Hospital A is a clinical affiliate of the student's RT education program. The student is exempt from the Act only when performing radiologic procedures at Hospital A which are a part of the RT education program.

Students are not eligible to apply for a temporary certificate until 28 days prior to graduation from the program. Employed students who are more than 28 days from graduation must register with the Texas State Board of Medical Examiners, Podiatric Examiners, Chiropractic Examiners, or Dental Examiners and may only perform procedures allowed under the rules set out by these agencies.



POLICY: <i>Grading</i>	Radiologic Technology Program Division of Allied Health
Effective date: 8/20/2007 Revision date: 8/20/2007	Page 1 of 1

POLICY STATEMENT:

Students in the Radiology Program are required to maintain minimum GPA of 2.0 in all classes to remain in the Program and to graduate.

PROCEDURE:

The grading scale for the Radiology Program is as follows:

- A - excellent - 92% - 100%
- B - above average - 83% - 91%
- C - average - 75% - 82%
- F - inadequate (Failure)

Any average below C is considered to be a failing grade. This program does not assign D's for course work.

This grading scale has been derived to indicate the necessary proficiency level that assures competent graduates, capable of passing the examination given by the American Registry of Radiologic Technologists.

Failure of a course will result in dismissal from the program only. However, this does not mean a student is ineligible to register for other WCJC courses.



POLICY: <i>Illnesses</i>	Radiologic Technology Program Division of Allied Health
Effective date: 08/20/2007 Revision date: 06/07/2010	Page 1 of 1

PROCEDURE:

Should a student experience an acute injury, illness or surgery during the course of the Radiography Program, a release from the student's physician is required before the student may return to clinic. The release must state the student's ability to participate in all the activities stated in the course syllabus.

If a student cannot meet the obligations of class and clinic due to illness/injury/surgery, he/she will have to withdraw from the program and reapply at a later date. Readmission is not guaranteed. Examples of acute injuries include, but are not limited to, fractures of the extremities, whiplash, concussion, contusions, open wounds requiring sutures, lumbar strains, or injuries that would make it difficult to complete the required clinical rotation, etc.



POLICY: <i>Imaging markers</i>	Radiologic Technology Program Allied Health Division
Effective date: 08/20/2007 Revision date: 8/18/2021	Page 1 of 1

PROCEDURE:

Students should buy imaging markers with their initials to use during their clinical assignments. There are many site that offer imaging markers for sale, including Etsy. Any style/color markers are fine as long as they contain your initials.

Imaging markers are essential to performing radiographic examinations. Students are required to have imaging markers in their possession at all times when on a clinical assignment. Should a student report to their clinical assignment without markers, it is the discretion of the Clinical Instructor or designated registered technologist to ask the student to leave the clinical assignment and not return until the proper imaging markers are obtained. Demerits will apply any missed clinical time will be made-up in accordance with the Attendance and Tardiness Policy.



POLICY: <i>Immunizations and Certifications</i>	Radiologic Technology Program Division of Allied Health
Effective date: 08/30/2010 Revision date: 8/22/2022	Page 1 of 1

POLICY STATEMENT:

Immunizations and CPR certification are of vital importance to maintain the health and safety of the student and patient. Students are required to adhere to the required immunization/CPR schedule set forth by the clinical education affiliate and Radiologic Technology Program.

PROCEDURE:

Upon entry into the program, students will be given information on the service the Program uses to track immunizations and certifications. The cost of the service through CastleBranch is \$35.00 for the duration of the student’s education. It is the sole responsibility of the student to maintain current immunizations and CPR certification and provide the proof of compliance to CastleBranch. CastleBranch will notify the Program should the student be non-compliant with any immunizations or CPR certification.

Students failing to provide proof of immunizations/certifications will not be allowed to attend clinicals until the proper proof of compliance is turned in. Missed clinical time will be made up by the student as outlined in the Attendance and Tardiness Policy. In addition, demerits will be given to students who fail to maintain immunizations/certifications as outlined in the Program Demerit Policy.

Some clinical affiliates may require students to be vaccinated against COVID-19 prior to attending a clinical site. If a student elects to not get vaccinated, the student may not be able to complete clinical course requirements thus may not complete the program. WCJC focuses on efforts to ensure the health and well-being of our students and the community; therefore, WCJC urges students to be fully vaccinated with an approved COVID-19 vaccine



POLICY: <i>Lecture Course Grading</i>	Radiologic Technology Program Division of Allied Health
Effective date: 08/20/2007 Revision date: 5/21/2014	Page 1 of 1

PROCEDURE:

1. Each unit of instruction will end with a unit examination. The course will end with a final examination. The unit grades and the final will be averaged and this average will be assigned a letter grade on the following scale:
100-92 = A
91-83 = B
82-75 = C
74.9 and below = F
2. Any exam missed with an excused absence may be made up with permission of instructor on the next class day. A 10 point deduction will be taken for any missed test.
3. The course syllabus may change during the two year period that any student is enrolled in the program. The requirements for any one course will be announced the first class day. The requirements for the previous year may not apply to the current year.
4. Final exams will be taken at the end of each course. A grade of 75 or higher is required on the final exam in order for the student to progress to the next semester. Grades of 74.9 or lower on the final exam will result in the student failing the course regardless of the course average. Failing a final exam/course will result in the student being removed from the Program.
5. Finals are given during finals week as outlined in the college catalog. Dates and times of final examinations will be set by the faculty well in advance. Should a student fail to show up or need to be absent on the day of a final, it is the discretion of the instructor to allow the student to make up the exam. Students missing a final exam should immediately meet with the instructor to discuss their absence. Documentation may be required to substantiate the students need to be absent. Permission to make up a missed final exam will be based on a case-by case basis. Should permission be given to the student to take the missed final, a 10 point deduction will be taken off the student final exam grade **and** the student is still required to pass the final exam with a grade of 75 or higher.



POLICY: <i>Make-up Time</i>	Radiologic Technology Program Division of Allied Health
Effective date: 5/21/2014 Revision date: 8/22/2022	Page 1 of 2

POLICY STATEMENT:

Regular attendance of clinical classes is required for all Radiologic Technology students unless illness or some emergency exists. Attendance is an essential part of professional development of all students in the health care field.

PROCEDURE:

As outlined in the Attendance and Tardiness Policy, should the student need be a need to be absent during a clinical assignment, it is the student’s responsibility to phone and speak directly to their Clinical Instructor **and** the Clinical Coordinator. The call should be prior to the scheduled arrival time, but if it is not possible to reach both persons, the call will be accepted no later than **one hour** after scheduled arrival time. Voicemail or text is an acceptable method of communication, if student is unable to reach the Clinical Coordinator or Instructor. Once the student has contacted the Clinical Coordinator regarding the need to be absent, the student should generate a time exception within Trajecsyst to log the absence. Failure to log an absence in Trajecsyst will result in the student receiving demerits

PROCESS:

1. Students will be allowed two absences per semester without a penalty of make-up time. The first two absences will not require that the student do make-up time. However, should the student miss more than two days, make-up hours will be required for any time missed over the initial two allowed days. The missed clinical time requiring make-up hours must be made up on a **weekend** and must be **pre-approved** by the Clinical Instructor and Clinical Coordinator prior to make-up. A one-to-one technologist /student ratio must be maintained. **Total classroom/clinical hours will not exceed 40 hours per week.**
2. For absences requiring make-up time, the student, in coordination with the clinical instructor, should determine the weekend for the make-up time. Once a determination of day is made, the student should then seek the Clinical Coordinator’s approval. Once approval has been given, the student can then complete the make-up time.

3. Should a student fail to report to the clinical site for the assigned make-up time, 5 demerits will be given to the student and the make-up time will be rescheduled at the discretion of the Clinical Coordinator. If there are extenuating circumstances for the student's failure to report to the assigned make-up time, the student should meet with the Clinical Coordinator to discuss the circumstances. It is the sole discretion of the Clinical Coordinator to remove the demerits depending on the circumstances.
4. As per the Program Demerit Policy, any repeated offense will warrant a doubling of the demerits given to the student.



POLICY: <i>Off-Campus Meetings</i>	Radiologic Technology Program Division of Allied Health
Effective date: 08/20/2007 Revision date: 06/01/2010	Page 1 of 1

PROCEDURE:

Occasionally, the Radiology Program will attend various meetings and/or seminars off-campus. Non-attendance will result in the student having to write a five (5) page typed research project **and** attend eight (8) hours of continuing education classes at the expense of the student. All CE classes should be pre-approved by the program director before the student attends the class. (Note: No TipTV will be approved.) Both the research paper and certificates of attendance must be submitted to the Program Director.

Attendance at the annual Student Conference is mandatory for all second year radiology students. This conference is usually held in either Virginia (even number years) or Florida (odd number years).



POLICY: <i>Operation and Safety Procedures</i>	Radiologic Technology Program Division of Allied Health
Effective date: 08/20/2007 Revision date: 10/19/2018	Page 1 of 4

POLICY STATEMENT:

These instructions are provided to you so that we can comply with the state rules for radiation control. The radiation rules in Texas are enforced by the Texas Department of State Health Services (DSHS), Radiation Control. These rules require that our radiation machines meet specific requirements. The rules also require that certain procedures be followed and that certain records be kept. A copy of the 25 Texas Administrative Code (TAC) rules is always available for you to read and review. It is located in J115, Johnson Building, Wharton County Junior College, Wharton, Texas [See §289.203(b)]. The rules require that a Radiation Safety Officer (RSO) be designated. The RSO has the responsibility and authority of assuring safe radiation practices and serves as the contact person between Wharton County Junior College and the DSHS, Radiation Control. Direct all your questions or concerns on radiation safety to the RSO of this program, Allyson Randel, BSRS, R.T. (R) [See §289.226(e)(2)].

The intent of this document is to: (1) establish procedures to minimize radiation exposure to the radiation equipment operator; (2) help the student establish the ALARA principle as the basis for exposure when operating any radiographic equipment; (3) always follow the cardinal rules for radiation protection: time, distance, and shielding; (4) safely address any occurrence of fire within their immediate area; (5) address safe chemical hygiene and (6) establish procedures for individual monitoring devices.

PROCEDURE:

The three radiographic machines utilized in the Radiologic Technology Program are registered with the state of Texas. The certificates of registration for this equipment are posted in room J212, Johnson Building, Wharton County Junior College, Wharton, Texas.

THE FOLLOWING GUIDELINES MUST BE FOLLOWED WHILE PERFORMING ANY ACTIVITY IN THE RADIOLOGIC TECHNOLOGY LABORATORY (ROOMS J212A, J212B AND J212C).

- (1) Students will operate radiographic equipment **only** with the supervision of a Radiologic Technology instructor.

- (2) The ALARA principle will always be the basis for any exposure performed on the Alderson phantom or any other experimental device.
- (3) **NO HUMAN** will ever be radiographed in the Radiologic Technology Program's Laboratory.
- (4) A student will **NEVER** hold the phantom, IR or experimental device during an exposure. Only mechanical supporting/restraining devices will be used when necessary.
- (5) Students and instructors will **ALWAYS** wear their assigned individual monitoring device(s) at the appropriate location(s) on their person (collar and abdominopelvic area) while in the laboratory [See §289.231(q)].
- (6) ROOMS J212A, J212B and J212C are established restricted areas and are designated by "CAUTION RADIATION AREA" signs posted on the exterior of each door [See §289.231(x)(i)].
- (7) No person is to ever enter the energized laboratory room or open the laboratory room door while an exposure is being made. The doors to the energized rooms shall be closed during any radiographic exposure. **ALWAYS KNOCK BEFORE ENTERING.**
- (8) The x-ray equipment operator is required to remain in the permanent control booth during each exposure [See §289.227(i)(10)].
- (9) The x-ray beam must be restricted to an area no larger than the image receptor or the area of interest. The beam is to be restricted by the use of adjustable collimators, cones, or diaphragms [See §289.227(l)(1)(A)(i)].
- (10) The x-ray beam is to be aligned with the film by the use of the light localizer and the centering device [See §289.227(l)(1)(A)(i)].
- (11) All unnecessary persons are to be removed from the room during an x-ray examination [See §289.227(i)(7)].
- (12) The primary beam shall be directed only toward a primary barrier.
- (13) A quarterly radiation report for a student must not exceed the maximum permissible dosage for occupationally exposed persons as established by law and federal agencies for Radiologic health. However, if a quarterly report badge reading exceeds 100 mrem, the student will be counseled and an investigation will be conducted and documentation of the counseling/investigation will be placed in the student's permanent file. **Student exposure must not exceed**

1000 mrem annually. In the event of a radiation incident or excessive exposure, the Bureau of Radiation Control will be notified [See § 289.231(hh)].

- (14) Each student will be counseled quarterly regarding individual radiation dosimetry reports within 30 days of the receipt of the dosimetry report [See § 289.203 (d)].
- (15) Protective lead garments (gloves and aprons) are located in room J212 and are for demonstration purposes only [See § 289.227(i)(4)].
- (16) The x-ray equipment in this facility was installed following the manufacturer's specifications. Do not alter, tamper with, or remove any of the filters or collimators, or in any way cause needless radiation exposure [See § 289.227(h)].
- (17) Report any equipment damage, equipment malfunction, or frayed electrical cords to the Program Director or RSO immediately.
- (18) Never use any electrical extension cord that has not been approved by the Maintenance Department. Never alter the integrity of any approved electrical extension cord.

FIRE REPORTING PROCEDURES:

- (A) During the school day (8:00 am to 5:00 pm)
 - (1) The person discovering the fire will immediately report to the Building Supervisor, the assistant Building Supervisor, or Security.
 - (a) Call College Security (6523) and give building, room number and nature of fire.
 - (b) Pull alarm or send someone to spread alarm to all classrooms and exit the building.
 - (2) College Security
 - (a) Report fire to Wharton Fire Department (911) depending on location.
 - (b) Report fire to Registrar's Office.
 - (c) Call the President of the college.
 - (d) Alert all Building Supervisors, Carol Derkowski.
 - (e) Administration, Peace, Science, PSC, and Fine Arts Buildings will evacuate with 3 long sounds of a bell. Frankie Hall, Mullins Hall, and the Johnson and LaDieu Buildings will evacuate when the fire alarm sounds.
- (B) After the School Day (5:00 pm to 8:00 am)
 - (1) Report fire to Wharton Fire Department (911) giving building and other observations. Telephones are available in dormitories, class buildings, and Learning Center.
 - (2) Notify both dormitories.

- (3) If lights or observation indicates that other buildings are occupied, notify them.
- (4) Call President of college and Director of Building and Grounds.

FIRE EVACUATION PROCEDURE

- (A) When alarm is sounded, evacuate the building in which the fire is reported.
 - (1) Use the nearest approved exit. (See evacuation plan posted in room)
 - (2) Instructors lead class evacuation.
 - (3) Move 75 to 100 feet from the building, avoiding streets. (Johnson Health Building occupants assemble at the east side of the building)
 - (4) Class remains intact.
- (B) Other buildings not evacuated unless so ordered.
- (C) If general evacuation is ordered, the alarm will sound by pushing the button on the main clock in the Registrar's Office. (three long sounds of the bell)

ALL CLEAR

- (A) Communicated by two long sounds of the bell, by word of mouth, or by order of Fire Department or College administration.
- (B) Return to normal routine.

INDIVIDUAL RADIATION MONITORING DEVICES

Wharton County Junior College Radiology Technology Program will provide an individual radiation monitoring device for each student in the program and the student will wear it during all clinic and laboratory sessions. Under no circumstances will a student participate in a radiographic assignment without his/her assigned radiation monitoring device. Monitoring reports will be reviewed quarterly and initialed by the student within 30 days of receipt of the dosimetry report.

All students are expected to:

- (A) Wear their assigned individual monitoring device attached to the collar during all clinic and laboratory sessions.
- (B) Prevent individual monitoring device from being exposed to heat, moisture, washing machines and dryers, microwave ovens, and color televisions.
- (C) Prevent individual monitoring device from falling onto the floor or table.
- (D) Prevent individual monitoring device from receiving excessive exposure to radiation.
- (E) Change individual monitoring devices quarterly as instructed by the RSO.



POLICY: <i>Pregnancy</i>	Radiologic Technology Program Allied Health Division
Effective date: 08/20/2007 Revision date: 08/1/2014	Page 1 of 1

PROCEDURE:

Any student who becomes pregnant during the two year program is strongly encouraged to inform the Program Director or Clinical Coordinator as soon as possible so that appropriate monitoring and precautionary measures can be taken.

Declaration of pregnancy is strictly voluntary and the student is under no obligation to sign a pregnancy declaration form. However, if no pregnancy declaration form is filled out, no additional monitoring or precautionary steps will be taken. The student may continue in the program without modification to class or clinical requirements whether pregnancy is declared or not. If necessary, the student may request a one year leave of absence and re-enter the program at the first available opportunity provided that there is space available.

Declaration of pregnancy may be withdrawn at any time by filling out the withdrawal section on the pregnancy declaration form.

Pregnancy declaration/withdrawal forms can be obtained from the Program Director or Clinical Coordinator.



POLICY: <i>Professional Behavior</i>	Radiologic Technology Program Allied Health Division
Effective date: 8/20/2007 Revision date: 8/20/2007	Page 1 of 2

POLICY STATEMENT:

The ideal Radiography department should be such that patient confidence is inspired. Only a consistently professional attitude can accomplish this. One must endeavor to treat patients with kindness and courtesy and insure preservation of the patient's privacy.

PROCEDURE:

All students will be expected to:

- Knock prior to entering any room.
- Always introduce yourself and any additional people in the room, and wear your ID badge at all times.
- After the patient has been placed in a room, the door should be kept closed and care must be exercised to keep the patient covered.
- Congregate in lounge areas only - not in public areas such as the patient reception area. Patients awaiting radiographic procedures do not understand the presence of (apparently) idle technologists; the patient may feel he is being kept waiting unnecessarily. Idle time should be used for practicing positioning skills or for study.
- Keep all information about patients or other department personnel confidential; information must not be discussed in any public place; charts and records must be kept out of reach of unauthorized persons including patients.
- Radiographs are the property of the hospital department and must not be shown to patients or families nor given to them.
- Discuss matters pertaining to work in private areas only, not in elevators, corridors, or public areas in the hospital or on the college campus. No conversation should take place within a patient's hearing range that is not intended for him.
- Coffee or soft drinks may be consumed in the lounge area only.
- Chewing gum and food may be consumed in the lounge area only.
- Demonstrate professional behavior in all aspects of clinical education especially to include the consideration of the rights of other students in the program. Harassment of students by peers is unacceptable and will result in disciplinary action. (See clinical behavior and harassment policies).

- Follow attendance policy and arrive to clinical assignment and class **on time**. (See attendance policy).
- Follow the program dress code at all times. (See dress code policy).



POLICY: <i>Program Demerit System</i>	Radiologic Technology Program Division of Allied Health
Effective date: 08/20/2007 Revision date: 08/23/2019	Page 1 of 2

POLICY STATEMENT:

A system of demerits is employed to penalize behavior, which is inconsistent with professional student conduct.

PROCEDURE:

Failure to observe/practice any of the following responsibilities will result in the student being given demerits.

1. Clean and neat uniform.
2. Appropriate jewelry.
3. Name tag/personal monitoring device in proper place.
4. Remains in assigned area.
5. Exchanged personal monitoring device.
6. Informs Clinical Instructor/Technologist when leaving assigned area.
7. Failure to report the need to be absent.
8. Cell phone use in clinic.
9. Neglect of policy & procedure as determined by staff.
10. Inappropriate behavior, including insubordination.
11. Imaging markers on person while at clinic.
12. Failure to log absences in Trajecsys.
13. Failure to keep immunizations current or to obtain immunizations on time.
14. Violation of Supervision policy.

The above list is not inclusive and demerits will be given at the discretion of the Program Director and Clinical Coordinator.

Clinical Instructors will contact the Program Director and/or Clinical Coordinator regarding the behavioral incident. Demerits will then be given to the student. The student will be counseled regarding his/her behavior and informed of the decision regarding the number of demerits given. Should the student have another incident with the same behavior, the total demerits given will double from the original value.

A student can receive up to 20 demerits during the duration of the program before being dismissed. Warnings/dismissal will be issued at the following demerit totals:

- 5 demerits – Verbal Warning
- 10 demerits – Written Warning
- 15 demerits – Final Warning
- 20 demerits – Dismissal from the program

Demerits **will** carry over from year one to year two.



POLICY: <i>Program Merit System</i>	Radiologic Technology Program Division of Allied Health
Effective date: 8/20/2007 Revision date: 04/08/2021	Page 1 of 1

POLICY STATEMENT:

Merit points will be awarded to the student when he/she exceeds the standard actions outlined in the student handbook.

PROCEDURE:

Merit points can be awarded for:

1. Written acknowledgement of thanks from a patient, physician or staff, etc.
This excludes comments made on the clinical evaluation and competency forms.
2. Exceeding the required competencies per semester.
3. Others at the Program Director’s and/or Clinical Coordinator’s discretion.

Merits will not exceed a total of 8 per semester.

ONE MERIT IS EQUAL TO ONE HOUR OF COMPENSATORY CLINICAL TIME.

When using earned merit hours, the student must schedule the time off at least 2 days in advance of the day the time off will occur.

For example, if a student wants to leave clinic early on a Friday, the request for the time off will need to be made no later than the Wednesday before the Friday the student is requesting to leaving early.

REQUESTS FOR TIME OFF MADE ON THE SAME DAY WILL BE DENIED.

MERIT TIME CANNOT BE USED AS SICK TIME.



POLICY: <i>Readmission</i>	Radiologic Technology Program Division of Allied Health
Effective date: 8/20/2007 Revision date: 8/19/2015	Page 1 of 1

PROCEDURE:

The Radiography Program is designed to be completed in two years beginning in August of each year. In order to progress through the program, students must complete all Radiography courses with a grade of "C" or above. Students receiving a grade of "D" or lower in any Radiography course will be dismissed from the program.

If a student should withdraw from the program, and has satisfactorily completed all course requirements up to that point, the student has the option to reapply to the program for a period of 12 months after leaving the program. Should space be available, the student will be re-admitted into the program to complete the remaining required courses.

If a student leaves the program because of unsatisfactory grades, the student has the option to re-enter the program, should space be available, and repeat unsatisfactorily completed courses. Students who exercise this option are advised that radiography courses are only offered once a year. Therefore, the student must wait one year to re-attempt courses. Students who successfully complete repeated courses will be allowed to continue in the program from the point in the curriculum where they originally exited.

Students re-entering the program will be required to take assessment tests or perform simulated radiography exams to determine knowledge and retention of previously learned material. The student must make an appointment with the Program Chair and clinical coordinator at least one semester prior to the anticipated entry date. The student, Program Chair, and clinical coordinator will develop an Educational Plan to focus on the remediation of skills and knowledge. This plan must be completed prior to the start of the semester the student is to re-enter the program.

Because of the rapid changes that occur in the field of radiologic technology, radiography courses taken two or more years prior to readmission may have to be repeated. Additionally, should significant curriculum revision take place, courses taken less than two years prior to readmission may have to be repeated, and any new courses added will need to be completed.

Readmitted students who return to the program will be held to the policies and procedures of the college catalog and student handbook and curriculum that is in place for the semester in which they are returning. Readmission options can only be used one time. Students who unsatisfactorily complete a repeated radiography course will be dismissed from the program with no further consideration for re-admission.

POLICY: <i>Specialty Rotations</i>	Radiologic Technology Program Division of Allied Health
Effective date: 9/21/2010 Revision date: 6/7/2016	Page 1 of 1

PROCEDURE:

Sophomore students are required to complete specialty rotations as part of RADR 2267. During this practicum, students will have the opportunity to observe the following modalities:

CT	MRI
Angiography	Surgery
Nuclear Medicine	Ultrasound
Radiation Therapy	Mammography

The above listed modalities are the modalities that students are allowed to observe in. Under this revised policy, all students, male and female, will be offered the opportunity to participate in mammography clinical rotations. The program will make every effort to place a male student in a mammography clinical rotation if requested; however, the program is not in a position to override clinical site policies that restrict clinical experiences in mammography to only female students. Male students are advised that placement in a mammography rotation is not guaranteed and is subject to the availability of a clinical setting that allows males to participate in mammographic imaging procedures. The program will not deny female students the opportunity to participate in mammography rotations if clinical settings are not available to provide the same opportunity to male students.

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

A rotational schedule will be provided to the student at the beginning of the semester and should be strictly followed.



POLICY: <i>Student Supervision</i>	Radiologic Technology Program Division of Allied Health
Effective date: 8/20/2007 Revision date: 1/11/2019	Page 1 of 2

PROCEDURE:

Initially all students **MUST** have **DIRECT SUPERVISION**.

Definition of Direct Supervision: Student supervision by a qualified practitioner who reviews the procedure in relation to the student's achievement, evaluates the condition of the patient in relation to the student's knowledge, is present during the procedure and approves the procedure. A qualified radiographer is present during the performance of a repeat of an unsatisfactory radiograph. A qualified radiographer must be present during the conduct of a repeat image and must approve the student's procedure prior to re-exposure.

All students, who have achieved competency in a particular examination, may perform that examination under **indirect supervision**.

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

Under **NO** circumstances may a student be sent outside of the department (portables, surgery, etc) without a registered technologist accompanying them.

All unsatisfactory radiographs, that are to be repeated by student, can only be done under **direct supervision** of a qualified radiographer regardless of the student's level of competency.

If clinical staff is released early due to low patient load, then students cannot be used as replacement techs. JRCERT policy states that student capacity is based on the number of full-time staff certified by ARRT during daytime hours. The ratio of students to staff shall not exceed a one (1) to one (1) ratio. Should the ratio fall below 1:1 students will be sent to the college, by the clinical instructor, until compliance is

achieved. The students reporting to the college will be assigned laboratory practice or to a secondary site if possible.

Failure to comply on the part of the clinic site or clinical instructor will result in probation of or termination of agreements. Failure to comply on the part of the student will result in probation and possible dismissal from the program.



POLICY: <i>Time Records</i>	Radiologic Technology Program Division of Allied Health
Effective date: 08/20/2007 Revision date: 8/22/2022	Page 1 of 1

POLICY STATEMENT:

Students are required to complete clinical hours each semester. In order to document the clinical hours, students are required to clock in and out using the online system proving their attendance of the clinical assignment. Students should clock in and out while at the clinical site. Attendance is a vital part in determining the Practicum grade and should be submitted on a daily basis.

PROCEDURE:

Students should document the time spent at their clinical assignment on a **daily basis**. At the end of the clinical week, Clinical Instructor's approve student time records certifying the accuracy of the student's presence at their clinical assignment for the week. Should the student not remember to clock in or out, a time exception report should be filed within the online system explaining the circumstances. No more than 4 time exception reports should be filed within any semester. Should there be more than 4 time exception reports filed or egregious abuse of this policy, it is the discretion of the Clinical Coordinator or Program Director to issue demerits, reduce clinical course grade and/or reduce the professionalism portion of the clinical course grade.

Furthermore, it is the **student's sole responsibility** to ensure that clock in/outs accurately reflect the time spent at their clinical assignment. Once a time record is submitted to the Clinical Coordinator, no amendments or corrections can be made. Depending on the circumstances, it is the sole discretion of the Instructor to issue Practicum grades of an "I" or "F" should the student not complete the required clinical hours for the semester.



<p>POLICY: <i>Use Of Electronic Devices In The Classroom/Clinic</i></p>	<p>Radiologic Technology Program Division of Allied Health</p>
<p>Effective date: 03/10/2011 Revision date: 8/18/2021</p>	<p>Page 1 of 2</p>

POLICY STATEMENT:

The use of electronic devices in the classroom/clinic is meant to enhance the learning process and not be a disruption or an invasion of privacy.

PROCEDURE:

Cell Phone Usage:

Students must not abuse the use of cell phones in the classroom or clinical setting. Phones must be turned off or on vibrate mode (airplane mode at clinical site). Students may not carry their phone with them at the clinical site and phones need to be stored with the students' belongings. If there is a need to check for and/or receive a call, the student must inform the radiology instructor/clinical instructor in advance that the student may need to excuse himself/herself to take an important call. Students are **not** allowed to engage in text messaging or social media activity in the classroom or at the clinical site. This is a disruptive behavior and may warrant the student being asked to leave the classroom/clinical site and/or demerits awarded.

Audio/Video Recording:

Radiology students are not allowed to record audio and/or video in any radiology course (this includes Practicum courses) unless prior written approval is granted by the instructor. Recording audio/video without the consent of an individual is a violation of law (invasion of privacy).

Laptop Computers:

The use of a laptop computer in the classroom is not allowed unless you have prior permission from the radiology instructor. Surfing the internet, game playing, and messaging will not be allowed at any time.

Smart Watches:

Students are not allowed to wear Smart Watches at clinical sites. Fit Bits and other fitness trackers are allowed.

Academic Dishonesty:

If a student has a cell phone in hand during a test, he or she may be under suspicion of cheating on an exam and may be subject to dismissal from the program and/or college due to academic dishonesty.

Violation of the above policies may warrant the student receiving demerits, suspension, or even dismissal depending on the severity of the incidence. The Program Director will decide the proper action depending of the severity of the incidence.

The Wharton County Junior College Student Handbook

“Any violation of college policies or regulations may result in the students being placed on disciplinary warning, disciplinary probation, removal from college residence halls, interim suspension, or suspension (dismissal) and/or being subject to legal prosecution.”

Obstruction or Disruption:

WCJC defines obstruction or disruption as the following “Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other college activities, including its public services functions, or of other authorized activities on college premises.” The use of electronic devices in the classroom can be considered a disruption of teaching.



POLICY: <i>Vacations, Holidays and Breaks</i>	Radiologic Technology Program Allied Health Division
Effective date: 08/20/2007 Revision date: 08/21/2012	Page 1 of 1

PROCEDURE:

The Radiologic Technology Program will have the same holidays and semester breaks as the rest of the campus.

The student handbook, college website (www.wcjc.edu) and college catalog contains the academic calendar listing these dates. Copies of the student handbook and/or college catalog can be acquired at orientation or in the Pioneer Student Center, ground floor, in the Student Union Building.

There will be **no** scheduled time off outside of the college's list. Vacation plans should be scheduled accordingly. Students should arrange vacation time during semester breaks and/or college holidays